

**CITY OF CULVER CITY  
COUNCIL POLICY STATEMENT**

**Policy Number: 3204**

General Subject: City Council and Administration

Date Issued: TBD

Specific Subject: Agendizing Items for  
Discussion

Effective Date: TBD

Resolution No: TBD

---

**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 Council Members to place items on a future City Council Agenda. 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.

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

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

One or more individual Council Members may request an item be agendized for future discussion and consideration by seeking support from a majority of Council Members during any City Council Meeting to place a subject on a future agenda. In order to avoid any ambiguity or confusion on the record:

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 agendize 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 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. If the City Council does not obtain a majority consensus to place an item on a future agenda, the sponsoring Council Member or combination of two sponsoring Council Members may not renew the request for the same or substantially similar item for a minimum period of six months unless the request is made by a new City Council Member sponsor(s).
5. 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. If the City Council does not obtain majority consensus to place an item on a future agenda, the sponsoring Council Member or combination of two sponsoring Council Members may not renew the request for the same or substantially similar item for a minimum period of six months unless the request is made by a new City Council Member sponsor(s).*

C. There may be limited discussion consisting of questions or clarifications concerning the item requested for placement on a future 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.

D. 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 the creation of an Ordinance or Resolution, as needed. Majority consensus to place an item on a future agenda does not indicate an implicit approval or denial of the agenda item itself.

E. After an item is agendized for future action, staff assigned by the City Manager shall research the topic in question and write a staff report advising the City Council of potential operational, legal, fiscal or other consequences.

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

G. 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. This Section does not preclude a motion for reconsideration in accordance with parliamentary procedure.

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

Where a City Council Subcommittee (Standing or Ad Hoc) has been created, that Subcommittee may request that the City Manager place an item on a future City Council Agenda without the required support from a third Council Member 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.***