



PROCEDURE TO REQUEST TO PLACE ITEM ON THE SUTTER CREEK 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.
 - d. The request must contain a contact name, telephone number and preferably an e-mail address, 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 the proposed request.
 - f. The request must be submitted to the Deputy City Clerk at least one week prior to the desired Council meeting date.
 - g. Matters pertaining to personnel, litigation and violations of laws and ordinances are excluded from the agenda.

2. The Mayor will review the agenda request and either approve or deny it.
 - a. If the request is approved, the item will be placed on the next available regular City Council meeting agenda.
 - i. Only requests that require Council action will be placed on the discussion agenda. Informational updates or items that do not require Council action will be placed on the consent agenda.
 - b. If the request is denied, the requestor may appeal the Mayor's decision to the full Council during public matters not on the agenda.
 - i. If any one Councilmember asks that the item be placed on an agenda, the item will be placed on the **next** regular City Council meeting agenda for action. The Council may add the item to the agenda at the same meeting if it is an emergency item as defined by state law.
 - ii. If no City Councilmember asks that the item be placed on the agenda, the appeal is denied and the request will not be granted.

City of Sutter Creek



REQUEST TO SCHEDULE ITEM ON CITY COUNCIL AGENDA

NAME: _____

ORGANIZATION (if applicable) _____

ADDRESS: _____

PHONE: _____ CELL PHONE: _____

E-MAIL ADDRESS: _____

TOPIC TO BE ADDRESSED: _____

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

AMOUNT OF TIME REQUESTED: _____

WRITTEN MATERIALS TO BE PROVIDED TO COUNCIL (circle one):

Yes No

If Yes, I have provided 2 copies of materials (initials) _____

AMOUNT OF FUNDING REQUESTED: _____

ESTIMATED COST TO THE CITY: _____

OFFICE USE ONLY

Date Rec'd _____ Rec'd by _____