



COBURG CITY COUNCIL MONTHLY REPORTS

TOPIC: Citizen Inquiry Quarterly Report

Meeting Date: January 12, 2021

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 received October, November, December 2020. Additional information including the responses by staff and any correspondences made are available at City Hall.

10/9/2020	Zaklan	Growth in City	Closed
10/10/2020	Zaklan / Mayor	Growth in City - Email correspondence	Closed
11/5/2020	Surbaugh	Business & Land Use questions 32713 E McKenzie	Closed
11/12/2020	Lamont	Property line Building issue	Pending
11/20/2020	Fuentes / Weissbarth	Weichart Appeal Follow Up questions	Closed
12/16/2020	Benton Ulm	Chickens & Rabbits	Pending
12/21/2020	Jae Pudewell	Chickens	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 April 2021 Council Meeting.

ATTACHMENTS

None

REVIEWED THROUGH:

Anne Heath, City Administrator
