

CITY OF COLVILLE CITY COUNCIL PROCEDURES

The Colville City Council meets regularly on the second, fourth and fifth (if applicable) Tuesday of each month. The meetings begin at 7:00 p.m. in the Council Chambers at Colville City Hall, 170 S. Oak, Colville, WA.

If you would like to be on a City Council agenda:

Submit your detailed request in writing to the City Clerk's Office, 170 S. Oak, Colville, WA. Providing as much information in your request as possible will facilitate the time needed before your request is placed on an agenda.

All requests to be on the City Council agenda are reviewed and scheduled by the City Clerk based on the need for staff research. Please note that staff preparation time may be required prior to consideration by the City Council. The earlier your request is submitted, the better.

If you wish to speak to the City Council regarding an item that is already on the agenda:

Prior to the beginning of the City Council meeting at 7:00 p.m., fill out a "Request to Speak at City Council Meeting" form and turn it in to the City Clerk or Mayor. These forms are located on the small table at the entrance to the City Council Chambers.

If you have any further questions, please contact the City Clerk's Office at (509) 684-5094.

*CITY OF COLVILLE
REQUEST TO BE PLACED ON THE
CITY COUNCIL AGENDA
(please print this form and submit to:
City Clerk's Office, 170 S. Oak, Colville, WA 99114)*

Name _____

Mailing Address _____

Daytime telephone number _____

Nature of Request _____

Action Requested _____

Funding Requested _____

Detailed explanation of Request (please include names, dates, times, \$ amount, etc.)