

DUE BY NOON WEDNESDAY 2 WEEKS PRIOR TO BOARD MEETING

(The Board of Mayor and Aldermen meet every 2nd & 4th Monday)



AGENDA REQUEST FORM

REQUESTED BOARD MEETING DATE: _____

NAME: _____

BUSINESS/ORGANIZATION: _____

ADDRESS: _____

TELEPHONE: (Home) _____ (Work) _____ (Cell) _____

EMAIL: _____

ARE YOU A MEMBER OF TEXT YAZOO? [] Yes [] No If not, may we sign you up? [] Yes [] No
(Regular data rates apply.)

REASON FOR REQUEST: [] UNFINISHED BUSINESS OR [] NEW BUSINESS

PLEASE INDICATE THE SUBJECT MATTER OF YOUR REQUEST:

- [] COMPLAINT [] CONTRACTS [] PUBLIC APPEAL [] TAX ABATEMENT
- [] TRAINING/TRAVEL [] UPDATES [] ZONING [] EVENTS/PARADE/WALKS

DESCRIBE ITEM ABOVE:

****(SUPPORTING DOCUMENTATION REQUIRED – PLEASE ATTACH)**

ACTION DESIRED FROM MAYOR AND BOARD:

HAS THIS MATTER BEEN DISCUSSED WITH ANY OF THE FOLLOWING?

- | | | |
|-------------------------|---------|--------|
| MAYOR | [] YES | [] NO |
| ALDERMAN | [] YES | [] NO |
| CITY CLERK | [] YES | [] NO |
| POLICE CHIEF | [] YES | [] NO |
| FIRE CHIEF | [] YES | [] NO |
| BUILDING INSPECTOR | [] YES | [] NO |
| PLANNING & ZONING BOARD | [] YES | [] NO |
| STREET DEPARTMENT | [] YES | [] NO |
| CEMETERY SEXTON | [] YES | [] NO |

****NOTE:** ALL CITY DEPARTMENTS **MUST** INCLUDE DOCUMENTATION FOR ALL AGENDA REQUESTS. THIS SHOULD INCLUDE ANY PROPOSED TRAVEL REQUEST BROCHURE/FLYER INFORMATION WITH APPROVED TRAVEL AUTHORIZATION AND THE ESTIMATED COST.

FORM CC-01

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