



# INTERNAL AGENDA REQUEST FORM

REQUESTED BOARD MEETING DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

TELEPHONE: Work \_\_\_\_\_ Cell \_\_\_\_\_

EMAIL: \_\_\_\_\_

REASON FOR REQUEST:  UNFINISHED BUSINESS  NEW BUSINESS

PLEASE INDICATE THE SUBJECT MATTER OF YOUR REQUEST: OR

- CONTRACT  ORDINANCE  TAX EXEMPTION
- DEMOLITION/CLEAN-UP  PERSONNEL  TRAINING/TRAVEL  OTHER
- GRANT  PURCHASE  PUBLIC HEARING

BRIEF DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PURPOSE: \_\_\_\_\_

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

ACTION TO BE IMPLEMENTED BY: CITY DEPARTMENT \_\_\_\_\_

CONSULTANT \_\_\_\_\_

SCHEDULE (BEGINING DATE): \_\_\_\_\_

LOCATION:  CITYWIDE  WARD \_\_\_\_\_  NEIGHBORHOOD \_\_\_\_\_

AREA \_\_\_\_\_

BENEFITS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \$ \_\_\_\_\_ HAS YOUR REQUEST BEEN BUDGETED?  YES  NO

IF YES, PLEASE INDICATE THE SOURCE OF FUNDING.

GENERAL FUND  INDICATE LINE ITEM \_\_\_\_\_

GRANT FUNDS  INDICATE GRANT \_\_\_\_\_

BOND FUNDS  INDICATE BOND \_\_\_\_\_

OTHER  INDICATE FUNDING SOURCE \_\_\_\_\_

**\*\*NOTE: The above form MUST be accompanied by an order, resolution, ordinance or discussion item to be placed on the agenda for board consideration. 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 FEB. 2017 Office of the City Clerk, PO Box 689, 128 E Jefferson Street, Yazoo City, MS 39194 ♦ 662-746-1401 ♦

[yazooforms@yazoocty.ms.us](mailto:yazooforms@yazoocty.ms.us)

**Internal Agenda Requirements**

**All agenda items should be accompanied by an Order, Resolution, Ordinance, or discussions item (no action requested by Board)**

**Please place at the bottom of each Order, Resolutions, or Ordinance and obtain signatures.**

THIS MATTER HAS BEEN REVIEWED/BY:

DEPARTMENT HEAD \_\_\_\_\_

CITY CLERK/BUDGET \_\_\_\_\_

Budgeted: Yes \_\_\_\_\_ ACCT. NO. \_\_\_\_\_

No \_\_\_\_\_

CITY ATTORNEY (as to legal sufficiency) \_\_\_\_\_

MAYOR'S OFFICE \_\_\_\_\_

(Department and Director or other sponsor)

An Agenda Request Form is required.

Memo, letter, agreement, grant, and other details should be provided to assure to Board has necessary information in writing to consider said matter.

All completed agenda items including agenda request form, order, resolution, or ordinance with attachments, signatures, etc., must be in office of the city clerk by Wednesday, NOON prior to the meeting. Please note this requires you to prepare all agenda items timely to obtain the necessary signatures or make any required corrections.

Any item presented after the deadline will not make the regular agenda. All emergency items must describe in detail why the agenda deadline was not met for the Board to consider amending the agenda.