

**ADA CITY COUNCIL  
AGENDA ITEM REQUEST**

The Open Meeting Act requires the City of Ada to publicly post the agenda of City Council meetings. Additionally, all agenda items must be listed on the agenda and must describe the nature of the item(s) being considered. In order to meet these legal requirements, it is necessary for persons requesting a formal City Council Agenda Item to provide us with the following information before it can be placed on an agenda.

Name of person making request: \_\_\_\_\_

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

Representing: \_\_\_\_\_

**\*\*Please note: due to legal posting requirements, this form must be completed and returned to the City Manager's office no later than 12:00 Noon on the Monday preceding the council meeting at which you want this item heard.**

Describe the issue/item you would like to discuss:

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Please attach any pertinent documents to support this item. This will help the City Council to make an informed decision in the best interest of the City of Ada.

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To be completed by City Manager's Office:

Date received: \_\_\_\_\_ Time: \_\_\_\_\_ Council Meeting Date: \_\_\_\_\_