

WRITTEN REQUEST TO SPEAK

A signed written request to speak must be received in the City Manager's office no later than 10:00 a.m., the Wednesday prior to the City Council meeting; this form must be either hand-delivered or mailed. Each person submitting a request is limited to five minutes. The speaker's topic must be on an item(s) of City business that is not on the agenda. The presiding officer shall not permit any communication, oral or written, to be made where it does not bear on a matter of City business within the subject matter jurisdiction of the City Council.

Each person addressing the City Council shall state his or her name and address for the record, state the matter of City business being presented and if he or she represents an organization or other persons. All remarks shall be addressed to the Council as a whole. Questions shall not be asked of a Councilmember or staff without obtaining permission from the presiding officer.

Today's Date: _____

Name: _____

Address: _____

Phone Number: _____

I wish to speak before the City Council at their meeting on: _____

SUBJECT: _____

SIGNATURE