



REQUEST FOR ITEM PLACEMENT ON CITY COUNCIL AGENDA

The applicant needs to state whether the item requested is an “**Action Item**” OR is the item a “**Presentation**”, “**Announcement**”, or “**Comment Item**”.

“**Action Item**” – item in which the applicant expects or desires some vote by the Council, which makes a decision on the question placed before the Council. Action items must begin with the word Consider.

“**Presentation**”, “**Announcement**”, or “**Comment Item**” – item in which the applicant does not expect an immediate answer, decision, or vote by the Council, but simply wishes to appear before the Council and make their feelings known. The other group of items not requiring a vote of action may all begin with the word Presentation.

****Note**** If applicant has questions they would like answered by Council during the meeting requested, please provide copies of questions when turning in this form so that the Council and/or staff will be prepared to answer them.

The City Secretary will notify you of the date in which your item will appear on the agenda.

Name: _____

Address: _____

Phone number: _____ email: _____

**your name and address will appear in official record if item is placed on the agenda. No other personal information will be listed.*

Please completed the second page and return to the City Secretary.

Action Item:

Consider _____

OR

Presentation, Announcement or Comment:

Presentation of _____

Please attach any prepared statements or other documents to be provided to the council for consideration of your request or in regards to your presentation, announcement or comment.

Signature of Applicant

- Item approved by City Manager to be placed on the ___ day of ____, 2015 agenda.
- Item not approved or will not be place on the agenda for the following reason(s):
 - Issue resolved prior to request
 - Spoke with requestor/ answered questions / request was rescinded
 - Not considered an item appropriate to go before the council
 - Recommended other action: _____

Amy Arnold, TRMC
City Secretary

Jim Ryan, City Manager
Jeff James, Assist. City Manager