



CITY OF SEALY, TEXAS
REQUEST TO BE PLACED ON A
CITY COUNCIL AGENDA

The City Council meets on the second and fourth Tuesday of each month at 6:00 p.m., in the City Hall Council Chamber. In order for Council to act upon any item, the item must first be placed on an open meeting agenda, which must be posted continuously for at least 72 hours before the meeting commences. The current administrative policy is to have agenda items in hand by at least seven (7) business days preceding the scheduled meeting; this is to ensure that the staff has sufficient time to research material relating to the items. In many instances, the request(s) can be resolved at the staff level without the need for any Council action. All requests will first be directed to the City Manager's office for review. You may be requested to meet with the City Manager in an effort to satisfy your request. Each speaker will be given a maximum of five (5) minutes at the meeting to present his or her subject matter to the City Council. *(All plats must be filed with the City Secretary at least 14 days prior to the date at which formal application for the plat approval is made to the Planning Commission.)*

Name of presenter/speaker: _____

Organization (if any): _____

Street/Mailing Address: _____

City, State, ZIP Code: _____

Phone number where you can be reached during regular business hours: _____

Subject matter of presentation (including a description of Council action to be taken, if any):

Signature

Date

“All requests must be approved by the City Manager’s Office before being placed on a meeting agenda.”

FOR OFFICE USE

Please forward this form to the City Secretary.

Request taken by: _____ **Date:** _____

Item to be placed on meeting agenda to be held on: _____