

CITIZEN REQUEST FORM FOR BOARD MEETING AGENDA ITEMS

Date Submitted: _____

Name of Person Submitting Item: _____

Contact Information: Mailing Address _____

Phone: _____ Alternate Phone: _____

Item for consideration describe in detail. (Attach additional pages if necessary)

Please note: Items for the regular Board Meeting Agenda, including packet items and back up materials, shall be submitted no later than 12:00 p.m., the Wednesday the week preceding the next scheduled meeting.

STAFF USE ONLY

Date Received: _____ Received by: _____

Item sent to staff for: (circle one)

Research

Administrative Action

Follow-up

Assigned to: _____

Comments: _____

Item set for:

Administrative Action _____ Action Taken: _____

Work Session (discussion) _____

Board Meeting Agenda Date: _____

Contact person notified of meeting Date: _____ By: _____