

AGENDA ITEM REQUEST FORM

Requests to add an agenda item must be received by the City Clerk at least three (3) business days prior to the council meeting. The agenda request will be subject to review by the City Administrator and be accepted or declined for placement on the agenda. Unless additional time limit is waived by the Council, any citizen speaking on an issue will be allotted five (3) minutes to address the Council. Please complete the information below and your request will be processed accordingly.

Date and time of meeting requested: _____

Requested by: _____ **Date of Request:** _____

Address: _____

Telephone No: _____ **Email:** _____

Subject to be placed on the agenda (brief description):

Requested Action:

- | | | |
|---|---|--|
| <input type="checkbox"/> Information Only | <input type="checkbox"/> Action Item | <input type="checkbox"/> Discussion/Action |
| <input type="checkbox"/> Report | <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Closed Session |

Summary Explanation & Background:

(All background information, analysis of the issue, and justification for the recommendation)

This form may be submitted to the City Clerk via:

- Email: opcityclerk@pineland.net
- Fax: (912) 578-4028
- USPS: Oak Park City Hall, 3857 Harrington Street, Oak Park, GA 30436
- In-Person: Deliver to the above address.

FOR OFFICIAL USE ONLY

Received by: _____ Date: _____

Request: Approved Denied Reason for denial: _____

Meeting Date: _____ Action Taken: _____