



**Mayor Al Heggins**  
Salisbury, NC



# Salisbury City Council Agenda Item Request Form



Please Select Submission Category:  Public  Council  Manager  Staff

Requested Council Meeting Date:

Name of Group(s) or Individual(s) Making Request:

Name of Presenter(s):

Requested Agenda Item:

Description of Requested Agenda Item:

Attachments:  Yes  No

**Fiscal Note:** *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)*

**Action Requested of Council for Agenda Item:** *(Please note if item includes an ordinance, resolution or petition)*

**Contact Information for Group or Individual:**

**Consent Agenda** (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

**Regular Agenda** (item to be discussed and possibly voted on by Council)

**FINANCE DEPARTMENT INFORMATION:**

\_\_\_\_\_  
Finance Manager Signature

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Budget Manager Signature

**\*\*\*All agenda items must be submitted at least 7 days before the requested Council meeting date\*\*\***

**For Use in Mayor's Office Only**

**Approved**

**Declined**

**Reason:**

# Salisbury City Council



Consent Agenda    Regular Agenda    Manager's Comments    Announcement

**Meeting Date:**   Insert Meeting Date      **Submitting Dept:**   Insert Department

**Title of Item:**

**Explanation:**

**Fiscal Note:**

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**Recommended Action:**  
*(Please use if item includes an ordinance, resolution or petition)*

**Contact:**

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*If this item exceeds \$100,000 or is related to grant funds you must use Form B (Financial Signatures)*

# Salisbury City Council



Consent Agenda    Regular Agenda    Manager's Comments    Announcement

**Meeting Date:**   Insert Meeting Date      **Submitting Dept:**   Insert Department

**Title of Item:**

Insert Item Title

**Explanation:**

Insert Text Here

**Recommended Action:**

*(Please note if item includes an ordinance, resolution or petition)*

Insert Recommendation

**Contact:**

Insert Contact Name and Number

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**Fiscal Note (To be completed by Finance):**

Insert Fiscal Note

*All items exceeding \$100,000 or related to grant funds must include the following signatures:*

\_\_\_\_\_  
Finance Manager

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Budget Manager