



CITY OF COBURG • P.O. BOX 8316 • COBURG



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To the Mayor, Members of the City Council, Budget Committee and Citizens of Coburg:

In the past year in the court, we have started to get things a little bit back to normal. I have been able to continue with our normal court operations without any COVID related interruptions, jump back into the scanning project that was on hold for quite a while, attend some webinars to help further my skills and education, audit cases and manage the scheduling of all future trial dates, all while managing and maintaining what I consider to be a healthy budget year in the court. At this time last year, our revenue was about \$15,000.00 less than it is today. So we are definitely heading in the right direction at this time.

There has been some great progress with the scanning project of all open cases. I was able to bring on a temporary employee that has been a tremendous help. She has prepared all open violation documents and we have scanned each case through the letter 'C' at this time. This process was a bit more of an undertaking than I had originally planned, but we are definitely moving forward and making some headway. Our next step will be to move onto the preparation and scanning of all open misdemeanor cases (which are larger files, but a lot less of them) and continue with our day forward scanning as well.

Judge Williams has been very flexible and available for any and all changes or additions that we may have here in the court. I know that he takes phone calls at all times from our Police Department in regards to search and arrest warrants that they need in what may be a time crunch. When I reach out to him, he gets back to me within just a few hours. It is so nice having him here as our Judge, willing to do what it takes to make the Coburg Municipal Court run efficiently. We are great team!

Sincerely,

Mandy Balcom  
Court Administrator