

TOWN OF VIENNA, VIRGINIA
OFFICE OF THE TOWN MANAGER
REQUEST BY COUNCILMEMBER TO PLACE
ITEM ON COUNCIL AGENDA

Councilmember Name:

Agenda Item Description:

Date Request Submitted to: Town Mgr. Town Clerk : _____

Type of Meeting: Work Session Council Meeting

Meeting Date Requested: _____ or Next Available

Department Assigned Agenda Item:

For Town Manager/Staff Use

Estimated time required to complete (days): _____

Alternate Meeting Date Recommended by Town Manager: _____

Notes: