



City of Winnsboro

501 South Main Street
Winnsboro, Texas 75494
Phone: (903) 342-3654
Fax: (903) 342-5708

Request for Placement on Agenda (RPA)

This is a request to be placed on the agenda for the Winnsboro (Please check one below):

City Council: _____ WEDC: _____ meeting being held on _____
Date

Deadline to turn in to City Hall is 12:00PM on Monday, 8 days prior to meeting; Requests turned in after this time will require an appointment with the City Administrator to make a special request.

This request is subject to Open Records under the Public Information Act; however, personal email addresses are considered confidential. Listing your email address below is optional.

By signing this acknowledgment, the requester is indicating their approval to release their email address should they include it on this request form.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Number(s): _____

Email Address (optional): _____

Please provide specific details which may help the City Council or WEDC Board understand the topic you wish to address. Please attached additional sheets if more room is needed and attach any supporting documents such as budgets, receipts, correspondence, etc.

• Requests must be completed and turned in on the Monday 8 days prior to the meeting before 12:00 PM.

- If you wish to withdraw your request, please notify the City Secretary no later than 4 business days prior to the meeting.
- Once the topic has been presented to the Council/WEDC, persons may not request that an item be placed on the agenda that is the same as or substantially similar in subject matter for *six months*.
- The City Council/WEDC Board must abide by the Texas Open Meetings Act in responding to remarks.
- The City Council/Board may or may not take action on the request.
- Regular City Council meetings are on the second Tuesday of each month, beginning at 5:30PM, and are held in the City Council Chambers at 501 S. Main Street. Special meetings or workshops may be called as needed.
- WEDC Board meetings are on the fourth Tuesday of each month, beginning at 5:30 PM and are held in the City Council Chambers at 501 S. Main Street. Special meetings or workshops may be called as needed.
- All agendas are posted on the City’s website at www.cityofwinnsboro.org 72 hours prior to the meeting date.

Application Received By: _____ Date: _____ Time: _____

Applicant Signature: _____ Date: _____

City Administrator Approval: _____ Date: _____