

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 5:15 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:		Requested Meeting Date:			
		Confirmed Meeting Date:			
Received by:					
Contact Information: Please provide all requested information in the fields below. (Print or Type)					
On Behalf of Organization or Individual:					
Name:			Telephone:		
Title or Position:					
E-Mail:					
Address:					
City:		State:		ZIP:	
Who will attend the meeting and present the request?					
Name:			Telephone:		
Title or Position:					
E-Mail:					
Please describe the purpose or title of your presentation.					
Supporting documents: All supporting documents should be submitted with the request form.					
1.					
2.					
3.					
4.					