



COBURG CITY COUNCIL MONTHLY REPORTS

TOPIC: Citizen Inquiry Quarterly Report

Meeting Date: February 14, 2023

Staff Contact: Sammy Egbert, City Recorder

Contact: 541-682-7852, sammy.egbert@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

This is a quarterly report to City Council and is presented as information only on the Citizen Inquiry requests received by the City.

Suggested Motion: Information only

CITY COUNCIL GOAL

Citizen Communication

BACKGROUND

City Council directed staff to provide a quarterly report on Citizen Inquires submitted to the City. Listed below is the inquires received in the October, November, and December 2022.

How are Citizen Inquires processed by the City?

1. Inquiries are received at the front desk. Logged, numbered and emailed to the City Administrator and departments who will handle the response.
2. The email with the Inquiry includes the steps below.
 - Step 1. Print a working copy for yourself.
 - Step 2. Research issue and follow up with citizen that submitted the inquiry by letter, email or phone. Providing them with policies and/or procedures that apply to the concern and let them know how the inquiry will be handled.
 - Step 3. Complete the Official Response on form summarizing the action and the date you followed up. Attach all emails, letters or other documents.
 - Step 4. Route fully completed inquiry forms to the City Administrator to close and sign off.
 - Step 5. City Administrator will sign off and return to City Recorder to log, retain and report status to Council quarterly.

Citizen Inquiry Log for October, November, December 2022

Recieved	Inquiry by:	Citizens Inquiry	Closed	City Response
10/3/2022	Ryan Cunningham	Carry On trail 5:37am Forklift Activity	Pending	Monitoring - Police Chief & City Administrator
10/24/2022	Ryan Cunningham	Carry on Trailer 5:51am Forklift activity metal being	Pending	Monitoring - Police Chief & City Administrator
10/24/2022	Pat Hill	Suggestion for no air brakes near Premier RV	2.6.2023	I-5 is owned by ODOT the city place signs on it. City does have signs on the north and south end of town
10/31/2022	Ryan Cunningham	11:09pm Carry on Trailer Noise	Pending	Monitoring - Police Chief & City Administrator
11.28.2022	Aaron Doughan	Truck Running all night long	2.6.2023	Tenant was evicted and moved others to other end of parking lot.
12/5/2022	Ryan Cunningham	5:55am loud forklift activity	Monitoring	Monitoring - Police Chief & City Administrator

Additional information including staff responses and history on the inquiry are available upon request.

PURPOSE

The purpose is to provided accountability and consistency on following up with citizens questions and concerns.

BUDGET

Not Applicable

RECOMMENDATION

None

NEXT STEPS

Quarterly report covering January, February and March is scheduled for the April 11, 2023 City Council Meeting.

ATTACHMENTS

None

REVIEWED THROUGH:

Anne Heath, City Administrator
