



## CITY OF BAY CITY

1901 FIFTH STREET  
BAY CITY, TEXAS 77414  
(979) 245-2137  
FAX: (979) 323-1626

## AGENDA ITEM REQUEST FORM

### Complete Submissions Required:

Any item, to be considered for action by the City Council, must be presented on this form, along with any unprivileged documentation and must be filed and complete to have an item placed on the City Council Agenda for consideration (This process is not required for members of the governing body, but it is encouraged). Before being considered filed for placement on the agenda, a summary of the item, all supporting documentation and review of the item from each City Department must be performed for the request to be complete. If the request is from a citizen, the City shall expedite review through internal means. Request forms must be complete and received by the City Secretary's office no later than 5:00 p.m. on the Wednesday of the week prior to the Regular Council meeting to be placed on that meeting's agenda. The item may be placed on workshop or special council meeting agenda if deemed appropriate by the City. Only completed request forms are considered for placement on the agenda.

Regular Council meetings are held on the second and fourth Thursday of the month at 7:00 p.m. in the Council Chambers at City Hall. Agenda items shall be set for consideration pursuant to City Code Section 2-47, as amended.

Requestor: Bay City Main Street Program/Camofest Committee  
PRINTED NAME and/or CITY DEPARTMENT

Date Submitted: 02/15/2022

☐ Citizen

☒ City Department

☐ Council Member

Address: 1112 7th Street  
Bay City, Texas 77414

Preferred contact: ☒ Cell \_\_\_\_\_  
☐ E-mail \_\_\_\_\_

☐ Work phone \_\_\_\_\_  
☐ Fax \_\_\_\_\_

I respectfully request the below item be placed on the 02/22/2022 Agenda for City Council consideration.

1) Describe Item to be considered and area of City involved, if any: 6th Annual Camofest financial summary from January 29th 2022.

2) Executive Summary of Item and action by council sought: No action from council just giving information

3) Do you need time to present this item? ☒ Yes ☐ No

If so, how much? 10 minutes

ADMIN / OFFICIAL USE ONLY:

Consent Item: ☐ Yes ☐ No

Any Prior City Council Action: ☐ Yes ☐ No

Deadline for City Council Action: \_\_\_\_\_

Projected Future City Council Action: \_\_\_\_\_

Fiscal Impact: \_\_\_\_\_  
\_\_\_\_\_

Staff Recommendation on this requested item:

Mayor's Office	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	<input type="checkbox"/> Na
City Attorney's Office	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	<input type="checkbox"/> Na
City Secretary Department	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	<input type="checkbox"/> Na
Finance Department	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	<input type="checkbox"/> Na
Police Department	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	<input type="checkbox"/> Na

Public Works	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	<input type="checkbox"/> Na
Community Service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	<input type="checkbox"/> Na
(AP, PR, MS, and LB)				
Utility Department	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	<input type="checkbox"/> Na

Staff Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Time necessary for Item: \_\_\_\_\_

**TRACKING:**

Received by City Secretary: \_\_\_\_\_ Staff Initial \_\_\_\_\_

Administratively Complete: \_\_\_\_\_ Staff Initial \_\_\_\_\_

Date of Agenda placed for consideration: \_\_\_\_\_ Staff Initial \_\_\_\_\_

Council action taken: \_\_\_\_\_ on \_\_\_\_\_  
☐ Yes ☐ No ☐ Na

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

\_\_\_\_\_  
**SIGNATURE – City Secretary's Office**