



## PUBLIC AGENDA REQUEST FORM

If you have a specific topic that you would like the Board of Trustees to discuss at a future meeting, please fill in the specific topic and information below. The item will be reviewed to determine whether or not it requires Chairman/Board action, or whether it is in an item that needs to be handled by staff. Except for items of an emergency nature, the agenda shall not be enlarged later than twenty-four hours before the scheduled commencement of the meeting.

Requested Topic: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Brief description of topic:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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**OFFICE USE ONLY**

Office Staff request received by: \_\_\_\_\_

Forwarded to City Staff  Forwarded to: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Request Scheduled for Board of Trustees Meeting  Date of meeting: \_\_\_\_\_