

Council Agenda Request

City council meeting of the City of Watonga are held on the first (1st) and third (3rd) Tuesday of each month at 6:00 p.m. at Watonga City Hall.

Agenda submissions must be returned in writing, **no later than 12:00 p.m. of the Wednesday prior to the council meeting** in order to be placed on the agenda. Any items received after this time will be placed on the agenda for the next scheduled meeting unless otherwise specified. If you have any questions or if you wish to reschedule, please call the City Clerk's office at 1-580-623-4669, Monday-Friday, between 8 a.m. and 5 p.m. You or a representative must be present at council.

If you would like to speak or present information at a council meeting, you must be listed on the agenda for that particular meeting. In order to be placed on the agenda, please provide the following information:

1. Topic: _____

2. Date of Council Meeting you wish to attend: _____

3. Who will be the lead speaker at the council meeting: _____

If he or she represents an organization, what is the name of that organization, with the address and telephone number. _____

4. If anyone else will be speaking or otherwise providing information to the City Council, please state their names, and the organization they represent, if any: _____

5. State whether you will be providing a report or document to the council, or using any visual aid of any kind. (If you wish to present copies to the council, please provide 12 copies to the City Clerk prior to or at the beginning of the meeting.) _____

6. Will any special equipment be need, such as VCR/DVD. Easel, etc? _____
(please specify equipment) _____

7. Nature of request involves: (check all that apply below)

____ Request expenditure of public fund in the amount of \$ _____ (If amount is known)

____ Investigation(s) _____
(Specify person, department or situation)

____ Allow change in use of private property (indicate whether variance or special exception)

____ Zoning or ____ Re-zoning matter (check one)

____ City-owned facilities, land or buildings

____ City Property (other than land or buildings)

____ Make the council aware of a potential problem.

____ Other

8. Please provide a brief description of your request or presentation. _____

9. Will Council actions requiring a vote be presented? ____ YES ____ NO

Signature Date

Watonga City Clerk Date