



## City Council Meeting Agenda Item Request and Information Sheet

The deadline for submitting an agenda item request and supporting documentation for Council Member Agenda Packets is the 1<sup>st</sup> day of each month. Requests received after that time will be scheduled for the following meeting. Please print or type all information.

Requestor: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Time Submitted: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

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Agenda Item Title: \_\_\_\_\_

\_\_\_\_\_

Description: \_\_\_\_\_

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Recommended Action: \_\_\_\_\_

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**Attach any supporting documents for Council Member Agenda packets.**