



---

**Office Use Only**

Matter Referred to:

Date: \_\_\_\_\_ Town Manager

Date: \_\_\_\_\_ Other Town Staff: \_\_\_\_\_

Date: \_\_\_\_\_ Town Attorney

Date: \_\_\_\_\_ Town Council (Agenda Item Discussion Request) Meeting Date: \_\_\_\_\_

Date: \_\_\_\_\_ NCDOT

Date: \_\_\_\_\_ Law Enforcement: \_\_\_\_\_

Date: \_\_\_\_\_ Other Agency: \_\_\_\_\_

Actions Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resolution:

\_\_\_\_\_ Completed Resolution - Date: \_\_\_\_\_ Initials: \_\_\_\_\_

\_\_\_\_\_ Unable to Resolve (Closed) – Date: \_\_\_\_\_ Initials: \_\_\_\_\_

\_\_\_\_\_ Citizen Contacted with Outcome- Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_