



APPEARANCE BEFORE CITY COUNCIL  
SPEAKER REQUEST FORM  
WELCOME

Any person with business before the City Council not scheduled on the agenda may speak to the City Council, provided that a "Speaker's Request Form" has been completed and provided to the City Secretary 15 minutes prior to the start of the City Council meeting.

Please follow the suggestions listed below.

- 1. You can address the Council twice on the same issue in a twelve month period.
- 2. State your name and address when you begin your remarks.
- 3. Make sure your comments are directed towards the Mayor rather than an individual City Council Member or Staff. All speakers must limit their comments to the subject matter as listed on their request form and must refrain from personal attacks towards any individual or using any profane language.
- 4. Limit your comments to 3 minutes.
- 5. Limit your comments to 3 items of discussion.
- 6. Select 1 person to speak if part of a group.
- 7. Is the matter you wish to discuss on the agenda: [ ] Yes [ ] No  
If yes, please indicate when you would like to address the council.  
[ ] during "Citizen Participation"  
[ ] when the item comes before the Council

**THANK YOU FOR YOUR COOPERATION**

DATE: \_\_\_\_\_ NAME OF SPEAKER: \_\_\_\_\_

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

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_ Is this Item a Public Hearing if so **CIRCLE ONE:** IN FAVOR    AGAINST

HAS THIS SUBJECT BEEN DISCUSSED WITH ANY MEMBER OF COUNCIL OR ADMINSTRATIVE STAFF?    YES    NO