



**CITY COUNCIL AGENDA REQUEST FORM**

Agenda Item: \_\_\_\_\_

Proposed Agenda Date: \_\_\_\_\_

Name of person(s) proposing item: \_\_\_\_\_

Contact number of person(s) proposing item: \_\_\_\_\_

Brief description of agenda item: \_\_\_\_\_

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

Documentation:

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

Desired Outcome:

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

Approval for placement on Council Agenda: \_\_\_\_\_

City Manager

**This request must be submitted to the City Clerk no later than  
seven (7) business days prior to the City Council meeting.**  
Items submitted after this deadline if complete, will be scheduled for the following  
City Council meeting.

\_\_\_\_\_  
Signature of person submitting agenda item

\_\_\_\_\_  
Date

cc: City Manager  
Assistant City Manager  
City Clerk  
City Attorney