

**CITY OF CULVER CITY  
COUNCIL POLICY STATEMENT**

**Policy Number: 3204**

General Subject: City Council and Administration

Date Issued: ~~04/11/2017~~

Specific Subject: Agendizing Items for  
Discussion

Effective Date: ~~04/11/2017~~

Resolution No: ~~2017-R032~~

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**I. PURPOSE:**

To establish policies and procedures for the City Council, or individual Council Members, to place items on City Council Agendas for consideration and action.

**II. STATEMENT OF POLICY:**

It is the intent of this Policy to establish an efficient and publicly transparent process for ~~the City Council, or individual~~ Council Members, to place items on a future City Council Agenda. ~~they wish to bring to the attention of the other Council Members for formal discussion, and a follow-on process for subsequent action on the item(s).~~ Council Members have a desire and intent to afford each other the opportunity to individually bring forth, for serious consideration and deliberation, items or issues of general or specific concern regarding the welfare of the City, the residential and business communities, and the general public; and to provide sufficient time between the initial request and the scheduled discussion of the requested item in order to provide adequate opportunity for staff research and public notification.

~~In addition, staff members, through the City Manager, may have new information or new recommendations on previously approved Council agenda items, including new conditions or changed status requiring reconsideration of a previously discussed matter. Such items are best presented as "sponsored" by a Council member.~~

**III. PROCEDURES CITY COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS:**

*A. Verbal City Council Member Requests for Future Agenda Items During a City Council Meeting*

~~A. Any (one)~~ One or more individual Council Members may request an item be agendized for future discussion and consideration by seeking support from a majority of ~~at least two other~~ Council Members at during any City Council ~~m~~Meeting to place a subject on a future agenda. In order to avoid any ambiguity or confusion on the record, ~~this will require a voice vote of at least three Council Members voting "yes" to agendize the item.~~

1. The City Clerk shall endeavor to either write down the future agenda item request so it can be displayed on the screens in the Council Chambers or repeat back the request to the City Council to ensure clarity of the request and confirm the intent of the requesting Council Member(s).
2. The City Clerk will read into the record the names of the individual Council Members that have indicated their support for the request to agendaize the item, to ensure a majority consensus has been obtained.

B. Council Member Initiated Agenda Items – Included on the Agenda

This policy establishes a section on the City Council Agenda titled New Council Business.

1. Any Council Member or combination of two Council Members may place an item on the New Council Business section of the agenda. These requests do not need to be made during a City Council meeting.
2. Council Member initiated agenda requests shall be submitted in a memorandum to the City Manager with a copy to the City Clerk and City Attorney, no later than 12:00PM, seven calendar days prior to the next scheduled City Council Meeting in order to be on the agenda for the next scheduled City Council Meeting.
3. City staff will not prepare a staff report on the items, but will convey the information provided by the Council Member(s) by including a copy of the memorandum in the meeting agenda packet.
4. The following disclaimer shall be added to the New Council Business section on the agenda:

Per City Council Policy 3204, an individual City Council Member or two City Council Members may submit an item to be agendaized for future discussion. These items have not been reviewed by the City Manager or City Attorney and are placed on the agenda for limited discussion consisting of questions or clarifications concerning placement of the items on a future agenda by majority consensus of the City Council.

BC. There may be limited discussion, consisting of questions or clarifications concerning the item requested for placement on a future ~~the~~ agenda, but only to the extent such discussion is necessary in order for individual Council Members to determine whether or not to support the request.

~~CD.~~ If three or more Council Members agree to consider the requested item, it will be placed on and prepared for a subsequent meeting agenda, at which time the City Council may fully discuss the matter and take action and provide direction, including direction to prepare an Ordinance or Resolution, as needed. ~~Three votes Majority consensus~~ to place an item on a future agenda does not indicate an implicit approval or denial of the agenda item itself.

~~DE.~~ ~~When-After~~ an item is agendized for future action, staff assigned by the City Manager shall research the topic in question ~~in order to advise the Council Members and write a staff report advising the City Council~~ of potential operational, legal, fiscal or other consequences ~~prior to final action.~~ ~~If City Council determines it has enough information to discuss the matter, the City Manager shall immediately schedule the item for consideration at on the next available agenda.~~

~~EF.~~ Public notification of any scheduled agenda item shall be provided, as required by applicable laws and policies.

~~FG.~~ Once there has been a final action taken on an item that has been placed on an agenda pursuant to the process outlined in this Policy, a request to discuss the same item shall require a subsequent request to agendize a future agenda item in accordance with this Policy ~~vote of at least three Council Members to be placed on a future agenda.~~ This Section does not preclude a motion for reconsideration in accordance with parliamentary procedure.

#### **IV. EXCEPTION COUNCIL SUBCOMMITTEE REQUESTS FOR FUTURE AGENDA ITEMS:**

Where a City Council Subcommittee (Standing or Ad Hoc) has been created, that Subcommittee may request, ~~through that~~ the City Manager, ~~that an item be placed an item~~ on a future City Council Agenda, without the required support from a third Council Member vote, provided the agenda item is related to the subject matter jurisdiction of that Subcommittee.

***\*This Policy supersedes Policy No. 3204 issued on February 10, 1992 by Minute Action and amended on April 11, 2017 by Resolution No. 2017-R032.***