

**Rule 3.3. Agenda Requests from Public.** The preferred method for a person seeking to add an agenda item for Council consideration during a meeting is to do so at a regular meeting during the Visitors/Citizen Forum. Council may then agree to place this item on a future agenda. Alternatively, a person may make a written request for this action, including via email, to the City Manager or City Secretary. Any such request must include a “sponsorship” of the item from a Councilmember. Thus, the request should include either a statement that a named Councilmember has agreed to sponsor the item or that the requestor is seeking such sponsorship through the forwarding of his or her request to the entire Council. The request must also contain a short summary statement of the proposed presentation, the issue or question before Council, and shall be submitted before 5:00 p.m. Monday, the eighth day preceding such meeting. Despite this timeline, however, a requestor should understand that the item may not be placed on the very next meeting agenda, but instead, due to necessary preparation and research, will be placed on another agenda in the very near future. Once the person’s request has been placed on an agenda, neither that person nor anyone else may submit the item, or an item concerning a similar subject matter, for placement on an agenda for a period of one-hundred eighty (180) days unless the item was postponed to a future meeting or a Councilmember makes a written request for placement. This rule does not apply to the right to appeal or petition Council pursuant to City ordinance or other law.