



CITY OF MT. SHASTA CALIFORNIA

Request For Placement of Item on City Council Agenda

Date of Request: _____ Preferred Date to be Agendized: _____
 Second Choice of Date: _____
 Name: _____ Notification Information: _____
 Address: _____ Mailing Address (If different): _____
 City: _____ City: _____ Zip Code: _____
 Home Telephone: _____ Cell Telephone: _____ FAX #: _____
 email: _____

Item to be Agendized: (Give a brief summary of the item you are requesting to be placed on the Agenda. The item will be considered by staff and/or members of the City Council and when a decision has been reached, the requestor shall be notified). Type or print legibly. The item, if agendized, will be placed on the agenda using your specific wording. _____

- Item Approved to be Agendized for the _____ Regular City Council Meeting.
- Item has been forwarded to _____ for response on behalf of the City.
- Item is not within the Jurisdiction of the City Council and has not been Agendized.
- Item has not been Agendized at this time.

At all Regular City Council Meetings members of the public are provided the opportunity to address the City Council on items not on the Agenda or those items on the Consent Agenda. The public is also given the opportunity to comment on any item on the Agenda during Council discussion of that item, with the exception of any item that was continued from a legally noticed Public Hearing that has been Closed. Council may ask questions but may take no formal action on items addressed during the Public Comment period.

Please Complete the following information for use if the item is Agendized:

Verbal presentation only? _____ yes _____ no
 Written material accompanying item: _____ yes _____ no (Material must be submitted by agenda deadline for distribution in order to be heard). Number of handouts: _____ Number of pages: _____
 Handouts at meeting? _____ yes _____ no
 Will others be speaking on this item? _____ yes _____ no
 Estimated number of speakers: _____
 Estimated amount of time needed for discussion: _____

NOTE: AGENDA ITEM REQUESTS ARE DUE BY 12:00 PM ON THE WEDNESDAY FOLLOWING A REGULAR CITY COUNCIL MEETING. ITEMS REQUIRING EXTENSIVE STAFF RESEARCH MAY REQUIRE ADDITIONAL TIME AND REQUIRE AN EARLIER SUBMITTAL.

I have read and understand the information provided herein: _____

SIGNATURE