

# CITY OF NATALIA

2078 State Hwy. 132 N. • P.O. Box 270 • Natalia, TX 78059-0270  
(830) 663-2926 • Metro (830) 665-2206 • Fax (830) 663-3806

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## AGENDA ITEM REQUEST FORM

### Complete Submissions Required:

Agenda Item Request form must be complete and received by the City Secretary no later than 4:30pm on the Monday prior to the week of the Regular Council meeting in order for your request to be reviewed and considered for placement on the agenda in a timely manner. Items may not be placed on workshop or special council meeting agendas unless deemed appropriate by the Mayor and City Secretary. Only completed request forms are considered for placement on the agenda. (This process is not required for members of the governing body). Contact the City Secretary for assistance at 830-665-2206.

Regular City Council Meetings are held on Third Monday of the month at 7:00 p.m. in the Council Chambers at City Hall, unless this day is an observed city holiday, the Meeting shall be postponed to the Fourth Monday of the month or unless considered otherwise by majority of the City Council on the City's prior regular meeting agenda. Agendas are posted on the outside bulletin board of the City of Natalia City Hall, 2078 State Hwy. 132 N., Natalia, Texas, and on the city's website <http://cityofnatalia.com>, both places convenient and readily accessible to the general public at all times, continuously for at least 72 hours before the convening of said meeting.

### Requestor's Information:

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Representing (Business/Organization): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Address City State Zip

Physical Address: \_\_\_\_\_  
Address City State Zip

Email Address: \_\_\_\_\_

Describe in detail the Agenda Item wished to be discussed/considered by City Council:

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City Secretary Signature: \_\_\_\_\_ Received Date: \_\_\_\_\_ Time: \_\_\_\_\_

Item Reviewed & Considered for Placement: \_\_\_\_ Denied \_\_\_\_ Approved for Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Council Action Taken: \_\_\_\_\_

1<sup>st</sup> Motion by: \_\_\_\_\_ 2<sup>nd</sup> Motion by: \_\_\_\_\_ Vote: \_\_\_\_\_