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JUN 21 2022

CITY OF IRVINE  
CITY MANAGER'S OFFICE

# Memo

To: Oliver C. Chi, City Manager

From: Tammy Kim, Councilmember *TK*  
Mike Carroll, Councilmember *MC*

Date: June 21, 2022

Re: Agenda Policy Change

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We respectfully ask that this item be placed on the agenda for consideration at the June 28, 2022 city council meeting.

**RECOMMENDED ACTION:**

Approve the following revision to Section 2 of the City Council Policy and Procedures Manual as it relates to City Council Agendas, and other sections as needed for the purpose of implementation:

***Councilmember-Initiated Agenda Items:*** Councilmembers wishing to place items on City Council Agendas shall adhere to the following.

- i. Any Councilmember may place items on the agenda for discussion under Council Business. Following the discussion of such items, the Council may by majority vote direct that the item be placed on a subsequent agenda for action.
  1. Councilmembers may not re-agendize the same or a substantially similar item for a minimum of six months, unless the request receives the support of at least one other Councilmember.
- ii. Two or more Councilmembers may place items on the agenda for discussion and/or action, under the agenda heading deemed appropriate by the City Manager.
- iii. Councilmember-initiated agenda requests shall be presented in a memorandum to the City Manager, with a copy to the Mayor and City Council, no later than noon, seven days prior to the next scheduled City Council meeting.

cc: City Council  
City Clerk  
City Attorney