



## SUBMITTING MATERIALS OR TESTIMONY AT PUBLIC HEARING AND PUBLIC FORUM

- Written testimony and any other documentation received at the time of the City Council meeting or during the meeting will not be distributed at the meeting. All submitted materials will be gathered and delivered to the Mayor and councilors on Thursday, along with other weekly packet information.
- City staff will prepare copies of testimony that is fewer than five pages. For materials that exceed five pages, please provide 15 copies. Written testimony may be delivered to the City Manager's Office, 101 West 10<sup>th</sup> Avenue, Suite 203, by no later than 5 p.m. on Wednesday for inclusion in the Thursday packet. Materials delivered past the deadline will be included in the following week's packet.
- Testimony submitted anonymously will not be distributed to the Mayor and City Council.
- To communicate with the Mayor and City Council via email:  
[mayorcouncilandcitymanager@ci.eugene.or.us](mailto:mayorcouncilandcitymanager@ci.eugene.or.us)
- When submitting testimony or an email, please include your [ward number](#) or address in your communication to the City Council. Providing this information will identify concerns and questions for the [City Councilor representing your ward](#).