

**REQUEST TO ADDRESS COUNCIL
AT CITY COUNCIL MEETING**

Please complete and submit this form to the City Clerk if you wish to address City Council during a public meeting. Requests must be submitted no later than 12:00 noon on the Wednesday prior to the scheduled meeting. Any supporting documentation should be submitted along with the request form so that City Council members will have adequate time to review the information provided. City Council meetings begin at 6:00 p.m. Please arrive on time, as these items are usually placed near the beginning of the agenda. As a general guideline, it is suggested that you limit your comments to three minutes if speaking as an individual, and five minutes if speaking for a group. Groups wishing to address City Council should designate one member to speak on the behalf of the group to avoid repetitious comment. If after submitting your request you find you will be unable to attend, please notify the City Clerk.

Please Print

Name: _____

Street Address: _____

Telephone Number: _____

Subject: _____

IF SPEAKING AS AN ELECTED OR APPOINTED REPRESENTATIVE OF AN ORGANIZED GROUP OR BUSINESS:

Name of Group: _____

Supporting Materials Attached: _____ YES _____ NO

Items will be placed on the agenda in the order in which they were received. In the event of multiple submissions requesting the addition a particular agenda item, speakers will be allowed to comment in the order in which their requests were received. NOTE: Meetings of the City Council are open to the public, and citizens are encouraged attend. To ensure that every meeting operates in an efficient and productive manner, certain guidelines have been established. Your cooperation in following these guidelines is appreciated. In order to maintain the comfort and safety of all persons attending the meeting, no acts of disorderly conduct and/or use of abusive language from any attendee will be tolerated.