

# REQUEST TO BE PLACED ON COUNCIL AGENDA

NAME: \_\_\_\_\_ DAYTIME PHONE NO.: \_\_\_\_\_  
(PLEASE PRINT)

ORGANIZATION REPRESENTING: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DATE OF COUNCIL MEETING  
\_\_\_\_\_ REQUESTING TO ATTEND \_\_\_\_\_

TOPIC TO BE PRESENTED TO COUNCIL: \_\_\_\_\_

\_\_\_\_\_

ACTION REQUESTED OF COUNCIL: \_\_\_\_\_

\_\_\_\_\_

CITY STAFF CONTACTED ABOUT REQUEST: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**\*\*NOTE\*\*** Regular City Council meetings are scheduled for the **2<sup>nd</sup> and 4<sup>th</sup> Thursday** at **5:30 P.M.** in the Council Chambers at City Hall.

Members of the public are provided with the opportunity to request items be placed on Council Agenda for consideration or discussion. A written request to be placed on the Council Agenda must be received in the City Secretary's office at City Hall before noon on the Thursday prior to the Council Meeting. Prior to submitting the request, the specifics of the request must be discussed with the City Manager or his/her designee.

For City use only:

City staff with whom the request was discussed: \_\_\_\_\_

Date specifics discussed with City staff: \_\_\_\_\_