

City of Vergas Employee Work Request Form

City Staff, City Committees, Community Organizations and or businesses are to submit this form to the City Office when new work is needed.

New Work Request Definition:

- New work is work that is not already outlined in job description or not part of customarily performed work activity.

Process for Approval:

- Impacted staff will review to determine if new requested work can be accomplished during normal business hours.
 - If new work requested cannot be completed during normal business hours, City Council will review to determine priority and best options, i.e. overtime, contract for work, delay etc.
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Please select date and fill in at the prompts below-(if using hard-copy please hand-write below the category):

Date Submitted by Requestor: 4/24/2024

Project Point of Contact: Stephanie **Contact Phone #:** 712-541-1810

Work Request Description (filled out by Requestor):

4 Empty garbage cans and 6 orange cones by 12:00 for Music on the Street on Thursday's in June, July and August

Comments/ Feedback from City Employee:

Click or tap here to enter text.

DuTrane said this is not a community club event so no they would not provide.

Date Approved/ Denied (filled out by City Clerk): Click or tap to enter a date.