

AGENDA REQUEST FORM

Today's date: ___/___/___

For ADMINISTRATIVE or PUBLIC WORKS committee (circle one)

Date of meeting ___/___/___

Citizen/Organization making request: _____

Address _____

Phone or email address _____

Authorized by: _____

Topic: _____

Summary: _____

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

1. Is there any financial impact to the city?: **yes or no**

2. In what way? _____

2. Names of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?

Yes or no

3. Is there a need for a general public information or public involvement plan? **Yes or No**

4. If yes, please specify and suggest a method to accomplish the plan: _____

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

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

8. 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