



REQUEST TO ADDRESS CITY COUNCIL AT WORK SESSION

NAME: _____

Date Submitted: _____

WORK SESSION DATE: _____

CONTACT INFORMATION: _____
ADDRESS

PHONE: _____
CELL

WORK / HOME

SUBJECT TO BE DISCUSSED: _____

Have you previously addressed Council regarding this subject? Yes _____ No
Please read each item listed below and initial. List Date(s)

_____ Council meets the first and third Tuesday of every month unless otherwise noted. All requests to address council at a work session must be submitted to the Office of the City Clerk by 1:00 p.m. the Wednesday prior to Council Meetings. All work sessions are scheduled for **3:00 p.m. the day before Council Meetings** unless otherwise noted.

_____ Certain issues considered to fall under the day to day operations of the city are not permitted per City Charter, Act 71 of 1977 to be addressed by council. Your request will be reviewed by the City Manager to determine if it comes under the provisions of the City Charter relating to matters that are under the Council's power of authority. If it does not, you will be contacted by the appropriate City Personnel to discuss your issue.

_____ If a group of individuals wishes to address council (homeowner's association, neighborhood watch programs, etc.) only one person will be allowed to address council as the representative of the entire group. All communication will be coordinated with that representative.

_____ All requests to address council shall be no longer than five (5) minutes. Please prepare your statements/presentation accordingly.

_____ Any material (hand-outs, etc.) you wish to submit to council for their review and consideration must be turned in at the time your Request to Address Council at Work Session form is submitted. Please provide ten (10) copies.

_____ Work Sessions are open to the public. Due to space limitation, and building/fire code regulations, not everyone wishing to attend may have access to the Work Session Conference Room. However, every effort will be made to reasonably accommodate as many people as possible.

SIGNATURE

Reviewed and Approved by City Manager

RECEIVED BY DATE

City Manager Date