



CITY COUNCIL AGENDA REQUEST

Name: _____ Agenda Date Requested: _____

Organization: _____

Contact Number: _____ Date of Request: _____

Will your request require a projector a computer or both No

Type of Request: Informational Discussion Action Item

Agenda Item Title: _____

Background: _____

Action Requested: _____

Does this item require legal review? Yes No City Attorney Email Attached Yes No

Attachments provided Time Required for Request: _____ minutes

PROCEDURE FOR SUBMITTING CITY COUNCIL AGENDA REQUEST:

- Requests must be submitted in final form to the city clerk **no later than Noon on the Monday** prior to a regularly scheduled Council Meeting. (*Meetings are held on the 2nd and 4th Monday of each month at 6 pm*)
- All requests must be filled out in their entirety and documentation provided for an item to be placed on the agenda. Please note additional information could be requested by the City Council, as they deem necessary.
- Requests that are expected to last longer than fifteen minutes should include an estimated time for presentation. This helps to ensure each request is provided ample time and presentations proceed in a timely manner.
- Requests containing time sensitive material, which were not submitted prior to the deadline outlined above, must be approved by the City Manager or Mayor prior to being placed on the agenda. *In order to be considered, a late Request will require a written statement detailing the urgency and reason for the delayed submission.*
- Submittals may be sent to: Fax: 850-892-8506; Email: cityclerk@defuniaksprings.net; or dropped off at the DeFuniak Springs City Hall ATTN: City Clerk

I have read the above procedure requirements and have provided all documentation as requested.

Signature

Submission Date

05162018