

CITIZEN'S CONCERN/COMPLAINT REPORTING FORM FOR PUBLIC WORKS

LOCATION OF ISSUE _____ DATE _____

NAME _____ by ☐ phone ☐ in person ☐ email

ADDRESS (if different from above) _____ TAKEN BY: _____

PHONE _____ REFERRED TO: _____

CONCERN/COMPLAINT: _____

ACTION TAKEN: *(i.e. spoke with taxpayer, resolved issue, visited location, etc.)*

ADDITIONAL ACTION NEEDED: _____

IF NO ACTION TAKEN *(explanation):*

IDEAS ON RESOLVING ISSUE: _____

COST ESTIMATE TO RESOLVE ISSUE: _____

TOTAL TIME SPENT ON CONCERN/COMPLAINT: _____

COMPLETED

