



**Request for Placement of Item on City Council Agenda**

Preferred Date to be Agendized: \_\_\_\_\_ Second Choice of Date: \_\_\_\_\_

**Notification Information:** Date of Request: \_\_\_\_\_  
Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Mailing Address (if different): \_\_\_\_\_  
City: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Cell Telephone: \_\_\_\_\_ FAX #: \_\_\_\_\_

**Item to be Agendized:** (Give a brief summary of the item you are requesting to be placed on the Agenda. The item will be considered by staff and/or members of the City Council and when a decision has been reached, the requestor shall be notified). Type or print legibly. The item, if agendized, will be placed on the agenda using your specific wording: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*At all Regular City Council Meetings members of the public are provided the opportunity to address the City Council on items not on the Agenda or those items on the Consent Agenda. The public is also given the opportunity to comment on any item on the Agenda during Council discussion of that item, with the exception of any item that was continued from a legally noticed Public Hearing that has been closed. Council may ask questions but may take no formal action on items addressed during the Public Comment period.*

**Please complete the following information for use if the item is Agendized:**

Will it be a Verbal presentation only? \_\_\_yes \_\_\_no  
Written material accompanying item: \_\_\_yes \_\_\_no (Material must be submitted by agenda deadline for distribution in order to be heard). Number of handouts: \_\_\_\_\_ Number of pages: \_\_\_\_\_  
Will there be Handouts or a PowerPoint Presentation?: \_\_\_\_\_  
Will others be speaking on this item? \_\_\_\_\_  
Estimated number of speakers: \_\_\_\_\_ Names of speakers: \_\_\_\_\_  
Estimated amount of time needed for discussion: \_\_\_\_\_

**NOTE: REQUESTS ARE TO BE GIVEN TO THE DEPUTY CITY CLERK NO LATER THAN 12:00 NOON, TWELVE (12) WORKING DAYS PRIOR TO THE REGULAR CITY COUNCIL MEETING AT WHICH IT IS TO BE CONSIDERED AND IS SUBJECT TO THE DISCRETION OF THE COUNCILMEMBERS AND STAFF.**

**I have read and understand the information provided herein:** \_\_\_\_\_  
SIGNATURE

-----Office use only below line-----

\_\_\_ Item Approved to be Agendized for the \_\_\_\_\_ Regular City Council Meeting.  
\_\_\_ Item has been forwarded to \_\_\_\_\_ for response on behalf of the City.  
\_\_\_ Item is not within the Jurisdiction of the City Council and has not been Agendized.  
\_\_\_ Item has not been Agendized at this time. Determination by: \_\_\_\_\_