



# CITIZEN ACTION REQUEST

**FORWARD TO CITY MANAGER'S OFFICE IMMEDIATELY**

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**PROBLEM/OCCURRENCE:** (Please describe in detail; attach supplemental documentation if appropriate)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIFIC LOCATION (ADDRESS) OF PROBLEM/OCCURRENCE:**

\_\_\_\_\_

**REPORTED BY:**

Citizen's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Reply Requested?  Yes  
 No  
Anonymity Requested?  Yes  
 No

**BELOW THIS LINE FOR CITY USE ONLY:**

Initial Information Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Received by City Manager's Office: \_\_\_\_\_

Date: \_\_\_\_\_

C.A.R. No.: \_\_\_\_\_ Priority: \_\_\_\_\_

**REFERRED BY CITY MANAGER TO:**

Date: \_\_\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Comm. Dev. - Zoning         | <input type="checkbox"/> Public Wks - Streets    | <input type="checkbox"/> City Clerk       |
| <input type="checkbox"/> Comm. Dev. - Bldg. Division | <input type="checkbox"/> Public Wks - SWM        | <input type="checkbox"/> City Attorney    |
| <input type="checkbox"/> Parks - Maintenance         | <input type="checkbox"/> Police - Adm.           | <input type="checkbox"/> Fire District 26 |
| <input type="checkbox"/> Parks - Recreation          | <input type="checkbox"/> Police - Animal Control | <input type="checkbox"/> Other: _____     |

**ACTION TAKEN: (COMPLETE AND RETURN TO CITY MANAGER'S OFFICE)**

Responding City Department: \_\_\_\_\_

Date Received: \_\_\_\_\_

Corrective measures taken or assistance given (if "None" explain):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Response By: (name)

Date :