

## Agenda Request Form

***All Fields are required.***

Attach additional sheets and appropriate documentation, if required.

\*Date: \_\_\_\_\_ \*Agenda Item #: \_\_\_\_\_

\*From: \_\_\_\_\_ \*Topic: \_\_\_\_\_

**\*Narrative:** *Briefly describe the topic. Please include background information when appropriate.*

**\*Desired Outcome:** *Briefly describe the desired outcome, e.g., Council Action, Funds Appropriation, etc.*

Funding Requirement: *Indicate the anticipated funding requirement.*

\*Amount (\$): \_\_\_\_\_ \*Source of Funding: \_\_\_\_\_

### Submitting Member Contact Info

\*Name: \_\_\_\_\_ \*Email: \_\_\_\_\_

\*Phone (H): \_\_\_\_\_ \*Phone (C): \_\_\_\_\_

Agenda items should be transmitted through the City Clerk and should be submitted by  
EOD on Friday in advance of the following Thursday's City Council Meeting.