

MUNICIPAL COURT

MISSION STATEMENT:

The mission of the Cedar Hill Municipal Court is to process cases in an efficient and impartial manner; promoting the highest standards in customer service.

CORE FUNCTIONS:

- 1) **Process Class-C Misdemeanor cases** – Document and maintain case activity
- 2) **Prepare and maintain trial dockets** – Coordinate and schedule individual cases
- 3) **Enforce compliance of court orders** – Issue and serve warrants, summons and subpoenas
- 4) **Promote the highest standards of customer service** - Continuously strive to enhance customer service practices

2016 - 2017 WORK PLAN

CORE FUNCTION: #1 Process Class-C Misdemeanor cases

Action:

- Document and maintain case activity for approximately 7,500 new cases annually

Activity Measurement:

- Enter citations into the Municipal Court System on same day of case(s) being filed
- Record and prepare citation deposit payments within one business day
- Monitor and dispose of pending cases weekly
- Process warrants within ten days of delinquency
- Update web payments daily
- Process incoming mail, jail documents and Protective Orders daily

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #2 Prepare and maintain court dockets

Action:

- Coordinate and schedule cases for all court dockets

Activity Measurement:

- Complete the complaint process for pre-trials, trials and hearings within ten business days of the scheduled trial date
- Schedule six dockets monthly
- Schedule trials within 90 days of defendant's request to appear
- Send notification to Department of Public Safety on juveniles that "Failed to Appear" in Court within three days of scheduled court date
- Subpoena witnesses for Court two weeks prior to scheduled docket
- Summons jurors for jury duty one month prior to scheduled docket

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #3 Enforce compliance of court orders

Action:

- Issue and serve approximately 3,500 new warrants
- Locate defendants and process approximately 4,500 outstanding warrants

Activity Measurement:

- Maintain a collection rate of 68% on new cases filed
- Contact customer via letter, post card or phone at least one week prior to issuance of a warrant to provide options for resolution
- Coordinate and implement Warrant Round-Up Programs quarterly
- Generate warrant notice within five business days following issuance of warrant
- Contact defendant via telephone within ten business days following the issuance of a warrant
- Assist Cedar Hill Police Department with prisoner pick-ups within 24 hours of dispatch's request
- Maintain a 95% warrant clearance rate
- Participate in at least two warrant round-ups annually

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #4 Promote the highest standards of Customer service

Action:

- Resolve customer related issues
- Implement strategies to prepare and educate customers for court proceedings
- Encourage and foster the development of Municipal Court staff
- Control cost of service delivery by the use of technology

Activity Measurement:

- Assist approximately 9,000 court customers annually
- Require Municipal Court Staff to attend, a minimum of, one training for customer service and court procedures annually
- Create a Training Plan and develop career path for the Municipal Court staff by January 2016
- Create a Policy and Procedures Manual for court by September 2015
- Participate in the Cedar Hill Block Party and National Night Out to inform public of their rights in Municipal Court
- Participate with CHISD, in Career day, to inform students about laws and the purpose of the Court System
- Host Bi-annual Safety Fair for CHISD – Fall Fair for dangers of texting and driving; Spring Fair for dangers of drinking and driving
- Host mock trial for CHISD annually

SUMMARY - MUNICIPAL COURT

EXPENDITURES	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED
Personnel	\$ 493,888	\$ 500,765	\$ 487,245	\$ 609,436	\$ 478,190	\$ -	\$ 478,190
Supplies	10,293	9,700	12,645	15,505	22,200	-	22,200
Maintenance	5,388	7,274	11,000	7,197	9,000	-	9,000
Services	55,430	64,145	73,300	60,590	72,500	-	72,500
Utilities	4,910	3,678	4,375	3,414	3,575	-	3,575
Leases/Rentals	-	-	3,875	-	-	-	-
Miscellaneous	7,316	11,115	13,700	10,516	13,850	-	13,850
TOTAL Dept. Budget	\$ 577,225	\$ 596,677	\$ 606,140	\$ 706,658	\$ 599,315	\$ -	\$ 599,315

STAFFING	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED
Court Administrator	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Senior City Marshal	1.00	1.00	0.50	0.50	0.68	0.00	0.68
Deputy Marshal	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Juvenile Case Manager	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Senior Court Clerk	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Court Clerk	2.00	2.00	2.00	2.00	2.50	0.00	2.50
Balliff (Security Fund)	0.80	0.80	0.70	0.70	0.50	0.00	0.50
TOTAL Department Staff	6.80	6.80	6.20	6.20	6.68	0.00	6.68

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
Transport Vehicle	\$ 36,000	\$ 9,300	No

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

**MUNICIPAL COURT
VEHICLES & EQUIPMENT**

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
COMPUTER EQUIP.:							
Mobile Data Terminal		2014					
Mobile Data Terminal		2014					
Mobile Data Terminal		2014					
Mobile Data Terminal		2014					
VEHICLES							
Ford Interceptor Sedan - 502		2013	21,508				
Ford Crown Victoria - 501		2005	113,785				
Ford Crown Victoria - 500	X	2005	106,971	Transport Vehicle	\$ 36,000	5 Years	No



CEDAR HILL
WHERE OPPORTUNITIES GROW NATURALLY