

Date: \_\_\_\_\_

**PUBLIC AGENDA REQUEST FORM**

No action will be taken relative to items on this agenda other than referral for information.

**Date to speak:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

\_\_\_\_\_ ZIP \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Brief description of topic to be discussed:**

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

Signature: \_\_\_\_\_

Please return to: Jamie Buster, MPA, MMC, City Clerk  
City of Wichita  
City Manager's Office  
455 N. Main, 13<sup>th</sup> Floor  
Wichita, Ks 67202

Ph: (316) 268-4529

Fax (316) 858-7776

E-mail address: [jmbuster@wichita.gov](mailto:jmbuster@wichita.gov)

## **INSTRUCTIONS FOR PUBLIC AGENDA REQUEST FORMS.**

The Wichita City Council meets on the first three Tuesdays at 9:00 a.m. in the City Council Chambers, which is located on the first floor. All meetings are opened to the public. Public comment is allowed on most New Business scheduled agenda items at the time each item is scheduled on the agenda.

Members of the public desiring to present matters to the council on the public agenda must submit a request in writing to the office of the city manager prior to twelve noon on the Tuesday preceding the council meeting. This can be done in person, regular mail, fax or e-mail. The request forms are located in the City Clerk's office and on the City's website [www.wichita.gov](http://www.wichita.gov) under "City Council". If the request is received by mail, fax or e-mail the City Clerk will confirm with the individual that the request was received and notify them of the date of the Council Meeting, in which they will be scheduled.

**Public Agenda.** A public agenda shall be considered by the Council. No action will be taken relative to items on this agenda other than referral for information. Requests to appear will be placed on a "first-come, first-served" basis. This portion of the meeting is limited to thirty minutes and shall be subject to a limitation of five minutes for each presentation with no extension of time permitted. No speaker shall be allowed to appear more frequently than once every fourth meeting. *Members of the public desiring to present matters to the council on the public agenda must submit a request in writing to the office of the city manager prior to twelve noon on the Tuesday preceding the council meeting* The request should state the name of the individual(s) desiring to be heard and the matter to be presented. Item requests may be referred at the discretion of the city manager, to appropriate staff for mediation prior to being placed on the public agenda if the individual(s) consents to said referral. **Matter pertaining to personnel, litigation and violations of laws and ordinances are excluded from the agenda. Rules of decorum as provided in this code will be observed.**