



SEWARD

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Seward, Nebraska 68434
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PUBLIC REQUEST FOR COUNCIL AGENDA ITEM OR ADMINISTRATIVE ACTION

DATE: _____

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____ TELEPHONE NO. _____

EXPLANATION OF REQUEST:

ACTION REQUESTED:

Will this agenda item require the expenditure of funds? Yes___ No___
Unknown___

(Signature of requester)

(Print Name)

Council meetings are held on the 1st & 3rd Tuesdays of every month. All requests for the Agenda must be submitted by noon on the Wednesday preceding the Council meeting, any item received after this time would have to be of an emergency nature. Once a request is received, Administration will review it and determine whether or not it requires Mayor/Council action, or whether it is an item that needs to be handled by staff.

Received by: _____ Date: _____
(City employee)