



Incorporated December 27, 1912  
www.seadrifftx.org



# CITY OF SEADRIFT

Post Office Box 159/501 S. Main St.  
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OFFICE USE ONLY	
Request #	_____
Meeting Date:	_____
Agenda Item #:	_____

## AGENDA ITEM REQUEST FORM FOR MEETINGS

*Citizens are welcome to attend the meetings of the City of Seadrift.  
All City Council meetings are open to the Public.*

**City of Seadrift Council Meetings – Second Tuesday of each month – 6:00 PM**

Per the Texas Open Meetings Act, the notice of a meeting of a governmental body must be posted in a place readily accessible to the general public at all times for at least 72 hours before the scheduled time of the meeting.

**Requests to add an agenda item must be received on the last Wednesday of each month at 12 PM.**  
If a holiday falls on this date, the deadline will be the business day before the holiday.

The Department Head and/or City Secretary may wish to speak with you after reviewing your request in order to receive clarification and prioritize your item on the agenda. The decision to allow you to address the City Council and be on the agenda will be at the discretion of the City Mayor. Items submitted after the deadline will be placed on the next meeting agenda. Please be aware that city holidays may affect meeting dates and the deadline for agenda submissions. Requestor will receive a copy of the final/approved Agenda when available. Please complete the information listed below and your request will be processed accordingly.

Each agenda item you are requesting will need its own request form to be completed.  
**MULTIPLE REQUESTS PER FORM WILL NOT BE ACCEPTED.**

<b>Name:</b> _____	<b>Meeting Date Requested:</b> _____
<b>Address:</b> _____	<b>Email:</b> _____
<b>Organization:</b> _____	<b>Phone:</b> _____

**REQUESTED AGENDA ITEM:** *(Please summarize the subject of your request/agenda item below. Please feel free to attach additional pages for a more detailed explanation)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This item requested is for:**     Information/Discussion/Update Only *(No Action to be taken)*  
    Information/Discussion/Possible Action to be taken *(Please fill out section below regarding action needed to be taken and/or desired outcome)*

**RECOMMENDED MOTION / DESIRED OUTCOME:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AGENDA ITEM REQUEST FORM *(Continued)*

Will supporting documentation/materials be provided with this agenda item request?  Yes  No

**Completed forms and supporting documentation/materials can be submitted via:**

**In-Person:** Seadrift City Hall, 501 S. Main St., Seadrift, TX 77983

**Email:** g.torres@seadrifftx.org

**Mail:** City of Seadrift, Attn: City Secretary, P.O. Box 159, Seadrift, TX 77983

**By signing below, you acknowledge that if there are too many agenda items proposed for any agenda, the Mayor reserves the right to place your agenda item request on a future meeting agenda.**

**Additionally, if the Mayor feels that inadequate information or no backup materials have been provided, the Mayor reserves the right to place your agenda item request on hold until adequate information is provided for Council to best understand your request.**

\_\_\_\_\_  
*Signature/Title*

\_\_\_\_\_  
*Date*

### FOR CITY USE ONLY

**A. Date & Time Request Received:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ @ \_\_\_\_ : \_\_\_\_ AM / PM

**B. Received By:** \_\_\_\_\_ (Printed Name & Title)

**C. Department Head Review**

- Public Utilities
- Streets and Drainage
- Public Safety
- Parks and Recreation
- Municipal Harbor
- Solid Waste

**D. City Staff Review**

- Public Works Director
- Building Inspector
- Police Chief
- City Secretary / Clerk
- Court Clerk
- Code Enforcement
- Mayor

**E. Are all supporting documentation/materials attached?**  Yes  No

**F. Agenda Item Approval/Denial**

**Request Approved**

Date of Approval: \_\_\_\_\_

Date of Council Meeting: \_\_\_\_\_

**Request Denied**

- Inadequate Information or no backup materials provided
- Additional research needed
- Request resolved without City Council action needed

- Requestor must follow existing policies and procedures
- Request is not appropriate for open council consideration (e.g. personnel, confidential, etc.)

Other \_\_\_\_\_