



Requests, once approved by department heads are to be submitted to the City Clerk ([nicolequidry@youngsvillela.gov](mailto:nicolequidry@youngsvillela.gov)) no later than the Tuesday of the week prior to the requested meeting date. Completion of this form does not entitle the requestor to be added to the requested agenda; some items may require additional time for review. The clerk will notify the staff member with a date & time for the requestor to attend. All documentation is subject to PUBLIC RECORD.