



City of Junction City

Council Agenda Item Request Form

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

Request From: Citizen / Committee / Staff / Councilor / Other (Circle One)

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

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

*Please note that all requests must be submitted by the first Wednesday of each month to be considered by the Council for that month.*

Requested Item:

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----- For Internal Use Only -----

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

Date Entered into Forecaster: \_\_\_\_\_

By: \_\_\_\_\_

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

Requester Notified on: \_\_\_\_\_

By: \_\_\_\_\_