



# City of Santa Clara

## Meeting Agenda

### Governance and Ethics Committee

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Monday, June 1, 2026

10:00 AM

City Hall – Council Chambers  
1500 Warburton Avenue  
Santa Clara, CA 95050

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The City of Santa Clara is conducting Governance and Ethics Committee meetings in-person and continues to have methods for the public to participate remotely or in-person.

- Via Zoom: <https://santaclaraca.zoom.us/j/98559951444>
- Webinar ID: 985 5995 1444
- By phone: +1 669 444 9171

To submit written public comment before meeting:

Send email to [mayorandcouncil@santaclaraca.gov](mailto:mayorandcouncil@santaclaraca.gov) by 10 a.m. one day before the date of the meeting. Emails will be forwarded to Committee members and will be uploaded as supplemental meeting material.

Note: Emails received as public comment will not be read aloud during the meeting.

#### CALL TO ORDER AND ROLL CALL

#### CONSENT CALENDAR

1. 26-628 [Approval of the Minutes for the April 13, 2026 Governance and Ethics Committee Special Meeting and the May 21, 2026 Governance and Ethics Committee Special Meeting](#)

**Recommendation:** Approval of the Minutes for the April 13, 2026 Governance and Ethics Committee Special Meeting and the May 21, 2026 Governance and Ethics Committee Special Meeting

#### PUBLIC PRESENTATIONS

*[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]*

#### GENERAL BUSINESS

2.      **26-627**      [Discussion and Action on Proposed Special Meeting Scheduling Policy \(CONTINUED FROM MAY 21, 2026\)](#)

**Recommendation:** Approve the proposed Special Meeting Scheduling Policy, with any revisions directed by the Committee, and forward the Policy to the full City Council for consideration and adoption.

3.      **26-626**      [Discussion and Possible Action on Updates to Council Policy 030 \("Adding an Item to the Agenda"\)](#)

**Recommendation:** Discuss and provide direction to staff on any proposed modifications to Council Policy 030 ("Adding an Item to the Agenda")

### **STAFF REPORT**

### **COMMITTEE MEMBER REPORTS / FUTURE REFERRALS FOR CONSIDERATION**

1. Modification of gift policy such that gifts less than \$50 (or maybe \$30) do not have to be disclosed at a Council meeting
2. Policy for establishing travel and training budgets for City Council as well as all boards and commissions
3. Require captioning and transcripts for all commission and committee meetings. Look at possibility of multilanguage captioning using AI (no humans)

### **ADJOURNMENT**

## MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



## Agenda Report

26-628

Agenda Date: 6/1/2026

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### REPORT TO GOVERNANCE AND ETHICS COMMITTEE

#### **SUBJECT**

Approval of the Minutes for the April 13, 2026 Governance and Ethics Committee Special Meeting and the May 21, 2026 Governance and Ethics Committee Special Meeting

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

#### **FISCAL IMPACT**

There is no fiscal impact to the City other than administrative staff time.

#### **PUBLIC CONTACT**

Public contact was made by posting the Committee agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

#### **RECOMMENDATION**

Approval of the Minutes for the April 13, 2026 Governance and Ethics Committee Special Meeting and the May 21, 2026 Governance and Ethics Committee Special Meeting

Reviewed by: Maria Le, Assistant to the City Manager, City Manager’s Office

Approved by: Jovan D. Grogan, City Manager

#### **ATTACHMENTS**

1. April 13, 2026 Governance and Ethics Committee Special Meeting Minutes Draft
2. May 21, 2026 Governance and Ethics Committee Special Meeting Minutes Draft



# City of Santa Clara

## Meeting Minutes

### Governance and Ethics Committee

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04/13/2026

6:00 PM

City Hall – Council Chambers  
1500 Warburton Avenue  
Santa Clara, CA 95050

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#### Special Meeting

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#### CALL TO ORDER AND ROLL CALL

Chair Suds Jain called the meeting to order at 6 p.m.  
Present 3 - Member Raj Chahal, Chair Suds Jain,  
and Member Kevin Park

#### CONSENT CALENDAR

1. [26-430](#) Approval of the March 30, 2026 Governance and Ethics Committee Special Meeting Minutes

**Recommendation:** Approval of the March 30, 2026 Governance and Ethics Committee Special Meeting Minutes

**A motion was made by Committee Member Raj Chahal, seconded by Committee Member Kevin Park to approve the minutes for the March 30, 2026 Special Governance and Ethics Committee meeting.**

**Aye:** 3 - Member Chahal, Chair Jain, and Member Park

**PUBLIC PRESENTATIONS**

**Member of the public Anthony Becker** stated the City YouTube channel used to broadcast meetings should consider adding lower third titles or agenda items to allow public to easily follow along and also requested Council Policy 030 ("Adding an Item to the Agenda") to be further reviewed by this Committee.

**GENERAL BUSINESS**

2. [26-429](#) Review and Action on the 2026 Governance and Ethics Committee Workplan (CONTINUED FROM MARCH 30, 2026)

**Recommendation:** Approve the 2026 Governance and Ethics Committee Workplan with any additional amendments.

**Assistant to the City Manager Maria Le** presented the 2026 proposed Committee workplan which included items which have been carried over and new items requested by Committee members and/or recommended by staff for consideration. The staff report included a list of additional referrals from the Committee for consideration.

**Committee Member Kevin Park** stated the Governance and Ethics Committee should meet monthly, the need for a full-time City Council to conduct City business. He did not prioritize the Review of Policy Limiting Resolution Matters outside of the City Jurisdiction or Review of the text message retention policy for the workplan.

**Chair Suds Jain** stated including on the workplan: Review of Policy Limiting Resolution Matters outside of the City Jurisdiction, Public Record Act Policy review, updating HOA Bylaws to be approved by Council from Keith Stattenfield at the 1/11/2022 meeting, Policy for Commissioner Budgets for training, and Review of the City Council meeting schedule to add meetings. He commented on changes to Council Policy 030 worked and the policy still allows options to request City staff to add items .

**Committee Member Raj Chahal** added to the workplan: Review of Council Policy 042 ("Reconsideration of Council Action") , Review of Council Policy 030 ("Adding an Item to an Agenda"),.and review of All Policies.

**City Manager Jovan Grogan** stated staff has already added special meetings this year to the Governance and Ethics Committee scheduled quarterly meetings to address policy items which may take more time.

**Public Comment: Dan Ondrasek** added Council Policy 030 policy creates an extra barrier for public to add priorities and advocated going back to previous Council Policy 030. **Anthony Becker** agreed monthly meetings are needed with Economic Development and Marketing Committee meets more often. **Adam** stated it is critical to work on the long list of items . **Mary Grizzle** added this Committee meeting should be on Comcast 15 channel. **Noah MacDonald** added Council Policy 030 does not require the City to take any action at all and items should be voted on and agreed on policy on outside matters should be reviewed. **Wanda Buck** added the Committee should focus on their duties due to the time. **Mark Kelsey** agreed the Committee meetings should be televised.

**City Manager Grogan** added City Council and Planning Commission meetings are currently televised. Council Committees provide a hybrid option with Zoom for participation and playback options are available. The Committee could consider the change, which would require additional infrastructure and budget. **Chair Jain** suggested adding Zoom links to Legistar agendas to easily find.

**Committee Member Chahal** motioned and seconded by **Chair Jain** to include the following items for review for the workplan: **Ethics Policies, Council Policy 042 Reconsideration of Council Action, Council Policy 030 Adding an Item to Agenda, Council meeting schedule and policy, Council Policy 055 Meeting Management Protocols.** Staff will bring forward an **Internet Disruption Policy**, a requirement for **SB 707**, directly to the City Council and not to the Governance and Ethics Committee for consideration.

**Aye:** 2 - Member Chahal, and Chair Jain

**Nay:** 1 - Member Park

3. [26-428](#) Action on Council Policy Establishing an Annual Performance Review Process for Council Appointees (DEFERRED FROM MARCH 30, 2026)

**Recommendation:** Approve a new Council policy for the Performance Evaluation Process for Council Appointees, and present the proposed new Council policy to the full City Council for consideration and approval.

**Acting Director of Human Resources Marco Mercado** and presented on anew Council policy for the performance evaluation process for Council appointees, including employees in the City Manager and City Attorney classifications.

**Chair Jain** stated he preferred fix date for to hire one facilitator to review both the City Manager and City Attorney. He noted the NCPA uses their HR department to conduct the review of their General Manager and General Counsel with an executive committee and may bring in consultants for compensation. **Committee Member Chahal** added he supports budgeting for a 360 review and specific dates for the review and for the schedule. **Committee Member Park** stated metrics should be included to measure goals and requested clarification on the approximate 2% or CPI salary increase if the outlined process is not complete by May 31st of the year.

**Public Comment: Adam Thompson** stated 360 reviews and fixed dates to establish review cycles, requirements should be outlined. He asked why we have a need for consultants with Assistant City Managers, stated the default should be no raises, performance improvement plans, and public review is important. **Anthony Becker** added a fixed schedule for review is good and should consider a team of consultants for consistency.

**Committee Member Chahal** motioned to approve the staff recommendation to include 3e60 review, push timeline to begin September, add goal setting language in February, hiring after July 1st do not include rating period, and bring forth to City Council for review and consideration. Motion seconded by Chair Jain.

**Aye:** 3 - Member Chahal, Chair Jain, and Member Park

## **STAFF REPORT**

## **COMMITTEE MEMBER REPORTS / FUTURE REFERRALS FOR CONSIDERATION**

## **ADJOURNMENT**

The meeting was adjourned at 10:04 p.m.

**Adjourned**



# City of Santa Clara

## Meeting Minutes

### Governance and Ethics Committee

05/21/2026

10:00 AM

City Hall – Council Chambers  
1500 Warburton Avenue  
Santa Clara, CA 95050

#### Special Meeting

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#### CALL TO ORDER AND ROLL CALL

Chair Jain called the meeting to order at 10:04 a..m.

Present 3 - Member Raj Chahal, Chair Suds Jain, and Member Kevin Park

#### CONSENT CALENDAR

1. [26-548](#) Approval of the April 13, 2026 Governance and Ethics Committee Special Meeting Minutes

**Recommendation:** Approval of the April 13, 2026 Governance and Ethics Committee Special Meeting Minutes

**Staff Maria Le** pulled the item to approve the minutes for the April 13, 2026 Governance and Ethics Committee meeting. Staff stated the minutes should note the action during the work plan item to include the Committee's approval for bringing an Internet Disruption Policy, as part of a requirement of SB707 , directly to the City Council and the item will not be brought to the Governance and Ethics Committee first. Staff will revise the minutes and bring back to the next Committee meeting for approval.

**PUBLIC PRESENTATIONS**

**Member of the Public Anthony Becker** requested the Committee consider action on updating the City's YouTube channel to organize the meeting videos and to consider adding ticker to include agenda item titles. He added the items for Special Order of Business on the agenda are busy and to consider consolidating items in order to allow agenda items to be completed, and stated City Council meetings have a certain stop time and its a challenge to get all agenda items done.

**GENERAL BUSINESS**

**Chair Suds Jain** stated we would take Item 3 - Discussion and Possible Action on Updates to Council Policy 042 ("Reconsideration of Council Action") first on the agenda due to the City Attorney needing to leave for another meeting.

**Committee Member Park** asked a general question to what the protocol is moving an agenda item. **City Attorney Glen Googins** stated the rearrangement of agenda items is typically proposed by the Presiding Officer.

2. [26-574](#) Discussion and Action on Proposed Special Meeting Scheduling Policy

**Recommendation:** Approve the proposed Special Meeting Scheduling Policy, with any revisions directed by the Committee, and forward the Policy to the full City Council for consideration and adoption.

This item was continued to the next Governance and Ethics Committee meeting and was not heard due to the meeting ending. City Manager Jovan Grogan stated we are currently starting to poll for additional special meetings if needed per month.

3. [26-573](#) Discussion and Possible Action on Updates to Council Policy 042 ("Reconsideration of Council Action")

**Recommendation:** Discuss and provide direction to staff on any proposed modifications to Council Policy 042 ("Reconsideration of Council Action")

**City Attorney Glen Googins** presented on the item to discuss Council Policy 042 ("Reconsideration of Council Action") and provided a presentation on the current policy and a summary of the steps outlined in the policy to request a reconsideration of a Council action.

The Committee had a robust discussion on the Council Policy 042.

**Committee Member Park** asked about what language was redundant in the current policy. **City Attorney Googins** responded there was repeated language in different sections of the policy which could be cleaned up.

**Committee Member Chahal** requested the need for clarification on the definition of prevailing party in the policy. He noted in Robert's Rules of Order and Rosenberg Rules have language that could be considered for clarity purposes and referred to a table from an article by Angie McFarlane about Robert Sue defining prevailing party. **Chair Jain** requested the policy update consider the prevailing party be based on the actual event, e.g. if something failed, the people who voted against it are the prevailing party.

**Committee Member Park** motioned that staff bring back a proposed Council Policy 042 to add clarity on prevailing party and including a table, defining scenarios, add clarity on the difference between who can make a request versus who can make the motion, meaning anyone can make the request, and not to remove information unless there is justification.

**Aye:** 3 - Member Chahal, Chair Jain, and Member Park

### **STAFF REPORT**

None.

### **COMMITTEE MEMBER REPORTS / FUTURE REFERRALS FOR CONSIDERATION**

**Chair Jain** mentioned the list of referrals for consideration for the work plan. **Committee Member Park** mentioned the need for more meetings to complete work plan items. **City Manager Grogan** noted staff are working to bring the draft of the comprehensive City Council Policy manual for Committee review.

**ADJOURNMENT**

The meeting was adjourned 12:20 p.m.

The next regularly scheduled Governance and Ethics Committee meeting will be held on June 1, 2026 at Santa Clara City Hall - Council Chambers.

**MEETING DISCLOSURES**

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## Agenda Report

26-627

Agenda Date: 6/1/2026

### REPORT TO GOVERNANCE AND ETHICS COMMITTEE

#### SUBJECT

Discussion and Action on Proposed Special Meeting Scheduling Policy (CONTINUED FROM MAY 21, 2026)

#### BACKGROUND

The City Charter states the City Council shall hold regular meetings at least twice each month, at such times as it shall fix by ordinance or resolution, and may adjourn or readjourn any regular meeting to a date certain, which shall be specified in the order of adjournment, and when so adjourned, each adjourned meeting shall be a regular meeting for all purposes.

Typically, City Council meetings have been adjourned by 12 a.m. and items not requiring immediate approval have been continued to a future meeting. Due to the workload and ongoing City projects and initiatives, the past two years have demonstrated the need for scheduling additional special meetings to support completion of Council agenda items.

More frequently in recent months, the volume of Council items requiring action has resulted in the need to schedule additional special City Council meetings or special closed sessions to ensure timely consideration of City business. While the City Clerk's Office currently polls Councilmembers to identify a workable date, no formal procedure has been established for that polling process. Establishing a defined structure for scheduling these meetings will provide consistency, transparency, and fairness, and will ensure that any scheduling decision is supported on the record and may be followed without challenge.

As part of the work plan, the Governance and Ethics Committee expressed interest in establishing guidelines when scheduling additional special City Council meetings and Closed Sessions, including start times. In addition, the Committee members discussed the option of increasing the regular meeting schedule from two to three regular City Council meetings per month.

#### DISCUSSION

The following is a summary of the various types of meetings that may be scheduled for the City Council. Annually, the City Clerk's Office establishes a calendar, approved by Resolution, for regularly scheduled meetings for the calendar year.

- 1) City Council /Stadium Authority Meetings:** Regular meetings of the City Council are held at least two times a month. The meetings may be combined as Council "Concurrent" meetings with the Santa Clara Stadium Authority and other City Authorities (e.g., the Housing Authority).

Agendas for regular meetings must be posted and released to the public at least 72 hours in advance of the meeting to comply with the Brown Act.

- 2) **Special Meetings:** Special meetings may be held on a non-regular meeting date and/or time. Special Meetings may be called by the Mayor, a majority vote of the City Council, or the City Manager. Agendas for special meetings must be posted at least 24 hours in advance of the meeting to comply with the Brown Act. Special meetings will include the items to be discussed, the meeting time and location, and public access information.
- 3) **Study Sessions:** Study Sessions occur during a Regular Meeting or a Special Meeting. They are held to provide information to the City Council, typically on issues that are more complex and time-consuming than matters scheduled on a regular meeting agenda. Typically, no action is taken at study sessions.
- 4) **Closed Sessions:** Closed sessions are private discussions of matters by the Council that are confidential in nature and that are qualified for private discussion under special provisions of the Brown Act. Closed sessions are not open to the public. In general, there are six allowable reasons for a closed session:
  - i. Personnel Matters for individuals appointed by the City Council,
  - ii. Pending or anticipated litigation,
  - iii. Real estate negotiations regarding the price and terms of payment for the purchase, sale, exchange, or lease of specific real property,
  - iv. Labor negotiations,
  - v. Public safety and security related to threats to public buildings or the public's right to access public services, and
  - vi. License applications or license renewal by an applicant who has a criminal record.
- 5) **Emergency Meetings:** Emergency meetings are allowed per the Brown Act when an emergency involving matters upon which prompt action is necessary due to the disruption or threatened disruption of the public's well-being. With proper findings, emergency meetings are not subject to the prior noticing requirements for regular or special meetings.

### Proposed Policy

Staff has prepared the attached proposed Special Meeting Scheduling Policy (Attachment 1) for the Committee's review. The proposed Policy supplements Council Policy 055, "Council Meeting Procedures and Protocols," and establishes a standardized, transparent, and equitable process for determining the date and time of Special Meetings of the City Council and the Santa Clara Stadium Authority. The proposed Policy does not supersede any requirements of the City Charter or the Ralph M. Brown Act. Key elements of the proposed Policy include:

- 1) **Scheduling Principle (Majority Availability):** The date selected is the one on which the greatest number of Members have confirmed availability, provided a quorum is achieved. No individual Member's schedule receives preference over this standard.
- 2) **Initiation:** A Special Meeting may be initiated by the City Manager, or by a majority of Members through written or electronic notice to the City Clerk's Office. Upon initiation, the City

Clerk's Office promptly begins the polling process.

- 3) **Availability Polling Process:** The City Manager, in consultation with the City Clerk's Office, identifies a minimum of three (3) proposed dates that comply with the Brown Act's 24-hour advance written notice requirement. The City Clerk's Office transmits the availability request to all Members simultaneously, with a response deadline of no more than forty-eight (48) hours. The City Clerk's Office then compiles a written Availability Summary documenting member responses, which is retained as part of the official record.
- 4) **Date Selection Criteria:** The City Manager selects the date using four criteria, applied in order: (1) Greatest Availability; (2) Earliest Date as tiebreaker; (3) Quorum Confirmation, with re-polling if no proposed date achieves a quorum; and (4) Equal Treatment, meaning the date will not be adjusted to accommodate one Member where doing so would result in fewer total available Members.
- 5) **Notice and Record Retention:** Once a date is selected, the City Clerk's Office issues the Special Meeting Notice in compliance with the Brown Act. The availability poll, Availability Summary, and Special Meeting Notice are retained for each scheduling process and are available as public records under the California Public Records Act.

The proposed Policy is attached for the Committee's review and consideration. If the Committee approves the proposed Policy, or directs revisions, staff will incorporate any changes and present the Policy to the full City Council for consideration and approval.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

There is no fiscal impact with this report other than administrative staff time.

### **COORDINATION**

This report was coordinated with the City Manager's Office and the City Attorney's Office.

### **PUBLIC CONTACT**

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### **RECOMMENDATION**

Approve the proposed Special Meeting Scheduling Policy, with any revisions directed by the Committee, and forward the Policy to the full City Council for consideration and adoption.

Reviewed by: Aracely Azevedo, Assistant City Manager

Approved by: Jōvan D. Grogan, City Manager

**ATTACHMENTS**

1. Proposed Special Meeting Scheduling Policy

## SPECIAL MEETING SCHEDULING POLICY

**PURPOSE**

**In General.** These Special Meeting Scheduling Procedures ("Scheduling Policy") establish a standardized, transparent, and equitable process for determining the date and time of Special Meetings of the City Council. Without a defined procedure, meeting date selection may appear arbitrary or preferential, and potentially creating unnecessary internal conflict.

Selecting a date in which the greatest number of members can attend maximizes participation, ensures reliable quorum achievement, respects the equal standing of all members, and eliminates the appearance of favoritism toward any individual officeholder.

**Relationship to Policy 055.** This Policy supplements Council Policy 055, "Council Meeting Procedures and Protocols," which governs the conduct of meetings. In the event of any conflict between this Policy and Policy 055, this Policy shall govern with respect to Special Meeting scheduling. This Policy does not supersede any requirements of the City Charter or the Ralph M. Brown Act.

**Applicability.** This Policy applies to the City Council and the Santa Clara Stadium Authority. References to the "Mayor" shall be read as "Chair" for other bodies. References to "City Manager" include the City Manager's designee.

**POLICY**

**A. Scheduling Principle — Majority Availability.**

When a Special Meeting must be scheduled, the City Clerk's Office, in coordination with the City Manager's Office, shall select the date on which the greatest number of members have confirmed availability, provided that date achieves at least a quorum. No member's schedule, shall receive preference over this majority availability standard.

**B. Initiation.**

A Special Meeting may be initiated by the City Manager, who shall notify the City Clerk's Office of the need, or by a majority of members through written or electronic notice to the City Manager and City Clerk's Office. Upon initiation, the City Clerk's Office shall promptly begin the scheduling process in Section C.

**C. Availability Polling Process.**

**Step 1 — Identify Proposed Dates.**

The City Manager, in consultation with the City Clerk's Office, shall identify a minimum of three (3) proposed dates. Proposed dates shall:

- Comply with the Brown Act's minimum 24-hour advance written notice requirement (Gov. Code § 54956);
- Reflect a reasonable timeframe given the urgency of the business to be addressed; and

- Be offered simultaneously to all members — no member shall be polled before others.

**Step 2 — Simultaneous Poll.**

The City Clerk's Office shall transmit an availability request to all members simultaneously, via electronic calendar hold, email or written communication. The request shall:

- List all proposed dates and times;
- Request each member to respond "Available," or "Unavailable," for each date;
- Set a response deadline of no more than forty-eight (48) hours from transmission; and
- State that non-response within the deadline will be recorded as "No Response" and treated as "Unknown."

**Step 3 — Availability Summary.**

Upon expiration of the polling deadline, the City Clerk's Office shall compile member responses into a written Availability Summary documenting, for each proposed date: the number of members confirming availability, the names of available and unavailable members, and any non-responses. The Availability Summary shall be retained as part of the official record.

**D. Date Selection Criteria.**

The City Manager shall select the Special Meeting date using the following criteria, applied in order:

**Criterion 1 — Greatest Availability.**

Select the proposed date on which the highest total number of members confirmed availability.

**Criterion 2 — Earliest Date (Tiebreaker).**

If two or more proposed dates have the same highest number of available members, select the earliest of those dates. This tiebreaker minimizes delay in conducting City business; it does not favor or disfavor any individual member.

**Criterion 3 — Quorum Confirmation.**

Before finalizing a date, the City Manager shall confirm that the selected date achieves at least a quorum. If no proposed date achieves quorum, the City Manager shall propose additional dates and re-poll.

**Criterion 4 — Equal Treatment.**

The City Manager shall not adjust the selected date to accommodate the schedule of any individual member where doing so would result in selection of a date with fewer total available members.

**E. Notice.**

Once a date is selected, the City Clerk's Office shall issue the Special Meeting Notice in compliance with the Brown Act (Gov. Code § 54956), providing at least 24 hours' advance written notice to each member and to media organizations that have requested such notice. The notice shall specify the time, place, and business items to be heard.

**G. Record Retention.**

The City Clerk's Office shall retain for each Special Meeting scheduling process: (1) the availability poll as transmitted; (2) the Availability Summary; and (3) the Special Meeting Notice as issued. These records are public records available upon request under the California Public Records Act (Gov. Code § 7920 et seq.).



## Agenda Report

26-626

Agenda Date: 6/1/2026

### REPORT TO GOVERNANCE AND ETHICS COMMITTEE

#### **SUBJECT**

Discussion and Possible Action on Updates to Council Policy 030 ("Adding an Item to the Agenda")

#### **BACKGROUND**

The stated purpose of Council Policy 030 titled "Adding an Item to the Agenda" is to establish a clear, effective, and easily understood process for members of the City Council and the public to have items, within the jurisdiction of the City Council, placed on the City Council agenda for consideration.

At the September 11, 2023 Governance and Ethics Committee meeting, the Governance and Ethics Committee approved the staff recommendations to amend Council Policy 030 and to bring forth the proposed amendments to the full Council for consideration as summarized in the Report to Committee (RTC 23-994) (Attachment 1). The Committee members expressed the importance of ensuring the amended policy preserves the public's ability to participate in meetings and petition the Council. The Committee voted to approve the staff recommendation to bring forth Council Policy 030 to the full Council for consideration and approval of the amended policy.

At the October 24, 2023 City Council meeting, The proposed Committee recommendations were brought forth to the full Council for consideration and approval. The City Council approved the recommendation to amend Council Policy 030 on the terms presented as summarized in the Report to Council (RTC 23-1160) (Attachment 2). The current Council Policy 030 was last revised on October 24, 2023, by Resolution No. 23-9278 (Attachment 3).

The Governance and Ethics Committee members have referred this policy for further discussion and review. As part of the Committee referral, this item is on the agenda for review and discussion.

#### **DISCUSSION**

The following is a summary of the notable provisions of the current Council Policy 030 ("Adding an Item to the Agenda"):

#### **Referral from Members of the City Council in Advance of a Meeting:**

After consultation with the City Manager (and/or City Attorney, as appropriate), the Mayor or any individual Councilmember may submit a written request by using the Council Item Request Form to the City Manager's Office for inclusion of an item on a future City Council agenda. An item may be referred to the City Manager for inclusion on a City Council agenda during a Council meeting by City Council action.

The procedure for written request from the City Council shall be as follows:

1. Members of the City Council shall use the Council Item Request form (Attachment 4) to submit a written request for inclusion of an item on a future City Council agenda.
2. Prior to submitting a Council Item Request form, the Member shall discuss the proposed request with the City Manager (And/or City Attorney, as appropriate). If City staff's response does not satisfy the Member's request, the Member shall submit the Council Item Request form for placement on a future City Council agenda.
3. Once the City Clerk's Office receives the Council Item Request form, it should immediately be forwarded to the City Manager for placement on an agenda, if possible, within two (2) Council meetings after receipt of the original request by the City Clerk's Office. All written material (Council Item Request Form and any support material) will be submitted on the agenda in the form substantially provided by the requestor without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide direction to the City Manager.

### **Referrals from Members of the Council at the Council Meeting:**

If an issue arises during a Council meeting that may require future City Council action a City Council member may also request, through a referral, that such item be agendized for future Council consideration. Such a request may be considered by the Council following the "Procedure for Handling Requests at the City Council Meeting" set forth below.

### **Referral from a Council Committee:**

Council Committees may request that an item be considered for inclusion on a future City Council agenda by formal committee action. Any such request shall be submitted to the City Manager in writing. Provided the request is received two (2) days prior to the public release of the City Council agenda packet the item shall be included for consideration at that City Council meeting in accordance with the "Procedure for Handling Requests at the City Council Meeting" set forth below.

### **Requests from Members of the Public:**

Members of the public may request that an item be added to a City Council Agenda in any of the following ways:

1. Public Presentations: Any member of the public may address the City Council under the "Public Presentations" section of the agenda to make a request of the City Council to add an item to a future meeting. If a member of the public wishes to provide a written petition of their request prior to their appearance at a Council Meeting they may be submitted as follows:
  - a. Email: City Council: [mayorandcouncil@santaclaraca.gov](mailto:mayorandcouncil@santaclaraca.gov) <<mailto:mayorandcouncil@santaclaraca.gov>> or  
City Manager: [manager@santaclaraca.gov](mailto:manager@santaclaraca.gov) <<mailto:manager@santaclaraca.gov>>
  - b. MySantaClara App: [santaclaraca.gov/services/make-a-service-request](https://santaclaraca.gov/services/make-a-service-request)

**Note: Written Petitions will not be listed on the City Council agenda, and the member must be**

**present at the meeting to present their request.**

2. Individual City Councilmembers: Members of the public may directly petition individual City Councilmembers to request that an item be added to a future Council meeting. The Councilmember may then choose to submit the request through the Council referral process outlined in this Policy, above.
3. City Manager and City Departments: Members of the public may also petition the City Manager or City staff for specific action. The City Manager and/or staff may respond, as appropriate, directly to this request, or direct the member of the public to the other methods of petitioning the City outlined above.

**Procedures for Handling Requests at a City Council Meeting:**

1. At the meeting where the request to add an item to a future agenda is heard, Council discussion is limited to whether the item should be added to an agenda and a date, not the merit of the item. Valid considerations that can be discussed include whether the matter is within the City's jurisdiction, being addressed in some other way, City resource requirements, legality, timing, and prioritization.
2. Council may take the following actions when a request is made:
  - a. No Action.
  - b. Refer the request to City staff for further study and a timely report back to Council.
  - c. Refer the item to a future annual Council Priority Setting session meeting.
  - d. Placement on a future Council meeting agenda for further consideration or action.
3. At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council. If the request requires more than thirty (30) calendar days to prepare, status updates will be provided to the City Council every sixty (60) days as an informational memo.

At this Governance and Ethics Committee meeting, this item is presented as a Committee referral for further discussion.

**ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

**FISCAL IMPACT**

There is no fiscal impact with this report other than administrative staff time.

**COORDINATION**

This report was coordinated with the City Manager's Office and City Attorney's Office.

**PUBLIC CONTACT**

Public contact was made by posting the Committee agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) [<mailto:clerk@santaclaraca.gov>](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Discuss and provide direction to staff on any proposed modifications to Council Policy 030 ("Adding an Item to the Agenda")

Reviewed by: Maria Le, Assistant to the City Manager

Approved by: Jōvan D. Grogan, City Manager

**ATTACHMENTS**

1. Report to Governance and Ethics Committee (RTC 23-994)
2. Report to Council (RTC 23-1160)
3. Council Policy 030 ("Adding an Item to the Agenda")
4. Council Policy 030 Council Item Request form



## Agenda Report

23-994

Agenda Date: 9/11/2023

### REPORT TO GOVERNANCE AND ETHICS COMMITTEE

#### SUBJECT

Action on Recommendation to the Governance and Ethics Committee to Amend Council Policy 030, entitled Adding an Item on the Agenda and forward to the City Council for Consideration

#### BACKGROUND

Council Policy 030, entitled "Adding an Item on the Agenda" (030 Policy) was amended and adopted on October 27, 2020 with a Council Item Request form. The policy was most recently updated by the City Council on October 22, 2022. The stated purpose of the 030 Policy is to establish a straightforward and effective process for members of the City Council and the public to have items within the jurisdiction of the City Council placed on the City Council agenda for consideration.

At the June 5, 2023, Governance and Ethics Committee meeting, Committee members requested a review of the 030 Policy and its intended use to add items to the City Council agenda. At the June 5th meeting, staff shared a few proposed changes to the policy that staff believes could help streamline the referral process and help meetings run more efficiently. The Committee provided direction to staff on the policy, which included drafting the policy in a way that preserved the public's ability to participate in meetings and petition the Council.

#### DISCUSSION

The proposed amendments to the 030 Policy were drafted with the intention of streamlining the public meeting process while maintaining opportunities for both the public and the Council to request topics to be addressed by the City and the City Council at future meetings.

#### 1. Council Member Referrals

The most significant proposed modification to the City Council referral part of the existing 030 Policy is to formalize the process for Councilmembers consultations with the City Manager (and/or City Attorney, as appropriate) before submitting a written request to agendize an item. These consultations will allow consideration of whether the City is currently addressing the issue or topic or will soon address the topic in some other manner. The consultations will also enable staff to evaluate and provide feedback on resource requirements, legality, timing and prioritization for any proposed 030 action.

After consultations, Councilmembers will reserve the right to proceed with their 030 request. Staff will assist the Councilmember in phrasing a description of the proposal to be listed on the agenda for Council consideration.

To prioritize already agendized City business, a further recommendation is to move City Council 030 Policy proposals from their current placement at the beginning of the agenda (under Written

Petitions) to the end of the agenda under City Council Comments. The updated policy also adds guidance on the limited extent to which any 030 item can be presented and discussed, and provides a summary of the range of options for City Council actions with respect to any 030 proposal. Options include: no action, referral to staff for analysis and a report at a future meeting, referral to a future Council priority setting meeting, or agendization for action at a future Council meeting.

## 2. Request from the Public:

Under the current 030 Policy, members of the public can also submit a written request for Council action. Once received, the request must be placed on a Council agenda within the next two Council meetings. Once agendized, the request is heard under the "Written Petition" section of the City Council's regular agenda. A majority vote of the City Council is required to add the item to a future council meeting for action. As an alternative, the policy also provides that a member of the public may address the Council during the Public Presentations section of the agenda, and a request for Council action can be made at that time. In either case, no action can be taken on the substance of the item. Instead, the item can only be referred to staff or for possible action by the Council at a future meeting.

Staff recommends revisions to the policy to add a summary of the various ways the public can petition the City for action. Options include: (1) verbal or written communications with City staff, (2) verbal or written communications with one or more elected officials (the Mayor, their District Council representative, or any other member(s) of the City Council), (3) appearing live (or by zoom) at a City Council meeting, and (4) during the public engagement portion of the Annual City Council Priority Setting Process. For those choosing to come to a City Council meeting, staff is recommending that the opportunities to petition the City Council for action be consolidated into the Public Presentations portion of the meeting. During Public Presentations any member of the public may request that the City Council refer an item to City staff or place an item for discussion on a future City Council agenda. The Mayor, as presiding officer, will manage these inquiries, interacting with City staff as appropriate. Because any such item is not on the agenda, only a City Council referral to staff, or, if the item is urgent, a proposal to agendize the item for consideration at a future Council meeting, would be in order.

If, upon hearing a petition for action by a member of the public, one or more City Council member desires to sponsor this request, such Council Member(s) would also have the option to follow the 030 Policy referral process described above and submit their own petition in support of the public petition.

Staff has researched and surveyed other cities and has yet to find a City with a formal public written petition process like the process currently provided in the City's existing 030 Policy. The public typically addresses its council/decision making body through the agenda's public comment or presentation portion. Staff's proposed revisions to the existing 030 Policy go beyond what most jurisdictions provide but also prevents any member of the public from unilaterally requiring City Council consideration or action on a proposed item that may not be appropriate for such consideration or vote.

The Annual City Council Priority Setting Process is envisioned to have various forms of public engagement. Staff is proposing a framework for the Process that will include robust community feedback on goals via a citywide community survey targeting residents, businesses, local community groups for community feedback on current City priorities. The survey will include a series of

questions to assist staff on identifying overall priorities from the Santa Clara community. In addition, staff will solicit input from City Boards and Commissions to provide current priorities.

A summary of the feedback will be presented to the City Council at its Annual City Council Priority Setting Process. Additionally, the proposed framework provides several opportunities for public comment during public presentations to further engage public participation and gather feedback on community priorities for the Council to consider.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

There is no fiscal impact to the City other than staff time.

### **COORDINATION**

This report was coordinated with the City Attorney and City Manager’s Offices.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

In order to enhance and streamline the processing of both City Council and public petitions for Council action, staff recommends that the Governance and Ethics Committee approve the revised 030 Policy, subject to any further amendments it may agree to, and recommend to the full Council its consideration and approval of the amended policy.

Reviewed by: Elizabeth Klotz, Assistant City Attorney

Approved by: Glen Googins, City Attorney and Jōvan D. Grogan, City Manager

### **ATTACHMENTS**

1. Council Policy 030 Adding an Item on the Agenda (Current)
2. Council Policy 030 Adding an Item on the Agenda (Proposed)
3. Written Petition Form (Existing, last update September 21, 2020)



## ADDING AN ITEM ON THE AGENDA

### **PURPOSE**

To establish a clear, effective, and easily understood process for members of the City Council and the public to have items, within the jurisdiction of the City Council, placed on the City Council agenda for consideration.

### **POLICY**

#### **Members of the City Council:**

The Mayor or any individual Councilmember may submit a written request by using the Council Item Request Form to the City Manager's Office for inclusion of an item on a City Council agenda, provided the request is received two (2) days prior to the public release of the agenda packet. At the meeting where the request is heard, discussion should be limited to whether the item should be added to an agenda and a date, not the merit of the item.

#### **Referral from a Council Committee:**

Council Committees may submit a written request to the City Manager's Office for inclusion of an item on a City Council agenda, provided the request is received two (2) days prior to the public release of the agenda packet.

Council Committees may bring forward a recommendation to the full City Council by way of the Committee minutes, which are typically prepared within three weeks following the Committee meeting.

#### **Items Referred During a Council Meeting:**

By Council action, an item may be referred to the City Manager for inclusion on a City Council agenda. If the request requires further study of the item from staff, a full analysis shall be prepared at the direction of the City Manager with at least thirty (30) calendar days prior to the meeting, unless otherwise directed by the City Council. If the request requires more than thirty (30) calendar days to prepare, status updates will be provided to the City Council every sixty (60) days as an informational memo.



## **ADDING AN ITEM ON THE AGENDA**

### **Written Petitions and Public Presentations:**

Any member of the public may submit a written request raising any issue or item within the subject matter jurisdiction of the City Council to be heard under the **“Written Petition”** section of the City Council’s regular agenda within two (2) Council meetings after received. After the initial Written Petition is placed on the agenda, a majority vote of the City Council may add the item to a future Council meeting for action. Any member of the public may address the City Council under the **“Public Presentations”** section of the agenda. If the presentation includes a request of the Council, a majority vote of the City Council may refer the item to the City Manager to be properly added to a future meeting, in compliance with the Brown Act.

### **PROCEDURE FOR WRITTEN PETITIONS**

1. All requests to address the City Council shall be submitted in writing. Written Petition forms are available for the petitioner’s convenience on the City’s website and in the City Manager’s Office, City Clerk’s Office, and the Mayor and Council Offices. Alternatively, an email may be submitted to [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov).
2. Once the Written Petition is received by the City Clerk’s Office, it should immediately be forwarded to the City Manager for placement on an agenda within two (2) Council meetings after receipt of the original request from the City Clerk’s Office. All written material (request and any support material) will be submitted on the agenda in the form substantially provided by the requester without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide direction to the City Manager.
3. At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council. Discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item.



## **ADDING AN ITEM ON THE AGENDA**

***PROCEDURE  
FOR WRITTEN  
REQUESTS  
FROM CITY  
COUNCIL***

1. Members of the City Council shall use the Council Item Request Form to submit a written request for inclusion of an item on a future City Council agenda.
2. Once the Council Item Request Form is received by the City Clerk's Office, it should immediately be forwarded to the City Manager for placement on an agenda within two (2) Council meetings after receipt of the original request from the City Clerk's Office. All written material (Council Item Request Form and any support material) will be submitted on the agenda in the form substantially provided by the requester without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide direction to the City Manager.
3. At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council. Discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item.

Attachments: Council Item Request Form



The Council Item Request Form is for members of the City Council to submit written requests to the City Manager's Office for inclusion of an item on a future City Council meeting agenda. At the meeting where the initial written request is heard, discussion should be limited to whether the item should be added to an agenda and a date, not the merit of the item. A majority vote of the City Council is required for the item to be added to future Council meeting agenda for action.

***CONTACT INFORMATION***

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Requesting Member of City Council \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Contact Phone \_\_\_\_\_

Today's Date \_\_\_\_\_

***WRITTEN REQUEST***

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I, \_\_\_\_\_, hereby request that the following item be placed on the City of Santa Clara Council and Authorities Concurrent meeting agenda:

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**RESOLUTION NO. 20-8895**

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA  
TO REPEAL RESOLUTION NO. 20-8890, AMEND COUNCIL  
POLICY 030 ENTITLED "ADDING AN ITEM ON THE AGENDA,"  
AND APPROVE THE COUNCIL ITEM REQUEST FORM**

**BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

**WHEREAS**, amending the policy on adding an item on the agenda to establish a clear, effective and easily understood process for members of the City Council and the public to have items within the jurisdiction of the City Council placed on a meeting agenda;

**WHEREAS**, the amended version of the Adding an Item on the Agenda policy expands on the current policy language by clearly stating that, when a written request is first considered, discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item; and,

**WHEREAS**, the amended Adding an Item on the Agenda policy, attached hereto as Attachment 1, includes a Council Item Request Form for the City Council's use when requesting an item for inclusion on a Council meeting agenda and adds the procedure for written requests from members of the City Council.

**NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

1. That Resolution No. 20-8890 is hereby rescinded in its entirety.
2. That amended Council Policy 030 entitled "Adding an Item on the Agenda" with the Council Item Request Form, attached hereto as Attachment 1, is hereby approved and adopted, and the City Manager is directed to number (and renumber, as appropriate) the Council Policy Manual such that they are organized in a logical fashion.

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3. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 27<sup>TH</sup> DAY OF OCTOBER, 2020, BY THE FOLLOWING VOTE:

AYES: COUNCILORS: Chahal, Davis, Hardy, O'Neill, and Watanabe, and Mayor Gillmor

NOES: COUNCILORS: None

ABSENT: COUNCILORS: None

ABSTAINED: COUNCILORS: None

ATTEST:



NORA PIMENTEL, MMC  
ASSISTANT CITY CLERK  
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Council Policy 030 entitled "Adding an Item on the Agenda"



## ADDING AN ITEM ON THE AGENDA

**PURPOSE**

To establish a clear, effective, and easily understood process for members of the City Council and the public to have items, within the jurisdiction of the City Council, placed on the City Council agenda for consideration.

**POLICY**

**Referral from Members of the City Council:**

After consultation with the City Manager (and/or City Attorney, as appropriate), the Mayor or any individual Councilmember may submit a written request by using the Council Item Request Form to the City Manager's Office for inclusion of an item on a City Council agenda, provided the request is received two (2) days prior to the public release of the agenda packet.

An item may be referred to the City Manager for inclusion on a City Council agenda during a Council Meeting by City Council action.

**Referral from a Council Committee:**

Council Committees may submit a written request to the City Manager's Office for inclusion of an item on a City Council agenda, provided the request is received two (2) days prior to the public release of the agenda packet.



## **ADDING AN ITEM ON THE AGENDA**

### **Requests from Members of the Public:**

- 1. Public Presentations:** Any member of the public may address the City Council under the “**Public Presentations**” section of the agenda to make a request of the City Council to add an item to a future meeting.
- 2. Individual City Council Members:** Members of the public may directly petition individual City Council members to request that an item be added to a future Council meeting. The council member may then choose to submit the request through the Council referral process outlined in this policy.
- 3. City Manager and City Departments:** Members of the public may also petition the City Manager or City Staff for specific action. The City Manager and/or staff may respond, as appropriate, or direct the member of the public to the other methods of petitioning the City outlined above.

***PROCEDURE  
FOR HANDLING  
REQUESTS  
DURING CITY  
COUNCIL  
MEETING***

- 1.** At the meeting where the request is heard, Council discussion is limited to whether the item should be added to an agenda and a date, not the merit of the item. Valid considerations that can be discussed include whether the matter is being addressed in some other way, resource requirements, legality, timing, and prioritization.
- 2.** Council may take the following actions when a request is made:
  - a. No action
  - b. Refer the request to City Staff for further study and a timely report back to Council. If the request requires more than thirty (30) calendar days to prepare, status updates will be provided to the City Council every sixty (60) days as an informational memo.
  - c. Refer the item to a future Priority Setting meeting
  - d. Placement on a future Council Meeting agenda for further consideration or action



## **ADDING AN ITEM ON THE AGENDA**

***PROCEDURE  
FOR WRITTEN  
REQUESTS  
FROM CITY  
COUNCIL***

1. Members of the City Council shall use the Council Item Request Form to submit a written request for referral of an item to be placed on a future City Council agenda.
2. Prior to submitting a Council Item Request form, the Member shall discuss the proposed request with the City Manager (and/or City Attorney, as appropriate) to determine if City Staff is currently addressing the topic of the request, resource requirements, legality, timing and prioritization. If the City Staff's response does not satisfy the Member's request, the Member may submit the Council Item Request form for placement on a future City Council Agenda.
3. Once the City Clerk's Office receives the Council Item Request Form, it should immediately be forwarded to the City Manager for placement on an agenda, if possible, within two (2) Council meetings after receipt of the original request from the City Clerk's Office. All written material (Council Item Request Form and any support material) will be submitted on the agenda in the form substantially provided by the requester without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide direction to the City Manager.

Attachments: Council Item Request Form



The Council Item Request Form is for members of the City Council to submit written requests to the City Manager's Office for inclusion of an item on a future City Council meeting agenda. At the meeting where the initial written request is heard, discussion should be limited to whether the item should be added to an agenda and a date, not the merit of the item. A majority vote of the City Council is required for the item to be added to future Council meeting agenda for action.

**CONTACT INFORMATION**

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Requesting Member of City Council \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Contact Phone \_\_\_\_\_

Today's Date \_\_\_\_\_

**WRITTEN REQUEST**

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I, \_\_\_\_\_, hereby request that the following item be placed on the City of Santa Clara Council and Authorities Concurrent meeting agenda:

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**City of  
Santa Clara**  
The Center of What's Possible

## CITY COUNCIL WRITTEN PETITION

Please provide the information requested below. When complete, please submit to the City Clerk's Office, 1500 Warburton Avenue, Santa Clara, CA 95050.

Date: \_\_\_\_\_

I, \_\_\_\_\_, am hereby requesting to be placed on the Santa Clara City Council Agenda for the following purpose:

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I understand that it is important that I attend the meeting in the event there are any questions the Council wishes to ask me.

Signed:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Street

City

Zip Code

TELEPHONE:\* \_\_\_\_\_

Optional

DATE: \_\_\_\_\_

\*NOTE: This is a public document. If your telephone number is unlisted or if you do not want it to be public, please provide an alternate number where you can be reached.



## Agenda Report

23-1160

Agenda Date: 10/24/2023

### REPORT TO COUNCIL

#### SUBJECT

Action on Recommendation of the Governance and Ethics Committee to Amend Council Policy 030, entitled Adding an Item on the Agenda, to Modify and Clarify Terms for City Council and Public Requests

#### BACKGROUND

Council Policy 030, entitled "Adding an Item on the Agenda" (Attachment 1) was amended and adopted on October 27, 2020, including approval of a Council Item Request form. The policy was most recently updated by the City Council on October 22, 2022. The stated purpose of the Council Policy 030 (030 Policy) is to establish a straightforward and effective process for members of the City Council and the public to have items within the jurisdiction of the City Council placed on the City Council agenda for consideration.

At the September 11, 2023, Governance and Ethics Committee meeting, the Committee approved the staff recommendations to amend Council Policy 030 and to bring forth the proposed amendments (Attachment 1) to the full Council for consideration. The Committee members expressed the importance of ensuring the amended policy preserves the public's ability to participate in meetings and petition the Council.

#### DISCUSSION

The proposed amendments to the 030 Policy (Attachment 2) were drafted with the intention of streamlining the public meeting process while maintaining opportunities for both the public and the Council to request topics to be addressed by the City and the City Council at future meetings.

#### Council Member Referrals

The most significant proposed modification to the City Council referral part of the existing 030 Policy is to formalize the process for Councilmembers consultations with the City Manager (and/or City Attorney, as appropriate) before submitting a written request to agendaize an item. These consultations will allow consideration of whether the City is currently addressing the issue or topic or will soon address the topic in some other manner. The consultations will also enable staff to evaluate and provide feedback on resource requirements, legality, timing and prioritization for any proposed 030 action.

After consultations, Councilmembers will reserve the right to proceed with their 030 request. Staff will then assist the Councilmember in phrasing a description of the proposal to be listed on the agenda

for Council consideration.

To prioritize already agendized City business, a further recommendation is to move Council 030 Policy proposals from their current placement (under Written Petitions) to the end of the agenda under City Council Comments. The updated policy also adds guidance on the limited extent to which any 030 item can be presented and discussed and provides a summary of the range of options for City Council actions with respect to any 030 proposal. Options include: no action, referral to staff for analysis and a report at a future meeting, referral to a future Council priority setting meeting, or placement on an agenda for action at a future Council meeting.

### **Requests from the Public**

Under the current policy, members of the public can submit a written request for Council action, which must be listed on a Council agenda for formal Council consideration within the next two Council meetings. Once agendized, the request is listed and heard under the "Written Petition" section of the City Council's regular agenda. A majority vote of the City Council is required to add the item to a future council meeting for action. As an alternative, the policy also provides that a member of the public may address the Council during the Public Presentations section of the agenda, and a request for Council action can be made at that time. In either case, no action can be taken on the substance of the item. Instead, the item can only be referred to staff or for possible action by the Council at a future meeting.

Staff recommends revisions to the policy to add a summary of the various ways the public can petition the City for action. The following options for the public include:

- (1) Verbal or written communications with City staff,
- (2) Verbal or written communications with one or more elected officials (the Mayor, their District Council representative, or any other member(s) of the City Council),
- (3) Appearing in-person (or by Zoom) at a City Council meeting during Public Presentations
- (4) During the public engagement portion of the annual Council Priority Setting sessions.

For those choosing to attend or participate in a City Council meeting, staff recommends that the opportunities to petition the City Council for action be consolidated into the Public Presentations portion of the meeting. During Public Presentations, any member of the public may request the City Council refer an item to City staff or place an item for discussion on a future City Council agenda. The Mayor, as presiding officer, will manage these inquiries, interacting with City staff as appropriate. Because any such item is not listed for action on the agenda, only a City Council referral to staff, or, if the item is urgent, a proposal to agendize the item for consideration at a future Council meeting, would be in order.

If, upon hearing a petition for action by a member of the public, one or more City Council member desires to sponsor this request, such Council Member(s) would also have the option to follow the 030 Policy referral process described above and submit their own petition in support of the public petition.

Since the Governance Committee meeting, additional revisions have been made to the 030 Policy to eliminate duplicative provisions, improve the headings and organization of the Policy to facilitate use, and provide better clarity for the public on the methods in which it may make requests of the City

Council. Alternatives include direct contact with Council and staff (with contact information of the City Council and City Manager provided) and through the City's MySantaClara App.

Staff has researched and surveyed other cities and has yet to find a City with a formal public written petition process like the process currently provided in the City's existing 030 Policy. The public typically addresses its Council/decision making body through the agenda's public comment or presentation portion. Staff's proposed revisions to the existing 030 Policy go beyond what most jurisdictions provide but also prevents any member of the public from unilaterally requiring an issue be listed on a Council agenda for formal City Council consideration or action that may not be appropriate or timely for such consideration or vote.

**Council Priority Settings to be Re-initiated as an Opportunity for Further Public Input.** In addition to public input that can be received at individual Council meetings throughout the year, the annual Council Priority Setting sessions (scheduled to resume in February 2024) will include various opportunities for public engagement and input. The Council Priority setting session framework was approved by the City Council on September 19, 2023. The framework includes a robust community engagement process via a citywide community survey targeting residents, businesses, local community groups for feedback on current City priorities. In addition, staff will solicit input from City Boards and Commissions to provide current priorities. A summary of the feedback will be presented to the Council at its annual Council Priority Setting session. Additionally, the proposed framework provides several opportunities for public comment during public presentations to gather feedback on community priorities for the Council to consider.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

There is no fiscal impact to the City other than staff time.

### **COORDINATION**

This report was coordinated with the City Attorney and City Manager's Offices.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

Adopt a resolution amending Council Policy 030, entitled Adding an Item on the Agenda, on the terms

presented.

Reviewed by: Maria Le, Assistant to the City Manager and Elizabeth Klotz, City Attorney

Approved by: Jōvan D. Grogan, City Manager and Glen Googins, City Attorney

**ATTACHMENTS**

1. Current Council Policy 030
2. Proposed Amended Council Policy 030 (redline version)
3. Proposed Amended Council Policy 030 (clean version)
4. Resolution



## **ADDING AN ITEM ON THE AGENDA**

### **PURPOSE**

To establish a clear, effective, and easily understood process for members of the City Council and the public to have items, within the jurisdiction of the City Council, placed on the City Council agenda for consideration.

### **POLICY**

#### **Members of the City Council:**

The Mayor or any individual Councilmember may submit a written request by using the Council Item Request Form to the City Manager's Office for inclusion of an item on a City Council agenda, provided the request is received two (2) days prior to the public release of the agenda packet. At the meeting where the request is heard, discussion should be limited to whether the item should be added to an agenda and a date, not the merit of the item.

#### **Referral from a Council Committee:**

Council Committees may submit a written request to the City Manager's Office for inclusion of an item on a City Council agenda, provided the request is received two (2) days prior to the public release of the agenda packet.

Council Committees may bring forward a recommendation to the full City Council by way of the Committee minutes, which are typically prepared within three weeks following the Committee meeting.

#### **Items Referred During a Council Meeting:**

By Council action, an item may be referred to the City Manager for inclusion on a City Council agenda. If the request requires further study of the item from staff, a full analysis shall be prepared at the direction of the City Manager with at least thirty (30) calendar days prior to the meeting, unless otherwise directed by the City Council. If the request requires more than thirty (30) calendar days to prepare, status updates will be provided to the City Council every sixty (60) days as an informational memo.



## ADDING AN ITEM ON THE AGENDA

### **Written Petitions and Public Presentations:**

Any member of the public may submit a written request raising any issue or item within the subject matter jurisdiction of the City Council to be heard under the “**Written Petition**” section of the City Council’s regular agenda within two (2) Council meetings after received. After the initial Written Petition is placed on the agenda, a majority vote of the City Council may add the item to a future Council meeting for action. Any member of the public may address the City Council under the “**Public Presentations**” section of the agenda. If the presentation includes a request of the Council, a majority vote of the City Council may refer the item to the City Manager to be properly added to a future meeting, in compliance with the Brown Act.

### **PROCEDURE FOR WRITTEN PETITIONS**

1. All requests to address the City Council shall be submitted in writing. Written Petition forms are available for the petitioner’s convenience on the City’s website and in the City Manager’s Office, City Clerk’s Office, and the Mayor and Council Offices. Alternatively, an email may be submitted to [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov).
2. Once the Written Petition is received by the City Clerk’s Office, it should immediately be forwarded to the City Manager for placement on an agenda within two (2) Council meetings after receipt of the original request from the City Clerk’s Office. All written material (request and any support material) will be submitted on the agenda in the form substantially provided by the requester without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide direction to the City Manager.
3. At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council. Discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item.



## **ADDING AN ITEM ON THE AGENDA**

***PROCEDURE  
FOR WRITTEN  
REQUESTS  
FROM CITY  
COUNCIL***

1. Members of the City Council shall use the Council Item Request Form to submit a written request for inclusion of an item on a future City Council agenda.
2. Once the Council Item Request Form is received by the City Clerk's Office, it should immediately be forwarded to the City Manager for placement on an agenda within two (2) Council meetings after receipt of the original request from the City Clerk's Office. All written material (Council Item Request Form and any support material) will be submitted on the agenda in the form substantially provided by the requester without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide direction to the City Manager.
3. At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council. Discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item.

Attachments: Council Item Request Form



The Council Item Request Form is for members of the City Council to submit written requests to the City Manager's Office for inclusion of an item on a future City Council meeting agenda. At the meeting where the initial written request is heard, discussion should be limited to whether the item should be added to an agenda and a date, not the merit of the item. A majority vote of the City Council is required for the item to be added to future Council meeting agenda for action.

***CONTACT INFORMATION***

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Requesting Member of City Council \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Contact Phone \_\_\_\_\_

Today's Date \_\_\_\_\_

***WRITTEN REQUEST***

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I, \_\_\_\_\_, hereby request that the following item be placed on the City of Santa Clara Council and Authorities Concurrent meeting agenda:

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**RESOLUTION NO. 20-8895**

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA  
TO REPEAL RESOLUTION NO. 20-8890, AMEND COUNCIL  
POLICY 030 ENTITLED "ADDING AN ITEM ON THE AGENDA,"  
AND APPROVE THE COUNCIL ITEM REQUEST FORM**

**BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

**WHEREAS**, amending the policy on adding an item on the agenda to establish a clear, effective and easily understood process for members of the City Council and the public to have items within the jurisdiction of the City Council placed on a meeting agenda;

**WHEREAS**, the amended version of the Adding an Item on the Agenda policy expands on the current policy language by clearly stating that, when a written request is first considered, discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item; and,

**WHEREAS**, the amended Adding an Item on the Agenda policy, attached hereto as Attachment 1, includes a Council Item Request Form for the City Council's use when requesting an item for inclusion on a Council meeting agenda and adds the procedure for written requests from members of the City Council.

**NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

1. That Resolution No. 20-8890 is hereby rescinded in its entirety.
2. That amended Council Policy 030 entitled "Adding an Item on the Agenda" with the Council Item Request Form, attached hereto as Attachment 1, is hereby approved and adopted, and the City Manager is directed to number (and renumber, as appropriate) the Council Policy Manual such that they are organized in a logical fashion.

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3. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 27<sup>TH</sup> DAY OF OCTOBER, 2020, BY THE FOLLOWING VOTE:

AYES: COUNCILORS: Chahal, Davis, Hardy, O'Neill, and Watanabe, and Mayor Gillmor

NOES: COUNCILORS: None

ABSENT: COUNCILORS: None

ABSTAINED: COUNCILORS: None

ATTEST:



NORA PIMENTEL, MMC  
ASSISTANT CITY CLERK  
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Council Policy 030 entitled "Adding an Item on the Agenda"



## ADDING AN ITEM ~~TO~~ TOON THE AGENDA

**PURPOSE**

The purpose of this Policy is to establish a clear, effective, and easily understood process for members of the City Council and the public to have items, within the jurisdiction of the City Council, placed on the City Council agenda for consideration.

**POLICY/PO  
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ESS FOR  
CITY  
COUNCIL  
MEMBERS**

**Referral from Members of the City Council in Advance of a Meeting:**

After consultation with the City Manager (and/or City Attorney, as appropriate), the Mayor or any individual Councilmember may submit a written request by using the Council Item Request Form to the City Manager's Office for inclusion of an item on a future City Council agenda, provided the request is received two (2) days prior to the public release of the agenda packet. An item may be referred to the City Manager for inclusion on a City Council agenda during a Council meeting by City Council action. At the meeting where the request is heard, discussion should be limited to whether the item should be added to an agenda and a date, not the merit of the item.

**Referral from a Council Committee:**

Council Committees may submit a written request to the City Manager's Office for inclusion of an item on a City Council agenda, provided the request is received two (2) days prior to the public release of the agenda packet.

Council Committees may bring forward a recommendation to the full City Council by way of the Committee minutes, which are typically prepared within three weeks following the Committee meeting.

**Items Referred During a Council Meeting:**

By Council action, an item may be referred to the City Manager for inclusion on a City Council agenda. If the request requires further study of the item from staff, a full analysis shall be prepared at the direction of the City Manager with at least thirty (30) calendar days prior to the meeting, unless otherwise directed by the City Council. If the request requires more than thirty (30) calendar days to prepare, status updates will be provided to the City Council every sixty (60) days as an informational memo.



### PROCEDURE FOR WRITTEN REQUESTS FROM CITY COUNCIL

The process for this shall be as follows:

1. Members of the City Council shall use the Council Item Request Form to submit a written request for inclusion of an item on a future City Council agenda.
2. Prior to submitting a Council Item Request from, the Member shall discuss the proposed request with the City Manager (And/or City Attorney, as appropriate) to determine if City staff's response does not satisfy the Member's request, the Member shall submit the Council Item Request form for placement on a future City Council agenda.
3. Once the City Clerk's Office receives the Council Item Request form, it should immediately be forwarded to the City Manager for placement on an agenda, is possible, within two (2) Council meetings after receipt of the original request by the City Clerk's Office. All written material (Council Item Request Form and any support material) will be submitted on the agenda in the form substantially provided by the requestor without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide the direction to the City Manager.

### Referrals from Members of the Council at the Council Meeting

If an issue arises during a Council meeting that may require future City Council action a City Council member may also request, through a referral, that such item be agendaized for future Council consideration. Such a request may be considered by the Council following the "Procedure for Handling Requests at the City Council Meeting" set forth below.

### POLICY/PROC ES FOR COUNCIL COMMITTEES

#### **Referral from a Council Committee:**

~~Council Committees may submit a written request that to the City Manager's Office for inclusion of an item to be considered for inclusion on a future City Council agenda by formal committee action. Any such request shall be submitted to the City Manager in writing. Provided the request is received two (2) days prior to the public release of the City Council agenda packet the item shall be included for consideration at that City Council meeting in accordance with the "Procedure for Handling Requests at the City Council Meeting" set forth below.~~

~~Council Committees may bring forward a recommendation to the full City Council by way of the Committee minutes, which are typically prepared within three weeks following the Committee meeting.~~

#### Items Referred During a Council Meeting:



~~By Council action, an item may be referred to the City Manager for inclusion on a City Council agenda. If the request requires further study of the item from staff, a full analysis shall be prepared at the direction of the City Manager with at least thirty (30) calendar days prior to the meeting, unless otherwise directed by the City Council. If the request requires more than thirty (30) calendar days to prepare, status updates will be provided to the City Council every sixty (60) days as an informational memo.~~

### **Requests from Members of the Public:**

Members of the public may request that an item be added to a City Council Agenda in any of the following ways:

1. **Public Presentations:** Any member of the public may address the City Council under the "Public Presentations" section of the agenda to make a request of the City Council to add an item to a future meeting. If a member of the public wishes to provide a written petition of their request prior to their appearance at a Council Meeting they may be submitted as follows:

a. Email:

City Council: [mayorandcouncil@santaclaraca.gov](mailto:mayorandcouncil@santaclaraca.gov)

City Manager: [manager@santaclaraca.gov](mailto:manager@santaclaraca.gov)

b. MySantaClara App:

[www.santaclaraca.gov/services/make-a-service-request](http://www.santaclaraca.gov/services/make-a-service-request)

**Note:** Written Petitions will not be listed on the City Council agenda, and the member must be present at the meeting to present their request.

2. **Individual City Councilmembers:** Members of the public may directly petition individual City Councilmembers to request that an item be added to a future Council meeting. The Councilmember may then choose to submit the request through the Council referral process outlined in this Policy, above.

3. **City Manager and City Departments:** Members of the public may also petition the City Manager or City staff for specific action. The City Manager and/or staff may respond, as appropriate, directly to this request, or direct the member of the public to the other methods of petitioning the City outlined above.

### **POLICY/PROCESS FOR MEMBERS OF THE PUBLIC**



## ADDING AN ITEM ON THE AGENDA

### ~~Written Petitions and Public Presentations:~~

~~Any member of the public may submit a written request raising any issue or item within the subject matter jurisdiction of the City Council to be heard under the “**Written Petition**” section of the City Council’s regular agenda within two (2) Council meetings after received. After the initial Written Petition is placed on the agenda, a majority vote of the City Council may add the item to a future Council meeting for action. Any member of the public may address the City Council under the “**Public Presentations**” section of the agenda. If the presentation includes a request of the Council, a majority vote of the City Council may refer the item to the City Manager to be properly added to a future meeting, in compliance with the Brown Act.~~

**PROCEDURE  
FOR WRITTEN  
PETITIONS  
HANDLING  
REQUESTS  
AT THE CITY  
COUNCIL  
MEETING**

- ~~1. At the meeting where the request to add an item to a future agenda is heard, Council discussion is limited to whether the item should be added to an agenda and a date, not the merit of the item. Valid considerations that can be discussed include whether the matter is within the City’s jurisdiction, being addressed in some other way, City resource requirements, legality, timing, and prioritization.~~
- ~~2. Council may take the following actions when a request is made:  
All requests to address the City Council shall be submitted in writing. Written Petition forms are available for the petitioner’s convenience on the City’s website and in the City Manager’s Office, City Clerk’s Office, and the Mayor and Council Offices. Alternatively, an email may be submitted to [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov).
  - a. No Action.
  - b. Refer the request to City staff for further study and a timely report back to Council.
  - c. Refer the item to a future annual Council Priority Setting session meeting.
  - d. Placement on a future Council meeting agenda for further consideration or action.~~
- ~~1. Once the Written Petition is received by the City Clerk’s Office, it should immediately be forwarded to the City Manager for placement~~



~~on an agenda within two (2) Council meetings after receipt of the original request from the City Clerk's Office. All written material (request and any support material) will be submitted on the agenda in the form substantially provided by the requester without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide direction to the City Manager.~~

- ~~2.3.~~ At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council. If the request requires more than thirty (30) calendar days to prepare, status updates will be provided to the City Council every sixty (60) days as an informational memo. ~~Discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item.~~





## ADDING AN ITEM ON THE AGENDA

### ***PROCEDURE FOR WRITTEN REQUESTS FROM CITY COUNCIL***

~~Members of the City Council shall use the Council Item Request Form to submit a written request for inclusion of an item on a future City Council agenda.~~

~~1. Once the Council Item Request Form is received by the City Clerk's Office, it should immediately be forwarded to the City Manager for placement on an agenda within two (2) Council meetings after receipt of the original request from the City Clerk's Office. All written material (Council Item Request Form and any support material) will be submitted on the agenda in the form substantially provided by the requester without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide direction to the City Manager.~~

~~2.4. At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council. Discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item.~~

Attachments: Council Item Request Form



## **ADDING AN ITEM TO THE AGENDA**

**PURPOSE**

The purpose of this Policy is to establish a clear, effective, and easily understood process for members of the City Council and the public to have items, within the jurisdiction of the City Council, placed on the City Council agenda for consideration.

**POLICY/  
PROCESS FOR  
CITY COUNCIL  
MEMBERS**

**Referral from Members of the City Council in Advance of a Meeting:**

After consultation with the City Manager (and/or City Attorney, as appropriate), the Mayor or any individual Councilmember may submit a written request by using the Council Item Request Form to the City Manager's Office for inclusion of an item on a future City Council agenda. An item may be referred to the City Manager for inclusion on a City Council agenda during a Council meeting by City Council action.

The procedure for written request from the City Council shall be as follows:

1. Members of the City Council shall use the Council Item Request Form to submit a written request for inclusion of an item on a future City Council agenda.
2. Prior to submitting a Council Item Request form, the Member shall discuss the proposed request with the City Manager (And/or City Attorney, as appropriate) to determine if City staff's response does not satisfy the Member's request, the Member shall submit the Council Item Request form for placement on a future City Council agenda.
3. Once the City Clerk's Office receives the Council Item Request form, it should immediately be forwarded to the City Manager for placement on an agenda, is possible, within two (2) Council meetings after receipt of the original request by the City Clerk's Office. All written material (Council Item Request Form and any support material) will be submitted on the agenda in the form substantially provided by the requestor without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide the direction to the City Manager.

**Referrals from Members of the Council at the Council Meeting**

If an issue arises during a Council meeting that may require future City Council action a City Council member may also request, through a referral, that such item be agendaized for future Council consideration. Such a request may be considered by the Council following the



**POLICY/  
PROCESS FOR  
COUNCIL  
COMMITTEES**

**POLICY/  
PROCESS  
FOR  
MEMBERS  
OF THE  
PUBLIC**

“Procedure for Handling Requests at the City Council Meeting” set forth below.

**Referral from a Council Committee:**

Council Committees may request that an item to be considered for inclusion on a future City Council agenda by formal committee action. Any such request shall be submitted to the City Manager in writing. Provided the request is received two (2) days prior to the public release of the City Council agenda packet the item shall be included for consideration at that City Council meeting in accordance with the “Procedure for Handling Requests at the City Council Meeting” set forth below. .

**Requests from Members of the Public:**

Members of the public may request that an item be added to a City Council Agenda in any of the following ways:

1. **Public Presentations:** Any member of the public may address the City Council under the “Public Presentations” section of the agenda to make a request of the City Council to add an item to a future meeting. If a member of the public wishes to provide a written petition of their request prior to their appearance at a Council Meeting they may be submitted as follows:

- a. Email:

City Council: [mayorandcouncil@santaclaraca.gov](mailto:mayorandcouncil@santaclaraca.gov)

City Manager: [manager@santaclaraca.gov](mailto:manager@santaclaraca.gov)

- b. MySantaClara App:

[www.santaclaraca.gov/services/make-a-service-request](http://www.santaclaraca.gov/services/make-a-service-request)

**Note:** Written Petitions will not be listed on the City Council agenda, and the member must be present at the meeting to present their request.

2. **Individual City Councilmembers:** Members of the public may directly petition individual City Councilmembers to request that an item be added to a future Council meeting. The Councilmember may then choose to submit the request through the Council referral process outlined in this Policy, above.
3. **City Manager and City Departments:** Members of the public may also petition the City Manager or City staff for specific action. The City Manager and/or staff may respond, as appropriate, directly to this request, or direct the member of the public to the other methods of petitioning the City outlined above.



**PROCEDURE  
FOR HANDLING  
REQUESTS AT  
THE CITY  
COUNCIL  
MEETING**

1. At the meeting where the request to add an item to a future agenda is heard, Council discussion is limited to whether the item should be added to an agenda and a date, not the merit of the item. Valid considerations that can be discussed include whether the matter is within the City's jurisdiction, being addressed in some other way, City resource requirements, legality, timing, and prioritization.
2. Council may take the following actions when a request is made:
  - a. No Action.
  - b. Refer the request to City staff for further study and a timely report back to Council.
  - c. Refer the item to a future annual Council Priority Setting session meeting.
  - d. Placement on a future Council meeting agenda for further consideration or action.
3. At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council. If the request requires more than thirty (30) calendar days to prepare, status updates will be provided to the City Council every sixty (60) days as an informational memo.

Attachments: Council Item Request Form

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA  
AMENDING COUNCIL POLICY 030 ENTITLED “ADDING AN ITEM  
ON THE AGENDA”**

**BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

**WHEREAS**, amending the policy on adding an item on the agenda will establish a clear, effective and easily understood process for members of the City Council and the public to have items, within the jurisdiction of the City Council,;

**WHEREAS**, the amended “Adding an Item on the Agenda” policy updates the process for referral from the Members of the City Council and updates the procedure to include consultation with the City Manager and/or City Attorney as part of the procedures.

**WHEREAS**, the amended policy also updates the process in which members of the public have options to include items for consideration to the City Council by participating in public presentations, by petition to individual City Councilmembers or by petition to the City Manager and City Departments for specific action;

**WHEREAS**, the amended policy further clarifies the procedures to handle requests during City Council meetings where the request is heard and Council discussion is limited but actions may be made to the request; and

**WHEREAS**, the policy has been amended with the intention of streamlining the public meeting process while maintaining opportunities for both the public and the Council to request topics to be addressed by the City and the City Council at future meetings.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF SANTA CLARA AS**

**FOLLOWS:**

1. That Resolution No. 20-8895 adopting amended Council Policy 030 (“Adding an Item on the Agenda”), attached here as Attachment 1, is hereby repealed in its entirety.
2. That Council Policy 030 entitled "Adding an Item on the Agenda," attached here as Attachment 2, is hereby approved and adopted.
3. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 24TH DAY OF OCTOBER, 2023, BY THE FOLLOWING VOTE:

AYES: COUNCILORS:

NOES: COUNCILORS:


ABSENT: COUNCILORS:

ABSTAINED: COUNCILORS:

ATTEST: \_\_\_\_\_  
NORA PIMENTEL, MMC  
ASSISTANT CITY CLERK  
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Resolution No. 20-8895
2. Council Policy 030 entitled “Adding an Item on the Agenda”




**City of Santa Clara**  
**City Council**  
**October 24, 2023**

**Item #8: 23-1160 Action on Recommendation of the Governance and Ethics Committee to Amend Council Policy 030, entitled Adding an Item on the Agenda, to Modify and Clarify Terms for City Council and Public Requests**

Jovan Grogan, City Manager  
 Glen Googins, City Attorney

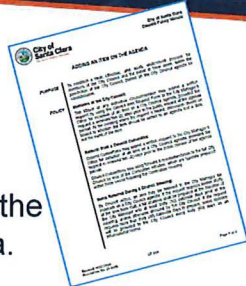
1




**City of Santa Clara**  
 The Center of What's Possible

**Council Policy 030**  
**Background**

- First Adopted as a Council Policy in 1999
- **Purpose:** Establish a straightforward and effective process for members of the City Council and the public to have items within the jurisdiction of the City Council placed on the City Council agenda.
- Last amended on October 27, 2020 to describe what can be considered at the meeting where request is made and added the Council Item Request Form
- Added to the Governance and Ethics Committee Workplan and considered at the July 11 and September 11<sup>th</sup> Committee Meetings
- Version presented based on Committee recommendations with some clean-up and reorganization of the sections





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## Council Policy 030 Proposed Changes -- Council Member Referrals

**Consultations with Staff Formalized:**

- Formalize the process for Councilmembers consultations with the City Manager/City Attorney before submitting a written request to agendaize an item.
- Enables staff to evaluate and provide feedback on resource requirements, legality, timing and prioritization for any proposed 030 action.
- After consultations, Councilmembers will reserve the right to proceed with their 030 request for consideration at a Council Meeting.




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## City Council Policy 030 Proposed Changes – Request from the Public cont.

**Public “Petitions” Proposed Presented During Public Presentations:**

- The written petition process is proposed to be consolidated with the Public Presentations portion of the City Council meeting. Advanced written petitions will no longer be listed on the agenda.
- During Public Presentations, the public may request that the Council refer an item to City staff or place an item for discussion on a future agenda.

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## **Council Policy 030 Proposed Changes – Requests from the Public**

- Various forms of public “petition” requesting City action summarized to include the following options:
  1. Verbal or written communications with City staff
  2. Verbal or written communications with one or more elected officials
  3. Appearing live (or by zoom) at a City Council meeting, and
  4. During the public engagement portion of the Annual Priority Setting Process.

5




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## **Council Policy 030 Proposed Changes – Council Member Referrals (cont'd)**

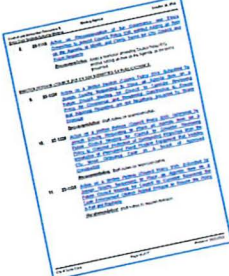
- **Limited Discussions and Actions Outlined.** Updated policy also adds guidance on the limited extent to which any 030 item can be presented and discussed, and provides a summary of the range of options for City Council actions which include:
  - no action
  - referral to staff for analysis and a report at a future meeting
  - referral to a future Council priority setting meeting, or
  - agendaization for action at a future Council meeting

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## Council Policy 030 Proposed Changes – Council Member Referrals (cont'd)

- **New Location on Agenda.** City Council 030 Policy items to be considered at the end of the meeting under “Reports of members and Special Committees” – assist with prioritizing City Business items.



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## City Council Policy 030 Proposed Changes – Request from the Public cont.

**Possible City Council Actions Specified but Still Limited:**

- Because any such item is not on the agenda, only a Council referral to staff, or, if the item is urgent, a proposal to agendize the item for consideration at a future City Council meeting, would be in order.
- If, upon hearing a petition for action by a member of the public, one or more Council member desires to sponsor this request, such Council Member(s) would also have the option to follow the 030 Policy referral and submit their own petition in support of the public petition.

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## City Council Policy 030 Changes from Governance Committee Version

- ✓ Improved headings and organization to facilitate use
- ✓ Removed duplicative provisions
- ✓ Provide the methods in which the public may make request of the City Council

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## Recommendation

Adopt a resolution amending Council Policy 030, entitled Adding an Item on the Agenda, on the terms presented.

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**RESOLUTION NO. 23-9278**

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA,  
AMENDING COUNCIL POLICY 030 ENTITLED “ADDING AN ITEM  
ON THE AGENDA”**

**WHEREAS**, amending the policy on adding an item on the agenda will establish a clear, effective and easily understood process for members of the City Council and the public to have items, within the jurisdiction of the City Council;

**WHEREAS**, the amended “Adding an Item on the Agenda” policy updates the process for referral from the Members of the City Council and updates the procedure to include consultation with the City Manager and/or City Attorney as part of the procedures; and,

**WHEREAS**, the amended policy also updates the process in which members of the public have options to include items for consideration to the City Council by participating in public presentations, by petition to individual City Councilmembers or by petition to the City Manager and City Departments for specific action; and

**WHEREAS**, the amended policy further clarifies the procedures to handle requests during City Council meetings where the request is heard and Council discussion is limited but actions may be made to the request; and

**WHEREAS**, the policy has been amended with the intention of streamlining the public meeting process while maintaining opportunities for both the public and the Council to request topics to be addressed by the City and the City Council at future meetings.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

1. That Resolution No. 20-8895 adopting amended Council Policy 030 (“Adding an Item on the Agenda”), attached here as Attachment 1, is hereby repealed in its entirety.

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2. That Council Policy 030 entitled "Adding an Item on the Agenda," attached here as Attachment 2, is hereby approved and adopted.

3. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 24<sup>TH</sup> DAY OF OCTOBER, 2023, BY THE FOLLOWING VOTE:

AYES:	COUNCILORS:	Chahal, Hardy, Jain, and Watanabe, and Mayor Gillmor
NOES:	COUNCILORS:	Becker and Park
ABSENT:	COUNCILORS:	None
ABSTAINED:	COUNCILORS:	None

ATTEST:



NORA PIMENTEL, MMC  
ASSISTANT CITY CLERK  
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Resolution No. 20-8895
2. Council Policy 030 entitled "Adding an Item on the Agenda"

**RESOLUTION NO. 20-8895**

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA  
TO REPEAL RESOLUTION NO. 20-8890, AMEND COUNCIL  
POLICY 030 ENTITLED "ADDING AN ITEM ON THE AGENDA,"  
AND APPROVE THE COUNCIL ITEM REQUEST FORM**

**BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

**WHEREAS**, amending the policy on adding an item on the agenda to establish a clear, effective and easily understood process for members of the City Council and the public to have items within the jurisdiction of the City Council placed on a meeting agenda;

**WHEREAS**, the amended version of the Adding an Item on the Agenda policy expands on the current policy language by clearly stating that, when a written request is first considered, discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item; and,

**WHEREAS**, the amended Adding an Item on the Agenda policy, attached hereto as Attachment 1, includes a Council Item Request Form for the City Council's use when requesting an item for inclusion on a Council meeting agenda and adds the procedure for written requests from members of the City Council.

**NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

1. That Resolution No. 20-8890 is hereby rescinded in its entirety.
2. That amended Council Policy 030 entitled "Adding an Item on the Agenda" with the Council Item Request Form, attached hereto as Attachment 1, is hereby approved and adopted, and the City Manager is directed to number (and renumber, as appropriate) the Council Policy Manual such that they are organized in a logical fashion.

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3. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 27<sup>TH</sup> DAY OF OCTOBER, 2020, BY THE FOLLOWING VOTE:

AYES: COUNCILORS: Chahal, Davis, Hardy, O'Neill, and Watanabe, and Mayor Gillmor

NOES: COUNCILORS: None

ABSENT: COUNCILORS: None

ABSTAINED: COUNCILORS: None

ATTEST:



NORA PIMENTEL, MMC  
ASSISTANT CITY CLERK  
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Council Policy 030 entitled "Adding an Item on the Agenda"



## **ADDING AN ITEM ON THE AGENDA**

### **PURPOSE**

To establish a clear, effective, and easily understood process for members of the City Council and the public to have items, within the jurisdiction of the City Council, placed on the City Council agenda for consideration.

### **POLICY**

#### **Members of the City Council:**

The Mayor or any individual Councilmember may submit a written request by using the Council Item Request Form to the City Manager's Office for inclusion of an item on a City Council agenda, provided the request is received two (2) days prior to the public release of the agenda packet. At the meeting where the request is heard, discussion should be limited to whether the item should be added to an agenda and a date, not the merit of the item.

#### **Referral from a Council Committee:**

Council Committees may submit a written request to the City Manager's Office for inclusion of an item on a City Council agenda, provided the request is received two (2) days prior to the public release of the agenda packet.

Council Committees may bring forward a recommendation to the full City Council by way of the Committee minutes, which are typically prepared within three weeks following the Committee meeting.

#### **Items Referred During a Council Meeting:**

By Council action, an item may be referred to the City Manager for inclusion on a City Council agenda. If the request requires further study of the item from staff, a full analysis shall be prepared at the direction of the City Manager with at least thirty (30) calendar days prior to the meeting, unless otherwise directed by the City Council. If the request requires more than thirty (30) calendar days to prepare, status updates will be provided to the City Council every sixty (60) days as an informational memo.



## ADDING AN ITEM ON THE AGENDA

### **Written Petitions and Public Presentations:**

Any member of the public may submit a written request raising any issue or item within the subject matter jurisdiction of the City Council to be heard under the “**Written Petition**” section of the City Council’s regular agenda within two (2) Council meetings after received. After the initial Written Petition is placed on the agenda, a majority vote of the City Council may add the item to a future Council meeting for action. Any member of the public may address the City Council under the “**Public Presentations**” section of the agenda. If the presentation includes a request of the Council, a majority vote of the City Council may refer the item to the City Manager to be properly added to a future meeting, in compliance with the Brown Act.

### **PROCEDURE FOR WRITTEN PETITIONS**

1. All requests to address the City Council shall be submitted in writing. Written Petition forms are available for the petitioner’s convenience on the City’s website and in the City Manager’s Office, City Clerk’s Office, and the Mayor and Council Offices. Alternatively, an email may be submitted to [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov).
2. Once the Written Petition is received by the City Clerk’s Office, it should immediately be forwarded to the City Manager for placement on an agenda within two (2) Council meetings after receipt of the original request from the City Clerk’s Office. All written material (request and any support material) will be submitted on the agenda in the form substantially provided by the requester without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide direction to the City Manager.
3. At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council. Discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item.



## **ADDING AN ITEM ON THE AGENDA**

***PROCEDURE  
FOR WRITTEN  
REQUESTS  
FROM CITY  
COUNCIL***

1. Members of the City Council shall use the Council Item Request Form to submit a written request for inclusion of an item on a future City Council agenda.
2. Once the Council Item Request Form is received by the City Clerk's Office, it should immediately be forwarded to the City Manager for placement on an agenda within two (2) Council meetings after receipt of the original request from the City Clerk's Office. All written material (Council Item Request Form and any support material) will be submitted on the agenda in the form substantially provided by the requester without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide direction to the City Manager.
3. At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council. Discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item.

Attachments: Council Item Request Form



The Council Item Request Form is for members of the City Council to submit written requests to the City Manager's Office for inclusion of an item on a future City Council meeting agenda. At the meeting where the initial written request is heard, discussion should be limited to whether the item should be added to an agenda and a date, not the merit of the item. A majority vote of the City Council is required for the item to be added to future Council meeting agenda for action.

***CONTACT INFORMATION***

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Requesting Member of City Council \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Contact Phone \_\_\_\_\_

Today's Date \_\_\_\_\_

***WRITTEN REQUEST***

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I, \_\_\_\_\_, hereby request that the following item be placed on the City of Santa Clara Council and Authorities Concurrent meeting agenda:

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## **ADDING AN ITEM TO THE AGENDA**

### **PURPOSE**

The purpose of this Policy is to establish a clear, effective, and easily understood process for members of the City Council and the public to have items, within the jurisdiction of the City Council, placed on the City Council agenda for consideration.

### **POLICY/ PROCESS FOR CITY COUNCIL MEMBERS**

#### **Referral from Members of the City Council in Advance of a Meeting:**

After consultation with the City Manager (and/or City Attorney, as appropriate), the Mayor or any individual Councilmember may submit a written request by using the Council Item Request Form to the City Manager's Office for inclusion of an item on a future City Council agenda. An item may be referred to the City Manager for inclusion on a City Council agenda during a Council meeting by City Council action.

The procedure for written request from the City Council shall be as follows:

1. Members of the City Council shall use the Council Item Request Form to submit a written request for inclusion of an item on a future City Council agenda.
2. Prior to submitting a Council Item Request form, the Member shall discuss the proposed request with the City Manager (And/or City Attorney, as appropriate) to determine if City staff's response does not satisfy the Member's request, the Member shall submit the Council Item Request form for placement on a future City Council agenda.
3. Once the City Clerk's Office receives the Council Item Request form, it should immediately be forwarded to the City Manager for placement on an agenda, is possible, within two (2) Council meetings after receipt of the original request by the City Clerk's Office. All written material (Council Item Request Form and any support material) will be submitted on the agenda in the form substantially provided by the requestor without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide the direction to the City Manager.

#### **Referrals from Members of the Council at the Council Meeting**

If an issue arises during a Council meeting that may require future City Council action a City Council member may also request, through a referral, that such item be agendaized for future Council consideration. Such a request may be considered by the Council following the



**POLICY/  
PROCESS FOR  
COUNCIL  
COMMITTEES**

**POLICY/  
PROCESS  
FOR  
MEMBERS  
OF THE  
PUBLIC**

“Procedure for Handling Requests at the City Council Meeting” set forth below.

**Referral from a Council Committee:**

Council Committees may request that an item to be considered for inclusion on a future City Council agenda by formal committee action. Any such request shall be submitted to the City Manager in writing. Provided the request is received two (2) days prior to the public release of the City Council agenda packet the item shall be included for consideration at that City Council meeting in accordance with the “Procedure for Handling Requests at the City Council Meeting” set forth below. .

**Requests from Members of the Public:**

Members of the public may request that an item be added to a City Council Agenda in any of the following ways:

1. **Public Presentations:** Any member of the public may address the City Council under the “Public Presentations” section of the agenda to make a request of the City Council to add an item to a future meeting. If a member of the public wishes to provide a written petition of their request prior to their appearance at a Council Meeting they may be submitted as follows:

- a. Email:

City Council: [mayorandcouncil@santaclaraca.gov](mailto:mayorandcouncil@santaclaraca.gov)

City Manager: [manager@santaclaraca.gov](mailto:manager@santaclaraca.gov)

- b. MySantaClara App:

[www.santaclaraca.gov/services/make-a-service-request](http://www.santaclaraca.gov/services/make-a-service-request)

**Note:** Written Petitions will not be listed on the City Council agenda, and the member must be present at the meeting to present their request.

2. **Individual City Councilmembers:** Members of the public may directly petition individual City Councilmembers to request that an item be added to a future Council meeting. The Councilmember may then choose to submit the request through the Council referral process outlined in this Policy, above.
3. **City Manager and City Departments:** Members of the public may also petition the City Manager or City staff for specific action. The City Manager and/or staff may respond, as appropriate, directly to this request, or direct the member of the public to the other methods of petitioning the City outlined above.



**PROCEDURE  
FOR HANDLING  
REQUESTS AT  
THE CITY  
COUNCIL  
MEETING**

1. At the meeting where the request to add an item to a future agenda is heard, Council discussion is limited to whether the item should be added to an agenda and a date, not the merit of the item. Valid considerations that can be discussed include whether the matter is within the City's jurisdiction, being addressed in some other way, City resource requirements, legality, timing, and prioritization.
2. Council may take the following actions when a request is made:
  - a. No Action.
  - b. Refer the request to City staff for further study and a timely report back to Council.
  - c. Refer the item to a future annual Council Priority Setting session meeting.
  - d. Placement on a future Council meeting agenda for further consideration or action.
3. At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council. If the request requires more than thirty (30) calendar days to prepare, status updates will be provided to the City Council every sixty (60) days as an informational memo.

References

*10/27/2020 Revised, Resolution No. 20-8895*

Attachments: Council Item Request Form



The Council Item Request Form is for members of the City Council to submit written requests to the City Manager's Office for inclusion of an item on a future City Council meeting agenda. At the meeting where the initial written request is heard, discussion should be limited to whether the item should be added to an agenda and a date, not the merit of the item. A majority vote of the City Council is required for the item to be added to future Council meeting agenda for action.

***CONTACT INFORMATION***

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Requesting Member of City Council \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Contact Phone \_\_\_\_\_

Today's Date \_\_\_\_\_

***WRITTEN REQUEST***

---

I, \_\_\_\_\_, hereby request that the following item be placed on the City of Santa Clara Council and Authorities Concurrent meeting agenda:



## ADDING AN ITEM TO THE AGENDA

**PURPOSE**

The purpose of this Policy is to establish a clear, effective, and easily understood process for members of the City Council and the public to have items, within the jurisdiction of the City Council, placed on the City Council agenda for consideration.

**POLICY/  
PROCESS  
FOR CITY  
COUNCIL  
MEMBERS**

**Referral from Members of the City Council in Advance of a Meeting:**

After consultation with the City Manager (and/or City Attorney, as appropriate), the Mayor or any individual Councilmember may submit a written request by using the Council Item Request Form to the City Manager's Office for inclusion of an item on a future City Council agenda. An item may be referred to the City Manager for inclusion on a City Council agenda during a Council meeting by City Council action.

The procedure for written request from the City Council shall be as follows:

1. Members of the City Council shall use the Council Item Request form to submit a written request for inclusion of an item on a future City Council agenda.
2. Prior to submitting a Council Item Request form, the Member shall discuss the proposed request with the City Manager (And/or City Attorney, as appropriate). If City staff's response does not satisfy the Member's request, the Member shall submit the Council Item Request form for placement on a future City Council agenda.
3. Once the City Clerk's Office receives the Council Item Request form, it should immediately be forwarded to the City Manager for placement on an agenda, if possible, within two (2) Council meetings after receipt of the original request by the City Clerk's Office. All written material (Council Item Request Form and any support material) will be submitted on the agenda in the form substantially provided by the requestor without any staff analysis, including fiscal review, legal review and policy review, until the City Council has had the opportunity to provide direction to the City Manager.

**Referrals from Members of the Council at the Council Meeting**

If an issue arises during a Council meeting that may require future City Council action a City Council member may also request, through a referral, that such item be agendized for future Council consideration. Such a request may be considered by the Council following the



**POLICY/  
PROCESS  
FOR  
COUNCIL  
COMMITTEES**

“Procedure for Handling Requests at the City Council Meeting” set forth below.

**Referral from a Council Committee:**

Council Committees may request that an item be considered for inclusion on a future City Council agenda by formal committee action. Any such request shall be submitted to the City Manager in writing. Provided the request is received two (2) days prior to the public release of the City Council agenda packet the item shall be included for consideration at that City Council meeting in accordance with the “Procedure for Handling Requests at the City Council Meeting” set forth below.

**POLICY/  
PROCESS  
FOR  
MEMBERS  
OF THE  
PUBLIC**

**Requests from Members of the Public:**

Members of the public may request that an item be added to a City Council Agenda in any of the following ways:

1. **Public Presentations:** Any member of the public may address the City Council under the “Public Presentations” section of the agenda to make a request of the City Council to add an item to a future meeting. If a member of the public wishes to provide a written petition of their request prior to their appearance at a Council Meeting they may be submitted as follows:

- a. Email:

City Council: [mayorandcouncil@santaclaraca.gov](mailto:mayorandcouncil@santaclaraca.gov)

City Manager: [manager@santaclaraca.gov](mailto:manager@santaclaraca.gov)

- b. MySantaClara App:

[santaclaraca.gov/services/make-a-service-request](https://santaclaraca.gov/services/make-a-service-request)

**Note:** Written Petitions will not be listed on the City Council agenda, and the member must be present at the meeting to present their request.

2. **Individual City Councilmembers:** Members of the public may directly petition individual City Councilmembers to request that an item be added to a future Council meeting. The Councilmember may then choose to submit the request through the Council referral process outlined in this Policy, above.

3. **City Manager and City Departments:** Members of the public may also petition the City Manager or City staff for specific action. The City Manager and/or staff may respond, as appropriate, directly to this request, or direct the member of the public to the other methods of petitioning the City outlined above.



**PROCEDURE  
FOR HANDLING  
REQUESTS AT  
THE CITY  
COUNCIL  
MEETING**

1. At the meeting where the request to add an item to a future agenda is heard, Council discussion is limited to whether the item should be added to an agenda and a date, not the merit of the item. Valid considerations that can be discussed include whether the matter is within the City's jurisdiction, being addressed in some other way, City resource requirements, legality, timing, and prioritization.
2. Council may take the following actions when a request is made:
  - a. No Action.
  - b. Refer the request to City staff for further study and a timely report back to Council.
  - c. Refer the item to a future annual Council Priority Setting session meeting.
  - d. Placement on a future Council meeting agenda for further consideration or action.
3. At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared within thirty (30) days, unless otherwise directed by the City Council. If the request requires more than thirty (30) calendar days to prepare, status updates will be provided to the City Council every sixty (60) days as an informational memo.

References

*10/24/2023 Revised, Resolution No. 23-9278*

*10/27/2020 Revised, Resolution No. 20-8895*

Attachments: Council Item Request Form



The Council Item Request Form is for members of the City Council to submit written requests to the City Manager's Office for inclusion of an item on a future City Council meeting agenda. At the meeting where the initial written request is heard, discussion should be limited to whether the item should be added to an agenda and a date, not the merit of the item. A majority vote of the City Council is required for the item to be added to future Council meeting agenda for action.

***CONTACT INFORMATION***

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Requesting Member of City Council \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Contact Phone \_\_\_\_\_

Today's Date \_\_\_\_\_

***WRITTEN REQUEST***

---

I, \_\_\_\_\_, hereby request that the following item be placed on the City of Santa Clara Council and Authorities Concurrent meeting agenda:



The Council Item Request Form is for members of the City Council to submit written requests to the City Manager's Office for inclusion of an item on a future City Council meeting agenda. At the meeting where the initial written request is heard, discussion should be limited to whether the item should be added to an agenda and a date, not the merit of the item. A majority vote of the City Council is required for the item to be added to future Council meeting agenda for action.

***CONTACT INFORMATION***

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Requesting Member of City Council \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Contact Phone \_\_\_\_\_

Today's Date \_\_\_\_\_

***WRITTEN REQUEST***

---

I, \_\_\_\_\_, hereby request that the following item be placed on the City of Santa Clara Council and Authorities Concurrent meeting agenda: