

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

Councilmember Name: _____

Agenda Item Restriction: _____

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: