

For Office Use  
Reviewed by: (Initial for approval)  
Mayor: \_\_\_\_\_ Council: \_\_\_\_\_



**CITY OF ROPESVILLE**

107 Main St. • P.O. Box 96 • Ropesville, TX 79358

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**City Council Agenda Request Form**

**This request must be submitted to the City Administrator no later than Friday, 4:00 p.m. the week preceding the City Council meeting. City Council Meeting are posted in the City Office 72 hours prior to the next meeting. Items submitted after the deadline, if complete and approved, will be scheduled for the following council meeting.**

Requestor: \_\_\_\_\_ Proposed Agenda Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_

Topic of Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documentation: (List and attach supporting information to this form.)  
\_\_\_\_\_  
\_\_\_\_\_

Financial Impact Analysis:  
\_\_\_\_\_  
\_\_\_\_\_

Identify any other departments, organizations, or individuals that would be affected by this request: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Submitting Agenda Item

\_\_\_\_\_  
Date

## TIPS FOR PREPARING AGENDA REQUEST FORMS

The Agenda Request Form is the vehicle by which a resolution or other agenda item is presented to the Ropesville City Council. All agenda items require either sponsorship/approval of two members of the Council, the Mayor, or be an action required by the law. Agenda items must be submitted to the City Administrator by Friday, 12:00 p.m. the week preceding the meeting. All items on the Agenda Request Form must be filled out with **complete and accurate information**. The request must be directly related to the business of the City Council.

**\*Agenda Item:** This section contains the exact wording of the heading of the resolution. If the request for the agenda item does not require a resolution, the topic should consist of a brief, concise purpose of the issue.

**\*Topic Description:** This area provides space for a brief synopsis of the agenda item. It should summarize the main points leading to the desired action and explain briefly the who, what, when, where, why, and how of the proposed action. It should be an explanatory statement of the nature of the request to the Ropesville City Council. It should be sufficient for the Council to understand its purpose and scope.

**\*Documentation:** Proposed agenda items should include supporting information to be included in the Council Packet. List and attach supporting information to this form.

**\*Financial Impacts Analysis:** Where applicable, this section contains financial impacts that would affect the City budget if action were approved. If there are no financial impacts, the standard wording would be: "There are no financial impacts."

**\*Identify Any Other Departments, Organizations, or Individuals That Would Be Affected By This Request:** It is the responsibility of the Requestor preparing this request to notify any interested parties affected by the request prior to the Council meeting. The City Administrator assumes that all affected parties listed in this section have been duly notified.

**\*Council meetings are not forums for the demeaning of any individual or group, including the Council, the Mayor, or the City Employees, staff, or consultants.** Profane, insulting, or threatening language directed toward the Council and/or a person in the Council's presence and racial, ethnic, or gender slurs or epithets will not be tolerated. **Matters pertaining to personnel, litigation, and alleged violations of laws and ordinances will be reviewed by the City attorney for approval before being placed on the agenda.**