



Surrounded by Inspiration

CITY OF MONTE VISTA

www.cityofmontevista.com

City Clerk

95 West First Avenue, Monte Vista, Colorado 81144

City Clerk: (719) 852-6171 ~ TDD: (719) 852-4575 ~ Main Fax: (719)852-6167

City Council Agenda Request

Applicant: _____

Address: _____

Email: _____ Telephone: _____

Date of the Event (If Applicable): _____

Location (If Applicable): _____

Date of desired Council Meeting for consideration: _____

(Council meetings are usually held the 1st and the 3rd Thursday of the Month, unless otherwise scheduled.)

*Agenda request items MUST be submitted at least a minimum of TWO (2) weeks prior to the desired Council Meeting and may be placed on a subsequent future meeting agenda.

Agenda Item/Issue/Event: _____

Please answer the following so that the agenda accurately reflects the issue or concern you are bringing to the City Council:

1. Does your item require Action (vote) by the Council or is it informational only? _____

2. Do you anticipate any financial or budgetary impact to the City from your agenda item? (If so, please explain and provide documentation of the costs) _____

3. Have you addressed your issue operationally through one of the City Departments? If so, have you made contact with the appropriate Department Head or City Manager? _____

4. Does your issue require Planning Commission action before going to the City Council? (If unsure, please check with the City Manager) _____

5. Have you provided copies of all materials, documents, maps, diagrams, etc. with this item for the Council to consider? (Submit to City Manager to be included in the Council's Agenda Packet) _____

*Other Comments/Notes regarding this item that might be of assistance to the Council in considering your item: _____

DISCLAIMER:

If information is incomplete and you cannot be contacted prior to requested council date, your request may not be heard and moved to the next council date or it may be removed from agenda until information is complete.

OFFICE USE ONLY

Received: This _____ day of _____, 20_____, By: _____



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Procedure to Request Items on the City Council Agenda

Any Citizen, agency, or group may submit a request to present or place an item or topic on the City Council Agenda as follows:

- The request must be made on the City's request form
- The request must specify the subject matter, the form and manner of presentation of subject, and whether supplemental written materials will be provided to the Council
- The request must specify the amount of time desired for presentation (no longer than 5 minutes)
- If funding is required the request must contain the amount requested, or an estimate of the financial cost to the city
- If materials are to be provided to the council, 8 copies are needed and must be submitted with the request. If supplemental materials are not submitted at the time of the request, the addenda item will not be included on the next available Regular Session until after the materials have been received
- The request must be submitted to the City Clerk at least one week prior to the desired Council meeting date.
- Once the City Clerk receives the request she/he will respond by email with exact date and time.

The City Council will bear a brief presentation and may ask questions or invite additional citizen comment.

The Council has the discretion to decide how they wish to address the subject further, 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.

