

CITY OF ORCHARD
CITY COUNCIL MEETING
GENERAL ITEM PUBLIC COMMENT SIGN IN SHEET

Date of Council Meeting to Speak at:

Complete the following information and submit to the City Secretary. When your name is called, proceed to the table and state your name and address. Please limit your comments to 3 minutes.

Please Print

Name: _____

Address: _____

Phone: _____ Email: _____

1. Public comments sign in sheet must be completed before speaking.
2. Public comment limited to 3 minutes per speaker.
3. No speaker may convey his or her time to another speaker.
4. Comments shall be courteous and respectful at all times.
5. No person may use public comment for the purpose of campaign or advertisement.
6. This is not a question and answer time and council cannot engage in conversation with the public. Council cannot act on item.
7. Questions and concerns about operations should be addressed with City Staff during regular business hours.

Item of Discussion/Concern	
Description	
Action sought	

Signature: _____ Date: _____