



99 Sunset Blvd.

PO Box 94

903-489-0091

Cityofstarharbor.com

CITIZEN CONCERN FORM

Concern No. _____

Route to: _____ Operations Admin
_____ Police Dept.

Concerned Party: _____

Address: _____ Phone: _____

Email: _____

Location of Incident: _____

State the nature of your concern:

Signature: _____ Date: _____

Concern taken by: _____ Date: _____

(See Appeals Procedure on back)

Response to concern:

Signature: _____ Date: _____

CITIZENS CONCERN PROCEDURE

- STEP 1. File concern with the City Secretary;
- STEP 11. The City Secretary will route the concern to the Mayor, who, will in turn route the concern to the appropriate department within five (5) working days;
- STEP 111. The appropriate department will respond within five (5) working days to the person filing the concern. In the case of a Building and Zoning concern, the Building and Zoning Administrator will respond after the next regularly scheduled meeting. All other departments will respond within five (5) working days;
- STEP IV.
(Appeal) In case the person filing the concern is not satisfied with the response, he/she may appeal the decision to the mayor, who, will in turn respond or place the item on the City Council's agenda.