



Lea Ann Doak, City Clerk
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TOPIC FOR CONSIDERATION FOR CITY COUNCIL AGENDA

If you have a specific topic that you would like the City Council to consider at a future meeting, please complete the information below and submit to the City Clerk's office. The item will be reviewed and forwarded to city staff for appropriate action or scheduled for a future meeting of the City Council, if necessary. You will be notified of the staff recommendation or action taken on your request or when the item will be presented to the City Council for consideration.

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Date of Request: _____

Description of Requested Topic: (Please be as specific as possible and use additional sheets of paper if needed.)

For Administrative Purposes:

Date Request Received: _____ **Received by:** _____

Action Taken: _____

Follow-Up Needed: _____

Signed: _____ **Date:** _____

Completed form must be received 2 weeks prior to the Council meeting to get on the agenda. For 1st Monday meeting of the month, form must be submitted by 3rd Monday of the month before. For 3rd Monday meeting of the month, form must be submitted by the 1st Monday of the month.

