



DATE: July 26, 2022
TO: Parks, Trails and Recreation Committee
FROM: Joe Vaughan, Recreation Supervisor
SUBJECT: Website Request Tracker

Background

The City Website features a Request Tracker where residents can report concerns. When a concern is reported, the concerns are sent directly to City Staff where work orders can be made and assigned to staff. There are three categories on the Request Tracker: General Information, Maintenance or Neighborhood Concern, and Public Works.

Within the Public Works section are 7 separate forms, Report a Park Facility Maintenance Concern, Report Snow Removal Concern, Request for Tree Inspection, Sewer or Water Service Problem, Street Light Outage, Street/Pothole/Sidewalk Repair Request, and Traffic Light Outage.

See Attachment A for photo references.

Attachments

Attachment A – Website Request Tracker Screenshots