



## COUNCIL APPEARANCE REQUEST

City of Kenai  
 210 Fidalgo Avenue  
 Kenai, AK 99611  
 Phone: 283-8231  
 Fax: 283-5068  
 Email: [cityclerk@kenai.city](mailto:cityclerk@kenai.city)

Contact Information	
Name:	Date:
Daytime Phone No.:	Email Address:
Appearance Information	
Brief Description of Topic:	
Preferred Meeting date:	Will electronic equipment be used? <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Providing written statement/material for inclusion in the council packet is encouraged. Deadline for submittal is Wednesday, Noon, the week prior to the council meeting (unless a holiday changes the packet preparation day).</p> <p>*Setup of electronic equipment MUST BE completed before 5:00p.m. of the council meeting day. Contact the City Clerk's Office for an appointment (283-8231).</p> <p>Any member of the public may request an item be palced on the agenda for a regular council meeting under "Perosns Scheduled to be Heard," and will be permitted ten (10) minutes to address the Kenai Ctiy Council. The request shall be made to the City Clerk, on this form, a minimum of eight (8) days in advance of the council meeting.</p> <p>Topics that may NOT be addressed are as follows:</p> <ul style="list-style-type: none"> <li>• Items scheduled for public hearing on the agenda</li> <li>• Personnel matters.</li> <li>• Items upon which litigation involving the person or his/her representative and the City is currently pending.</li> </ul>	

FOR CITY USE ONLY ROUTING: <input type="checkbox"/> Clerk's Office DISTRIBUTION: <input type="checkbox"/> File
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