

**BOARD OF PUBLIC WORKS AND SAFETY**  
**Agenda Request Form**

(Form B-01-2012)

*Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.*

<b>Date Submitted:</b>	1/26/2015	<b>Meeting Date:</b>	02/02/15
<b>Contact Information:</b>			
<b>Requested by:</b>	Joseph McGuinness, Mayor		
<b>On Behalf of Organization or Individual:</b>	Mayor's Office		
<b>Telephone:</b>	317-736-3602		
<b>Email address:</b>	mayor@franklin.in.gov		
<b>Mailing Address:</b>	70 E Monroe St, Franklin, IN 46131		
<b>Describe Request:</b>			
Request to carry over 45.0 hours of vacation time for employee Angie Longtin.			
<b>List Supporting Documentation Provided:</b>			
<b>Who will present the request?</b>			
<b>Name:</b>	Joseph McGuinness, Mayor	<b>Telephone:</b>	317-736-3602

*In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.*