



# City of Williams

*Gateway to the Grand Canyon*®

## REQUEST FOR AGENDA ITEM WILLIAMS CITY COUNCIL

Name: \_\_\_\_\_ Date of request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Request received by: Phone \_\_ Email \_\_ Fax \_\_ In person \_\_

Date of Council Meeting: \_\_\_\_/\_\_\_\_/\_\_\_\_ Organization: \_\_\_\_\_

Proposed Agenda Wording (City Clerk): \_\_\_\_\_

Comments or Background Information: \_\_\_\_\_

Phone# Home (\_\_\_\_) \_\_\_\_-\_\_\_\_ Work (\_\_\_\_) \_\_\_\_-\_\_\_\_

Cell (\_\_\_\_) \_\_\_\_-\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_-\_\_\_\_

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Determination: Approved \_\_ Denied \_\_ By: \_\_\_\_\_  
Mayor

Determination: Approved \_\_ Denied \_\_ By: \_\_\_\_\_  
City Manger

### OR THREE COUNCILMEMBERS

Determination: Approved \_\_ By: \_\_\_\_\_  
Councilmember

Determination: Approved \_\_ By: \_\_\_\_\_  
Councilmember

Determination: Approved \_\_ By: \_\_\_\_\_  
Councilmember

*Typically, Council meetings are on the second and fourth Thursday of each month. In order to be placed on the agenda, your request must be made one week prior to the scheduled meeting.*

*Request, with all supporting documentation to be distributed to Council and Staff must be turned in to the City Clerk no later than the first or third Thursday of the month, for the Council meeting of the 2<sup>nd</sup> and 4<sup>th</sup> Thursday.*