

CITY COUNCIL POLICY CITY OF NATIONAL CITY

| | |
|---|----------------------------------|
| TITLE: Request by Member of City Council to Place an Item on a City Council Agenda | POLICY # 105 |
| ADOPTED: March 12, 1985 | AMENDED: October 21, 2025 |

PURPOSE

In compliance with the Ralph M. Brown Act, items not already on the agenda cannot be discussed or considered during a City Council Meeting. Discussing without notice does not provide the public, staff, or other City Councilmembers time to review the subject matter, and contemplate a response for discussion or provide direction.

This policy is to establish a clear and effective process for the City Councilmembers to place items on the City Council Agenda for consideration.

POLICY

1. The City Councilmembers may request that an item be placed on a future City Council Meeting Agenda for discussion and possible action.
2. For any item to be placed on the City Council Meeting Agenda, by the City Councilmembers, the following will assist in the City Manager in the agenda planning process:
 - a. A Council Agenda Item Request Form to agendize the request to be discussed, and the City Councilmember's recommended action to address the matter. Request may be submitted to be agendized at the initial City Council Meeting in which the matter will be heard.
 - b. The request must be submitted no later than 5:00 p.m. on the Tuesday prior to the regularly scheduled City Council Meeting to allow the City Manager and City Attorney time to review the item and determine, if the matter as written, in the request, should be placed on the open or closed session of the City Council Agenda.
 - c. If the City Manager, in consultation with the City Attorney, determines the matter is appropriate to be included in the open session agenda it will be added to the agenda as written. If the City Attorney, determines the matter should be discussed in Closed Session, the City Manager's Office will draft the required agenda wording for listing the matter under Closed Session on the City Council Meeting Agenda. The request, written by the City Councilmember, will be provided to the entire City Council in Closed Session.
 - d. Discussion would be limited to whether an item should be added to an agenda and a date, not the merit of the item.

CITY COUNCIL POLICY CITY OF NATIONAL CITY

| | |
|---|----------------------------------|
| TITLE: Request by Member of City Council to Place an Item on a City Council Agenda | POLICY # 105 |
| ADOPTED: March 12, 1985 | AMENDED: October 21, 2025 |

- e. If a majority of the City Council votes to include the item as an action item at a subsequent City Council meeting it will be determined who will provide the report:
 - i. The City Councilmember prepares a report including supporting information and documentation, and a presentation of the item to be discussed at the meeting, with City Manager and City Attorney review; or
 - ii. The City staff will be directed to provide a report analysis including fiscal review, legal review, and policy review of the action by the City Councilmember, requesting and recommendation (if any) among alternatives (if any) as soon as the research and staff report can be reasonably completed at a subsequent City Council Meeting.
 - f. 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 to prepare, unless otherwise directed by the City Council. Status updates will be provided to the City Council every sixty (60) days as an informational memo.
 - g. This policy would provide the City Manager the authority to determine placement and timing, unless City Council direction is time-sensitive, and requires immediate placement on the next regularly scheduled City Council Meeting.
3. Requirements for Agenda Item Request Submission
- a. All Policy 105 agenda item requests must include a Justification Statement and an Impact Statement. Co-Sponsorship is optional.
 - b. Urgent items must identify significant consequences of inaction (financial, legal, safety).
4. Resource Consideration
- a. The City Manager shall review alignment with the City's Strategic Plan.
 - b. Significant projects must include cost-benefit and staff time analysis.
 - c. Each Councilmember may have no more than two active agenda items at a time.

CITY COUNCIL POLICY CITY OF NATIONAL CITY

TITLE: Request by Member of City Council to Place an Item on
a City Council Agenda

POLICY # 105

ADOPTED: March 12, 1985

AMENDED: October 21, 2025

5. Evaluation of Agenda Item Requests

- a. Evaluation is performed by the City Manager.
- b. Evaluation of merits may occur through quarterly meetings, an evaluation committee, or limited discussion.
- c. Item will be placed on the City Council Meeting Agenda under the “Elected Officials Report” section.

6. Exemptions

- a. Minor agenda items, such as small code amendments, are exempt from Impact Statement and Resource Consideration.

Related Policy References

National City Municipal Code, Chapter 2.04
Ralph M. Brown Act

Prior Policy Amendments

June 11, 2013 (Revised – No Resolution – Refer to Meeting Minutes)

October 8, 2013 (Resolution No. 2013-147)

March 21, 2017 (Resolution No. 2017-37)

October 5, 2021 (Resolution No. 2021-148)

CITY COUNCIL POLICY CITY OF NATIONAL CITY

TITLE: Request by Member of City Council to Place an Item on
a City Council Agenda

POLICY # 105

ADOPTED: March 12, 1985

AMENDED: October 21, 2025



CITY COUNCIL AGENDA ITEM REQUEST FORM

The City Council Agenda 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 a future City Council Meeting Agenda for action.

Requestor(s): _____ Date Submitted: _____

Co-Sponsor (Mayor or Councilmember): _____

Section 1. Proposal Title

Section 2. Justification Statement

- What is the need/problem to be addressed?
- Who is proposed to do the work? (City staff/department, consultant, etc.)
- Why is the timing appropriate now?

Section 3. Impact Statement

- Estimated staff time (by department, if applicable)
- Expected costs or budget implications (consultant fees, legal review, etc.)
- Related/ongoing projects that may be affected

Section 4. Urgency

- Not urgent
- Urgent – If urgent, check all that apply and explain:
 - Potential financial loss
 - Legal implications
 - Public safety risks

Section 5. Strategic Alignment

- Explain how this proposal aligns with the City's Strategic Plan or Council priorities

Section 6. Proposal Type

- Significant project (requires staff analysis, legal opinion, or financial evaluation)
- Minor amendment/operational adjustment (exempt from full analysis)

Section 7. Certification

I certify that this request complies with the requirements of City Council Policy No. 105.

Signature of Requestor: _____ Date: _____

Signature of Co-Sponsor: _____ Date: _____