

**CITY OF TEMECULA
CITY COUNCIL POLICY**



Title:	Placement of Items on the Agenda by City Council Members
Policy No.	TBD
Approved:	September 28, 2021
Revised:	N/A

PURPOSE:

While most agenda items are scheduled through the City Manager’s Office based on the administrative and operational needs of the City, the purpose of this City Council policy is to provide for an effective and efficient process through which an individual Council Member may place an item on the agenda.

POLICY:

The policy of the City Council with respect to the matter listed in the above-referenced title is as follows:

Request for Placement. Any Council Member, including the Mayor, may request that an item be placed on a future agenda under the “Items for Future City Council Agendas” section of the agenda. In making the request, a Council Member may briefly describe the topic of the proposed agenda item and any timing associated with the placement of the item on the agenda. The request shall not exceed three (3) minutes unless there is an agreement by a majority vote of the City Council to extend such time. No substantive discussion on the subject of the motion may occur except to explain the general nature of the item and the issue of timing for its placement on a future agenda. While a member of the public may express a desire to place an item on the agenda for consideration, items may only be placed on the agenda by Council Members pursuant to this policy or by the City Manager based on administrative or operational needs of the City.

Response to Request for Placement. In response to such a request to place an item on the agenda by an individual Council Member, the City Council by a majority vote may choose to do any of the following:

- (1) Refer the item to the City Manager with specific direction to place the item on the agenda, conduct additional research and/or obtain additional information to report back to the City Council, and/or any other specific direction that the City Council deems appropriate.
- (2) Refer the item to the City Council subcommittee most related to the subject matter of the request for additional review and consideration. The relevant Council subcommittee after consideration may place the item on an agenda at their request and/or report back the findings of their consideration at a Council meeting under the “City Council Reports” section of an agenda. At the direction of the subcommittee, the City Manager may also share the general findings in writing as an update to the full City Council.
- (3) Take no action. Absent a majority vote of the City Council to refer an item pursuant to (1) and (2) above, the proposed item shall not be placed on a future agenda.

Motion Required. If a motion to refer an item pursuant to (1) and (2) above is made, seconded and approved by a majority vote of the City Council, the proposed item will be processed accordingly through the City Manager. If there is no second, or the motion fails for the lack of a majority, no subsequent action shall be taken on the request.

Time for Discussion and Public Comment

General discussion amongst the City Council on the placement of agenda items listed under the “Items for Future City Council Agendas” section of the agenda shall be limited to 15 minutes. Public comments on the placement of these agenda items shall be limited to 30 minutes.

Timing Direction. If the motion provides specific direction regarding timing, the approved item will be referred and/or placed on a future agenda consistent with that direction. If the motion is silent regarding timing, the approved item will be placed on a future agenda at the earliest reasonable time as determined by the City Manager.

Recurring Requests. Requests by Council Members to add the same agenda item to every subsequent agenda are not permitted. An item may not be reconsidered for placement for a minimum of three (3) months unless approved by a majority vote of the City Council.