



CITY OF DEL MAR CITY COUNCIL POLICY BOOK

301	REQUEST BY MEMBERS OF CITY COUNCIL TO PLACE AN ITEM ON A CITY COUNCIL AGENDA	DATE REVISED:	7-1-2019
		BY RESOLUTION:	2019-34
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POLICY:

1. Any two City Councilmembers may request that an item be placed on a City Council Agenda for discussion and possible action.
2. For the item to be placed on the agenda:
 - a. Councilmembers intending to request that an item be placed on a City Council Agenda shall notify staff as soon as possible, but not later than a week and a half prior to the agenda packet distribution.
 - b. The request must be submitted to the City Manager in writing and include the wording of the agenda item and a brief explanation of the issue to be discussed; and
 - c. The information and materials needed for agenda packet distribution must be submitted no later than 5:00 p.m. on the Thursday prior to the City Council agenda packet distribution date.
 - d. Exceptions will be made for requests that are time sensitive or are deemed an emergency.
3. Generally, a staff report will not be prepared for the item.

DISCUSSION: The agenda is a lawful tool used by the City Council to conduct the public's business. To accommodate the diversity of the City's citizens, City Councilmembers, as representatives of the public, should be afforded the opportunity to present matters for City Council consideration.