

**CITIZEN REQUEST  
TO PLACE AN ITEM ON THE CITY COUNCIL AGENDA**

**Citizen requested agenda items will not be placed on the agenda until the City Manager has reviewed the request. The City Manager will either handle the issue himself or refer the issue to a staff member in order to allow staff the opportunity to resolve the matter before referring the matter to Council. Citizens may call the Council Members directly with their issues. (AR 1-12, No. 5) *ALL BACKUP MATERIAL MUST BE SUBMITTED ALONG WITH THIS REQUEST FORM.***

To: City Manager

From: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Describe the issue

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Requester)

City Manager's Action:

Referred to: \_\_\_\_\_ Date: \_\_\_\_\_

Action requested: \_\_\_\_\_

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Final Determination:

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**\*Return completed form to City Manager**

cc: City Clerk