

City of Murchison

9540 FM 773

Murchison, Texas 75778

AGENDA 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. Request forms must be complete and received by the City Secretary at Murchison City Hall no later than the close of business on the Tuesday before the City Council Meeting. One agenda item request per person, per City Council Meeting. Each person will have 3 minutes to present their item.

(Please Print) Requestor: _____ Date Submitted: _____

Address: _____ Contact Phone #: _____

_____ Contact Email: _____

I respectfully request the below item to be placed on the _____ Agenda for City Council consideration.

1) Describe item to be considered: _____

2) What action or outcome would you like to see the City Council take: _____

ADMIN / OFFICIAL USE ONLY

Any prior City Council Action _____yes _____no

If yes, what action was taken: _____

Mayor or Council comments: _____

Deadline for City Council Action: _____

Projected future City Council Action: _____

Fiscal Impact: _____

Date received by City Secretary: _____ Staff Initial _____

Date placed on City Council Agenda: _____ Staff Initial _____

Date action taken by City Council: _____, 20 ____

Action taken by City Council: _____

Signature- City Secretary