



# REQUEST TO BE PLACED ON THE CITY COUNCIL AGENDA

*The City Council would like to hear issues of importance to citizens of Springfield. To ensure that this process is efficient and effective, the City requires submittal of a written form outlining the subject matter about which they would like to speak. **The Mayor may rule out of order personal, abusive, or indecorous language or matters that the City has no purview over. Completion of this form does not entitle the Speaker to be added to the agenda. A request must be received by the Clerk of Council. Depending on the presentation additional information and materials may be requested.***

Request Submittal Date: \_\_\_\_\_

Name of Person to Speak: \_\_\_\_\_

Title: Business/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you addressed your issue(s) with City staff?     Yes     No

Brief Summary/paragraph of topic:   

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STAFF ONLY:**

Clerk Received Date \_\_\_\_\_

Council Meeting Approved Date: \_\_\_\_\_

Requester Notified Date: \_\_\_\_\_

\_\_\_\_\_