

Exhibit A

Council Member Agenda Item Submittal Form

When requesting an item be added to an upcoming City Council agenda, please submit this form to the City Clerk no later than:

*5:00 pm Wednesday of the week prior to the upcoming Monday study session.

Council member(s) making request:

Date of Council Meeting:

Describe the item you would like placed on the agenda, include any background information and what action you are asking the Council to take.

Please select the type of agenda item.

☐ Briefing Item
☐ Discussion / Possible Action
☐ Action Agenda

Will this this agenda item eventually require an ordinance or resolution?

☐ Ordinance Requested
☐ Resolution Requested

A Council member may seek City Council discussion or approval of an agenda item. Any requested agenda item will be placed on the Monday study session where Council will discuss the item. An item requested on a regular meeting agenda for action may be referred to a work session, executive session or subcommittee meeting by Council majority.

*Any requests received after 5:00 pm Wednesday of the week prior to the Monday Study Session will not be placed on the upcoming meeting but will be automatically forwarded to the following meeting date.