



Request for Meeting with City Manager

Submit this document to make a request for a meeting with the City Manager. The City Manager's time is valuable to the function of the day to day administrative duties of the City. By requesting an appointment you are able to schedule a time in which the City Manager, or his designee, will be able to focus on your comments or concerns without interruption. Providing detailed information as to the basis of your request will allow the City Manager an opportunity to research and gather information, if applicable, to ensure a productive meeting.

CONTACT INFORMATION

Name: _____ Email: _____

Address: _____ Phone: _____

Day(s) Available to meet: Monday Tuesday Wednesday Thursday Friday

Time(s) Available: Morning (9 AM - 11:30 AM) Afternoon (2PM – 3:30 PM) Other _____

MEETING REQUEST

I wish to meet with the City Manager in regards to a CITY POLICY as described below:

Have you previously met with the City Manager (or his designee) concerning this item? YES NO

If Yes, when? _____ What was the outcome? _____

I wish to meet with the City Manager in regards to CITY PERSONNEL as described below:

Have you previously met with the City Manager (or his designee) concerning this item? YES NO

If Yes, when? _____ What was the outcome? _____

STAFF USE ONLY

Request received on _____ by _____

Meeting scheduled for _____ at _____
(Date) (Time)

Meeting denied for (reason) _____

