



**PONCHATOULA CITY COUNCIL
Agenda Request Form**

Requested Meeting Date: _____

Name: _____

Company, Organization, or Group, being represented (if
Applicable) _____

Address: _____

Phone: _____

TOPIC

Explain **IN DETAIL** the topic or issue to be discussed.
Please provide support documentation if available.
Attach additional sheets if necessary.

This form must be turned into the City Clerk by 4:00 p.m. on the second Friday (10 days) prior to the Council meeting to be included on that meeting's agenda. **In the case of a special meeting, the agenda item shall be turned into the City Clerk no later than 30 hours before the meeting. (Code Section 2-34)**

Office Use Only

Date Rec'd By City Clerk: _____

Time: _____