



**AGENDA REQUEST FORM**

Date of Meeting: \_\_\_\_\_

Name of the person(s) proposing item: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number and Email: \_\_\_\_\_

Brief description of agenda item: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Documentation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval for placement on Agenda: \_\_\_\_\_

City Clerk

**Please note that the deadline for this request is due by 12:00 P.M.  
on Wednesday prior to the Council Meeting date; every first  
and third Monday evenings.**

\_\_\_\_\_  
Signature of person submitting agenda item

\_\_\_\_\_  
Date

cc: Mayor  
City Council