

ONAWA CITIZEN INPUT REQUEST FORM

This form is to be used when Onawa Citizens would like to discuss a specific topic at a future Onawa City Council meeting. Forms must be legible, and all fields must be filled out prior to submitting to the Onawa City Office.

Onawa Resident's Name: _____
 Onawa Resident's Address: _____
 Daytime Phone Number: _____
 Email Address (if applicable): _____
 Preferred Method of Contact: _____
 Detailed Description of the Request
 (**only ONE topic per form**): _____

*By signing this form, I attest that **I AM** a current resident of Onawa, IA. I understand that my request will be reviewed for consideration on a future Onawa City Council meeting agenda. I understand that my request may be rejected if the request is not a City of Onawa matter, if the request is a legal matter that cannot be discussed in an open meeting, if the request can be resolved outside of a City Council meeting, or other appropriate reason. I understand that someone from the City of Onawa will notify me if the request is rejected or accepted. If rejected, I will be provided the reason for the rejection. If the request is accepted to be on a future City Council meeting agenda, that I will need to be present at the meeting for the request to be discussed during the meeting. If I cannot make the meeting, I may request to be considered for another City Council meeting.*

Onawa Citizen's Signature: _____ **Date:** _____

FOR CITY OFFICE STAFF USE ONLY:

City Staff Receiving the Form:			
Request Form Received:	Date:		Time:
Request Reviewed By:	Mayor _____	Administrator _____	Clerk _____
Rejected Reason:	Not Legible - Incomplete - Not City Issue - Legal Matter - Other		
Date/Time Citizen Notified:			
Rejection Follow-Up:			
Accepted By:			
Date/Time Citizen Notified:			
Acceptance Follow-Up:			
Agenda Date Requested:			
Ward:	1 2 3 4 At-Large		
Affected Service:	Streets - Electric - Water - Police - Parks - Sanitation - Other		