

**COUNCIL MEETING AGENDA  
SPEAKER'S REQUEST  
(PLEASE PRINT)**

Council meetings are held on the first and third Mondays of each month at 6 PM unless otherwise announced in public session.

In order to be included on the agenda, this form, along with any presentation materials\*, must be received in the City Clerk's Office **no later than 10 AM on the Monday prior to the meeting date.**

Requestor's Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Meeting Date \_\_\_\_\_ Speaker's Name (if different from above) \_\_\_\_\_

Subject / Topic \_\_\_\_\_

Background: (use bottom of page if additional space is needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will handouts be provided? \_\_\_\_\_

\*NOTE: If handouts or photographs are to be distributed to the City Council, ONE B/W copy or TEN COLOR copies must be provided along with this form to the City Clerk within the deadline stated above.

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