

Clarkdale, ARIZONA

REQUEST FOR A COUNCIL MEMBER TO SPONSOR AN ITEM ON A TOWN COUNCIL AGENDA

Requests to have an item sponsored by a Town Council Member must be submitted to the Town Clerk's Office at least fourteen (14) days prior to the Town Council Meeting for which the request is made. Such requests **MUST BE SPONSORED BY AT LEAST ONE (1) MEMBER OF THE TOWN COUNCIL** to be placed on the agenda. All relevant information concerning the matter must be provided by you or the sponsoring Council Member to the Town Clerk's Office no later than 5:00 p.m. the Tuesday before the Town Council Meeting so this information can be included in the Council agenda packet.

Name: _____ Phone Number: _____

Address: _____

Are you a Resident and/or Business Owner in Clarkdale? _____ Yes _____ No

Please place a check mark next to the name of the Town Council Member(s) you would like to sponsor the item

Doug Von Gausig, Mayor	_____	Richard Dehnert, Vice Mayor	_____
Bill Regner	_____	Scott Buckley	_____
Ben Kramer	_____		

Subject to be discussed:

Signature of Requestor

Date

(OFFICE USE ONLY):

Date and Time Request was Received: _____

Signature of Person Receiving Request: _____

Date of Town Council Meeting to be Agendized: _____

Signature of Council Member Sponsoring Item: _____

How to Request an Item be Placed on a Town Council Agenda

The process to have an item placed on a Town Council Agenda begins by contacting a Town Council Member. A Town Council Member may be contacted via email or phone. Current Council Members contact information can be found on our website at www.clarkdale.az.gov

Once a Town Council Member has agreed to sponsor your item, you may print or pick up at Town Hall the **REQUEST FOR A COUNCIL MEMBER TO SPONSOR AN ITEM ON A TOWN COUNCIL AGENDA** form and fill it out completely. The completed Request must be submitted to the Town Clerk's Office at least fourteen (14) days prior to the Town Council Meeting for which the request is made.

Please remember: Requests **must be sponsored by at least one (1) member of the Town Council** to be placed on the agenda.