



## CITY OF KIMBALL COMPLAINT FORM

<b>Name</b> (First, Middle, Last)		<b>Date</b>
<b>Mailing Address</b> (Address, City, State, Zip Code)		
<b>Street Address</b> (Address, City, State, Zip Code)		
<b>Home Phone</b> (include Area Code)	<b>Work Phone</b> (Include Area Code)	<b>Email</b>
<b>Complaint/Concern:</b> Please describe the complaint in detail, including who, what, when where and why. Please ensure that your narrative is clear enough to give a reader, with no prior knowledge of the situation, a complete understanding of the problem. (Attach additional pages if necessary)		
<b>How do you suggest the City resolve this complaint?</b>		
<b>A Signature is required to process the complaint</b>		
I declare under penalty of perjury of the laws of the State of Nebraska that the foregoing is true and correct.		
Complainant Signature _____		
<b>FOR CITY USE ONLY</b>		
<b>Date received:</b>	<b>Received by:</b>	
<b>Forwarded for Response To/Date:</b>	<b>Copy to Mayor/Date:</b>	
<b>Results of Investigation:</b>		
Department Head, Administrator or Mayor _____		
<b>Action Taken:</b>		
<b>Complainant contacted to report results of Investigation</b>	<b>Follow-up Action suggested/required:</b>	
Contacted by/Date:	Name/Title	