



**City Council/PWA Meeting  
Agenda Item Request Form**

<b><u>Date Submitted:</u></b>	<b><u>Meeting Month/Date:</u></b> <i>(Date of the scheduled meeting)</i>
<b><u>Department:</u></b> <i>(City/PWA)</i>	
<b><u>Agenda Item:</u></b> <i>(Title/description of the proposed agenda item)</i>	
<b><u>Purpose of the Item:</u></b> <input type="checkbox"/> Informational/Discussion only <input type="checkbox"/> Decision Required <input type="checkbox"/> Other:	
<b><u>Submitted By:</u></b> <i>(Name of the person(s) and organization submitting the request)</i>	
<b><u>Contact Email/Phone:</u></b> <i>(For follow-up or clarification if needed)</i>	
<b><u>Proposed Presenter:</u></b> <i>(Name of the person who will present or speak to the item/NA if none)</i>	
<b><u>Supporting Materials:</u></b> <i>(Please attach any relevant/supporting documents, presentations, signature pages, or ect. needed as we create packets for council members.)</i>	
<b><u>Follow Up Info/Action:</u></b> <i>(Response/Signature pages needed?)</i>	
<b><u>Date Approved By Mayor:</u></b>	<b><u>Date Requestee Notified:</u></b>