



CITY OF WEBSTER  
REQUEST TO BE PLACED ON  
CITY COUNCIL'S REGULAR MEETING AGENDA

The City Council meets in regular open session on the first and third 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. Any interested party may request access to the regular Council meeting's agenda, after prior coordination with the City Manager, PROVIDED a minimum of 10 days has been provided to prepare a staff review of the item, and all relevant background information is furnished at the time of the 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.

Please print the following information:

Name of presenter/speaker: \_\_\_\_\_

Organization (if any): \_\_\_\_\_

Street/mailling address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone number where you may be reached during regular business hours: \_\_\_\_\_

Subject matter of presentation (including a description of Council action to be taken, if any) You may use the back of this page for additional information:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Office Use

Please route this request to the City Secretary

Request taken by: \_\_\_\_\_

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

Item to be placed on agenda of City Council meeting to be held on \_\_\_\_\_

Additional Information: \_\_\_\_\_

Marisela Garcia, TRMC  
City Secretary  
281.316.4101 Phone 281.316.4119 FAX