



Legislation Text

File #: 25-0572, **Version:** 1

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Talyn Mirzakhanian, City Manager

FROM:

Patricia Matson, Senior Management Analyst

SUBJECT:

Consideration of a Request by Mayor Lesser and Councilmember Charelian to Discuss Forming a Public Working Group to Recommend Enhancements for the City's Future Veterans Day Ceremonies (City Manager Mirzakhanian).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council refer the request by Mayor Lesser and Councilmember Charelian to discuss forming a public working group to recommend enhancements for the City's future Veterans Day ceremonies to the Parks and Recreation Commission.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action. However, should the City Council direct staff to analyze the request, staff time and resources may be expended to accommodate the request.

BACKGROUND:

Pursuant to the Brown Act, the City Council cannot discuss items not on an agenda unless under limited circumstances. The City Council has developed a process to allow individual Councilmembers to request, with the support of another Councilmember, that items be placed on a future agenda for City Council discussion. At that future meeting, the item is identified on the agenda in full compliance with the Brown Act. Discussion allows an opportunity to the public to provide input and the City Council, as a body, to decide whether City resources (staff time, etc.) should be incurred. Typically, the item would then be presented at a third City Council meeting. In this case, the City Council can refer the matter to the Parks and Recreation Commission, which can then provide direction on the matter.

Accordingly, individual Councilmembers can initiate future agenda items by following the following three-step process:

STEP ONE:

During “Future Agenda Items,” a Councilmember may request that an item be placed on the agenda. If another Councilmember concurs with placing the item on the agenda, the item is placed on a future agenda.

STEP TWO:

The item is placed on the agenda at the section titled, “City Council Requests and Reports Including AB 1234 Reports” at the end of the agenda with this report. If it does not require any staff time, there may be attachments (e.g., copies of ordinances, resolutions, contracts, etc. previously adopted or approved) to provide background or context. After discussion, the City Council typically has the following options:

- a) Receive and File the report.
- b) Direct staff to place the item on a future Parks and Recreation Commission agenda.
- c) Continue the item to a future date.

(PLEASE NOTE: For some matters that do not require additional background, a majority of Councilmembers can provide direction during the properly noticed second step, thereby eliminating the need for a third step.)

STEP THREE:

If City Council chooses option b) in Step Two above, the item will be placed on a Parks and Recreation Commission agenda to receive the Commission’s input and direction.

DISCUSSION:

At the request of Mayor Lesser and Councilmember Charelian at the November 18, 2025, City Council meeting, staff has placed this item on the agenda for further discussion. Upon City Council consensus and direction, staff recommends that the City Council refer the matter to the Parks and Recreation Commission.

CONCLUSION:

Staff recommends that the City Council discuss and provide direction regarding the request by Mayor Lesser and Councilmember Charelian to discuss forming a public working group to recommend enhancements for the City’s future Veterans Day ceremonies.

LEGAL REVIEW:

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.