



AGENDA REQUEST FORM

REQUESTED BOARD MEETING DATE: _____

DEPARTMENT: _____

TELEPHONE: Work _____ Cell _____

EMAIL: _____

REASON FOR REQUEST: UNFINISHED BUSINESS OR NEW BUSINESS

PLEASE INDICATE THE SUBJECT MATTER OF YOUR REQUEST:

- CONTRACT ORDINANCE TAX EXEMPTION
- DEMOLITION/CLEAN-UP PERSONNEL TRAINING/TRAVEL OTHER
- GRANT PURCHASE PUBLIC HEARING

BRIEF DESCRIPTION: _____

PURPOSE: _____

(SUPPORTING DOCUMENTATION REQUIRED – PLEASE ATTACH)

ACTION TO BE IMPLEMENTED BY: CITY DEPARTMENT _____

CONSULTANT _____

SCHEDULE (BEGINNING DATE): _____

LOCATION: CITYWIDE WARD _____ NEIGHBORHOOD _____

AREA _____

BENEFITS: _____

Costs: \$ _____ HAS YOUR REQUEST BEEN BUDGETED? YES NO

IF YES, PLEASE INDICATE THE SOURCE OF FUNDING.

- GENERAL FUND INDICATE LINE ITEM _____
- GRANT FUNDS INDICATE GRANT _____
- BOND FUNDS INDICATE BOND _____
- OTHER INDICATE FUNDING SOURCE _____

****NOTE: The above form MUST be accompanied by an order, resolution, ordinance or discussion item to be placed on the agenda for board consideration. ALL CITY DEPARTMENTS MUST INCLUDE DOCUMENTATION FOR ALL AGENDA REQUESTS. THIS SHOULD INCLUDE ANY PROPOSED TRAVEL REQUEST BROCHURE/FLYER INFORMATION WITH APPROVED TRAVEL AUTHORIZATION AND THE ESTIMATED COST.**



Internal Agenda Requirements

All agenda items should be accompanied by an Order, Resolution, Ordinance, or discussions item (no action requested by Board)

Please place at the bottom of each Order, Resolution, or Ordinance and obtain signatures.

THIS MATTER HAS BEEN REVIEWED/ BY:

DEPARTMENT HEAD _____

CITY CLERK/BUDGET _____

Budgeted: Yes _____ ACCT NO. _____

No _____

CITY ATTORNEY (as to legal sufficiency) _____

MAYOR'S OFFICE _____

(Department and Director or other sponsor)

An Agenda Request Form is required.

Memo, letter, agreement, grant, and other details should be provided to assure the Board has necessary information in writing to consider said matter.

All completed agenda items including agenda request form, order, resolution, or ordinance with attachments, signatures, etc., must be in the office of the city clerk by Wednesday, NOON prior to the meeting. Please note this requires you to prepare all agenda items timely to obtain the necessary signatures or make any required corrections.

Any Item presented after the deadline will not make the regular agenda. All emergency items must describe in detail why the agenda deadline was not met for the Board to consider amending the agenda.