



THREE WAYS TO PLACE ISSUES OR CONCERNS ON THE CITY COUNCIL AGENDA

The City Council and City Staff value your opinion and want to hear your concerns. There are three ways to present an issue or concern to the City Council:

(1) Oral Communications**

- Fill out a “Request to Speak” form before the City Council meeting.
- Turn it in to a City Clerk at the meeting.
- You will have 3-5 minutes to speak.
- “Request to Speak” forms are available at the City Council Meeting and also at:
https://www.cityofmerced.org/depts/cityclerk/council_meetings/citizen_participation_instructions.asp.

(2) Written Petition and Communications**

- Submit a letter(s) or written petition(s) to City Council.
- If a letter or petition arrives less than a week prior to the meeting, it will be included with the next regular City Council Agenda.
- There is no special form or format required.

(3) City Council Comments**

- Contact a City Council Member.
- Seek his/her support to sponsor the item.
- City Council Member contact information is available from the City Clerk’s Office and also through the City’s website, at: http://www.cityofmerced.org/depts/city_council/default.asp.

When presenting your issue or concern, please state the following:

- i. The issue(s) or concern(s) to be presented.
- ii. The action(s) the City Council should take.
- iii. The reason(s) why the action(s) should be taken.

**** YOUR ITEM WILL NOT LIKELY BE ACTED UPON BY THE CITY COUNCIL IMMEDIATELY AFTER YOU PRESENT IT, BECAUSE THE STATE’S OPEN MEETING LAWS REQUIRE NOTICE BEFORE THE CITY COUNCIL CAN VOTE**

(SEE “NEXT STEPS” BELOW)

NEXT STEPS – After you have presented your issue or concern before the City Council:

If a City Council Member wants the entire City Council to consider the issue or concern . . .

- The item will be scheduled for further discussion at least thirty (30) days later so that City staff can research it and the City Council can prepare for the discussion.
- This request must be agreed with by at least one other Member of the City Council.

If you have any questions regarding this process, please contact the City Clerk’s Office at (209) 388-8650