CITY OF SEASIDE

989 Broadway
Seaside, Oregon 97138

The City of Seaside wishes to assure you that your elected or appointed officials and city employees strive to provide the best service possible.

Constructive criticism of procedures, comments indicating dissatisfaction with manner of performance, or information concerning actions by officials or employees which you feel should be brought to our attention will be investigated thoroughly.

Complaints against elected or appointed officials, city employees or practices shall first be submitted to the City Hall Administrative Offices. If not resolved at this point, complaints may be submitted, in writing, to the Mayor or, in the Mayor's absence, the Council President. If not resolved at that point, complaints may be placed on the agenda and heard by the City Council.

When a complaint concerns a question of ethical behavior, any citizen has the right to submit the complaint to the State Ethics Commission. City Council members may not endorse such complaints from their position on the Council.

Please feel free to express yourself on any matter which you feel should be directed to our attention. Every report will receive our personal attention and any information you provide will be kept as confidential as possible, if requested.

CITIZEN'S REPORT AND REQUEST FOR ACTION

Name		Phone Number
Address		
Today's Date	Date of Incident	Time of Incident
Name/title (if known) of person involved in your report		List City Department(s) Involved
Print names, addresses, and telephone numbers of any witnesses, if possible		
Nature of opinion, complaint, or suggestion. Provide as much detail as possible (use additional paper if needed)		
Action requested		
Signature		
Administrative Action taken by Department Head or City Manager		

This is a form-fillable document that can be completed in a PDF application or printed out and completed by hand. Completed documents, along with supporting materials can be emailed to publiccoment@cityofseaside.us or dropped off at City Hall (989 Broadway, Seaside, Oregon 97138).