

PROCEDURE TO REQUEST TO PLACE ITEM 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 the subject, and whether supplemental written materials will be provided to the Council.
 - c. The request must specify the amount of time desired for presentation (no longer than 10 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 Manager at least two weeks prior to the desired Council meeting date.
2. The City Manager will schedule the requested topic on the next available Regular Session agenda, providing that:
 - a. The City Manager has 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, 12 copies of those materials must be submitted at the time of the request for inclusion in Council packets.
 - 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 hear a brief presentation and may ask questions or invite additional citizen comment, at Council's discretion.
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.

REQUEST TO SCHEDULE ITEM ON COUNCIL AGENDA

**City of La Pine
P.O. Box 3055
La Pine, OR 97739
536-1432**

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____

CELL PHONE: _____

E-MAIL ADDRESS: _____

FAX: _____

TOPIC TO BE ADDRESSED: _____

FORMAT OF TOPIC (Presentation, testimony, Power Point, slide show, etc.):

AMOUNT OF TIME REQUESTED (10 minutes or less): _____

WRITTEN MATERIALS TO BE PROVIDED TO COUNCIL:

Yes No

If Yes, I have provided 12 copies of materials _____

Initials

AMOUNT OF FUNDING REQUESTED: _____

ESTIMATED COST TO THE CITY: _____

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OFFICE USE ONLY

Date Rec'd _____

Rec'd by _____