



# PAYETTE CITY COUNCIL Agenda Request Form

**Policy:** Any person, group or organization wishing to personally address the Payette City Council in session shall fill out a written request form and file it with the City Clerk's Office 10 days in advance of the scheduled meeting. Regular meetings are held at 7:00 P.M. the 1st and 3rd Monday of every month.

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_(DAY) \_\_\_\_\_(EVENING)

ADDRESS:

\_\_\_\_\_

NAME OF PERSON(S), GROUP OR ORGANIZATION:

\_\_\_\_\_

SUBJECT MATTER TO BE DISCUSSED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COULD THE SUBJECT BE DISCUSSED AND/OR REVIEWED BY MEETING WITH THE MAYOR, CITY DEPARTMENTS OR OTHER OFFICIALS? [ ] YES [ ] NO

IF ANSWER TO ABOVE IS YES, PLEASE LIST THOSE WHO HAVE ALREADY REVIEWED SUBJECT. IF NO, WHY NOT?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIFIC QUESTIONS AND/OR ACTION DESIRED FROM THE CITY COUNCIL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The person(s), group or organization making the request to be on the agenda will be contacted by the City Clerk's Office, informing him/her of the scheduled meeting date and time. Every effort will be made to schedule the request at the earliest possible meeting date.

\_\_\_\_\_  
Date Signature of person making request

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\_\_\_\_\_  
Date City Clerk Assigned to Agenda: \_\_\_\_\_  
Date

**GENERAL BUSINESS PRESENTATIONS LIMITED TO 5 MINUTES - OR THE DISCRETION OF THE MAYOR**

If you plan a visual presentation, it must be submitted to the Clerk's Office no later than 5:00 p.m. on the Wednesday prior to the meeting. Acceptable presentation formats include PowerPoint presentations on CD only, DVD, VHS and 8.5 by 11 inch maps or printed materials for display on screen. All copies submitted become public record and must remain on file with the City Clerk. For more information contact 208-642-6024.