



City of Ketchum
City Hall

Public Presentation Outline

Thank you for your interest in presenting an issue to the Mayor and City Council. The city of Ketchum welcomes presentations from members of the public regarding issues of significance to the community at regularly scheduled City Council meetings. Public presentations are scheduled by the Mayor and are *limited to ten minutes* due to respect for everyone's limited time and to control the length of City Council meetings, which generally consist of multiple agenda items regarding the city's day-to-day business.

As a presenter, you are asked to adhere to the following presentation outline *including the ten-minute time limit*. Your presentation should be directed to the Mayor and Council and not to the audience.

The Mayor, who is charged with leading City Council meetings, may choose to impose limits on time and content and will choose whether to allow questions from the Council and/or the audience in attendance. Please be respectful of the Mayor's responsibility for time management and meeting governance.

1. Provide a one or two minute introduction of your issue, including what action, if there is one, you are requesting the Council to take.
2. Give a brief history of your issue; it may be helpful to cite similar conditions and cases in other communities and how your issue was addressed or solved in other cases. Provide information regarding why this issue is important to the community and whether a cost to the community will be required. One of the Mayor and Council's main responsibilities is fiduciary; costs borne by Ketchum taxpayers are determined during the city's annual budgeting process, which begins in the month of March and is completed in the month of August.
3. Provide a one or two minute conclusion, again stating clearly what action, if there is one, you are asking the City Council to take.

If you wish to use audio/visual equipment for your presentation (e.g. PowerPoint), you must provide materials to the City Clerk's office before noon (12:00 PM) the day of the presentation to ensure compatibility with the city's systems.

Contact city administration at participate@ketchumidaho.org or 208-727-5089 with questions.

Thank you.