



**CITY OF BURNET  
REQUEST FOR CITIZEN INPUT ITEM  
PLEASE PRINT ALL INFORMATION**

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

**INSTRUCTIONS:**

USE THIS FORM ONLY FOR REQUESTING TIME TO APPEAR BEFORE THE COUNCIL WITH A CITIZEN'S INPUT ITEM. COUNCIL WILL NOT BE ABLE TO RESPOND OR TAKE ACTION ON THIS ITEM. YOU WILL HAVE FIVE MINUTES TO SPEAK. 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. Due to restrictions in the Gov. Code Chapter 551, as amended, Open Meetings Act, deviations from the submitted request 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:** \_\_\_\_\_

**NATURE OF ITEM TO BE PRESENTED:** (be as specific as possible)

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**Date of Request**

\_\_\_\_\_  
**Signature of Applicant**

<p><b>RECEIVED BY PUBLIC INFORMATION OFFICER ON</b> _____</p> <p><b>SCHEDULED FOR APPEARANCE ON:</b> _____</p> <p><b>CHANGES OR CANCELLATIONS:</b></p> <p>_____ _____ _____</p> <p><b>SIGNATURE OF PIO:</b> _____ <b>Date</b> _____</p>	<p><b>Time Received:</b> _____</p>
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