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## ALBA CITY COUNCIL – AGENDA FORM

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Requestor: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Meeting Type: \_\_\_\_\_

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**Agenda Item & Description:**

Please provide a topic and brief description of the item you wish council to address.

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**Staffing/ Department Requirements:**

Please provide which department and/or individuals the agenda item will affect.

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**Approximate Cost & Funding Source:**

Please provide any information on estimated costs, if any, and source funding (e.g. specific grants, budget line items, gifts, etc.).

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**\*Additional Notes:**

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**\*PLEASE INCLUDE ALL SUPPORTING DOCUMENTS AND INFORMATION TO BE PROVIDED TO COUNCIL.**

Received By: \_\_\_\_\_ Received On: \_\_\_\_\_

**\*PLEASE INCLUDE ALL SUPPORTING DOCUMENTS AND INFORMATION TO BE PROVIDED TO COUNCIL.**