



MUNICIPAL COURT



Organization Set – Sections

- Court
- Parking Tickets

Organization Set

01-13-060
01-13-063



2008 – 2009 Proposed Budget --- Budget Summary General Fund – Municipal Court

2008 – 2009 Municipal Court Budget Highlights

- Continue to provide level of service commensurate with level of citation activity. Increased staffing to meet demands of processing increased citations issued by new police officer position, to provide even better customer service, to increase efficiencies, and to increase collections activity.
- Continue to bring innovative alternative sentencing programs to Municipal Court clients. The Court will be adding a drug diversion component to our minor in possession of alcohol class and will hold two of those classes each year in Spanish. Circuit, Juvenile, and Peer Courts are participating in Municipal Court's diversion programs.
- Continually improve all processes and procedures to ensure that we operate as smoothly and efficiently as possible.
- Survived the move, taking great advantage of the increased space.
- Continue the very successful program of contracting with local attorneys to provide back up to the City Prosecutor and the City Judge.
- Continue improving very successful, more employee-friendly filing system for efficiency and speed.
- Planning for e-ticketing. Once this program is up and running, it will no longer be necessary to hand enter each citation into the court's computer software system.
- Instituted taking credit card payments over the telephone, which has proven to be a great service to our clients.

Full-Time Equivalents

	<u>2007-2008</u>	<u>Change</u>	<u>2008-2009</u>
FTE Adopted Budget	4.68		
Administrative Specialist II - MC		+ 1.00	
City Prosecutor		+ 0.08	
Municipal Court - Interpreter		+ 0.16	
Extra Help - Municipal Court		- <u>0.05</u>	
FTE Proposed Budget		+ 1.19	5.87

Short- and Long-Term Issues

➤ Short-Term Issues

- Provide for court room space for the time between the destruction of the current Police Department building and the completion of the new Civic Hall:
 - The Police Department and Court staffs will work together to enable Court staff to have access to the new Police Department's training room for weekly Wednesday court days, occasional Friday trials, and Saturday classes
 - Continue to plan for holding Court two blocks away from the Court offices



The Court now takes credit card payments over the telephone.

2008 – 2009 Proposed Budget --- Budget Summary

General Fund – Municipal Court

Short- and Long-Term Issues – Continued

➤ Short-Term Issues – Continued

- Continue to work on planning of an improved Municipal Courtroom through ensuring there is:
 - enough 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.
- Provide increasingly good customer service through:
 - setting up a cash receipting program that will function with the Court's software
 - setting up the e-ticketing program to create the maximum efficiency



99 teenagers under 18 wrote essays to the Court.



200 cases were assigned to court appointed attorneys - a 16.5% increase over 2006.

➤ Long-Term Issues

- Maintain level of service with increasing number of citations
- Cross train all employees for maximum efficiency
- Continue to improve services and provide all possible legal options to customers
- Continue to keep up with changes in the law
- Maintain professionalism through education



210 citizens over the age of 50 attended a driving refresher course sponsored by AARP.

Core Services

- Provide education and information 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



1,258 people used the Court's "Fix It" Ticket program.



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, John H. Fuller appointed, until then, the City Recorder was responsible for justice.

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.

2006 Parking ticket processing transitions from an Excel spreadsheet to Caselle Software.

2007 Credit card payments on fines now taken over the telephone.



Municipal Court processed 5,459 citations in 2007 - 34% increase over 2006.



In 2007, 674 people participated in the online driving refresher course.



113 DUI's processed.

2008 - 2009 Proposed Budget --- Personal Services Summary
Salaries Paid From More Than One Source
General Fund - Municipal Court

<u>Position Description</u>					
Fund	Number of	Range	Total	<u>Detailed Summary</u>	
Department	Employees		Salary	Page	Amount
<u>City Attorney</u>	1	359	104,319		
General Fund					
Administration					
Legal (0.90 FTE)				10	93,887
Municipal Court					
Court (0.10 FTE)				79	10,432
<u>Administrative Specialist I</u>	1	316	30,936		
General Fund					
Municipal Court					
Court (0.60 FTE)				79	18,562
Parking Tickets (0.40 FTE)				83	12,374

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
RESOURCES						
<u>FINES AND FORFEITURES</u>						
602,610	672,569	650,000	6120 Fines & Bail Forfeitures The City of McMinnville's share of the Municipal Court fine and bail collections from Police Department issuance of citations into Municipal Court or Circuit Court. Increase due to inclusion of one additional traffic patrol officer.	850,000	850,000	850,000
4,818	6,905	5,000	6150 Court Appointed Attorney Fees Municipal Court defendants charged with misdemeanors must be provided an attorney at City of McMinnville expense if the defendants allege they can not afford to hire counsel. Whenever possible, Judge Kinney requires defendants to reimburse the City for court-appointed attorney costs.	5,000	5,000	5,000
607,428	679,474	655,000	<u>TOTAL FINES AND FORFEITURES</u>	855,000	855,000	855,000
<u>MISCELLANEOUS</u>						
0	0	0	6600 Other Income	0	0	0
0	0	0	6600-93 Other Income - Municipal Court	0	0	0
0	0	0	<u>TOTAL MISCELLANEOUS</u>	0	0	0
607,428	679,474	655,000	<u>TOTAL RESOURCES</u>	855,000	855,000	855,000

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2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
REQUIREMENTS						
PERSONAL SERVICES						
0	0	0	7000 Salaries & Wages	0	0	0
113,439	127,934	182,838	7000-05 Salaries & Wages - Regular Full Time City Attorney - 0.10 FTE Senior Administrative Specialist - 2.00 FTE Administrative Specialist II - 1.00 FTE Administrative Specialist II - 1.00 FTE --- NEW POSITION --- Administrative Specialist I - 0.60 FTE City Judge - 0.20 FTE and "on call"	223,794	223,794	224,312
55,986	56,014	34,952	7000-10 Salaries & Wages - Regular Part Time City Prosecutor - 0.38 FTE Municipal Court - Interpreter - 0.16 FTE	42,691	42,691	42,691
0	0	7,500	7000-15 Salaries & Wages - Temporary Extra Help - Municipal Court - 0.03 FTE	500	500	500
0	700	6,000	7000-20 Salaries & Wages - Overtime	5,005	5,005	5,005
0	0	0	7300 Fringe Benefits	0	0	0
0	0	0	7300-05 Fringe Benefits - FICA - Social Security	16,820	16,820	16,820
0	0	0	7300-06 Fringe Benefits - FICA - Medicare	3,946	3,946	3,954
12,536	13,690	17,729	7300-07 Fringe Benefits - FICA - History	0	0	0
27,785	31,116	45,148	7300-15 Fringe Benefits - PERS - OPSRP - IAP	55,948	55,948	56,072
14,672	17,054	26,254	7300-20 Fringe Benefits - Medical Insurance	39,432	39,432	39,432
196	216	267	7300-25 Fringe Benefits - Life Insurance	324	324	296
590	672	854	7300-30 Fringe Benefits - Long Term Disability	1,046	1,046	1,030
526	547	759	7300-35 Fringe Benefits - Workers' Compensation Insurance	489	489	490
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
0	2,249	3,219	7300-40 Fringe Benefits - Unemployment	0	0	0
225,730	250,191	325,520	TOTAL PERSONAL SERVICES	389,995	389,995	390,602
MATERIALS AND SERVICES						
1,295	2,746	4,000	7500 Credit Card Fees Credit card fees for Municipal Court collections. The Court has begun accepting credit card payments over the telephone, resulting in increased fees.	4,500	4,500	6,000
0	0	0	7520 Public Notices & Printing	0	0	500
198	214	300	7540 Employee Development	300	300	300

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2,280	2,511	3,500	7550 Travel & Education 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.	3,500	3,500	3,500																
1,600	1,600	1,700	7610 Insurance	0	0	0																
0	0	0	7610-05 Insurance - Liability	2,000	2,000	2,000																
2,658	3,166	4,000	7620 Telecommunications	4,500	4,500	4,500																
0	0	0	7660 Materials & Supplies	0	0	0																
5,841	6,695	6,500	7660-05 Materials & Supplies - Office Supplies	6,500	6,500	6,500																
3,755	3,347	3,500	7660-15 Materials & Supplies - Postage	4,000	4,000	4,000																
511	578	1,750	7750 Professional Services	1,750	1,750	1,750																
			<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Audit fee allocation</td> <td>1</td> <td>1,300</td> <td>1,300</td> </tr> <tr> <td>Shredding service</td> <td>1</td> <td>300</td> <td>300</td> </tr> <tr> <td>Miscellaneous</td> <td>1</td> <td>150</td> <td>150</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Audit fee allocation	1	1,300	1,300	Shredding service	1	300	300	Miscellaneous	1	150	150			
Description	Units	Amt/Unit	Total																			
Audit fee allocation	1	1,300	1,300																			
Shredding service	1	300	300																			
Miscellaneous	1	150	150																			
0	1,950	2,000	7750-12 Professional Services - Contract Judge Pro-tem judge to fill in when Judge Kinney is absent. In the past, the judge, who is paid a monthly salary, has been allowed four paid days off each year. On those days, the Court is closed. This has caused bottle-necks in the Court. The City has now contracted with a pro-tem judge so there will be no need to close the Court those four days and a back-up judge will be available if Judge Kinney is ill or otherwise unavailable.	2,000	2,000	2,000																
25,872	29,541	65,000	7750-15 Professional Services - Court Appointed Attorney Attorney costs for legal defense of Municipal Court defendants unable to afford their own legal counsel. Reimbursement of costs assessed against defendants received through revenue account, Court Appointed Attorney Fees.	55,000	55,000	55,000																
2,470	1,485	2,500	7750-18 Professional Services - Contract Prosecutor Back-up prosecutor to cover City Prosecutor Cynthia Kaufman Noble's absences and legal conflicts.	2,500	2,500	2,500																
8,021	7,575	9,750	7750-21 Professional Services - Security Contract with Yamhill County to provide court security and contract with A&E Security to provide panic button monitoring.	9,750	9,750	9,750																
0	0	0	7790 Maintenance & Rental Contracts	0	0	0																
540	388	6,150	7800 M & S Equipment	2,150	2,150	2,150																
			<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>File cabinets</td> <td>6</td> <td>300</td> <td>1,800</td> </tr> <tr> <td>Fingerprinting machine</td> <td>1</td> <td>350</td> <td>350</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	File cabinets	6	300	1,800	Fingerprinting machine	1	350	350							
Description	Units	Amt/Unit	Total																			
File cabinets	6	300	1,800																			
Fingerprinting machine	1	350	350																			
0	0	0	7830 Computer M&S Charges - IS Fund	0	0	0																

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01 - GENERAL FUND

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6,242	7,034	8,799	7830-98	Computer M&S Charges - IS Fund - Computer Services		7,109	7,109	7,109
				Shared network services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.				
8,733	5,061	8,293	7830-99	Computer M&S Charges - IS Fund - Computer M&S Equipment		10,420	10,420	13,820
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department shared hardware and software	1	3,220	3,220	
				HP printer replacement - Toni	1	600	600	
				Workstation replacements - Christine and City Prosecutor	2	1,700	3,400	
				Caselle E-ticketing import software	1	1,500	1,500	
				New laptop - City Prosecutor	1	1,700	1,700	
				Caselle cash receipts software	1	3,400	3,400	
571	346	750	8050	Trial Expense		750	750	750
				Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.				
70,587	74,237	128,492	<u>TOTAL MATERIALS AND SERVICES</u>			116,729	116,729	122,129
296,316	324,428	454,012	<u>TOTAL REQUIREMENTS</u>			506,724	506,724	512,731

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
RESOURCES						
<u>FINES AND FORFEITURES</u>						
24,160	32,039	40,000	6130 Parking Tickets Downtown Parking Patrol and Police Officer parking citations revenue.	45,000	45,000	45,000
24,160	32,039	40,000	<u>TOTAL FINES AND FORFEITURES</u>	45,000	45,000	45,000
24,160	32,039	40,000	TOTAL RESOURCES	45,000	45,000	45,000

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01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
REQUIREMENTS						
PERSONAL SERVICES						
0	0	0	7000 Salaries & Wages	0	0	0
0	0	12,528	7000-05 Salaries & Wages - Regular Full Time Administrative Specialist I - 0.40 FTE	12,374	12,374	12,374
12,208	14,844	0	7000-10 Salaries & Wages - Regular Part Time	0	0	0
0	0	0	7000-20 Salaries & Wages - Overtime	495	495	495
0	0	0	7300 Fringe Benefits	0	0	0
0	0	0	7300-05 Fringe Benefits - FICA - Social Security	798	798	798
0	0	0	7300-06 Fringe Benefits - FICA - Medicare	186	186	186
903	1,101	958	7300-07 Fringe Benefits - FICA - History	0	0	0
2,002	2,501	2,414	7300-15 Fringe Benefits - PERS - OPSRP - IAP	3,088	3,088	3,088
1,057	1,371	4,004	7300-20 Fringe Benefits - Medical Insurance	3,952	3,952	3,952
14	17	15	7300-25 Fringe Benefits - Life Insurance	28	28	26
43	54	49	7300-30 Fringe Benefits - Long Term Disability	70	70	70
38	44	43	7300-35 Fringe Benefits - Workers' Compensation Insurance	23	23	23
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
0	181	81	7300-40 Fringe Benefits - Unemployment	0	0	0
16,266	20,113	20,092	TOTAL PERSONAL SERVICES	21,014	21,014	21,012
16,266	20,113	20,092	TOTAL REQUIREMENTS	21,014	21,014	21,012