



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Arturo Vela, Interim City Manager

PREPARED BY: Art Vela, Interim City Manager

MEETING DATE: October 28, 2025

SUBJECT: Discussion Regarding the Process Outlined in the City of Banning Manual of Procedural Guidelines for Adding Items to the Agenda

RECOMMENDATION:

Discussion Regarding the Process Outlined in the City of Banning Manual of Procedural Guidelines for Adding Items to the Agenda

BACKGROUND:

The City of Banning's Manual of Procedural Guidelines ("Manual"), last amended on October 8, 2024, establishes the procedures governing all meetings of the City Council, Successor Agency, Housing Authority, Utility Authority, and Financing Authority.

Among other provisions, the Manual outlines the process for preparing meeting agendas (Section 3.5), including the specific steps that must be followed by any member of a Legislative Body seeking to place an item on an agenda:

Section 3.5 (Not in its entirety)

Any Legislative Body member may have the City Manager place any business on the agenda that should be discussed under the item of the regular meeting agenda titled "New Items." Any Legislative Body member desiring to present a subject for the Legislative Body's consideration shall advise the City Manager's office of that fact not later than 12:00 noon on the Tuesday of the week preceding the meeting at which the member wishes the subject to be considered. The matter shall then be listed on the next agenda for discussion under Item 11 (New Items) of the regular meeting agenda. The Legislative Body shall then determine whether the proposed item should be a future agenda item for discussion and deliberation by consensus. The City Manager shall advise the Legislative Body member of constraints affecting staff's ability to produce an agenda report, and when the matter should be scheduled.

JUSTIFICATION:

Staff is requesting that the City Council provide direction regarding the implementation of Section 3.5, as referenced above, specifically, whether Section 3.5 should be followed as currently written or if the Council wishes to modify its provisions.

Staff is also recommending that the City Council authorize the use of the attached Council Item Request Form. The purpose of this form is to ensure that staff receives sufficient information to properly evaluate, research, and prepare agenda items submitted by Council Members. Utilizing this standardized form will help clarify the intent, background, and desired outcome of each requested item.

FISCAL IMPACT:

Not applicable.

ALTERNATIVES:

1. Leave Section 3.5 as is.
2. Modify Section 3.5.

BUDGETED?:

No

CONTRACT/AGREEMENT:

No

ATTACHMENTS:

1. [Redline_Banning_Procedural_Manual_-_Cheat_Sheet__006_.pdf](#)
2. [Council Item Request Form.pdf](#)