



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

## COMPLAINT FORM

- |             |       |              |       |                        |       |
|-------------|-------|--------------|-------|------------------------|-------|
| 1. Alley    | _____ | 5. Street    | _____ | 9. Personnel           | _____ |
| 2. Drainage | _____ | 6. Water     | _____ | 10. Fire/Ambulance     | _____ |
| 3. Garbage  | _____ | 7. Police    | _____ | 11. Parks & Recreation | _____ |
| 4. Sewer    | _____ | 8. Weedy Lot | _____ | 12. Other              | _____ |

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PERSON FILING COMPLAINT

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Physical Location: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Address Location of Complaint: \_\_\_\_\_

### **FOR CITY USE ONLY**

- A. City Manager's Office \_\_\_\_\_ Initials \_\_\_\_\_ Date Received \_\_\_\_\_  
a. Was complaint handled by City Manager? \_\_\_\_\_ Yes \_\_\_\_\_ No (forwarded to Asst. City Mgr.)  
b. Written response needed? \_\_\_\_\_ Yes \_\_\_\_\_ No Response to be given \_\_\_\_\_  
\_\_\_\_\_
- B. Asst. City Mgr.'s Office \_\_\_\_\_ Initials \_\_\_\_\_ Date Received \_\_\_\_\_  
a. Recorded in computer \_\_\_\_\_ Date Forwarded to Dept. \_\_\_\_\_ Date \_\_\_\_\_
- C. Dept. Head Office \_\_\_\_\_ Initials \_\_\_\_\_ Date Received \_\_\_\_\_  
a. City Problem? \_\_\_\_\_ Yes \_\_\_\_\_ No (private matter) briefly explain problem whether city or private. \_\_\_\_\_  
\_\_\_\_\_
- b. Did Dept. Head respond and act on solution? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_  
c. Was written response given? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_
- D. Returned to Assistant City Mgr.'s Office \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_  
a. Any further action required? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, return to Dept. Head)  
b. Does City Mgr.'s Office need copy of response? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_
- E. Recorded final form in computer and closed out \_\_\_\_\_ Date \_\_\_\_\_