CITY OF KALAMA - AGENDA ITEM REQUEST FORM

The Kalama Mayor and City Council would like you to know that the public is always welcomed and encouraged to attend City Council Meetings. A "Public Comment" section is observed during every meeting.

If you have a request to make of the Council, that will require Council action, your request should be an agenda item rather than addressed under public comments. This allows the staff to provide your information and any other information to the Council prior to the meeting so they are informed to address your request.

NAME:

ADDRESS: _____ **PHONE NO:** _____

EMAIL ADDRESS:

(AGENDA ITEMS MUST BE RECEIVED AT CITY HALL NO LATER THAN NOON ON THE FRIDAY PRIOR TO THE DESIRED MEETING. MEETINGS ARE HELD THE 1ST AND 3RD THURSDAYS OF EACH MONTH.)

PO Box 1007, 195 N. First Street, Kalama, 98625 or to cityclerk@kalama.com

DESIRED CITY COUNCIL MEETING: _____

(Month)   (Day)   (Year)

AGENDA ITEM TITLE/SUMMARY: *(What would you like to talk to the Council about? Please provide a brief description of the issue, concern, problem, or whatever it is you wish to discuss with the Council.)*

YES/NO** Please indicate "Yes" or "No". If the above item is a concern or problem, have you followed the proper City Procedure for resolution of the issue prior to asking for the item to be brought before the Council?

City Procedure is ...

a. Consult with City staff for City policy on the issue. *(A lot of times, City staff can answer your questions or help solve your problems without your having to attend a Council meeting.)*

b. If the City staff cannot help, have you discussed the issue with the Mayor?

By taking the above steps prior to being put on the agenda, the City staff and Mayor can research the issue. If they cannot help you, they can give the Council background information on the issue, problem, or concern.

** If the above steps have not been followed and you still want the issue placed on the agenda, Council may not have enough information to make a decision at the current meeting. You would then need to wait at least another two weeks for resolution of your issue.