

“Citizens requesting to appear before the council must have completed the form entitled “Request to Appear before City Council” and turned it in to the city secretary 4 business days prior to the council meeting at which the individual chooses to appear.”

**REQUEST TO APPEAR BEFORE CITY COUNCIL
(FIVE MINUTES)**

Prior to completing the Citizen Communication Request, Council respectfully requests that every attempt has been made to resolve the problem through administrative channels.

TO: Mayor and Council Members

FROM: Name: _____
Address: _____
Phone: _____

REASON(S) FOR REQUEST TO APPEAR BEFORE CITY COUNCIL:

WHAT ACTION DO YOU REQUEST OF CITY COUNCIL:

Note: Speakers may speak for five (5) minutes. Only the person whose name appears on this form may speak before the Council.

I have read and agree to follow the procedures set forth by the City Council.

Signature: _____

Date: _____

Office Use Only

Date to appear: _____

Rec'd by: _____