

# 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 additional relevant information concerning the matter must be provided by you 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) who will sponsor your agenda item.

Robyn Prud'homme-Bauer, Mayor	_____	Lisa O'Neill	_____
Bill Regner	_____	Marney Babbitt-Pierce	_____
Debbie Hunseder	_____		

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](http://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.