

MUNICIPAL COURT

Mission Statement

Jackson County instituted its own municipal court in 2008 for the purpose of locally conducting court for county ordinance violations on code enforcement, food inspections, animal control, park citations, sex offender violations and traffic or other ordinance violations issued by the County Sheriff's Office. Since then we have also taken over the overflow of Driving While Suspended or Revoked charges from Kansas City Municipal Court.

Goals

1. Assist law enforcement in the prosecution of any violations that are handled in front of the Municipal Court Judge and/or within the office.
2. Maintain compliance with the Office of State Court Administrator along with maintaining compliance in accordance with any law changes that may occur affecting our procedures.
3. Provide adequate training to staff, keeping all team members of the Municipal Court apprised of changes in the law.
4. Ensure that defendants are receiving fair treatment and are fully aware of their rights within the Municipality while undergoing the court proceedings.

Objectives

The top objective is to provide fair and timely resolution of cases involving violations, infractions and crimes in a manner which is efficient for the County and defendants and/or citizens. We seek to ensure strict compliance with judicial orders, including payment of court-ordered fines and fees and the completion of court-ordered time obligations such as counseling, classes, jail time or community service.

Performance Measures

1. Process citations from all internal and external agencies effectively. Communicate changes or corrections with the Municipal Court Prosecutor Clerk.
2. Effectively communicate with all citizens, police agencies, other municipalities, Jackson County Detention Center, the Municipal Court Judge, Prosecutor and attorneys on a daily basis either in person, by phone or through written correspondence.
3. Process complex transactions including payments, payment plans and bonds with complete accuracy.
4. Maintain compliance with all Senate Bill law changes and the Office of State Court Administrator.
5. Report on a monthly basis to the Presiding Judge of Jackson County and the OSCA; monthly numbers and DWI reporting information.
6. Maintain, purchase and balance the Municipal Court budget.

Achievements

1. Successfully implemented the interface between the Sheriff's Department and the Municipal Court software, REJIS. This enabled the court to receive tickets on a daily basis.
2. Implemented an online payment system to assist the public in paying their citations.
3. Maintained compliance through several changes in the law by changing many of our procedures.
4. Successfully added a docket to our monthly caseload.
5. We have achieved an outstanding reporting percentage for sending in conviction reports by implementing new procedures.
6. Successfully implemented the first Amnesty Day for Jackson County Municipal Court.
7. Added a Prosecutor clerk position to ensure our compliance with OSCA.

County Municipal Court

FTE (Full Time Equivalent) by Home Department

Position	2018 Adopted FTEs	2019 Recommended FTEs
Assistant Court Administrator	1.0	1.0
Municipal Court Administrator	1.0	1.0
Municipal Court Specialist	2.0	2.0
PT Municipal Court Judge	0.5	0.5
	4.5	4.5
	4.5	4.5

BUDGET OVERVIEW COUNTY MUNICIPAL COURT

<u>Account Type</u>	2017 Actual	2018 Adopted	Exp. as of 11/15/2018	2019 Rec.
Salaries	204,415	266,260	211,239	266,260
Contractual Services	84,082	48,985	41,227	48,985
Supplies	1,682	2,500	1,469	2,500
Capital Outlay	-	1,000	61	1,000
	<u>\$ 290,179</u>	<u>\$ 318,745</u>	<u>\$ 253,996</u>	<u>\$ 318,745</u>
 <u>Fund</u>				
General Fund	<u>\$ 290,179</u>	<u>\$ 318,745</u>	<u>\$ 253,996</u>	<u>\$ 318,745</u>

**County Municipal Court
3004**

	Previous Year		Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.	
General Fund						
Line Item Description						
5010 Regular Salaries	\$ 110,357	\$ 149,434	\$ 120,725	\$ 149,434	\$ 149,434	
5025 Part Time Salaries	48,506	48,506	41,976	48,506	48,506	
5040 FICA Taxes	11,884	15,142	12,254	15,142	15,142	
5050 Pension Contributions	15,785	16,049	13,374	16,049	16,049	
5060 Insurance Benefits	17,883	37,129	22,837	37,129	37,129	
5061 Insurance Fixed Cost and Dental	-	-	11	-	-	
5062 HSA Contribution	-	-	-	-	-	
5063 Insurance Admin Fee	-	-	61	-	-	
Total Salaries	204,415	266,260	211,239	266,260	266,260	
6020 Legal Services	61,000	-	-	-	-	
6080 Other Professional Services	150	1,000	-	1,000	1,000	
6110 Postage	4,484	3,000	3,527	3,000	3,000	
6120 Car Allowance & Mileage	-	250	-	250	250	
6140 Travel Expense	306	800	315	800	800	
6165 Coffee Service	199	300	-	300	300	
6230 Printing	2,327	3,500	1,285	3,500	3,500	
6641 Copier Rental/Maintenance	2,205	1,700	1,845	1,700	1,700	
6661 Software Purchases	-	24,588	22,958	-	-	
6662 Software Maintenance	-	-	-	24,588	24,588	
6710 Dues & Memberships	50	400	120	400	400	
6750 Education Benefits	325	1,200	575	1,200	1,200	
6770 Administration Service Fees	7,701	7,000	5,692	7,000	7,000	
6790 Other Contractual Services	5,335	5,247	4,910	5,247	5,247	
Total Contractual Services	84,082	48,985	41,227	48,985	48,985	
7010 Office Supplies	1,682	2,500	1,099	2,500	2,500	
7230 Other Operating Supplies	-	-	371	-	-	
Total Supplies	1,682	2,500	1,469	2,500	2,500	
8150 Office Furniture & Fixtures	-	750	-	750	750	
8160 Radio/Communications Equipment	-	250	61	250	250	
8171 Personal Computer/Accessories	-	-	-	-	-	
Total Capital Outlay	-	1,000	61	1,000	1,000	
Total General Fund	\$ 290,179	\$ 318,745	\$ 253,996	\$ 318,745	\$ 318,745	
Total County Municipal Court	\$ 290,179	\$ 318,745	\$ 253,996	\$ 318,745	\$ 318,745	

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