



CITIZEN COMPLAINT FORM

Please complete the following information so that the City can investigate your complaint. If the City finds that your complaint is appropriate the information contained on this form will be used to properly address the situation. Please print clearly.

Date _____

Your Name _____

Your Address _____

Your Phone Number _____

Would you like to attend a City Council meeting to explain your complaint?

Yes _____

No _____

If *requested* will you attend a City Council meeting to explain your complaint?

Yes _____

No _____

Nature of Complaint: (include the date, time, place/address, and facts of your complaint)

Explain how you feel the complaint should be resolved:

Signature _____ Date _____

All complaints must be signed and dated to be considered valid.

City Hall Office Use Only:

Date _____

Received by

Complaint Procedure

All Civil Claims, Complaints, or Ordinance Violations: Matters under this procedure are not limited to nuisance abatements and municipal infractions but are open to all manner of needs of residents. The City Clerk will direct each complaint to the appropriate City official for investigation and disposition.

Citizen needs to fill out complaint form at City Hall during normal office hours. Complaints will be considered unsubstantiated if a formal complaint form is not completed and signed. Unsubstantiated complaints will warrant no action by the Mayor, Council or Staff.

Complaint and complaint form will be reviewed by Mayor/City Council and/or city staff. Complaint will be investigated for validity and resolution.

Matters found not valid/enforceable will be dismissed without action.

If complaint found valid appropriate procedures will be followed.

Offenders will have the right to a hearing before the Mayor and Council. All actions of the City Council will be final.