



**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.

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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)**

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**Office Use Only**

Date Rec'd By City Clerk: \_\_\_\_\_

Time: \_\_\_\_\_