

# WORK SESSION AGENDA REQUEST FORM

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

Presenter: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested by and contact info: \_\_\_\_\_

Requested meeting date: \_\_\_\_\_

Staff member who referred you to the city commission: \_\_\_\_\_

\_\_\_\_\_

## **STAFF REPORT - TO BE COMPLETED BY STAFF:**

Sent to (Staff member name): \_\_\_\_\_ Date sent: \_\_\_\_\_

Staff Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Clerk Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This form must be completed by anyone wishing to present an item for a work session agenda. The information must be filed with the City Clerk no later than seven (7) business days before the scheduled meeting. All requests will be presented to the Chairperson of the City Commission, who has final authorization for placement on the agenda. Dates requested will be given consideration based on time allowed. If handouts are being distributed please provide a minimum of ten (10) copies. **Any exhibit, distributed or shown, for the record should be provided to the Clerk of the meeting in a 8.5" X 11" paper format.**