

CITIZEN REQUEST FORM FOR PROPOSED CITY COUNCIL AGENDA ITEMS

Date Submitted: _____

Name of Person Submitting Item: _____

Contact Information: Mailing Address _____

Phone: _____ Alternate Phone: _____

Item for consideration describe in detail. (Attach additional pages if necessary)

Please note: Items for the regular City Council Meeting Agenda, including packet items and back up materials, shall be submitted no later than 4:30 p.m., the Tuesday the week preceding the next scheduled meeting.

STAFF USE ONLY

Date Received by Clerk: _____ Date reviewed at Staff Meeting: _____

Item sent to staff for: (circle one).

Research Administrative Action Follow-up

Department/s Assigned: _____

Comments: _____

✓ Item set for:

❖ Administrative Action _____ Action Taken: _____

OR

❖ Work Session (discussion) _____

❖ City Council (action) agenda _____

On **proposed** Agenda Date: _____

✓ Contact person notified of action or meeting date: _____ By: _____