



2006 – 2007 Proposed Budget --- Budget Summary General Fund – Municipal Court

2006 – 2007 Municipal Court Budget Highlights

- Continuing to provide level of service commensurate with level of citation activity. Should the Police Department receive additional officers this year, it is likely that the Court will require additional staffing to service the increase level of service.
- Continue to bring innovative alternative sentencing programs to Municipal Court (MC) customers.
- Provide increased information to MC customers to make their time in Court as confusion-free as possible.
- Implement new parking ticket tracking program.
- Implement new and much more efficient collections process.

Full-Time Equivalents

	<u>2005 - 2006</u>	<u>Change</u>	<u>2006 - 2007</u>
FTE Adopted Budget	4.09		
No Change		0.00	
FTE Proposed Budget			4.09

No changes are being made to the Court's FTEs. However, Court staffing is dependant on the amount of Court activity. An increase in the staffing in the Police Department could well increase the Court's need for additional personnel.

Short- and Long-Term Issues

➤ Short-Term Issues

- Providing improved office space through:
 - more functional working space for the Court staff
 - a more functional reception and payment area for Court customers
 - disabled accessibility to Court offices
- Providing an improved Court room through:
 - space that accommodates the increased number of customers
 - a more functional space for Court staff and for the Judge
 - space which allows for better provision of security

➤ Long-Term Issues

- Maintaining level of service with increasing number of citations
- Cross training all employees for maximum efficiency
- Continuing to improve services and provide all possible legal options to customers
- Continuing to keep up with changes in the law

Core Services

- Providing education to the public through the provision of quality judicial services:
 - Swift access to the Court
 - Opportunity for a hearing or trial before a neutral decision maker
 - Sentences tailor made to fit not only the act but the actor
 - Alternative programs which teach rather than punish
 - Accessible, responsive, education-oriented Court staff

2006 – 2007 Proposed Budget --- Budget Summary General Fund – Municipal Court

Core Services – Continued

➤ Providing information to the public:

- about the laws
- about the Court

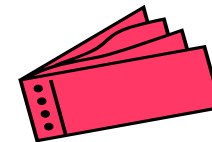


An average of 15 cases per month are assigned to court appointed attorneys.

Municipal Court sent 1,854 people to educational classes in 2004.



Municipal Court processes an average of 254 parking tickets and warnings per month.



766 "fix-it" tickets were processed in 2004.



General Fund – Municipal Court --- Historical Highlights

- 1846** First entry in McMinnville Municipal Court docket—a disorderly conduct charge against Henry Johnson for “assaulting” the neighbors’ children by “throwing things at them” --- fine of \$9.75.
- 1846** First drunk and disorderly charge, filed against Bud Turner --- fine of \$9.75.
- 1847** First speeding charge. The defendant, James Badley, was arrested and jailed until sober, at which time he admitted he had been drunk, but pled innocent to the charge of riding faster than the law allowed by his own will. His horse had, indeed, exceeded four miles an hour, Mr. Badley said, but he also successfully argued that he had tried (but failed) to control the beast. He was picked up again within two weeks on charges of drunk and disorderly, but the horse didn’t make another appearance.
- 1848** First trial. Defendants John Harvey and Martin Highley charged with selling spirituous, vinous, and malt liquors without a license.

- 1876** Being drunk and disorderly in the street or in any house within the town limits resulted in a fine of not less than \$3.00 and not more than \$20.00.
- 1924** Possession of or smoking cigarette by a minor under 14 was punishable by a fine of \$5.00.
- 1971** First Municipal Court judge (until then, the City Recorder was responsible for justice): John H. Fuller.
- 1977** Robert S. Thompson appointed Municipal Court Judge.
- 1991** Personal computers first used for Municipal Court docket and citation tracking --- DOS-based Springbrook Software.
- 1998** Leon S. Colas appointed Municipal Court Judge.

- 2001** Kevin J. Kinney appointed Municipal Court Judge.
- 2004** Municipal Court transitions to windows-based Caselle Software.



Municipal Court processes approximately 4,286 citations per year.



Municipal Court is in session 48 Wednesdays per year.

MUNICIPAL COURT

2006-07

02-Aug-06

01	09								
ACTUAL	ACTUAL	BUDGET				NUMBER OF	PROPOSED	APPROVED	ADOPTED
2003-04	2004-05	2005-06				EMPLOYEES	2006-07	2006-07	2006-07
REQUIREMENTS									
<u>PERSONAL SERVICES</u>									
8,699	8,830	9,101	80221-00	CITY ATTORNEY		0.10	9,356	9,356	9,356
			Candace Haines:						
			10% Municipal Court						
			90% Administration & Finance						
27,600	28,020	30,000	80233-00	MUNICIPAL JUDGE	PT	0.20	36,000	36,000	36,000
			Kevin Kinney						
20,659	19,853	24,960	80251-00	CITY PROSECUTOR	PT	0.30	24,960	24,960	24,960
			Cynthia Kaufman						
38,652	39,441	41,157	80352-00	SR ADMINISTRATIVE SPEC - MC		1.00	42,258	42,258	42,258
			Toni Bennett						
32,102	54,772	62,503	80352-11	ADMINISTRATIVE SPEC II - MC		1.95	68,221	68,221	68,221
			Christine Watts						
			Shawn Branson:						
			95% Municipal Court						
			5% City Hall reception						
1,634	1,321	0	80354-00	ADMINISTRATIVE SPEC I		0.00	0	0	0
30,912	14,788	11,676	80371-00	OFFICE SPECIALIST II - MC		0.46	12,333	12,333	12,333
			Jane Gallagher - 19 hours per week						
			95% Municipal Court						
			5% City Hall reception						
1,259	143	500	80385-00	EXTRA HELP:		0.02	500	500	500
			Temporary help for basic office tasks.						
3,795	3,770	4,000	80385-21	EH - INTERPRETER	PT	0.00	5,000	5,000	5,000
			Christine Amiel						
0	0	3,500	80385-51	EH - COMMUNITY SERVICE		0.06	3,500	3,500	3,500
			Municipal Court sentences some offenders to community service. Currently, these people perform their community service hours with any one of a number of local non-profit organizations. These proposed supervisory hours for the City's present bailiff will allow coordination of offenders to fulfill their community service obligation by performing services for the City of McMinnville.						
0	0	0	80385-61	EH - PRO-TEM JUDGE	PT	0.00	0	0	0
0	0	500	80386-99	OVERTIME		0.00	500	500	500
0	0	0	80388-99	FRINGE BENEFITS:		0.00	0	0	0
12,203	12,564	14,373	80389-00	FICA		0.00	15,500	15,500	15,500

MUNICIPAL COURT

2006-07

02-Aug-06

01	09	ACTUAL 2003-04	ACTUAL 2004-05	BUDGET 2005-06		NUMBER OF EMPLOYEES	PROPOSED 2006-07	APPROVED 2006-07	ADOPTED 2006-07
		24,781	20,011	38,077	80390-00 PERS - OPSRP - IAP	0.00	40,190	40,190	40,190
		14,163	15,612	15,755	80391-00 MEDICAL INSURANCE	0.00	15,755	15,755	15,755
		210	210	209	80392-00 LIFE INSURANCE	0.00	209	209	209
		530	565	677	80393-00 WORKERS COMPENSATION INS	0.00	794	794	754
		4	884	500	80394-00 UNEMPLOYMENT	0.00	500	500	500
		488	604	643	80395-00 DISABILITY INSURANCE	0.00	683	683	683
		217,691	221,388	258,131	TOTAL PERSONAL SERVICES	4.09	276,259	276,259	276,219
					<u>MATERIALS & SERVICES</u>				
		935	311	500	80420-00 EMPLOYEE DEVELOPMENT	0.00	500	500	500
					"In-house" presentations, seminars, and workshops providing continuing development for City				
		1,651	2,460	3,500	80421-00 TRAVEL & EDUCATION	0.00	4,000	4,000	4,000
					Professional memberships, dues, subscriptions, reference materials, and attendance at legal seminars for the City Judge, City Prosecutor, and Municipal Court staff; also includes travel and meal costs.				
		2,407	2,609	2,750	80451-00 TELECOMMUNICATIONS	0.00	2,750	2,750	2,750
		5,422	4,840	6,000	80461-00 MATERIALS & SUPPLIES:	0.00	6,000	6,000	6,000
		2,013	2,346	4,000	80461-11 M&S - POSTAGE	0.00	4,500	4,500	4,500
		181	348	750	80469-00 TRIAL EXPENSE	0.00	750	750	750
					Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.				
		1,100	1,400	1,600	80511-00 INSURANCE-PROPERTY & LIABILITY	0.00	1,600	1,600	1,600
		500	606	600	80611-00 PROFESSIONAL SERVICES:	0.00	600	600	600
					Audit fee allocation				
		202	9	800	80611-05 PS - HUMAN RESOURCES	0.00	700	700	700
		24,488	24,686	45,000	80611-07 PS - CT APPOINTED ATTNYS	0.00	45,000	45,000	45,000
					Attorney costs for legal defense of Municipal Court defendants unable to afford their own legal counsel. Reimbursement of costs assessed against defendants received through Municipal Court - Court Appointed Attorney Fees, Account #01-60073-41.				
		5,630	8,814	9,000	80611-09 PS - SECURITY	0.00	9,000	9,000	9,000
					Contract with Yamhill County Court to provide court security.				
		0	815	1,500	80611-11 PS - CONTRACT PROSECUTOR	0.00	5,000	5,000	5,000
					Back-up prosecutor to cover City Prosecutor absences and legal conflicts.				
		3,020	5,305	6,242	80612-00 COMPUTER SERVICES - IS FUND	0.00	7,034	7,034	7,034
					Shared network services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.				

MUNICIPAL COURT

2006-07

02-Aug-06

01	09								
ACTUAL	ACTUAL	BUDGET			NUMBER OF	PROPOSED	APPROVED	ADOPTED	
2003-04	2004-05	2005-06			EMPLOYEES	2006-07	2006-07	2006-07	
1,342	1,394	1,500	80665-00	CREDIT CARD FEES	0.00	1,500	1,500	1,500	
				Credit card fees for Municipal Court collections.					
0	0	0	80680-00	M&S ASSETS:	0.00	0	0	0	
				Materials & Supplies Asset purchases, with values under \$4,999 and more than one-year useful life.					
0	1,273	1,500	80681-00	M&S EQUIPMENT	0.00	1,500	1,500	1,500	
				1,000 Panic button and monitoring					
				500 Chairs - 2					
0	5,436	8,733	80683-00	M&S COMPUTERS - IS FUND	0.00	5,061	5,061	5,061	
				2,100 Department Computer Equipment					
				1,700 Replacement workstation - 1					
				400 Memory upgrades - 3; wireless mouse - 1					
				2,961 M&S Equipment - IS Hardware and Software					
				*Computer --- Shawn					
48,891	62,652	93,975	TOTAL MATERIALS & SERVICES		0.00	95,495	95,495	95,495	
			<u>CAPITAL OUTLAY</u>						
0	0	0	80701-00	EQUIPMENT	0.00	0	0	0	
0	0	0	80704-00	EQUIPMENT COMPUTER - IS FUND	0.00	0	0	0	
0	0	0	TOTAL CAPITAL OUTLAY		0.00	0	0	0	
266,582	284,040	352,106	TOTAL REQUIREMENTS		4.09	371,754	371,754	371,714	