



CITY OF FRANKSTON

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Frankston, TX 75763
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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 4:00 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 Tuesday of the month at 6:30 p.m. in the Council Chambers at City Hall.

Requestor: _____
PRINTED NAME and/or CITY DEPARTMENT

Date Submitted: _____

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? _____