

**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.