

**REQUEST TO SCHEDULE ITEM ON COUNCIL AGENDA**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TOPIC TO BE ADDRESSED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FORMAT OF TOPIC (Presentation, Testimony, PowerPoint, Slide Show, etc.): \_\_\_\_

\_\_\_\_\_

ARE YOU REQUESTING ACTION ON THIS ITEM? YES \_\_\_\_ NO \_\_\_\_

AMOUNT OF TIME REQUESTED (Less than 10 minutes): \_\_\_\_\_

MATERIALS TO BE PROVIDED TO COUNCIL? YES \_\_\_\_ NO \_\_\_\_

If yes, I have provided 8 copies of the materials. \_\_\_\_\_

*Please note: Agendas must be posted 72 hours prior to a meeting, however, packets are provided to Aldermen the Wednesday prior to the meeting in order to allow time for research. Therefore, to allow time for your information to be included in the packet, you must provide your agenda item materials and information (requests for agenda items, etc.) no later than the Wednesday before the packets are readied (two Wednesdays before the Council meeting).*

*The Mayor sets the agendas for the meetings. If, in the event that there are too many agenda items proposed for any agenda, the Mayor reserves the right to place your agenda item request on a future meeting. Additionally, if the Mayor feels that inadequate information or no backup materials have been provided, the Mayor reserves the right to place your agenda item request on hold until adequate information is provided in order for Council to best understand your request.*