

**REQUEST FOR COUNCIL ACTION POLICY**  
**Adopted 3/9/09**

In an effort to fulfill requests of the Montrose City Council, the council has adopted this policy determining the process for dealing with requests for action.

Persons or entities interested in presenting items for City Council action must submit a "Request for Council Action" form as designed by City staff.

The request shall contain the contact information of the person or entity requesting the action. The person or entity must be willing to provide additional information to City staff in order that staff may completely present the request to the City Council.

Each "Request for Council Action" will be judged on its own merit. Once City staff deems a "Request for Council Action" form is complete, it will be placed on the agenda or it will be further evaluated by the city council to determine if it will be placed on a future city council agenda for consideration. The City strongly encourages any person or entity requesting Council action to attend the City Council meeting at which the request is being considered in order to answer any questions the Council may have.

Should a request be incomplete, be from an anonymous requestor, or if the requestor fails to provide complete information as determined by City staff, the request will be sent to the City Council members, but will not be placed on the agenda except by motion of the City Council.

This policy was adopted by the City Council on June 9, 2008.

This policy was amended by the City Council March 9, 2009.

**REQUEST FOR COUNCIL ACTION**  
**MEETING DATE** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**Please write a brief paragraph listing the item you wish to present to the council:**

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**Council Action:** Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_ To: \_\_\_\_\_

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