

## Processes for Agendizing City Council Requested Items

City	Formal/ Informal	Policy	Practice
Alameda			<ul style="list-style-type: none"> <li>- Council Members submit a written request to City Clerk 2 weeks prior to Council meeting requested</li> </ul>
Albany			<ul style="list-style-type: none"> <li>- Council Members submit a written request with materials to Mayor and City Manager by Friday before Wednesday posting of agenda</li> </ul>
Bakersfield			<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Members support to add to agenda</li> <li>- City Manager coordinates a response and provides as part of regular weekly general information packet to Council, media, and public</li> </ul>
Belmont	Formal	Policy – “Placing Items on the Agenda”	<ul style="list-style-type: none"> <li>- Council Members submit a written request to City Clerk with memo or report summarizing position on matter at least 1 week prior to meeting</li> <li>- No staff work done prior to discussion by entire City Council</li> <li>- Council may vote on item or direct staff to bring back full report at future meeting</li> </ul>
Berkeley			<ul style="list-style-type: none"> <li>- Council Members written submit request to Agenda Committee (Mayor and 2 City Council Members) which has authority to place items on agenda</li> </ul>

<b>Capitola</b>	Formal	Municipal Code	<ul style="list-style-type: none"> <li>- Upon verbal request by a Council Member at a public meeting, a majority of a quorum of City Council may order any designated matter be placed on any future agenda</li> </ul>
<b>Coachella</b>	Formal	Policy	<ul style="list-style-type: none"> <li>- 2 Council Members can add item to agenda</li> </ul>
<b>Corona</b>			<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Members support to add to agenda</li> <li>- Item will be placed on next Council Agenda</li> </ul>
<b>Cypress</b>	Formal	Municipal Code	<ul style="list-style-type: none"> <li>- Council Members submit a written request to City Clerk not less than 1 week prior to meeting; or</li> <li>- Council Members make a Verbal request during a public meeting and need majority of Council Members support to add to agenda</li> </ul>
<b>Diamond Bar</b>			<ul style="list-style-type: none"> <li>- Council Members submit request to City Manager's Office</li> <li>- City Manager coordinates with staff</li> <li>- City Manager/staff provides information to entire Council at meeting</li> </ul>
<b>Dublin</b>			<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Members support to add to agenda</li> </ul>
<b>Emeryville</b>			<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Members support to add to agenda</li> </ul>
<b>Fremont</b>			<ul style="list-style-type: none"> <li>- Council Members submit a written request as a staff report to City Manager</li> <li>- Sponsoring Council Member gives City Manager brief description of subject to print on agenda</li> </ul>

<b>Fullerton</b>			<ul style="list-style-type: none"> <li>- 2 Council Members can add item to agenda</li> </ul>
<b>Galt</b>	Formal	City Council Procedural Guidelines	<ul style="list-style-type: none"> <li>- Council Members make a verbal request at a public meeting of City Council to add item to agenda</li> </ul>
<b>Indio</b>	Formal	Unknown	<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Member support to add to agenda</li> <li>- Item will be placed on next Council Agenda</li> <li>- Also true in Burbank, Culver City, and Beverly Hills</li> </ul>
<b>La Quinta</b>	Formal	La Quinta Council Rules and Procedures	<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Member support to add to agenda</li> <li>- Item will be placed on next Council Agenda</li> </ul>
<b>Livermore</b>			<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Member support to add to agenda</li> </ul>
<b>Lompoc</b>	Formal	City Council Handbook	<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Member support to add to agenda</li> <li>- Item will be placed on next Council Agenda</li> </ul>
<b>Menifee</b>	Formal	City Council Policy – Rules of Decorum and Procedures for the Conduct of City Council Meetings	<ul style="list-style-type: none"> <li>- 2 Council Members can add item to agenda</li> </ul>
<b>Merced</b>	Formal	Council Policies	<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Member support to add to agenda</li> </ul>

<b>Moreno Valley</b>	Formal	Unknown	<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Member support to add to agenda</li> </ul>
<b>Newark</b>			<ul style="list-style-type: none"> <li>- Council Members submit an informal request to City Manager or a verbal request during a Council meeting to add items to agenda</li> </ul>
<b>Norco</b>			<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Member support to add to agenda</li> <li>- Item will be placed on next Council Agenda</li> </ul>
<b>Oakland</b>			<ul style="list-style-type: none"> <li>- Council Members submit a request to Rules and Legislative Committee (4 Council Members, City Attorney, City Administrator, and City Clerk's designee) which assigns all proposed agendas to City Council, or subject matter Committee for consideration and action</li> </ul>
<b>Palm Desert</b>	Informal	None	<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Member support to add to agenda</li> <li>- Item will be placed on next Council Agenda</li> </ul>
<b>Palo Alto</b>			<ul style="list-style-type: none"> <li>- 2 -3 Council Members can place item on agenda</li> </ul>
<b>Perris</b>	Formal	Council Rules and Regulations	<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Member support to add to agenda</li> </ul>
<b>Pleasanton</b>			<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Member support to add to agenda</li> </ul>

<b>San Jose</b>			<ul style="list-style-type: none"> <li>- Council Members submit a written request a Council Priority Setting meeting</li> <li>- All agenda items are referred to Rules Committee (Mayor, Vice Mayor, 3 Council Members, City Manager, City Attorney, and City Clerk) for decision</li> </ul>
<b>San Leandro</b>			<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Member support to add to agenda</li> </ul>
<b>San Mateo</b>	Formal	Policy	<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Member support to add to agenda</li> </ul>
<b>Saratoga</b>	Formal	Council Norms of Operation	<ul style="list-style-type: none"> <li>- 2 Council Members can add item to agenda</li> </ul>
<b>Union City</b>			<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Member support to add to agenda</li> <li>- Item will be placed on next Council Agenda</li> </ul>
<b>Walnut Creek</b>			<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Member support to add to agenda</li> <li>- Item will be placed on next Council Agenda</li> </ul>
<b>Wildomar</b>	Formal	Norms and Accepted Procedural Practices	<ul style="list-style-type: none"> <li>- Council Members make a verbal request during a public meeting and need majority of Council Member support to add to agenda</li> <li>- Item will be placed on next Council Agenda</li> </ul>

#### Summary Results:

- 3 cities require City Council Members to submit a written request to a Committee for approval in order for the item to be agendized

- 7 cities require City Council Members to submit a verbal or written request to either the City Manager, City Clerk, or Mayor (or a combination of the 3) for approval for the item to be agendaized
- 23 cities require City Council Members to make a verbal request during a public meeting and need a majority vote (of the quorum) for an item to be agendaized

**\*NOTE\*** *Some cities use more than one method and therefore may have been counted twice in the summary*