## CITIZEN Agenda Request Form
# Town of Enchanted Oaks, Texas

The Town of Enchanted Oaks welcomes constructive suggestions from our citizens, including agenda item proposals. Please complete this form to request that an item be placed on the agenda for consideration at a regular Town Council meeting. Once completed, please submit the form to a council person for review and possible acceptance.

It is important that you describe the requested item in as much detail as possible. To avoid delays, include as much supporting documentation and background information as possible, to be included in the Council's meeting packets. You may use additional blank pages for item description. If you have any questions, contact the City Secretary/Administrator at 903-451-2222.

Full Name:_____

Mailing Address:_____

Phone Number:_____ Fax Number:_____

Email:_____

Are additional sheets or supporting materials attached? Yes_____ No_____

I request that this item be placed on the agenda for the _____City Council meeting.
(allow a minimum of two weeks)

Description of Item:_____

_____

_____

(Use additional pages if needed)

Certification: I understand that the Town Council has the authority to select items for discussion at its meetings. I further understand that my request may be accepted, deferred or denied. I understand that I may be asked to present additional information on this request, asked to consult with the appropriate town staff, or take other action before my request is considered. I agree to attend the meeting at which my item may appear to make a presentation and/or answer questions.

Signature of Requestor_____ Date_____

_____Accepted _____Deferred _____Denied

Signature- Council Member_____Date_____