



**REQUEST TO BE PLACED ON
CITY OF LAKE WORTH
City Council Agenda**

This form is necessary only if Council action is being requested on an item. Otherwise, a person may just show up and fill out a different form to speak during the Citizen/Visitor comment section of any regular Council meeting.*

Before completing this form, you will need to first contact the head of the department responsible for taking care of your concern. Many requests are able to be resolved at staff level. Have you already spoken with the department head? _____
If so, please list that person's name _____
If this person is not a department head, you may be re-directed to first speak with that department head.

Today's Date: _____

Name: _____

Street Address: _____

City/Zip: _____

E-Mail: _____

Phone Number: _____

Requested City Council Meeting Date: _____

(Regular City Council meetings are held the second Tuesday of each month.)

Reason for request (please be specific): I am requesting Council to.....

NOTE: All requests need to be submitted no later than 1 week (7 calendar days) prior to the requested meeting date. This is to ensure proper time for staff to prepare information for Council. Requests made after the deadline will be considered for the following meeting date. Requests will first be considered by the City Manager. One reason for this is to make sure the requested items have been addressed with staff first. Many times a request can be resolved at staff level, thus saving the requestor time. Notification will be given to the requestor informing them of approval/disapproval of request to be on the agenda. Agendas must be posted 72 hours prior to each City Council meeting. *If an item is not posted on the agenda, no deliberation between Council Members may occur on that item. The Council may only respond with specific factual information or recite existing policy. Comments will be limited to five (5) minutes per speaker.

By: _____ Request Approved	_____ Request Denied
_____	Date Requestor Notified: _____