



## WRITTEN PETITIONS TO ADDRESS THE CITY COUNCIL

### **POLICY**

Requests to address the Council (written petitions) are processed by the City Clerk's Office and heard no later than two weeks from the date received. In order to expedite the Council's review of the petition, staff will prepare an Agenda Report to accompany the petition for Council consideration.

### **PROCEDURE**

1. All requests to address the City Council shall be forwarded to the City Clerk's Office for scheduling on the Council agenda.
2. The City' Clerk's Office requests that the petitioner submit the request to address the Council in writing. Written Petition forms are available for the petitioner's convenience In the City Clerk's Office and the Mayor's Office. The City Clerk's Office schedules the petition to be heard by the Council no later than two weeks after it is received (unless inconvenient for the petitioner) and advises the petitioner of the date. A route sheet indicating the date the petition is scheduled to be heard is attached to a copy of the petition and forwarded to the City Manager's Office for assignment.
3. The City Manager's Office assigns the preparation of an Agenda Report to the appropriate department.
4. The department reviews the petition and prepares an Agenda Report with a recommendation to the Council. The Agenda Report is forwarded to the City Manager's Office within the necessary timeframe for inclusion on the Council agenda.

### **Reference:**

***City Council-approved policy 7/13/99***