



**KODIAK ISLAND BOROUGH  
PUBLIC AGENDA/PRESENTATION REQUEST FORM**

**Desired date for the item to appear on an Assembly agenda:** \_\_\_\_\_

\*To meet deadlines, please turn in requests by at least a month prior to the meeting date.

**Name:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Please state the item you wish to have placed on the agenda and submit any applicable documents with this form.**

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**Please state the desired action of the Assembly:**

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**Do you wish to present this to the Assembly?**    \_\_\_\_\_ Yes    \_\_\_\_\_ No

**Presentations are normally limited to 15 minutes. If more time is desired, please state how many minutes is requested:** \_\_\_\_\_

**Do you need to have access to equipment for this presentation such as a computer, projector, DVD player? If so, please state the equipment needed below:**

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*This request will be reviewed during agenda setting and the decision to schedule an item on an agenda will be determined on a case by case basis and is not guaranteed. The request may be approved, denied, or postponed, or additional information may be requested from you or Borough staff. Other action may also be taken regarding the request. The Mayor retains discretion to decline a request to be placed on the agenda per KIB Code Section 2.30.060B.*

**Additional information:**

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The Assembly meets on the first and third Thursdays of each month for their regular meetings and they normally meet a week before in work sessions before the regular meetings.

If you have a specific topic that you would like the Borough Assembly to discuss at a future work session/meeting, OR if you wish to make a presentation to the Assembly, please complete this form and submit it to the Borough Clerk's Office.

Please return this form to:

Borough Clerk  
Kodiak Island Borough  
710 Mill Bay Road, Kodiak, AK 99615  
Email: [clerks@kodiakak.us](mailto:clerks@kodiakak.us)  
Phone: (907) 486-9312  
Fax: (907) 486-9391

**For Staff Use Only:**

Received by the Clerk's Office on: \_\_\_\_\_

Distributed to the Manager/Assembly on: \_\_\_\_\_

Discussed at the agenda setting on: \_\_\_\_\_

Approved for agenda item on:      Work session date: \_\_\_\_\_

Regular meeting date: \_\_\_\_\_

Informed requestor on: \_\_\_\_\_

Notes:

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