

**REQUEST TO APPEAR
BEFORE THE FRESNO CITY COUNCIL**

NOTE-ALL REQUESTS MUST BE TYPEWRITTEN

On April 1, 1980 the Fresno City Council adopted a policy relating to procedures to be used for those persons wishing to appear before the Fresno City Council, as follows:

SCHEDULED ORAL COMMUNICATIONS-APPEARANCES ON PRINTED AGENDA

Submit this form, or a written letter to the City Clerk, 2600 Fresno Street, Fresno, CA 93721 requesting to be placed on the agenda for a scheduled time. The letter should state the subject matter, provide supporting material, if any, and state the action you wish the City Council to take. Your request will be referred to the Chief Administrative Officer and placed on the agenda no sooner than ten (10) days after a receipt of your written letter in order to provide an opportunity for City staff to prepare comments for Council consideration. The policy is to limit your presentation to three (3) minutes pursuant to Ordinance 96-67. The City Clerk shall provide copies of your written request to the Fresno City Council.

UNSCHEDULED ORAL COMMUNICATIONS

You may address the City Council at the conclusion of the Council meeting and the policy is to limit your presentation to three (3) minutes pursuant to Ordinance 96-67. Please be present at the conclusion of the Council meeting if you wish to be heard.

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NAME	_____
ADDRESS	_____
TELEPHONE NO.	_____
LETTER	DATE
