



City of Clear Lake Shores

City Council Meeting Agenda Item Request and Information Sheet

The deadline for submitting an agenda item request and supporting documentation for Council Agenda Packets is noon on the Wednesday prior to the next City Council meeting. Requests received after that time will be scheduled for the following meeting. Please print or type all information.

Requestor: _____ Phone: _____

Date Submitted: _____ Time Submitted: _____

Meeting Date: _____

Please be sure to attach any supporting documents for Council Agenda packets.

Agenda Item Title: _____

Description: _____

Recommended Action: _____

Fiscal Impact:

Budgeted	_____ Yes	_____ No
Budget Amendment Required	_____ Yes	_____ No
Future/Ongoing Impact	_____ Yes	_____ No

Office Use Only:

Received and accepted by the City Secretary's Office _____

Returned by the City Secretary (If incomplete) _____

Reviewed by City Administrator _____

All items are to be reviewed and approved by the City Administrator, except items submitted by the mayor or any council member or routine consent agenda items such as minutes.

Sent to City Attorney for review _____
(City Attorney should review all ordinances, resolutions, contracts and executive session items.)