CONCERNED CITIZEN REPORT FORM

Dear Concerned Citizen,

The City of Ashland is dedicated to providing excellence in its service to the community. If you have a specific concern that you wish to bring to the attention of City Officials, please use the space below for initial communication.

Your concern is important to us. You will receive a follow-up contact within 24 hours of the time your concern is received in the Office of the Mayor.

You may turn your completed form in to a member of the Quality Initiative Planning Committee or mail it to ***The Office of the Mayor, 206 Claremont Avenue, Ashland, Ohio 44805, or call Mayor's Office Phone (419) 289-8622; website www.ashland-ohio.com.***

Sincerely,
The Senior Leadership

Date_____ Name_____
Street Address_____
Phone #_____ Email_____
Cell #_____ *(Please circle your preferred method of contact)*

Description of Concern*: (Feel free to use the back of this form if needed.)*

……OFFICE USE ONLY**……** (Stamp Date Received)

Department responsible for following up: _____

Person Responsible for following up: _____

ACTION: Description *(Use back of this form or add attachments if necessary)*

Status: A-Action Taken C-Completed L-Long Term Issue Date of Reply: _____
Follow-up Required: ___yes___no Date of Follow-up: _____