

# Willard City Corporation

80 West 50 South  
Box 593



Willard, Utah 84340  
(435)734-9881

## CITY COUNCIL AGENDA ITEM REQUEST FORM

All agenda items and any materials to be presented to the City Council need to be submitted to the City Office **by noon on the Friday prior** to the meeting. **8 copies** of all items are required. In addition, an electronic copy (CD or email) will be required for all documents containing more than 8 pages or larger than 11" x 17".

All meetings are open meetings and the information presented will become part of the permanent public record.

Please note there is a three-minute public comment period at the beginning of each City Council meeting for individuals to make comments. Items requiring action by the City Council will be placed on the agenda for a future meeting.

Date of meeting requested: \_\_\_\_\_ Date form submitted: \_\_\_\_\_

Time allotment requested:  2 min.  5 min.  10 min.  Other \_\_\_\_\_

Subject to be presented: \_\_\_\_\_  
(Please use specific language as to how you want the item noticed)

Person &/Or Organization submitting item: \_\_\_\_\_

Contact information: \_\_\_\_\_

Phone number: \_\_\_\_\_

Reason for request: \_\_\_\_\_

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

Action requested: \_\_\_\_\_

---

Is there a Fiscal (budget) impact to the request? YES \_\_\_\_\_ NO \_\_\_\_\_

Note if a budget increase is required a public hearing will need to be held prior to approval.

Suggested Motion: \_\_\_\_\_

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

Please remember to submit 8 copies of all materials that will be presented to the City Council and electronic copies if required.

Note all Contracts, Ordinances, Resolutions and Agreements are required to be reviewed by the City Attorney.

Have contracts, ordinances, resolutions and/or agreements been approved by the City Attorney? Yes  No