

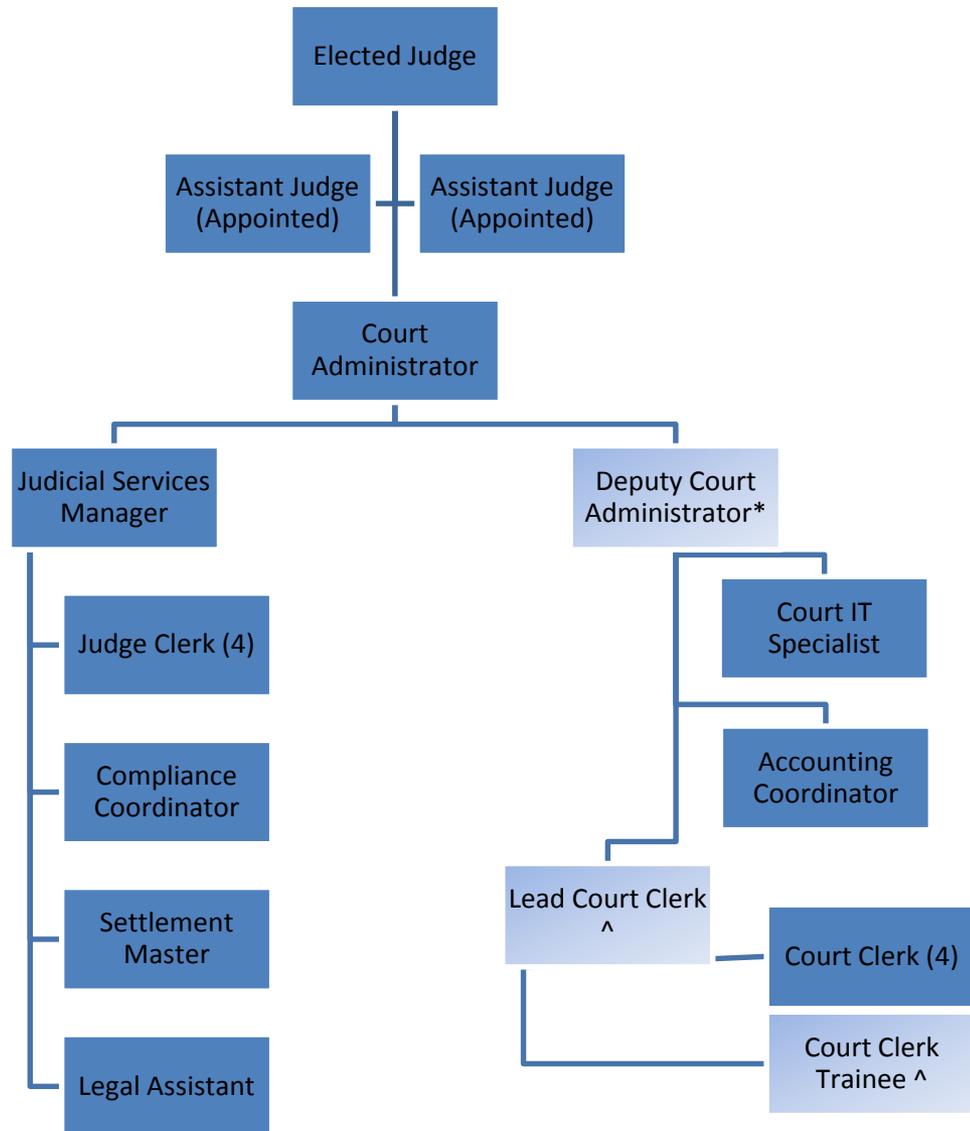
Municipal Court

FY20 Budget

Municipal Court Organizational Chart

Court staff profile

- 88% female
- Occupy positions at the lower end of the City's pay grade scale
- No union representation
- Work as generalists with specialty tasks assigned due to volume of work to be accomplished
- Are cross-trained for task coverage
- Collectively, 103 years worth of institutional knowledge and professional experience
- Limited opportunity for advancement or promotion within the court

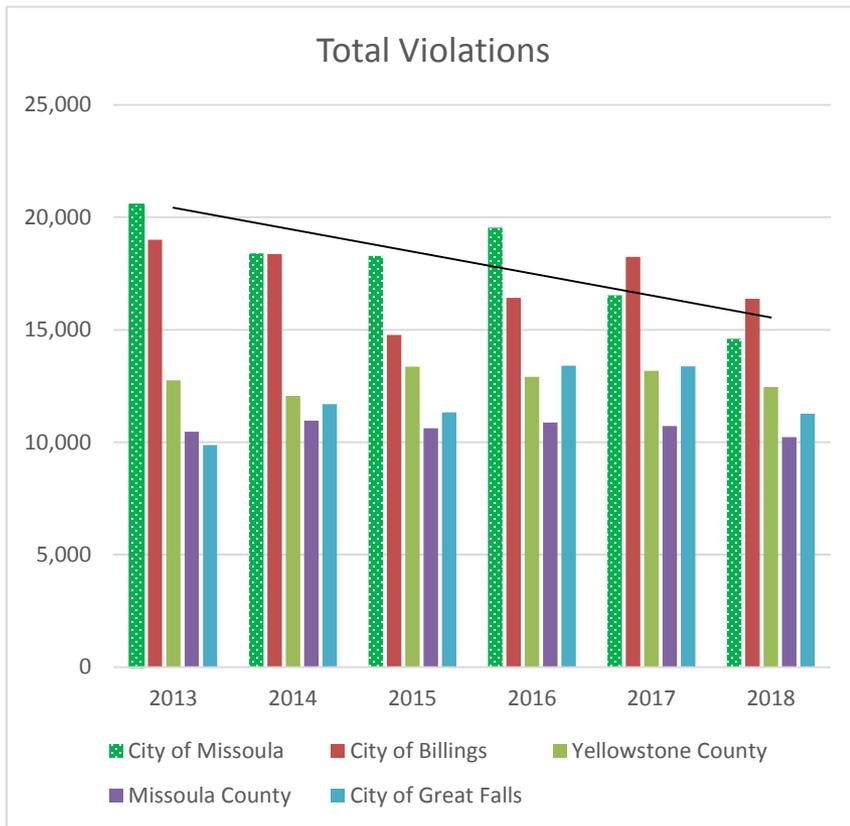


* Indicates new request FY2020

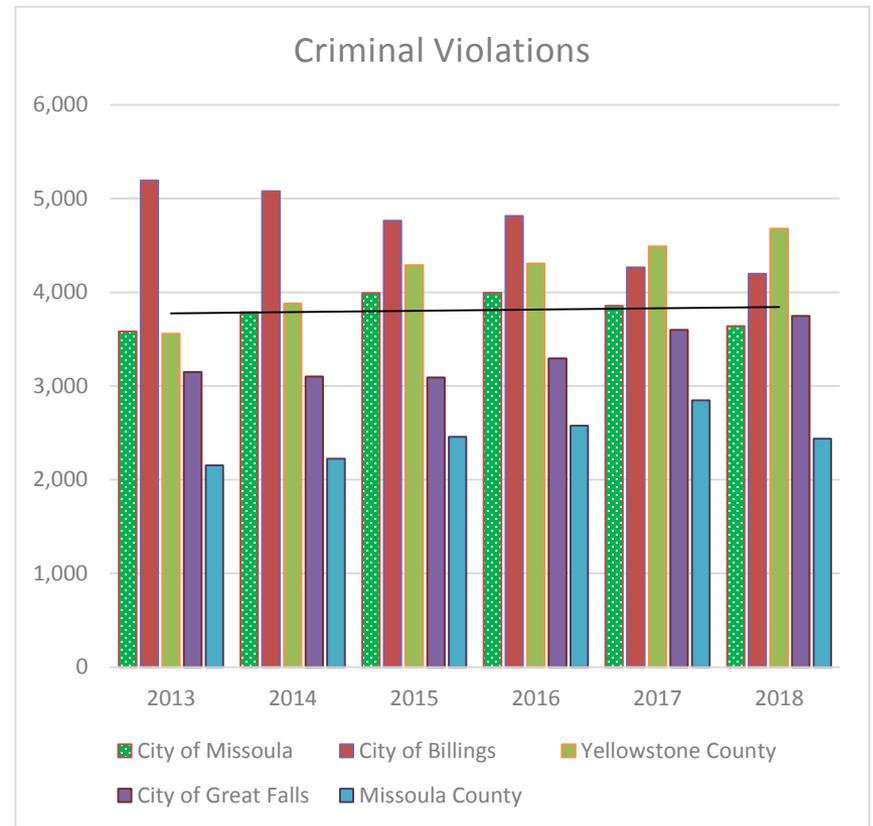
^ Indicates future new requests

Court Comparisons

Statewide Total Violations



Statewide Criminal Violations

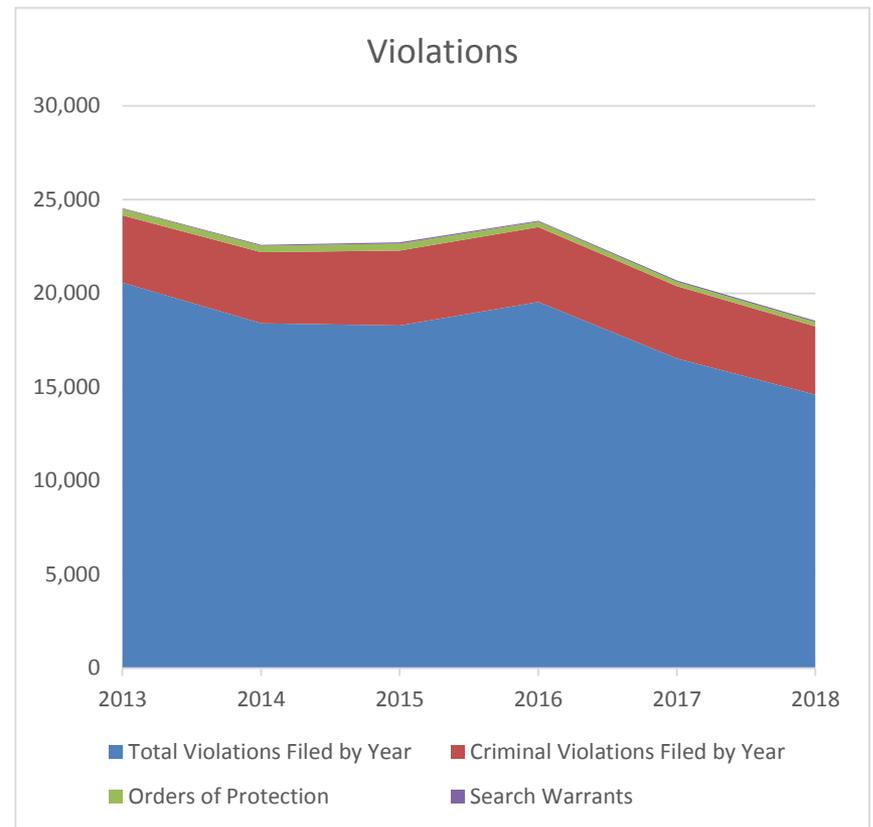


Citations

City of Missoula Citation Trend

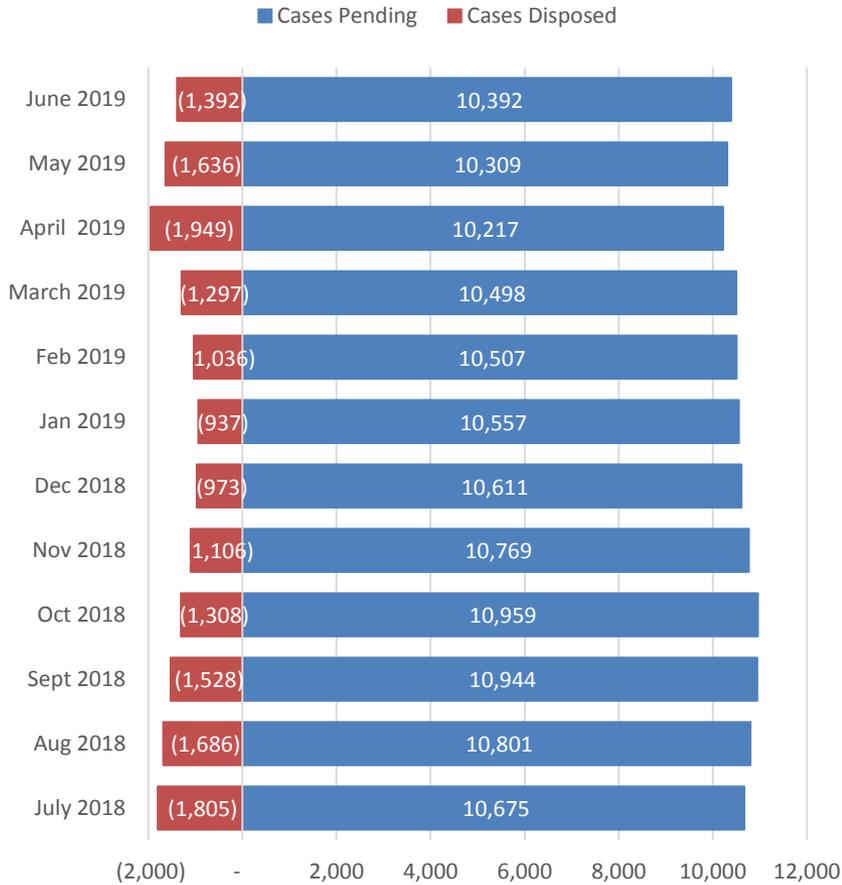
	2013	2014	2015	2016	2017	2018
Total Violations by Year	20,571	18,401	18,280	19,539	16,531	14,599
Criminal Violations by year	3,584	3,790	3,993	3,994	3,857	3,640
Orders of Protection	355	344	384	289	241	237
Search Warrants	41	49	63	51	58	65

Criminal violations represent a majority of court's workload

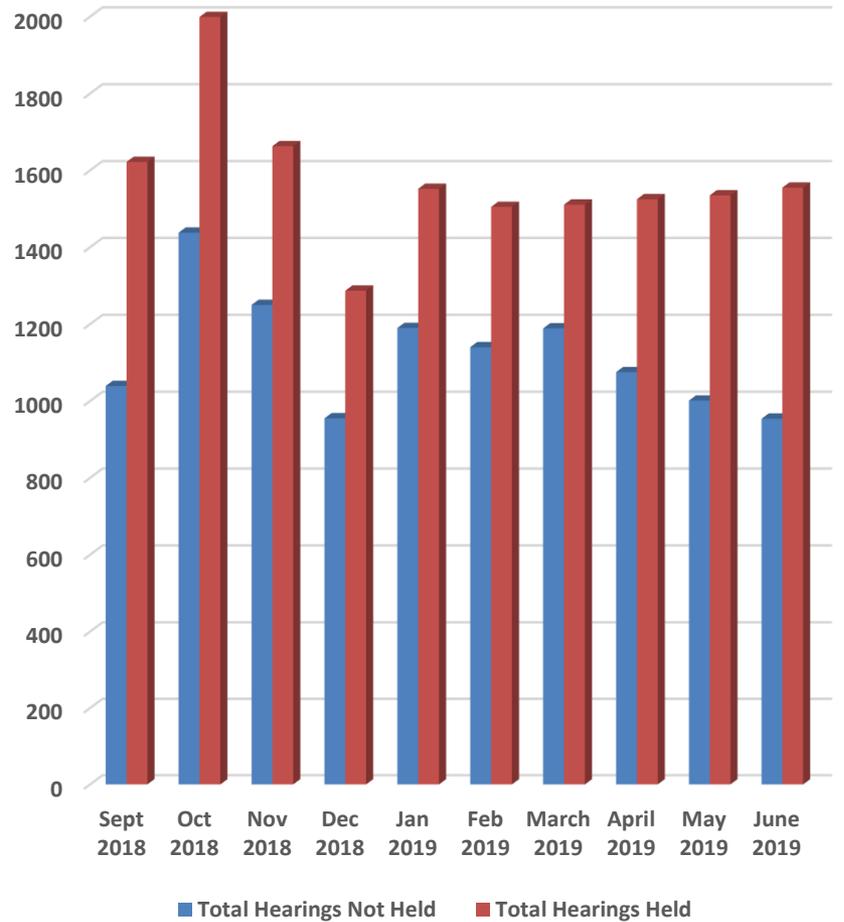


Workload Indicators

Caseloads

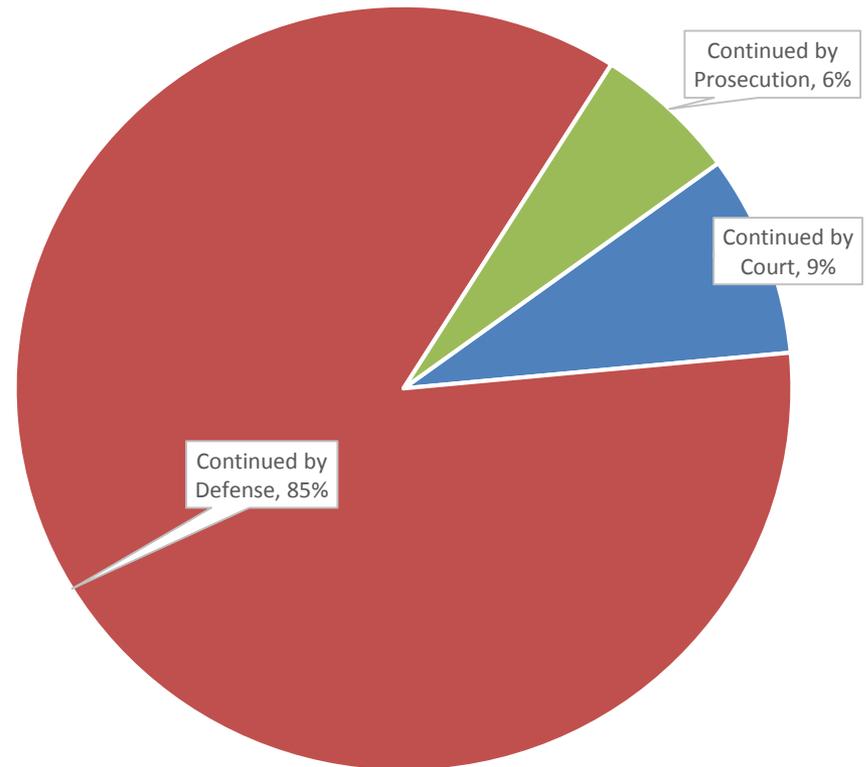


Hearings Held & Not Held



Continued Hearings

- Criminal cases consume the majority of courtroom time
- Increase administrative tasks outside the courtroom
- Impacts all Court division workloads
- Impacts interdepartmental work for Court, City Attorney Office, Public Defenders, Police and Sheriff dept.



Court Reorganization

- Creates a plan of succession for all positions
 - Supports City of Missoula Strategic Plan 2019
 - Goal: Organizational Excellence, #2 and #4
- Creates Judicial Services and Administrative Services divisions
 - Expanded management team and decision-making authority
- Future court growth plan for FY20 and FY21
 - Growth of Missoula
 - Introduction of electronic jury module and jury services
 - Ongoing configuration and updates of FullCourt Enterprise (FCE)

Judicial Services

Courtroom Processes

- Work side by side with Judge in courtrooms
- Update FCE to reflect court activity in real time

Assist Judges

- Settlement Master plays key role by eliminating pressure on courtroom hearings
- Compliance team supports the work of the Judges orders

Interdepartmental cooperation

- Prepare and provide electronic records to City, State and County entities
- Research, analyze and provide data to others due to access limitations in FCE

Create & Update Legal Record

- Process Electronic filings
- Quality Assurance Processes

Administrative Services

Customer Service

- Serve defendants, attorneys and agency staff walking into, calling & emailing court
- Work with Orders of Protection
- Process all levels financial transactions

Quality Control

- Warrant review
- Citation import and manual entry review
- Paper and electronic document review

Record Search / Background Check

- Provide basic court report to defendant upon request
- Increasing workload based on number and depth of requests for information

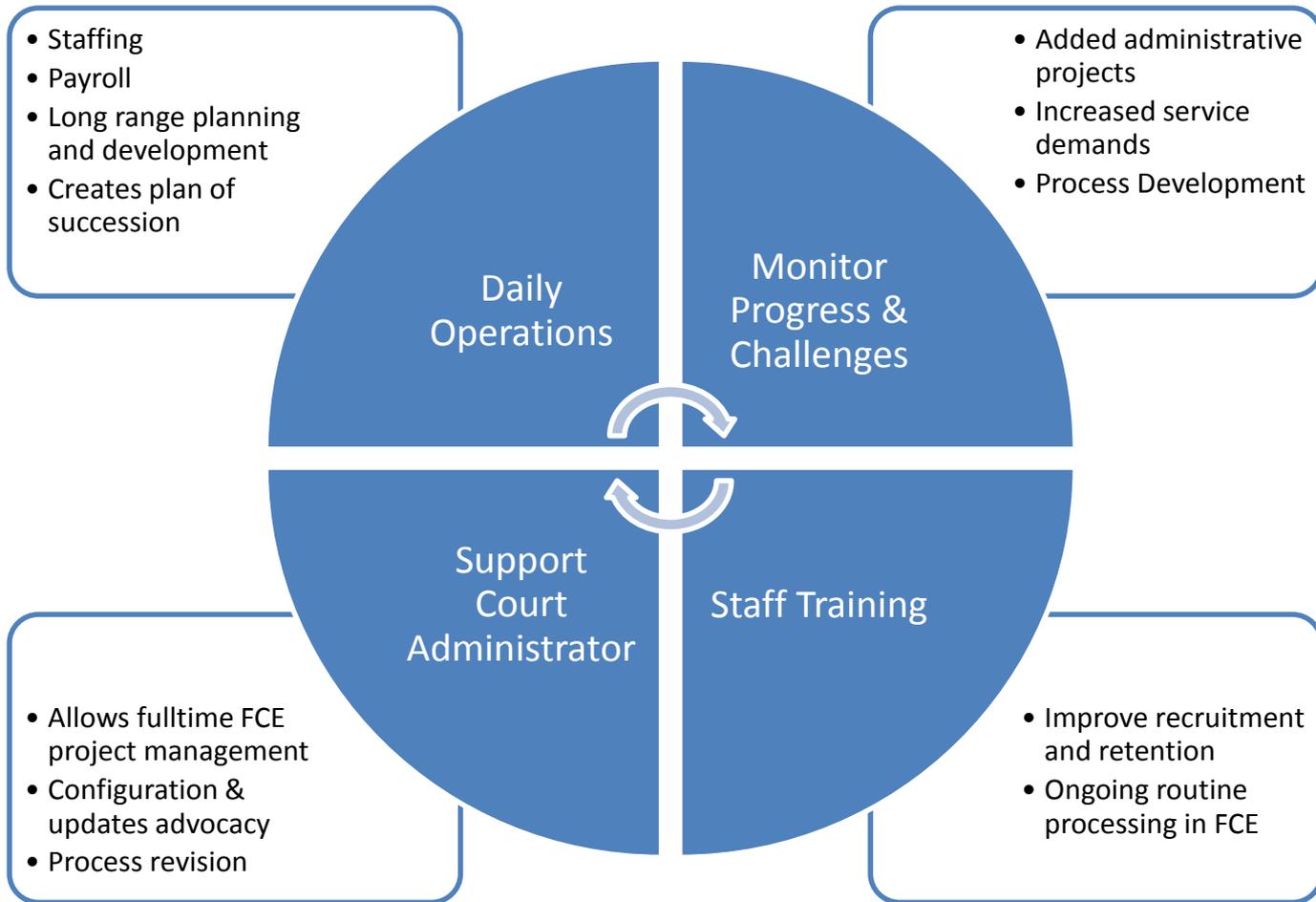
Update Electronic Record

- Citation import and manual entry of hand written tickets
- Online payment case update
- Case update real time

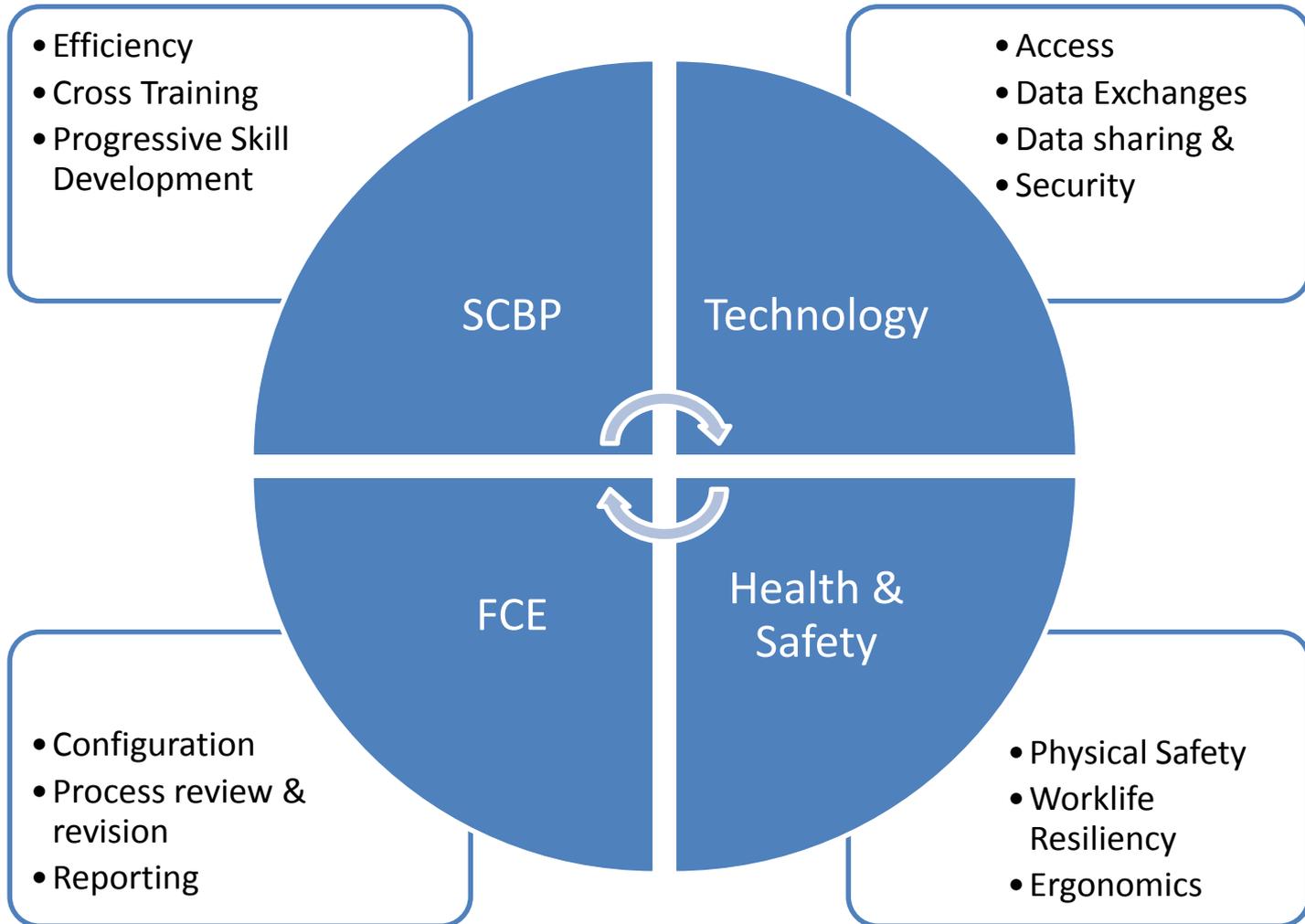
Organizational Needs Identified



Deputy Court Administrator



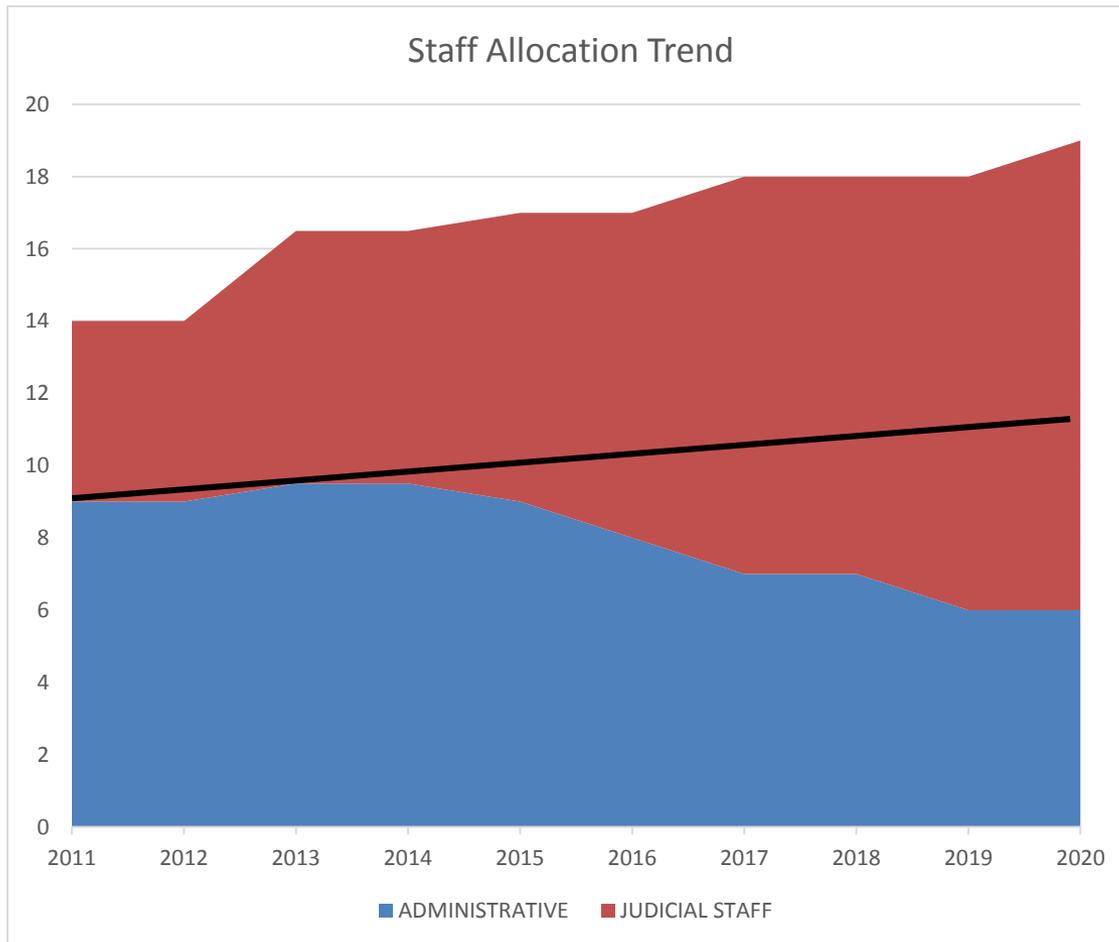
Training



Address Growth

Allocation of staff to address growth and Court requirements

Administrative tasks continue to increase



- Increased time spent in FCE
- Increased demand for service calls
- Increased court ordered & statutory work
- Factors outside the court's control
- Cuts to mental health funding
- Website update & maintenance

Manage FCE

Form

- January 2018 through August 2018
- Covert from local database to global database hosted by State of MT
- Global configuration serves all Courts of Limited Jurisdiction

Storm

- September 2018 through March 2019
- Implementation, ongoing configuration and daily operations occur simultaneously
- Steep learning curve

Norm

- April 2019 – present
- Determining limitations, defining challenges, work-around
- Deferring specific workload tasks in response to staffing resources available

Reform

- FY20 and forward
- Ongoing work to define clear roles and responsibility to address workload
- Revise SCBP training tool

Topics we are not talking about today

- Managing increasing workloads with existing resources
- Changing nature of the work of the courts today requires different and updated skills
- Interdepartmental cooperation with City Attorney and Police
 - Their needs [increases] reflect our needs [increases]
 - City Attorney's Office only sees the caseload's with pleas of Not Guilty
- Space needs are critical NOW (even with the understanding of the possible acquisition of Federal building in the future)