



**CITY OF BURNET
REQUEST FOR CITIZEN COMMUNICATION AGENDA
PLEASE PRINT ALL INFORMATION**

Every effort is made to expedite all requests for an appearance before the City Council.

INSTRUCTIONS:

Please return this form along with all associated documents to the City Secretary of the City of Burnet no less than five **business** days prior to the requested appearance. Twelve (12) packets should be prepared for distribution to the City Council, Staff and file. **YOU WILL HAVE FIVE MINUTES TO SPEAK.** Due to restrictions in the Gov. Code Chapter 551, as amended, Open Meetings Act, deviations from the submitted agenda cannot be heard. In the event you must cancel the appearance, please notify the City Secretary by noon on the day of your scheduled appearance at (512) 756-6093 or by email at mail@cityofburnet.com.

NAME: _____

PHONE: (____) _____
(where you can be reached M-F, 8-5)

REPRESENTING: _____

ADDRESS: _____ **CITY** _____ **STATE** _____ **ZIP** _____

REQUESTED DATE OF APPEARANCE: _____

PURPOSE OF REQUEST SUMMARY: (include any items or actions you are requesting) _____

AGENDA: (be as specific as possible) _____

Date of Request

Signature of Applicant

RECEIVED BY PUBLIC INFORMATION OFFICER ON _____ SCHEDULED FOR APPEARANCE ON: _____ CHANGES OR CANCELLATIONS: _____ _____ _____ SIGNATURE OF PIO: _____ Date _____	Time Received: _____
--	-----------------------------