



**REQUEST for AGENDA ITEM**

**CITY of ELGIN  
310 North Main Street  
PO Box 591, Elgin, TX 78621**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Proposed Agenda Wording: \_\_\_\_\_  
\_\_\_\_\_

Objective: \_\_\_\_\_

Background Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

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Determination: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

By: Mayor

Determination: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

By: City Manager

Proposed Meeting Date: \_\_\_\_\_

Typically, Council Meetings are on the first and third Tuesday of each month. In order to be placed on the agenda, your request must be filled out well in advance of the meeting, to allow time for staff review and recommendation. Depending on the level of complexity of the issue, staff review may take up to 60 days.

**Request, with all supporting documentation to be distributed to Council and Staff must be turned in to the City Secretary no less than 10 days prior to the council meeting.**