



## **City of San Augustine, Texas** **Municipal Owned Utility** **Agenda Item Request Form and** **Agenda Policy** **for City Council Meeting**

In order to provide more accurate information regarding decisions presented to our city council prior to all city council meetings and when sending out city council packets for all city council meetings, this Agenda Item Form and Agenda Policy is being formulated and will supersede any policy in place.

The policy to enable an individual or an entity/organization and an entity's/organization's representative(s) to be placed on an agenda for a City of San Augustine City Council Meeting, for both regular and special meetings is as follows:

- 1) **Agenda Item Request Form must be completed and returned to the City of San Augustine City Manager by at least ten business days prior to the scheduled post date of the city council meeting agenda.** The only exception to the ten business days will be in the event that an emergency meeting or special meeting that includes a time-sensitive matter has been called. The Agenda Item Request Form deadline for those type meetings will be determined by the City Manager, depending on the type of request/item/matter.
- 2) Some items may require further research, advice, or consultation with the City Attorney, Texas Municipal League Legal Department, Engineers, City Utility Supervisors or other experts; hence, if further research is required that cannot be done and reported back to the City Manager by the 72-hour deadline or deadline for an emergency meeting for agenda posting and sending out packets, then the City Manager can postpone the Agenda Request until a future meeting in which adequate information can be received. In this case, the City Manager and/or City Secretary will notify the requestor by phone, e-mail, or by letter that the request is being postponed and the reasons for the postponement.
- 3) The Agenda Request Form must be completed in full by the requestor and any supporting documentation such as cost estimates, bids, legal documents or other pertinent documents that will adequately present needed information for consideration must be attached to the form. Do not include your originals, include copies, that we can keep for our files, since this information will most likely be subject to open records and open meeting requests.
- 4) Please note that this policy does not apply to council, city staff, city grant consultants, engineers, architects, auditing firms or other state or federal agencies as they normally present their information for council consideration by other formal means.
- 5) The City of San Augustine may be required or need to obtain additional information or documentation before a request to be placed on the agenda can be granted. Please include the names and phone numbers of the requestor(s) or any other person's that the city may need to consult with questions or to obtain additional information.

- 6) If the Agenda Item Request Form with all supporting documentation is not received by the deadline, the item will not be placed on agenda until all needed, requested, or required information or documentation is requested.
- 7) In some cases, after consultation or legal/other research, if the subject matter of the request does not pertain to a service, jurisdiction, or matter that they city has the legal right to provide or regulate or is not in the city's jurisdiction or is a matter that can be handled by the City Manager, then the item will not be placed on the agenda; as a result, the City Manager will contact the requestor by phone, e-mail, or letter to explain the reason(s) that the request cannot be granted.
- 8) Any discrepancy in this policy or factor not mentioned in this policy that may determine whether the request can be granted will be at the discretion of the City Manager, after consultation with the City's attorney or other professional consultant, such as engineers, architects, accountants, or city supervisors.
- 9) Please print legibly or type your form. If the form cannot be read or understood, we will have to contact you to complete another form.

**PLEASE COMPLETE THE AGENDA ITEM REQUEST FORM THAT STARTS ON THE NEXT PAGE AND RETURN THAT TO THE CITY MANAGER BY THE APPROPRIATE DEADLINE.**



**CITY OF SAN AUGUSTINE, TEXAS**  
**MUNICIPAL OWNED UTILITY**  
**AGENDA ITEM REQUEST FORM**  
**(Please type or print legibly)**

1) **Name, Address(es), Phone Number(s), and e-mail address(es) of Individual Requestor, Organization/Entity, or Organization's/Entity's Representative(s):**

<b><u>Name</u></b>	<b><u>Address (mailing and physical)</u></b>	<b><u>Phone Number</u></b>	<b><u>e-mail address</u></b>

2) **Date of your request:** \_\_\_\_\_

3) **Which city council meeting agenda would you like to be added to (Note our regular meetings are the 3<sup>rd</sup> Tuesday of each month at 5:00 pm in the City Council Chambers, include the date):**

\_\_\_\_\_



7) Please provide any other helpful information about this item/request which the City Council and/or City Staff may find useful/helpful in preparing this item or researching information about it:


8) Please make a list below of the documents that you are attaching, if any:




\*\*\*\*\*

**FOR CITY STAFF ONCE THIS FORM IS COMPLETED AND TURNED IN:**

**Note the Date and Time Received at City Hall on the line below and Signature of person receiving the form:**

\_\_\_\_\_

**Note the Date and Time received by City Manager:**

\_\_\_\_\_

Signature of City Manager

\*\*\*\*\*

**Agenda Preparation Action**

**Is Research Needed on this request? If so to whom, does this need to be referred to?**

\_\_\_\_\_

**Date Referred to above person/department:**

**Slated for Council's agenda on:**

**If this is referred to City Attorney or City Auditor or any other department, please note below.**

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

**CITY STAFF SHOULD ATTACH ANY DOCUMENTS ACQUIRED IN THEIR RESEARCH OR REFERRAL TO OTHER CONSULTANTS SUCH AS CITY ATTORNEY, SUPERVISOR, ENGINEERS, AUDITORS, ETC.**

**Make other notes below if necessary:**
