

**SILVER CITY TOWN COUNCIL  
REQUEST FOR AGENDA ITEM**

**TO:** Mayor Marshall

**\*\*FROM:** \_\_\_\_\_ **\*\*phone:** ( ) \_\_\_\_\_

**\*\*DATE:** \_\_\_\_\_

**\*\*ITEM REQUESTED FOR AGENDA:** \_\_\_\_\_

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

**\*\*Date of Council meeting** \_\_\_\_\_ **\*\*alternative date:** \_\_\_\_\_

**NOTE:** If proposing an ordinance, there is a 2 week notice requirement, and it takes about one week to develop that notice, for a total of 3 weeks.

**NOTE:** Departments must provide council supporting information in computer readable form. The order of preference is (1a) Word, (1b) Excel, (2) PDF, or finally, and least acceptable, image form. To submit paper only documents, the department head must authorize not using computer materials.

**\*\*Please indicate if supporting documentation is attached:** Yes \_\_\_\_\_ No \_\_\_\_\_

I authorize non computer material submission: \_\_\_\_\_

All items must first be approved by the Town Manager: \_\_\_\_\_ /\_\_\_/\_\_\_

**Approved** \_\_\_\_\_ **Action Item from Council Meeting Dated:** \_\_\_\_\_

**Disapproved** \_\_\_\_\_ **Pending** \_\_\_\_\_ **or hold to:** \_\_\_/\_\_\_/\_\_\_

**Deadline date for agenda items** to be included in Council packets: 10:00 am preceding Tuesday  
**Deadline for informational items** for the Council packets: 10:00 am preceding Thursday

\_\_\_\_\_  
**James Marshall, Mayor**

\_\_\_\_\_  
**Date**

**Original form first goes to the Town Manager.**

**Completed copy to: Requesting Councilor, Department Head, or Citizen**  
**Town Manager**  
**Town Clerk**

Note: Requester must complete the form where the **\*\*** are indicated.