# *CITY OF COLVILLE*
# *CITY COUNCIL PROCEDURES*

The Colville City Council meets regularly on the second, fourth and fifth (if applicable) Tuesday of each month. The meetings begin at 6:30 p.m. in the Council Chambers at Colville City Hall, 170 S. Oak, Colville, WA.

## *If you would like to be on a City Council agenda:*

Submit your detailed request in writing to the City Clerk's Office, 170 S. Oak, Colville, WA. Providing as much information in your request as possible will facilitate the time needed before your request is placed on an agenda.

All requests to be on the City Council agenda are reviewed and scheduled by the City Clerk based on the need for staff research. Please note that staff preparation time may be required prior to consideration by the City Council. The earlier your request is submitted, the better.

## *If you wish to speak to the City Council regarding an item that is already on the agenda:*

You may address the City Council during the *Public Comment Period*. You will be requested to step to the microphone, state your name and address for the record and limit your time as directed by the Mayor.

If you have complaints, concerns or questions, you will be encouraged to refer any unresolved matters to the Mayor or ask that the matter be placed on a future City Council agenda with the appropriate background information.

If you have any further questions, please contact the City Clerk's Office at (509) 684-5094.

# *CITY OF COLVILLE*
# *REQUEST TO BE PLACED ON THE CITY COUNCIL AGENDA*

***Please submit the completed form to:***

***Colville City Clerk***
***170 South Oak***
***Colville, WA 99114***
***hpannell@colville.wa.us***

***Name:***_____

***Address:***_____

***Telephone number:***_____

***E-mail address:***_____

Please use the spaces below or attach a separate sheet to provide a detailed explanation of your request, please include as much information as possible including names, dates, times, funding needed, etc.

**Type of Request:**

☐ **Information Only** ☐ **Discussion Only** ☐ **Decision Needed**

**Background of Situation:**

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**Funding Needed:**

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**Attachments:**

_____

**Council Action Requested:**

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