



**REQUEST TO BE PLACED ON THE CITY COUNCIL AGENDA**

*The City Council would like to hear issues of importance brought by citizens of Pooler as it is in the best interest of the City that the Mayor and Council be well informed and prepared to address topics placed on the agenda. In order to better ensure that this process is efficient and effective, the City requires that citizens/vendors submit 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 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

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

City Council Meeting Date: \_\_\_\_\_

**PURPOSE:**

**Brief summary / paragraph of topic:** \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CITY STAFF USE ONLY

City Manager Approved \_\_\_ Denied \_\_\_ Initial / Date \_\_\_\_\_

Mayor Approved \_\_\_ Denied \_\_\_ Initial / Date \_\_\_\_\_

Clerk of Council Notified Initial / Date \_\_\_\_\_

Council Agenda / Meeting Approved Date \_\_\_\_\_

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

Reason for Denial: \_\_\_\_\_

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