

AGENDA REQUEST FORM

Today's date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
for **ADMINISTRATIVE** or **PUBLIC WORKS** Committee (*circle one*)  
Date of meeting \_\_\_\_/\_\_\_\_/\_\_\_\_

Citizen/Organization making request: \_\_\_\_\_

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

Phone and/or email address: \_\_\_\_\_

Authorized by: \_\_\_\_\_  
*name of City official* *City official's signature*

Subject: \_\_\_\_\_

Summary of what is being requested: \_\_\_\_\_

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

**The following information MUST be filled out before submitting your request to the City Clerk or the Public Works office:**

1. Would there be any financial impact to the city? **Yes or No**  
If yes, in what way? \_\_\_\_\_

2. Names of any individual(s) or group(s) that will be directly affected by this action:	Have they been contacted?
_____	<b>Yes or no</b>
_____	_____
_____	_____

3. Is there a need for a general public information or public involvement plan? **Yes or No**  
If yes, please specify and suggest a method to accomplish the plan: \_\_\_\_\_

\_\_\_\_\_

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**

5. Have all the affected departments been informed about this agenda item? **Yes or No**

6. Can this be handled administratively? **Yes or No.**

**This form must be submitted at least 5 working days prior to the scheduled meeting.  
All pertinent paper work to be distributed to the Committee must be attached.**

**ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM**