



MUNICIPAL COURT



<u>Organization Set – Sections</u>	<u>Organization Set #</u>
• Court	01-13-060
• Parking Tickets	01-13-063

- Court
- Parking Tickets



2010 – 2011 Proposed Budget --- Budget Summary

General Fund – Municipal Court

2010 – 2011 Municipal Court Budget Highlights

- Continue to develop data bases and statistical reports to enable the Court to forecast revenues, trends, and productivity.
- 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 Spanish language underage drinking class this year, and 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.
- Continue the very successful program of contracting with local attorneys to provide back up to the City Prosecutor and the Judge.
- Implement e-ticketing. Once this program is in place, it will no longer be necessary to manually enter each citation into the Court's computer software system.
- Implement cash receipting. This program enhancement will automate Court receipts, increasing efficiencies dramatically.

Full-Time Equivalents

	<u>2009 - 2010</u>	<u>Change</u>	<u>2010 - 2011</u>
FTE Adopted Budget	4.73		
Administrative Specialist I		- 0.52	
Municipal Court Security Officer		+ 0.20	
FTE Proposed Budget		- 0.32	4.41

Short- and Long-Term Issues

➤ **Short-Term Issues**

- Re-adjust job duties and expectations in light of the Administrative Specialist I loss of 0.52 FTE
- Coordinate processes with the Police Department (PD) once e-ticketing is fully implemented in the PD
- 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
- Increase collections activity through use of new collections agency
- Complete procedure manuals for each position

➤ **Long-Term Issues**

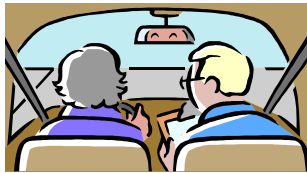
- Maintain level of service, regardless of the number of citations
- Cross train all employees for maximum efficiency
- Continue to improve services and provide all possible legal options to customers
- Continue to keep up with changes in the law
- Maintain and increase statistical reporting
- Maintain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

2010 – 2011 Proposed Budget --- Budget Summary

General Fund – Municipal Court

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



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



174 people were assigned to our seat belt class.



Municipal Court processed 3,919 citations in 2009. Of those, 3,146 were traffic and 478 were misdemeanors.



General Fund – Municipal Court --- Historical Highlights

- | | | |
|---|--|---|
| <p>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.</p> | <p>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.</p> | <p>2001 Kevin J. Kinney appointed Municipal Court Judge.</p> |
| <p>1846 First drunk and disorderly charge, filed against Bud Turner --- fine of \$9.75.</p> | <p>1924 Possession of or smoking cigarette by a minor under 14 was punishable by a fine of \$5.00.</p> | <p>2004 Municipal Court transitions to windows-based Caselle Software.</p> |
| <p>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.</p> | <p>1971 First Municipal Court judge, John H. Fuller appointed, until then, the City Recorder was responsible for justice.</p> | <p>2006 Parking ticket processing transitions from an Excel spreadsheet to Caselle Software.</p> |
| <p>1848 First trial. Defendants John Harvey and Martin Highley charged with selling spirituous, vinous, and malt liquors without a license.</p> | <p>1977 Robert S. Thompson appointed Municipal Court Judge.</p> | <p>2007 Credit card payments on fines now taken over the telephone.</p> |
| | <p>1991 Personal computers first used for Municipal Court docket and citation tracking --- DOS-based Springbrook Software.</p> | <p>2009 Court sessions held in new Civic Hall.</p> |
| | <p>1998 Leon S. Colas appointed Municipal Court Judge.</p> | <p>2010 Fine amnesty program offered.</p> |



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

2010 - 2011 Proposed Budget --- Personal Services Summary
Salaries Paid From More Than One Source
General Fund - Municipal Court

<u>Position Description</u>		Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund	Department				Page	Amount
<u>City Attorney</u>		1	361	110,461		
General Fund						
	Administration					
	Legal (0.90 FTE)				9	99,415
	Municipal Court					
	Court (0.10 FTE)				78	11,046
<u>Administrative Specialist I</u>		1	316	13,180		
General Fund						
	Municipal Court					
	Court (0.29 FTE)				78	7,908
	Parking Tickets (0.19 FTE)				82	5,272

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A			2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET	
RESOURCES									
FINES AND FORFEITURES									
781,811	742,110	725,000	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.			725,000	725,000	725,000
0	0	0	6140	Peer Court Assessment Unitary assessments are generated on each citation issued by the Police Department at \$10 per citation. The peer court assessment was adopted by the City Council in June 2002 to help fund the Peer Court Program. With the transfer of the Peer Court Program to Yamhill County, the collected assessments are "passed-through" to the Yamhill County Peer Court Program through expenditure account, Professional Services.			25,000	25,000	25,000
9,549	10,439	6,500	6150	Court Appointed Attorney Fees Budget Note: Prior to fiscal year 2010-11, assessment budgeted under Police, Peer Ct org set 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.			9,000	9,000	9,000
791,360	752,549	731,500	TOTAL FINES AND FORFEITURES			759,000	759,000	759,000	
MISCELLANEOUS									
91	-99	200	6600-93	Other Income - Municipal Court			350	350	350
91	-99	200	TOTAL MISCELLANEOUS			350	350	350	
791,451	752,450	731,700	TOTAL RESOURCES			759,350	759,350	759,350	

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A		2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET	
REQUIREMENTS								
PERSONAL SERVICES								
183,887	205,878	186,542	7000-05	Salaries & Wages - Regular Full Time City Attorney - 0.10 FTE Senior Administrative Specialist - 2.00 FTE Administrative Specialist II - 1.00 FTE City Judge - 0.20 FTE and "on call"	172,878	172,878	172,878	
25,810	26,169	40,340	7000-10	Salaries & Wages - Regular Part Time Administrative Specialist I - 0.29 FTE City Prosecutor - 0.38 FTE Municipal Court - Interpreter - 0.05 FTE Municipal Court Security Officer - 0.20 FTE	55,138	55,138	55,138	
2,433	1,160	6,750	7000-15	Salaries & Wages - Temporary	0	0	0	
6,554	8,490	4,005	7000-20	Salaries & Wages - Overtime	9,756	9,756	9,756	
0	14,513	14,733	7300-05	Fringe Benefits - FICA - Social Security	14,718	14,718	14,718	
0	3,397	3,446	7300-06	Fringe Benefits - FICA - Medicare	3,446	3,446	3,446	
16,213	0	0	7300-07	Fringe Benefits - FICA - History	0	0	0	
39,022	52,262	39,067	7300-15	Fringe Benefits - PERS - OPSRP - IAP	38,259	38,259	38,259	
24,085	28,614	28,962	7300-20	Fringe Benefits - Medical Insurance	21,894	21,894	20,710	
255	243	233	7300-25	Fringe Benefits - Life Insurance	195	195	195	
821	894	829	7300-30	Fringe Benefits - Long Term Disability	752	752	752	
615	457	678	7300-35	Fringe Benefits - Workers' Compensation Insurance	700	700	700	
0	117	132	7300-37	Fringe Benefits - Workers' Benefit Fund	122	122	122	
232	139	0	7300-40	Fringe Benefits - Unemployment	3,605	3,605	3,605	
299,928	342,331	325,717	TOTAL PERSONAL SERVICES			321,463	321,463	320,279
MATERIALS AND SERVICES								
5,690	5,451	6,000	7500	Credit Card Fees Credit card fees for Municipal Court collections.	8,000	8,000	8,000	
728	444	1,500	7520	Public Notices & Printing	2,000	2,000	2,000	
156	157	400	7540	Employee Development	300	300	300	
3,054	3,462	3,150	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.	2,150	2,150	2,150	
1,700	0	0	7610	Insurance	0	0	0	

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A			2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET
0	2,000	2,400	7610-05 Insurance - Liability			1,362	1,362	1,362
			Budget Note: Reduction due to CIS Trust surplus distribution.					
3,927	3,348	4,500	7620 Telecommunications			6,000	6,000	6,000
0	0	0	7630 Uniforms			750	750	750
			The court staff members are, by way of location, the first city employees most people encounter. Uniforms will give them a cohesive and business-like appearance.					
0	0	0	7660 Materials & Supplies			0	0	0
9,855	11,370	9,000	7660-05 Materials & Supplies - Office Supplies			12,750	12,750	12,750
			Budget Note: The budgeted increase is due to the increasing cost of paper, forms, receipts, toner, and ribbons and to the need to replace some small equipment (e.g. label makers).					
3,418	4,483	5,500	7660-15 Materials & Supplies - Postage			6,500	6,500	6,500
			Budget Note: The budgeted increase is due to the increased cost of postage, particularly the cost of certified mail, which the court, by statute, must use in certain circumstances.					
0	0	2,450	7660-17 Materials & Supplies - Court Security			500	500	500
1,420	1,910	1,220	7750 Professional Services			1,400	1,400	1,400
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Audit fee allocation	1	980	980		
			Section 125 administration fee	1	120	120		
			Shredding service	1	300	300		
2,400	1,200	2,000	7750-12 Professional Services - Contract Judge			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.					
26,337	32,709	50,000	7750-15 Professional Services - Court Appointed Attorney			40,000	40,000	40,000
			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 6150, Court Appointed Attorney Fees.					
2,299	905	1,500	7750-18 Professional Services - Contract Prosecutor			1,500	1,500	1,500
			Back-up prosecutor to cover City Prosecutor Cynthia Kaufman Noble's absences and legal conflicts.					
7,958	6,180	750	7750-21 Professional Services - Security			100	100	100
			Contract with A&E Security to provide panic button monitoring.					
0	0	0	7750-22 Professional Services - Peer Court Assessment			25,000	25,000	25,000
			Budget Note: Beginning fiscal year 2010 - 2011, "Pass-through" of Municipal Court collections of Peer Court assessments to Yamhill County budgeted in Municipal Court org set. In prior fiscal years the pass-through was budgeted in Police - Community Relations - Peer Court org set.					

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A				2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET	
6,586	4,228	2,800	7800	M & S Equipment				3,495	3,495	3,495
				Description	Units	Amt/Unit	Total			
				Filing cabinets	4	450	1,800			
				Cash receipting printers	3	565	1,695			
8,799	8,462	8,144	7830-98	M & S Computer Charges - IS Fund - Computer Services				8,523	8,523	0
8,293	13,820	13,061	7830-99	M & S Computer Charges - IS Fund - Computer M&S Equipment				1,344	1,344	0
0	0	0	7840	M & S Computer Charges				0	0	7,096
				Description	Units	Amt/Unit	Total			
				Shared city-wide M&S operating, network hardware & software, etc	1	10,696	10,696			
				Designated Beginning Fund Balance Utilization	1	-3,600	-3,600			
0	0	0	7840-25	M & S Computer Charges - Municipal Court				0	0	1,400
				Description	Units	Amt/Unit	Total			
				Caselle software maintenance	1	1,400	1,400			
418	304	500	8050	Trial Expense				500	500	500
				Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.						
93,039	100,431	114,875	TOTAL MATERIALS AND SERVICES				124,174	124,174	122,803	
CAPITAL OUTLAY										
0	9,250	0	8740	Computer Equipment - IS Fund				0	0	0
0	0	0	8750	Capital Outlay Computer Charges				0	0	1,371
				Description	Units	Amt/Unit	Total			
				Shared city-wide capital outlay network hardware & software, etc	1	1,371	1,371			
0	9,250	0	TOTAL CAPITAL OUTLAY				0	0	1,371	
392,966	452,013	440,592	TOTAL REQUIREMENTS				445,637	445,637	444,453	

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A			2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET
RESOURCES								
FINES AND FORFEITURES								
33,210	30,297	30,000	6130	Parking Tickets		35,000	35,000	35,000
			Downtown Parking Patrol and Police Officer parking citations revenue.					
33,210	30,297	30,000	TOTAL FINES AND FORFEITURES			35,000	35,000	35,000
33,210	30,297	30,000	TOTAL RESOURCES			35,000	35,000	35,000

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A		2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET	
REQUIREMENTS								
PERSONAL SERVICES								
12,516	19,160	11,694	7000-05	Salaries & Wages - Regular Full Time	0	0	0	
0	0	0	7000-10	Salaries & Wages - Regular Part Time Administrative Specialist I - 0.19 FTE	5,272	5,272	5,272	
129	252	495	7000-20	Salaries & Wages - Overtime	244	244	244	
0	1,093	756	7300-05	Fringe Benefits - FICA - Social Security	342	342	342	
0	256	177	7300-06	Fringe Benefits - FICA - Medicare	80	80	80	
890	0	0	7300-07	Fringe Benefits - FICA - History	0	0	0	
1,948	3,153	2,438	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,011	1,011	1,011	
3,678	6,868	5,592	7300-20	Fringe Benefits - Medical Insurance	0	0	0	
28	40	25	7300-25	Fringe Benefits - Life Insurance	0	0	0	
71	116	66	7300-30	Fringe Benefits - Long Term Disability	0	0	0	
32	37	24	7300-35	Fringe Benefits - Workers' Compensation Insurance	12	12	12	
0	15	12	7300-37	Fringe Benefits - Workers' Benefit Fund	6	6	6	
0	0	0	7300-40	Fringe Benefits - Unemployment	2,401	2,401	2,401	
19,292	30,990	21,277	TOTAL PERSONAL SERVICES			9,368	9,368	9,368
MATERIALS AND SERVICES								
0	0	0	7750	Professional Services Section 125 administration fee	20	20	20	
0	0	0	TOTAL MATERIALS AND SERVICES			20	20	20
19,292	30,990	21,277	TOTAL REQUIREMENTS			9,388	9,388	9,388