



## **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, 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 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**

“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. .

**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***

---

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: