



## City of Winnsboro

501 S. Main Street  
Winnsboro, Texas 75494  
Phone: (903) 342-3654  
Fax: (903) 342-5708  
[cityofwinnsboro.org](http://cityofwinnsboro.org)

## 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 Date: \_\_\_\_\_

**Deadline to turn in to City Hall is 12:00PM, 10 business days prior to meeting; Requests turned in after this time will be placed on the next regular meeting agenda.**

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.

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

---

---

---

---

---

- RPA must be submitted by Noon (12:00p.m.), ten (10) business days prior to date of meeting.
- If you wish to withdraw your request, please notify the City Secretary no later than 5 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/WEDC Board may or may not act 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. Deadline to submit is noon, 10 business days prior to the meeting date.
- 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. Deadline to submit is noon, 10 business days prior to the meeting date.
- All agendas are posted on the City's website at [www.cityofwinnsboro.org](http://www.cityofwinnsboro.org) 3 business days prior to the meeting date.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City Hall Staff Use below this point.**

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Application approved for agenda dated: \_\_\_\_\_  
Date \_\_\_\_\_