



City of Gautier Agenda Item Request Form

Requestor's Name: _____

E-Mail Address: _____

Street Address: _____ City/State: _____ Zip Code: _____

Home Telephone No.: (____) ____ - _____ Work Telephone No.: (____) ____ - _____ Fax Telephone No.: (____) ____ - _____

Representing: _____

Department: _____

In the items below, please select the type of agenda you request your item to be placed on.

Date of meeting requested to be on:

City Council Meeting (Regular & Recessed)

- Employee: Please submit this request to the City Clerk by 5:00 p.m. on the Tuesday prior to the date of the next regular/recessed council meeting.
- Citizen: Submit request to the City Clerk by 5:00 p.m. on the Tuesday prior to the date of the next regular/recessed Council Meeting.
- Council: Submit memo/request to the City Manager of City Clerk

Council Meeting

- City Council Meeting (Business Agenda)
- City Council Meeting (Consent Agenda)
- City Council Meeting (Study Agenda)
- Civil Service Commission Meeting
Submit request to the Human Resources Director by 5:00 p.m. on the Tuesday prior to the next regular Commission meeting.

SUBJECT MATTER: (If more space is required, reverse side may be used.)

Is there material you wish to be attached to the agenda? Yes No

Do you wish to make an oral presentation personally? Yes No

Has this item been approved for legal sufficiency by City Attorney? Yes No

Requestor's Signature: _____ Date: ____/____/____

FOR OFFICE USE ONLY

Received By: _____ Title: _____ Date: ____/____/____ Time: _____

() Approved () Denied for Agenda Date: _____, _____ Item No.: _____