



# MUNICIPAL COURT



## Organization Set – Sections

- Court
- Parking Tickets

## Organization Set #

01-13-060  
01-13-063



# 2009 – 2010 Proposed Budget --- Budget Summary General Fund – Municipal Court

## 2009 – 2010 Municipal Court Budget Highlights

- Continue to provide increasingly better customer service, increased efficiencies, and improved ways to work with our clients while holding them accountable.
- Continue to bring innovative alternative sentencing programs to Municipal Court (Court) clients. The Court added a “marijuana and other drug” component to the existing diversion programs this year and the Court continues to look for more options. Circuit, Juvenile, and Peer Courts are participating in Municipal Court’s diversion programs.
- Continue to improve all processes and procedures to ensure that the Court operates as smoothly and efficiently as possible.
- Upon completion, the new Civic Hall building will be available for use as the Municipal Court courtroom.
- Continue the very successful program of contracting with local attorneys to provide back up to the City Prosecutor and the City Judge. The Court’s previous pro tem judge, Brent Goodfellow, is now serving as pro tem judge for Circuit Court, so a new pro tem judge, Mark Cottle is now serving Municipal Court.
- Continue working on automating monthly Court checks.
- Plan for e-ticketing. Once this program is implemented for Municipal Court, it will no longer be necessary to manually enter each citation into the Court’s computer software system.
- Plan for cash receipting. This program enhancement will automate Court receipts, increasing efficiencies dramatically.

## Full-Time Equivalent

	<u>2008-2009</u>	<u>Change</u>	<u>2009-2010</u>
<b>FTE Adopted Budget</b>	<b>5.87</b>		
Administrative Specialist II - MC		- 1.00	
Municipal Court - Interpreter		- 0.10	
Extra Help - Municipal Court		- <u>0.04</u>	
<b>FTE Proposed Budget</b>		- <b>1.14</b>	<b>4.73</b>

## Short- and Long-Term Issues

### ➤ **Short-Term Issues**

- Work with the Police Department (PD) to successfully incorporate e-ticketing in the Court.
- Work with Information Services to ensure that the new cash receipting program is as efficient and helpful as possible to both Court staff and clients.
- Work with Finance to make the transition to automated checks.
- Finish converting filing system to a new, much more efficient system.

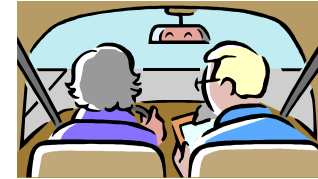
# 2009 – 2010 Proposed Budget --- Budget Summary

## General Fund – Municipal Court

### Short- and Long-Term Issues – Continued

#### **➤ Short-Term Issues – Continued**

- Continue to work on upgrading our collections activity.
- Complete procedure manuals for each position.
- Evaluate possible amnesty program.
- Incorporate video arraignments.
- Last but certainly not least, plan for the continuation of the Court after Toni Bennett retires, taking with her almost three decades of experience and knowledge.



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

#### **➤ Long-Term Issues**

- Maintain level of service, regardless of the 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

### 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



The Court takes credit card payments over the telephone.



## 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.



116 defendants who were assigned court-appointed attorneys (CAA) were ordered to pay CAA fees.

**2009 - 2010 Proposed Budget --- Personal Services Summary**  
**Salaries Paid From More Than One Source**  
**General Fund - Municipal Court**

<b><u>Position Description</u></b>	<b>Number of Employees</b>	<b>Range</b>	<b>Total Salary</b>	<b><u>Detailed Summary</u></b>	
<b>Fund Department</b>				<b>Page</b>	<b>Amount</b>
<b><u>City Attorney</u></b>	1	361	107,919		
General Fund					
Administration					
Legal (0.90 FTE)				9	97,127
Municipal Court					
Court (0.10 FTE)				83	10,792
<b><u>Administrative Specialist I</u></b>	1	316	29,234		
General Fund					
Municipal Court					
Court (0.60 FTE)				83	17,540
Parking Tickets (0.40 FTE)				87	11,694

Budget Document Report

**01 - GENERAL FUND**

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A		2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>FINES AND FORFEITURES</b>							
672,569	781,811	850,000	<b>6120</b>	<b>Fines &amp; Bail Forfeitures</b> 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.	725,000	725,000	725,000
				Budget Note: Unexpected decrease in citations has caused revenues to be lower than anticipated.			
6,905	9,549	5,000	<b>6150</b>	<b>Court Appointed Attorney Fees</b> 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.	6,500	6,500	6,500
<b>679,474</b>	<b>791,360</b>	<b>855,000</b>	<b>TOTAL FINES AND FORFEITURES</b>		<b>731,500</b>	<b>731,500</b>	<b>731,500</b>
<b>MISCELLANEOUS</b>							
0	0	0	<b>6600</b>	<b>Other Income</b>	0	0	0
0	91	0	<b>6600-93</b>	<b>Other Income - Municipal Court</b>	200	200	200
<b>0</b>	<b>91</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS</b>		<b>200</b>	<b>200</b>	<b>200</b>
<b>679,474</b>	<b>791,451</b>	<b>855,000</b>	<b>TOTAL RESOURCES</b>		<b>731,700</b>	<b>731,700</b>	<b>731,700</b>

**01 - GENERAL FUND**

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONAL SERVICES**

0	0	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
127,934	183,887	224,312	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> City Attorney - 0.10 FTE Senior Administrative Specialist - 2.00 FTE Administrative Specialist II - 1.00 FTE Administrative Specialist I - 0.60 FTE City Judge - 0.20 FTE and "on call"	186,542	186,542	186,542
56,014	25,810	42,691	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> City Prosecutor - 0.38 FTE Municipal Court - Interpreter - 0.06 FTE	40,340	40,340	40,340
0	2,433	500	<b>7000-15 Salaries &amp; Wages - Temporary</b>	0	0	6,750
700	6,554	5,005	<b>7000-20 Salaries &amp; Wages - Overtime</b>	4,005	4,005	4,005
0	0	0	<b>7300 Fringe Benefits</b>	0	0	0
0	0	16,820	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	14,315	14,315	14,733
0	0	3,954	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	3,348	3,348	3,446
13,690	16,213	0	<b>7300-07 Fringe Benefits - FICA - History</b>	0	0	0
31,116	39,022	56,072	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	37,716	37,716	39,067
17,054	24,085	39,432	<b>7300-20 Fringe Benefits - Medical Insurance</b>	30,212	30,212	28,962
216	255	296	<b>7300-25 Fringe Benefits - Life Insurance</b>	233	233	233
672	821	1,030	<b>7300-30 Fringe Benefits - Long Term Disability</b>	829	829	829
547	615	490	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	420	420	678
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	133	133	132
2,249	232	0	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
<b>250,191</b>	<b>299,928</b>	<b>390,602</b>	<b><u>TOTAL PERSONAL SERVICES</u></b>	<b>318,094</b>	<b>318,094</b>	<b>325,717</b>

**MATERIALS AND SERVICES**

2,746	5,690	6,000	<b>7500 Credit Card Fees</b> Credit card fees for Municipal Court collections.	6,000	6,000	6,000
0	728	500	<b>7520 Public Notices &amp; Printing</b>	1,500	1,500	1,500
214	156	300	<b>7540 Employee Development</b>	400	400	400

Budget Document Report

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A			2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
2,511	3,054	3,500	<b>7550</b>	<b>Travel &amp; Education</b>		3,150	3,150	3,150
				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.				
1,600	1,700	0	<b>7610</b>	<b>Insurance</b>		0	0	0
0	0	2,000	<b>7610-05</b>	<b>Insurance - Liability</b>		2,400	2,400	2,400
3,166	3,927	4,500	<b>7620</b>	<b>Telecommunications</b>		4,500	4,500	4,500
0	0	0	<b>7660</b>	<b>Materials &amp; Supplies</b>		0	0	0
6,695	9,855	6,500	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		8,500	8,500	9,000
				Budget Note: The budgeted increase is due to purchase of supplies to complete file conversion and new credit card machine.				
3,347	3,418	4,000	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		5,500	5,500	5,500
0	0	0	<b>7660-17</b>	<b>Materials &amp; Supplies - Court Security</b>		0	0	2,450
578	1,420	1,750	<b>7750</b>	<b>Professional Services</b>		1,220	1,220	1,220
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	770	770	
				Shredding service	1	300	300	
				Miscellaneous	1	150	150	
1,950	2,400	2,000	<b>7750-12</b>	<b>Professional Services - Contract Judge</b>		2,000	2,000	2,000
				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.				
29,541	26,337	55,000	<b>7750-15</b>	<b>Professional Services - Court Appointed Attorney</b>		30,000	30,000	30,000
				Attorney costs for legal defense of Municipal Court defendants unable to afford their own legal counsel. Reimbursement of costs assessed against defendants received through revenue account, Court Appointed Attorney Fees.				
1,485	2,299	2,500	<b>7750-18</b>	<b>Professional Services - Contract Prosecutor</b>		1,500	1,500	1,500
				Back-up prosecutor to cover City Prosecutor Cynthia Kaufman Noble's absences and legal conflicts.				
7,575	7,958	9,750	<b>7750-21</b>	<b>Professional Services - Security</b>		9,750	9,750	750
				Contract with A&E Security to provide panic button monitoring.				
0	0	0	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		0	0	0
388	6,586	3,050	<b>7800</b>	<b>M &amp; S Equipment</b>		2,800	2,800	2,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Filing cabinets	8	300	2,400	
				Finger print machine	1	400	400	
0	0	0	<b>7830</b>	<b>M &amp; S Computer Charges - IS Fund</b>		0	0	0



Budget Document Report

**01 - GENERAL FUND**

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7,034	8,799	7,109	<b>7830-98</b>	<b>M &amp; S Computer Charges - IS Fund - Computer Services</b>		8,180	8,180	8,144
				Network and PC support agreements, licenses, financial systems, internet connection etc.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Shared network services cost	1	8,144	8,144	
5,061	8,293	13,820	<b>7830-99</b>	<b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>		12,291	12,291	13,061
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department shared hardware and software	1	1,261	1,261	
				Workstations, new and replacement	4	1,650	6,600	
				Caselle Cash Receipting Software	1	4,000	4,000	
				Printers, new and replacement	2	600	1,200	
346	418	750	<b>8050</b>	<b>Trial Expense</b>		500	500	500
				Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.				
<b>74,237</b>	<b>93,039</b>	<b>123,029</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>100,191</b>	<b>100,191</b>	<b>94,875</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	0	9,250	<b>8740</b>	<b>Computer Equipment - IS Fund</b>		0	0	0
<b>0</b>	<b>0</b>	<b>9,250</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>324,428</b>	<b>392,966</b>	<b>522,881</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>418,285</b>	<b>418,285</b>	<b>420,592</b>

Budget Document Report

**01 - GENERAL FUND**

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>FINES AND FORFEITURES</u></b>						
32,039	33,210	45,000	<b>6130</b> <b>Parking Tickets</b> Downtown Parking Patrol and Police Officer parking citations revenue.	30,000	30,000	30,000
<b>32,039</b>	<b>33,210</b>	<b>45,000</b>	<b><u>TOTAL FINES AND FORFEITURES</u></b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>32,039</b>	<b>33,210</b>	<b>45,000</b>	<b><i>TOTAL RESOURCES</i></b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>

Budget Document Report

**01 - GENERAL FUND**

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONAL SERVICES</b>						
0	0	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
0	12,516	12,374	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> <small>Administrative Specialist I - 0.40 FTE</small>	11,694	11,694	11,694
14,844	0	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b>	0	0	0
0	129	495	<b>7000-20 Salaries &amp; Wages - Overtime</b>	495	495	495
0	0	0	<b>7300 Fringe Benefits</b>	0	0	0
0	0	798	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	756	756	756
0	0	186	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	177	177	177
1,101	890	0	<b>7300-07 Fringe Benefits - FICA - History</b>	0	0	0
2,501	1,948	3,088	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	2,438	2,438	2,438
1,371	3,678	3,952	<b>7300-20 Fringe Benefits - Medical Insurance</b>	5,830	5,830	5,592
17	28	26	<b>7300-25 Fringe Benefits - Life Insurance</b>	25	25	25
54	71	70	<b>7300-30 Fringe Benefits - Long Term Disability</b>	66	66	66
44	32	23	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	24	24	24
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	12
181	0	0	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
<b>20,113</b>	<b>19,292</b>	<b>21,012</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>21,504</b>	<b>21,504</b>	<b>21,277</b>
<b>20,113</b>	<b>19,292</b>	<b>21,012</b>	<b>TOTAL REQUIREMENTS</b>	<b>21,504</b>	<b>21,504</b>	<b>21,277</b>