

CITY OF LONG BEACH, MISSISSIPPI
P.O. BOX 929
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FOR OFFICE USE ONLY
DATE RECEIVED: _____
VERIFY DOCUMENTS: __SUBMITTED __NONE
TIME: _____
BY: _____ (signature)

REQUEST TO BE PLACED ON AGENDA FOR MEETING OF BOARD OF ALDERMEN
(PLEASE PRINT)

Name of Person Making Request: _____
Address: _____ Telephone: _____ Fax: _____
E-Mail Address: _____

Name of Person Addressing Mayor and Board of Aldermen: _____
(If different from above)
Address: _____ Telephone: _____ Fax: _____

Detailed Description of Specific Subject Matter to be Discussed (Description must be clear and concise – avoid vague terms and generalizations): _____

(If additional space is needed, please use the back of this form)

Date of Meeting: _____ No. of Participants: _____
(Regular meetings are first and third Tuesday at 5:00 p.m., Long Beach City Hall Meeting Room, 201 Jeff Davis Avenue.)

Type of Presentation: ___ Personally Address ___ Power Point
(check one or more) ___ Presentation/Handouts ___ Audio Tape
 ___ Photos/Video/Slides ___ Other (Specify Below)

Other: _____

******* PLEASE READ CAREFULLY *******

- Requests and (10) copies of all accompanying documents **MUST** be filed with the City Clerk no later than **12:00 P.M. (NOON)** the **FRIDAY** preceding Tuesday's meeting.
- Requests and accompanying documents received after the Friday, noon deadline **WILL NOT** be placed on the agenda or distributed to the Board of Aldermen at this time.
- Forms received that are not clear and concise as to subject matter will not be placed on the agenda.
- Subject matter shall be limited to ten (10) minutes or as otherwise specified by the Mayor and Board of Aldermen during the course of the meeting.
- Items will be placed on the agenda in the order they are received under the appropriate heading.
- Upon the determination by the City Clerk that the agenda is full, additional items will be placed on the next regular meeting agenda, even if properly submitted prior to deadline.
- The Board of Aldermen reserve the right to disallow and/or remove any item from the agenda.
- Agenda items are subject to change without prior notice.

Accompanying Documents Attached? ___yes ___no

Date: _____ Signed: _____
(Person Making Request)