

AGENDA FORM

Date of City Council meeting: _____

Name of Person Making Presentation: _____

Address: _____

Contact #:

Phone: _____

e-mail: _____

Approximate length of discussion: _____

Description of item to be discussed: _____

If this is a complaint issue:

Have you tried to resolve the issue with staff? __ yes __ no

If yes, with whom? _____

If you have a power point presentation, we would encourage you to keep it under 10 minutes. All other items discussed will be done as quickly and as efficiently as possible.