



(99 Sunset Blvd. Star Harbor)
Drawer 949
Malakoff, Texas 75148-0949
903-489-0091

CITIZEN CONCERN FORM

Incorporated 1970

Concern No. _____

CITY OF STAR HARBOR
P.O. Box 949, Malakoff, TX 75148

Telephone: 903/489-0091
Fax: 903/489-2105

Route to: Operations Mgr.
 Police Dept.
 B&Z Committee
 Other

CONCERNED PARTY: _____

Address: _____ **Phone:** _____

Location of Incident: _____

State the nature of your concern: _____

Signature: _____ **Date:** _____

Concern taken by: _____ **Date:** _____

Response to concern: _____

Signature: _____ **Date:** _____

(See Appeals Procedure on back)

CITIZENS CONCERN PROCEDURE

- STEP I.** File concern with the City Secretary;
- STEP II.** 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 III.** 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 Committee 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.