

# City Administration Report



January 9, 2024

---

This report is intended to provide Council with an overview of current activities, project status updates and previews of select upcoming issues and activities of Council and Staff.

## Featured Items

1. **Law Enforcement Data System (LEDS) Audit** – Chief Larson and his staff, led by Police Department Technician Jeramiah Rupe, recently completed a required on-site audit for the City’s utilization of LEDS, a statewide program organized and administered by the Oregon State Police (OSP). LEDS is a criminal justice telecommunications and information system for the State of Oregon and is the control point for access to similar programs operated by other states and the Federal Government.

Audits are required at least once every three years and includes a review of current user agreements, staff training records, physical access to the system, communication on training, security and operational updates and all agency policies relating to the use of the LEDS system.

Attached to this report is the final audit letter from OSP indicating a successful (in compliance) audit. Chief Larson is currently also in the process of completing two other important third party audits in the Department’s continuing efforts to ensure all minimum standards are met and new best practices are properly incorporated into the complex set of regulations that local law enforcement agencies work within. Results of these audits will be shared when completed.

2. **Utility Billing Online Customer Portal**– The City’s Admin and Utility Billing staff recently launched a new customer facing online utility billing tool that allows customers to sign up and get full access to their account. Customers can review current and prior billing statements, payment history, historical water consumption data, sign up for auto bill-pay, select paperless billing and other account features.

In addition to providing customers with improved access to information and additional payment options, the system improves the operational efficiency of the City’s customer service operations. City Recorder, Sammy Egbert and Utility Billing Specialist Sara Athey are the lead staff on the project and we are all appreciative and excited at the quick “go live” and the initial positive customer response. Attached is a flyer that will be distributed to all customers this month to highlight this new tool.

3. **Police Department CHETT Program Enhancement** – A number of years ago Chief Larson initiated a community assistance program modeled after another police agency in the region called the CHETT (Community Help Easing in Troubled Times) program. The program is donation based and provides a variety of low cost, but often essential assistance to a variety of people that find themselves in challenging situations. Funds have been utilized for motel rooms, gas, bus fare, etc to help people towards solutions to their immediate predicament.

In coordination with Public Works Director Brian Harmon, the CHETT program has recently been expanded to include the purchase of tools to loan out to those needing mechanical assistance to be able to continue their journeys. Additionally, in certain situations, Public Works staff has also assisted with troubleshooting and “hands-on” support to solve the immediate situation. In its short existence, these two CHETT program enhancements have proven to be valuable community tools to help those in need and, in many cases, prevent longer-term and higher cost problems from occurring.

4. **Municipal Court Amnesty Program**– Municipal Court Judge Phillip Williams and Court Administrator Mandy Balcom have developed an amnesty program that will start in early 2024 and run through the month of May. The intent of the program is to provide those with long term, outstanding Court fine balances a financial incentive to settle their accounts and close out their case files. Payment of 50% of the total amount currently owing will be matched with a waiver of the remaining 50% and the case file will be closed.

While the 50% waiver is a reduction in anticipated revenue, the potential for 50% payments on balances that may otherwise be required to be written off as bad debt likely equals or exceeds the “lost” revenue. A report on the success of the program will be provided to Council in June or July of this year.

---

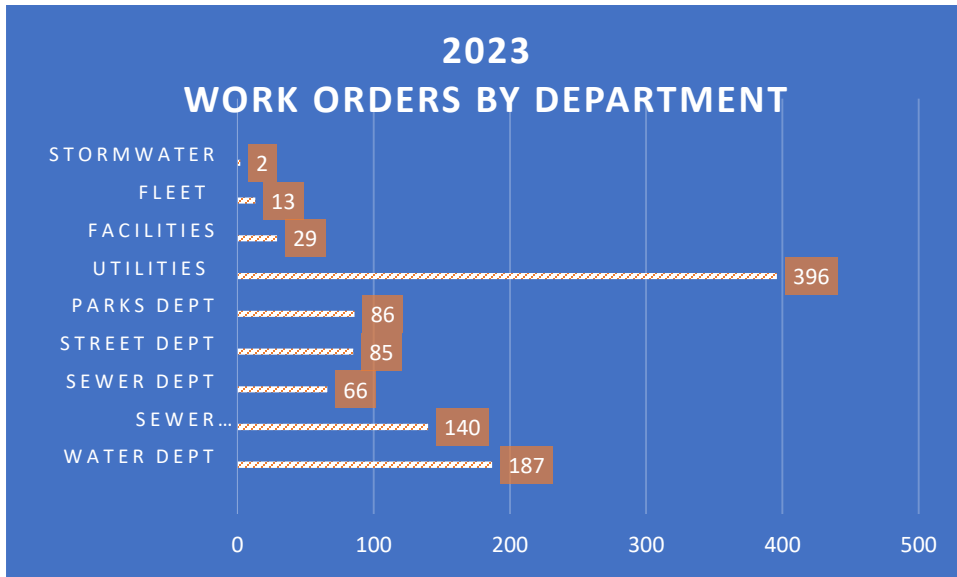
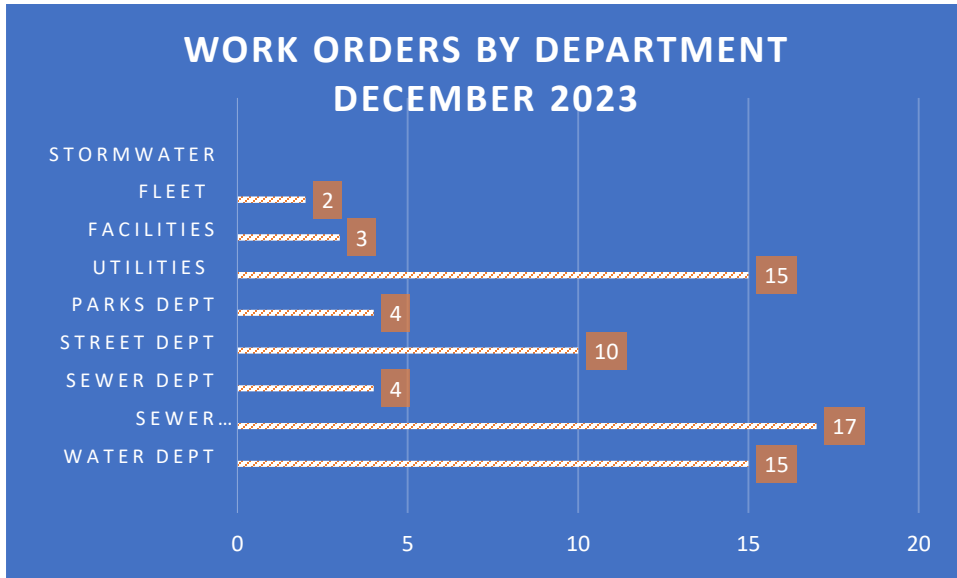
## Department Activity & Statistics

Staff maintains various activity, work order and case log type records that are utilized for a variety of required reporting to other agencies and/or for day-to-day oversight and management of their operations. Some of the data comes from third party software systems and typically not always in a format that is easily summarized or customized.

Staff will continue to refine the statistics and work to provide Council and the community with useful, relevant activity indicators and will also work towards the development of service level indicators that can often better connect the City funds (taxes, rates, fees) with the type and quality of the services provided.

# Public Works

---



## December 2023 Highlights

### **Water:**

Leak on N Harrison  
Complaint regarding pressure pulsating

### **Streets:**

Leaf pickup continues. Dump Truck is in the shop  
Crosswalk Signal at Willamette and McKenzie is operational

### **Sewer:**

We are having issues in the new subdivision with a rash of

bad floats. Working with vendor for resolution on this.

## Planning

---

- SUB 02-20 & SUB 01-22: Public improvements for the first addition are complete. No new dwelling permits issued in December;
- Eight Structural/Plumbing/Mechanical/Electrical permits issued in December;
- Attended regional transportation meetings including a special meeting of the Transportation Planning Committee featuring an ODOT bridge specialist, Safe Lane Transportation Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC);
- Received approval on the zoning determination application to Lane County for the waterline extension application;
- Planning Commission developed 2024 work plan goals;
- Heritage Committee developed 2024 work plan goals.

## Municipal Court

---

- **December 2023 Activity Measures:**
  - **Citations (Crimes and Violations)**
    - New Citations for December 5, 2023 Court Date: 7
  - **December 2023 Court Receipts Including Collections,**
    - **Total Fines:** \$4,939.64 (total monies taken in for the month, nothing deducted), *compared to \$8,853.38 in December of 2022*
    - **Net Fines:** \$ 1,234.02 (City share only, NOT including collections), *compared to \$4,896.00 in December 2022*
  - **December 2023 Professional Credit Service Collections:**
    - **Total Collection Revenue:** \$3,705.62 *compared to \$3,957.38 in December 2022*
    - **Turned over to collection:** \$ 0 *compared to \$33,073.00 in December 2022*

*Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.*

### **Other Information:**

- Upcoming Court Date: January 9, 2024, Regular Court Session  
January 23, 2024, Jury Trial

## Police

---

- The department received \$1,050 in donations to the Coburg CHETT program
- The department received \$3,015 in donations to the Coburg Shop with a Cop program
- Officer investigated a missing person who was last seen in Coburg.
- Officer cited a female for multiple misdemeanor warrants.
- Officer cited a male for multiple misdemeanor warrants.
- Officer cited a male for a misdemeanor warrant.
- Officer took a report of a traffic crash and conducted a commercial truck inspection.
- Officers investigated a potential stolen RV and determined it was a civil problem.
- Officer arrested a male for a domestic assault and several warrants.
- Officer jumped two vehicles with dead batteries.
- Officers used the CHETT program to help a stranded citizen.
- Officers changed a tire for a stranded motorist.
- Officers took a report of damage to the Norma Pfeiffer
- Officer used the CHETT funds to purchase fuel for a stranded motorist.
- Officer contacted a sex offender and is pursuing fail to register as a sex offender charges.
- Officer took a report of a stolen bag taken from a car.
- Officers responded to the Coburg Storage for suspicious conditions.
- Officer investigated a bomb threat from out of the area and is working with other agencies to make arrest.
- Officers blocked traffic for the Coburg Light Parade.
- Officers participated in the Annual Shop with A Cop with kids from the Coburg Charter School.

### **Upcoming Events:**

Department Range

SFST training