



**CITY OF BAY CITY**

1901 FIFTH STREET  
BAY CITY, TEXAS 77414  
(979) 245-2137  
FAX: (979) 323-1626

**AGENDA ITEM REQUEST FORM**

**Complete Submissions Required:**

Any item, to be considered for action by the City Council, must be presented on this form, along with any unprivileged documentation and must be filed and complete to have an item placed on the City Council Agenda for consideration (This process is not required for members of the governing body, but it is encouraged). Before being considered filed for placement on the agenda, a summary of the item, all supporting documentation and review of the item from each City Department must be performed for the request to be complete. If the request is from a citizen, the City shall expedite review through internal means. Request forms must be complete and received by the City Secretary's office no later than 5:00 p.m. on the Wednesday of the week prior to the Regular Council meeting to be placed on that meeting's agenda. The item may be placed on workshop or special council meeting agenda if deemed appropriate by the City. Only completed request forms are considered for placement on the agenda.

Regular Council meetings are held on the second and fourth Thursday of the month at 7:00 p.m. in the Council Chambers at City Hall. Agenda items shall be set for consideration pursuant to City Code Section 2-47, as amended.

Requestor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
PRINTED NAME and/or CITY DEPARTMENT

Citizen  City Department  Council Member

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

Preferred contact:  Cell \_\_\_\_\_  Work phone \_\_\_\_\_  
 E-mail \_\_\_\_\_  Fax \_\_\_\_\_

I respectfully request the below item be placed on the \_\_\_\_\_ Agenda for City Council consideration.

1) Describe Item to be considered and area of City involved, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Executive Summary of Item and action by council sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Do you need time to present this item?  Yes  No If so, how much? \_\_\_\_\_

ADMIN / OFFICIAL USE ONLY:

Consent Item:  Yes  No

Any Prior City Council Action:  Yes  No

Deadline for City Council Action: \_\_\_\_\_

Projected Future City Council Action: \_\_\_\_\_

Fiscal Impact: \_\_\_\_\_  
\_\_\_\_\_

Staff Recommendation on this requested item:

Mayor's Office  Yes  No \_\_\_\_\_  Na  
City Attorney's Office  Yes  No \_\_\_\_\_  Na  
City Secretary Department  Yes  No \_\_\_\_\_  Na  
Finance Department  Yes  No \_\_\_\_\_  Na  
Police Department  Yes  No \_\_\_\_\_  Na

Public Works  Yes  No \_\_\_\_\_  Na  
Community Service  Yes  No \_\_\_\_\_  Na  
(AP, PR, MS, and LB)  
Utility Department  Yes  No \_\_\_\_\_  Na

Staff Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Time necessary for Item: \_\_\_\_\_

**TRACKING:**

Received by City Secretary: \_\_\_\_\_ Staff Initial

Administratively Complete: \_\_\_\_\_ Staff Initial

Date of Agenda placed for consideration: \_\_\_\_\_ Staff Initial

Council action taken: \_\_\_\_\_ on \_\_\_\_\_  
 Yes  No  Na

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE – City Secretary's Office**