

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

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Requested City Council Meeting Date: \_\_\_\_\_

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

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** All requests must be submitted no later than 2 weeks prior to the requested meeting date. Requests made after that deadline will be considered for the following meeting date. Requests will be considered by the City Manager and/or Asst. City Manager/Director of Finance. Notification will be given informing requestor of approval/disapproval of request to be on agenda. Keeping in mind requests are very important to each requestor, it is the objective of city staff to limit agenda items to those that are in the best interest of the citizens and Council as a whole. Citizen/Visitor Comments is listed on each agenda. However, in order for a citizen/visitor request to make a presentation on a specific matter of special public interest, it must be posted 72 hours prior to the City Council meeting. If it is not posted, no deliberation between council-members may occur. The council may only respond with specific factual information or recite existing policy. Any deliberation of or decision about the subject of the inquiry is limited to placing the subject on the agenda for a future meeting. All decisions of the City Manager and/or Asst. City Manager/Director of Finance are final.

By: \_\_\_\_\_ Request Approved

\_\_\_\_\_ Request Denied  
Date Requestor Notified: \_\_\_\_\_