

REQUEST TO SCHEDULE AN ITEM ON COUNCIL AGENDA

City of Monte Vista  
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Or e-mail to [RhondaV@ci.monte-vista.co.us](mailto:RhondaV@ci.monte-vista.co.us)

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Topic to be addressed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Format of Topic

\_\_\_\_\_ Presentation \_\_\_\_\_ Testimony \_\_\_\_\_ Power Point \_\_\_\_\_ Slide Show \_\_\_\_\_ Other

Amount of time requested (5 minutes or less): \_\_\_\_\_

Materials to be provided to Council: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, I have provided 8 copies \_\_\_\_\_

Amount of funding requested: \_\_\_\_\_

Estimated cost to the City: \_\_\_\_\_

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*OFFICE USE ONLY*

Date Received: \_\_\_\_\_ Purposed Council Date \_\_\_\_\_

## PROCEDURE TO REQUEST TO PLACE ITEMS ON CITY COUNCIL AGENDA

1. Any citizen, agency or group may submit a request to present or place an item or topic on the City Council Agenda as follows:
  - a. The request must be legibly written on the City's request form.
  - b. The request must specify the subject matter, the form and manner of presentation of subject, and whether supplemental written materials will be provided to Council.
  - c. The request must specify the amount of time desired for presentation (no longer than 5 minutes).
  - d. The request must contain a contact name, telephone number and preferably also an e-mail address and fax number, if available.
  - e. The request must contain the amount of the funding requested, if any or an estimate of the financial cost to the City, if applicable, of a proposed request.
  - f. The request must be submitted to the City Clerk at least one week prior to the desired Council meeting date.
2. The City Clerk will schedule the requested topic on the next available Regular Session Agenda, providing that:
  - a. The City Manager had discretion in the scheduling of date and time based on agenda workload, Council priorities and the adopted Council packet schedule.
  - b. If supplemental printed information or materials are to be provided for Council review, 8 copies of those materials must be submitted at the time of the request for inclusion in Council packets and will be open to the public for review.
  - c. If supplemental materials are not submitted at the time of the request, the agenda item will not be included on the next available Regular Session agenda until after the supplemental materials have been received.
3. The City Council will bear a brief presentation and may ask questions or invite additional citizen comment, at Council's direction.
4. The Council has the discretion to decide how they wish to address the subject further if they so choose, including but not limited to: refer the item to Work Session agenda for further discussion and community input, hold a public meeting on the subject and/or place the subject on the Regular Session agenda to determine a course of action.