



CITIZEN'S COMPLAINT/CONCERN

DATE: _____ TO: City Administrator- City Clerk- Public Works Director
(Circle One or More)

Your Name: _____

Your Address: _____ Your Phone: _____

Please indicate below your complaint/concern: (list address, location, etc.)

A reply will be given within 10 days of receiving this form.

Office Use Only

Date Received: _____ Referred to: _____ Replied on: _____

Resolved: *Yes No* Pending: *Yes No*

Notation: _____

By: _____ Date: _____

(NOTE: Return completed form to Clerk)

****Confidential notice-Information provided by source will remain confidential!**