



AGENDA MEMORANDUM
City Council Meeting of May 22, 2018

DATE: May 17, 2018
TO: Keith Selman, Interim City Manager
FROM: Gilbert Hernandez, Director of Municipal Court
GilbertH@cctexas.com
826-2515

Municipal Court City Performance Report (CPR)

STAFF PRESENTER(S):

<u>Name</u>	<u>Title/Position</u>	<u>Department</u>
1. Gilbert Hernandez	Director of Municipal Court	Municipal Court

BACKGROUND:

This presentation will provide an update regarding Municipal Court performance using the City Performance Report (CPR). A screenshot of the CPR is attached.

LIST OF SUPPORTING DOCUMENTS:

Screen shot of Municipal Court CPR

Municipal Court City Performance Report (CPR) page:

Department

Municipal Court

Mission Statement

Assist in the adjudication of cases and bring them to finality by providing professional and fair administrative services and security.

Operational Profile

A Safe Harbor Court: People with active warrants WILL NOT be arrested if they appear voluntarily.

Violation types filed: Class C Misdemeanor "Fine-only" violations.

Courtrooms: 3

Customer Service:

Hours open to the public: 8:00 A.M. to 4:30 P.M. Monday through Friday

Customer service windows: 10

Phone operators: 2

Division Personnel:

Clerk of the Court: 33

City Marshal's Office: 5

City Detention Center (CDC): 23

Marshals' Fleet: 5

Transport van: 1

Enforcement:

Omnibase - warrants

Collection Agency - warrant reminder calls and letters

Collection Improvement Plan - delinquent notices and reminders

Alternative options for inability to pay:

Payment plans

Community service



Baseline Information

	FY 2016-2017	FY 2015-2016	FY 2014-2015	FY 2013-2014
Full-time employees budgeted	63	63	63	63
Total expenditures (\$ in millions)	\$4.17	\$4.30	\$4.40	\$4.20
Court costs, fines and fees collected	\$7,658,934	\$6,813,294	\$5,836,864	\$7,934,678
# Persons processed at CDC	16,388	18,611	16,815	15,901
# Violations filed	48,730	57,977	60,828	65,219
# Trials scheduled	2,822	1,597	N/A	N/A
# Warrants issued	36,088	9,127	N/A	N/A
# Warrants served	17,552	5,632	2,116	N/A
# Collection calls made	43,905	5,000	3,012	7,885
# New juvenile cases filed	611	976	1,005	1,232
# Juvenile cases assigned for case management services	336	407	141	74
# Juvenile cases successfully resolved	289	224	87	76

Performance Indicators

Monthly

2018

April

Mission Element	Goal	Measure	Target	Value
Manage the administration of the municipal court including dockets, records, fine collections, service of warrants, court room safety	Provide court services in an efficient, ethical and knowledgeable manner, in compliance with state laws, City ordinances and state agency rules and regulations.	# Warrants issued	—	3,003
		# Warrants served	—	1,545
		# Trials scheduled	—	87
		# Violations filed	—	5,363
		# Collection calls made	—	4,259
		Court costs, fines and fees collected	—	\$787,554
Manage the municipal jail (detention center)	Provide an efficient, safe, and secure facility for staff and persons detained.	# Persons processed at CDC	—	1,226
Provide case management for juveniles	Provide knowledgeable staff to manage juvenile cases in a manner that prevents children from becoming further involved in the criminal justice system	# New juvenile cases filed	—	63
		# Juvenile cases assigned for case management services	—	21