
**REQUEST TO ADDRESS THE
CITY COUNCIL / RDA BOARD**

(PLEASE PRINT)

DATE: _____

TO: CLERK OF THE CITY COUNCIL / RDA SECRETARY

FROM: please print name: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

ORGANIZATION: _____

Please contact City Hall with any issues or complaints concerning routine matters or maintenance items. This will allow your concerns to be taken care of in a timely manner.

Agenda Item # (if applicable) _____

SUBJECT: _____

OPEN PUBLIC COMMENT PERIOD ITEM 3.1

This time is set aside for citizens to address the City Council on matters listed on the Consent Calendar as well as other items included on the regular agenda. If your comments concern an item noted on the regular agenda, please address the Council after that item is open for public comment. Pursuant to the Brown Act (Govt Code Section 54950 et. seq), action or Council discussion cannot be taken on matters not on the agenda other than to receive comments. Those matters will customarily be referred to the City Manager's Office. Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the City. Persons wishing to address the Council are to fill out a Speaker Request Form before speaking and turn it in to the City Clerk. Forms are available from the City Clerk, 1650 Stanton Drive, Shasta Lake, on the City's website, or at the back of the meeting hall. If you have documents to present to members of the Council to review, please provide a minimum of seven copies.

NOTE: Completing and signing this form is voluntary. All persons may attend meetings and address the City Council/RDA Board. This form is intended to assist the Mayor/Chairman in ensuring that all persons wishing to address the Council / RDA Board are recognized and to ensure correct spelling of names in the minutes.