

Orr City Council Agenda Request Form

Today's Date: _____

Proposed Agenda Date: _____

Name of person(s) proposing item: _____

Title and Name of Business/Organization (if applicable):

Address: _____

Contact Number: _____ Email Address: _____

Item request is for: ☐ Information Only ☐ Action Item ☐ Discussion/Action
☐ Report ☐ Other

Brief description/summary of the agenda item (as you would like it to appear on the agenda):

Does the subject concern a City Department? If so, please include name of department:

Does the subject concern a City Ordinance? If so, please include the Ordinance name or number:

Have you addressed your issue(s) with City/Administrative Staff? ☐ Yes ☐ No

Desired Outcome:

This request must be submitted to the City Administrator/Clerk-Treasurer no later than noon on the Wednesday prior to the City Council meeting. Council meetings are held on the second Monday of the month at 6:00 p.m. Items submitted after the above deadline will be scheduled for the following City Council meeting. If you would like to include documents with your request, they must be included and submitted with this form. Please email, mail, or drop off any documents you would like to be included to the addresses found at the bottom of this form. After you have submitted your form, you will be contacted by City Staff with further information and instructions.

Signature of person submitting agenda item

Date