



491 Ave H • P.O. Box 378
Poteet, Texas • 78065
Phone: 830.742.3574 • Metro: 830.276.3806 • Fax: 830.742.8747

Agenda Item Submission

Welcome to the Poteet City Council Meeting. Your presence and participation is appreciated. You may make your presentation on an issue or to speak to the Mayor and City Council of an issue by completing and submitting this form to the **City Secretary at City Hall by 5:00 p.m. on the Tuesday prior to the regular Tuesday meeting.** Items submitted after that time will be held over until the next council meeting, unless the item is of such importance that the Mayor elects to place it on an earlier agenda or calls a special meeting.

Please stand as you are recognized by the Mayor or Presiding Officer and state your name. If you have written notes or other material you wish to present to the Mayor and City Council, please furnish extra copies for the official's files. **All information listed below must be filled in.**

Date: _____

Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Detail of item as it will appear on the agenda: _____

Intent and objective of item to be discussed: _____
