

City of Hemphill, Texas
All Utilities Municipally Owned
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 as authorized by the City of Hemphill City Council.

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 Hemphill 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 Hemphill City Secretary/Accountant by at least seven business days prior to the scheduled city council meeting. The only exception to the seven 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 and/or the City Secretary/Accountant, 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/Accountant 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 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 Hemphill 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, 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 SECRETARY/ACCOUNTANT
BY THE APPROPRIATE DEADLINE.**

CITY OF HEMPHILL, TEXAS
ALL UTILITIES MUNICIPALLY-OWNED
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):**

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

- 2) **Date of your request:** _____
- 3) **Which city council meeting agenda would you like to be added to (Note our regular meetings are the 3rd Tuesday of each month at 5:30 pm in the City Council Chambers, include the date):**
- 4) **Summary Statement/Reason for your Request (if additional room is needed, include an additional sheet or page):**

5) **Who will be present at the city council meeting to present your requested item(s)?...This helps us with preparing the agenda. If this person or persons are different than any of the people listed in ITEM#1, then list their name, address, phone number, and e-mail address.**

6) **To your knowledge, has the City of Hemphill City Council heard/considered this item in a prior meeting (YES OR NO?) If YES, state the date if you know it.**

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:

Note the Date and Time received by City Secretary:

Signature of City Secretary or City Manager

Agenda Preparation Action

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