AGENDA ITEM REQUEST FORM

Commission meetings: First and third Tuesdays of each month - 2:00 p.m. Committee meetings: Second and last Tuesdays of each month - 1:00 p.m. Commission/Committee: (Please check one and insert meeting date) Date of Meeting Commission Date of Meeting Public Safety Committee Public Services Committee Date of Meeting Administrative Services Committee Date of Meeting Date of Meeting 4 Engineering Services Committee Finance Committee Date of Meeting Contact Information for Individual/Presenter Making the Request: Address: Din Telephone Number: Fax Number: E-Mail Address: Caption/Topic of Discussion to be placed on the Agenda: Please send this request form to the following address: **Telephone Number: 706-821-1820** Ms. Lena J. Bonner 706-821-1838 Fax Number: Clerk of Commission E-Mail Address: lbonner@augustaga.gov Suite 220 Municipal Building nmcfarley@augustaga.gov 535 Telfair Street Augusta, GA 30901

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 9:00 a.m. on the Thursday preceding the Commission and Committee meetings of the following week. A five-minute time limit will be allowed for presentations.