



## PROPOSED AGENDA ITEM

Requester: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Date of Request: \_\_\_\_\_

Proposed Council Meeting Date: \_\_\_\_\_

Brief Description of Proposed Agenda Item: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please note the following:**

- *Proposed agenda items should include supporting information to be included in the Council Packet, if possible.*
- *Attach supporting information to this form.*
- *This form must be received by the City Secretary at least 10 days in advance of the scheduled Council Meeting.*
- *Presentations are limited to 15 minutes or less.*
- *Questions regarding the agenda item will be limited to 10 minutes or less and will be facilitated by the Mayor.*
- *Requestors will be notified by the Thursday before the proposed Council Meeting as to whether the proposed item will be on the Council Agenda.*

Received by \_\_\_\_\_ Date Received \_\_\_\_\_