



INSTRUCTION FOR PUBLIC AGENDA REQUEST FORMS

The City Council meets on the second and fourth Tuesday of the months at 7:00 p.m. in the City Chambers, which is located at 525 Sixth Street.

All meetings are opened to the public.

Members of the public desiring to be put on the City Agenda must submit a Public Agenda Request Form to City Hall by 12:p.m. on Monday. One week prior the City Council Meeting. If agenda is full you may not be put on the agenda date that you requested. The Mayor has final decision on all agenda items.

This can be done in person, regular mail, fax or email. The request forms are located in the City Clerk's office or on line at cityofwellsnv.com. If the request is received by mail, fax or email, the City Clerk or Deputy Clerk will confirm with the individual that the request was received and notify them of the date of the Council Meeting, in which they will be scheduled.

If you have any questions, please feel free to contact City Hall.



Date: _____

PUBLIC AGENDA REQUEST FORM

DATE TO SPEAK: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

Brief description of topic to be discussed:

Signature _____

Please return to: Samantha Nance, City Clerk
City of Wells
P.O. Box 366, 525 Sixth Street
Wells, NV 89835

Ph: (775) 752-3355

Fax: (775) 752-3419

E-mail address: finance@cityofwellsnv.com

TEL 775.752.3355

FAX 775.752.3419

finance@cityofwellsnv.com

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