



COBURG CITY COUNCIL MONTHLY REPORTS

TOPIC: Citizen Inquiry Quarterly Report

Meeting Date: July 15, 2020

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.

Suggested Motion: Information only

CITY COUNCIL GOAL

Council Direction

BACKGROUND

City Council directed staff to provide a quarterly report on Citizen Inquires submitted to the City. The report attached is a summary of what was received and the current status.

This report covers all inquiries that were received April 1, 2020 to June 30, 2020. Additional information including the responses by staff and any correspondences made are available at City Hall.

5/20/2020	Holt Ganona	Bee nest on Pearl street	Closed	Bees moved on PW confirmed
6/9/2020	Ryan Cunningham	Noise on Industrial Way - To Mayor and CC	Ongoing	
6/16/2020	Anonymous	Gabage 91029 Miller Street	Pending	
6/16/2020	Shellie & Rick Smith	32907 E Lincoln - Noise and Property Line	Pending	
6/22/2020	Anonymous	32617 W McKenzie Noxious Vegetation	Closed	Noxious Veg enforcement
6/24/2020	Facebook Post	Noise on Industrial Way	Ongoing	
6/25/2020	Cunningham	Noise on Industrial Way Email 1of 2	Ongoing	
6/25/2020	Cunningham	Noice on Industrail Way	Ongoing	
6/29/2020	Anonymous	91193 Trash, Cars,RVs, Dog always roaming free	Pending	

PROCESS for Inquires received by the City

- Inquiries are received at the front desk. Logged, numbered and routed to departments who may be responding.

- Department heads receive the Inquiry electronically with email directions below
 - Print a working copy for yourself.
 - Follow up with the person who made the inquiry by letter, email or phone calls letting them know what the City policy is and how the inquiry has been handled.
- N/A if Anonymous
 - On form under response summarize action and follow up. Attach all supporting documentation emails and summary of how handled and sign off as department head.
 - Forward to City Administrator to sign. City Administrator will review sign off and send to City Recorder to log, close and retain.
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PURPOSE

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

BUDGET

Not Applicable

RECOMMENDATION

None

NEXT STEPS

Next quarterly report will be at the October Council Meeting.

ATTACHMENTS

None

REVIEWED THROUGH:

Anne Heath, City Administrator
