



**CITIZEN COMMENT/ ACTION REQUEST**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

Detailed Description of Comment/Action Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you want staff to contact you regarding a resolution? \_\_\_\_\_ YES \_\_\_\_\_ NO

\*\*\*\*\***FOR CITY USE ONLY**\*\*\*\*\*

Sent for response and action to:

Received by: \_\_\_\_\_

- \_\_\_\_\_ Mayor/Council
- \_\_\_\_\_ Clerk/Treasurer
- \_\_\_\_\_ Parks
- \_\_\_\_\_ Finance/Permitting
- \_\_\_\_\_ Other \_\_\_\_\_

- \_\_\_\_\_ Public Works
- \_\_\_\_\_ Police
- \_\_\_\_\_ Fire
- \_\_\_\_\_ Building Dept.

\*\*\*\***FOR DEPARTMENTAL FOLLOW-UP**\*\*\*\*

**Initial Response:** (in five working days, if final response will not be provided in 10 working days)

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Response/Action:

\_\_\_\_\_  
\_\_\_\_\_

**Final Response:**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Response/Action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_