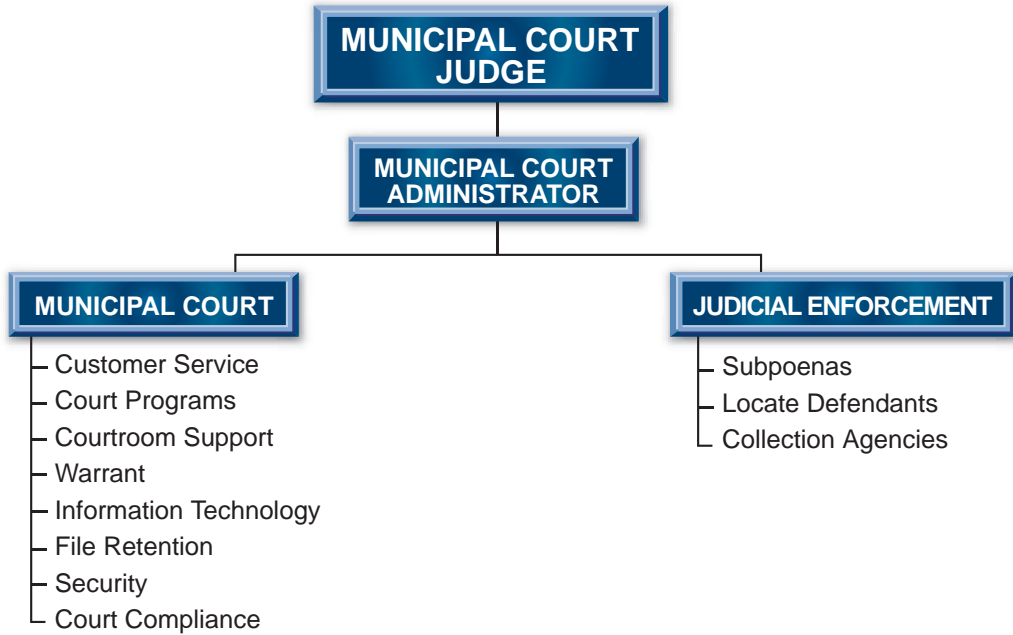


The Municipal Court



Mission Statement

To provide a forum for fair and efficient adjudication of all matters brought before this court through continuous improvement of services, accessibility and technology.

Department Description

The Municipal Court is responsible for adjudicating traffic and misdemeanors that originate within the City of North Las Vegas. The North Las Vegas Municipal Court currently has one elected judge and is the busiest court, per single courtroom, in the State of Nevada.

The Court is comprised of the following divisions: Administration, Customer Service, Court Programs, Courtroom Support, Judicial Enforcement Division, Warrant Division, Information Technology and File Retention Division, Security and Court Compliance Division.

Division/Major Program Description

Administration is responsible for developing and implementing goals and objectives, policies and procedures and overall planning and direction for the Department. Administration also prepares and monitors the budget for the general fund, court facilities fund, administrative assessment fund and the judicial enforcement funds within the Court.

The **Customer Service Division** is the primary interface between the Court and the public. The staff in this division is responsible for processing payments on court-ordered fines and bails, scheduling court appearances, maintaining all





Judge Vanlandschoot at the Justice Facility Groundbreaking

accounts receivable files, providing information on all archived cases and processing mail and drop-box payments. This Division assists customers at the information booth and on the telephone.

The **Court Program Division** manages the Court's alternative sentencing programs and services for those cited with criminal misdemeanor offenses and traffic violations. The Court currently offers a five-hour traffic school class, an eight-hour repeat offender class and a Driving Under the Influence (DUI) class. All of the classes are offered in English and Spanish. This Division also manages those who are assigned to the work program and have been sentenced to perform community service.

The **Courtroom Support Division** is comprised of a court preparatory unit and a courtroom unit. The court preparatory unit is responsible for all paperwork sent to the court from local law enforcement agencies and the Criminal Division of the North Las Vegas City Attorney's Office. This unit organizes all traffic citations prior to transferring them to the customer service division for additional processing and prepares all paperwork necessary for defendants who have scheduled court dates. It also works cooperatively with the city attorney's office and the courtroom clerks to ensure that the presiding judge has all the documentation necessary for defendants scheduled to appear in court.

The courtroom unit is responsible for recording dispositions in court and ensuring that all related documents related to each case are collected and properly maintained within case folders. It also issues pre-trial and trial dates and manages cases that have been forwarded to District Court on appeal.

The **Judicial Enforcement Division** is responsible for enforcing judicial orders through the collection of delinquent fines and fees owed to the court. This Division uses a variety of tools to assist in locating defendants whose cases are in delinquent or warrant status. These tools consist of contacting local community agencies, sending subpoenas to local utilities and places of employment and reviewing credit reports. The Court also utilizes a collection agency, which this division oversees to ensure productivity.

The **Warrant Division** is responsible for the preparation of all Failure to Appear Warrants and Bench Warrants. Warrant information is entered into the Nevada Criminal Justice Information System (NCJIS) and checked for accuracy in order to provide law enforcement with the most current information available. This Division also provides customer service for citizens at the counter and by telephone. It also works closely with the Warrant Service Officers to facilitate the timely service of misdemeanor warrants in the field.

The **Information Technology and File Retention Division** provides technical support for the Court's computer system and responds to all requests and system problems. All computer training is also conducted through this Division. This Division is responsible for making sure the Court is in compliance with the retention schedules set by the Nevada Revised Statutes for retention and deletion of paper records.

The primary function of the **Court Security Division** is to provide a safe and secure environment for the public, staff and judges. In addition to working the scanner and checking people into court, bailiffs are responsible for arresting and/or detaining persons with warrants



for their arrest, responding to emergencies and to calls for assistance within the court facility, conducting vehicle inspections on equipment violation citations and providing security for all programs conducted after normal business hours.

The **Court Compliance Division** is responsible for monitoring the mandates of the Uniform System for Judicial Records

and sends monthly stats to the State. This Division is also responsible for recording and reconciling all revenue generated by the court and ensures that it is properly assigned and accounted for. To ensure compliance, the State's Minimum Accounting Standards are used as a basis for cash handling procedures in the Division.

Fiscal 2003-04 Highlights

- Implemented the Maximus CourtView case management system on schedule. CourtView will interface electronically with the Police Department, Detention Center and City Attorney.
- Expanded our Court Programs by adding a Level II Repeat Offenders Course and a DUI Alcohol and Substance Abuse Prevention Program. The courses are offered in English and Spanish.

Fiscal 2004-05 Goals

- Implement the Maximus WebPak module to allow internet access to the Maximus CourtView case

management system, which will enable customers to pay on-line.

- Continue to streamline processes and enhance the Court's case management system to improve quality service.
- Increase collection efforts through the Judicial Enforcement Division by utilizing an outside collection agency.
- Continue to focus on the construction of the Justice Facility and prepare for the move.
- Update Policy and Procedure Manual in all Divisions
- Establish job performance measures
- Continue to develop Training Manual.

Department Performance Measures

Measures	Actual 2002-03	Estimated 2003-04	Budget 2004-05
Misdemeanors Filed	9,562	11,000	12,100
Traffic Violations (including parking)	37,244	30,000	33,000
Warrants issued	17,260	14,000	15,400
Warrants served	10,083	10,000	11,000
Court Appearances	30,605	41,000	45,100
Counter Appearances	300-400 people per day	400-500 people per day	500-600 people per day



Department Financial Trend - Municipal Court

	2002-03 Actual	2003-04 Amended Budget	2004-05 Adopted Budget	2004 vs 2005 Variance	
				Amount	Percent
Expenditures by Object					
Salaries & Wages	2,294,715	2,750,200	3,151,300	401,100	14.58
Employee Benefits	810,372	1,001,600	1,136,700	135,100	13.49
Supplies & Services	1,729,308	1,527,600	2,387,000	859,400	56.26
Capital Outlay	95,000	110,000	343,000	233,000	211.82
Transfers	350,000	300,000	300,000	0	0.00
Department Total	5,279,395	5,689,400	7,318,000	1,628,600	28.63
Expenditures by Division					
Municipal Court	5,279,395	5,689,400	7,318,000	1,628,600	28.63
Department Total	5,279,395	5,689,400	7,318,000	1,628,600	28.63
Expenditures by Fund					
General	3,289,350	3,967,200	4,947,500	980,300	24.71
Judicial Enforcement	142,073	191,200	247,400	56,200	29.39
Court Facilities Admin Assessment	359,150	389,000	524,600	135,600	34.86
Muni-Court Admin Assessment	454,703	292,000	498,500	206,500	70.72
Bail Deposits	1,034,119	850,000	1,100,000	250,000	29.41
Department Total	5,279,395	5,689,400	7,318,000	1,628,600	28.63
Capital Projects					
Justice Facility - LVBD	1,294,950	16,025,000	9,556,000	(6,469,000)	(40.37)
Capital Projects Total	1,294,950	16,025,000	9,556,000	(6,469,000)	(40.37)
Total Department Expenditures	6,574,345	21,714,400	16,874,000	(4,840,400)	(22.29)
Authorized Personnel					
General Fund	46.00	47.50	52.50	5.00	10.53
Judicial Enforcement Service Fund	2.00	1.50	2.50	1.00	66.67
Total FTE's Municipal Court	48.00	49.00	55.00	6.00	12.24

FY 2004-05 Budget Adjustments

CIP#	Fund	Div.	Request Description	F.T.E.'s	Salaries & Benefits	Supplies/ Services	Capital	Total Request
	0100	4121	Two Bailiffs (1 @ 12 Months, 1 @ 6 Months)	2.00	109,500	7,400		116,900
	0100	4121	Two Court Clerk I's (6 Months)	2.00	46,600	800		47,400
	0100	4121	POA Health Insurance Increase		1,600			1,600
	0100	4121	Professional fee increase			144,000		144,000
	0100	4121	Overtime increase		25,000			25,000
	0100	4121	Second Judge (6 months)	1.00	78,900			78,900
	0100	4121	O & M Costs for new Justice Facility			260,000		260,000
	0100	4121	Reclass 2 Interpreter/Court Clerks TNS15 to TNS16		6,600			6,600
	0265	4121	FTE Court Clerk I (6 months)	1.00	22,700	6,900		29,600
	0265	4121	Office equipment increase			12,400		12,400
PS-03	0419	4121	Justice Facility			400,000	9,156,000	9,556,000
				6.00	290,900	831,500	9,156,000	10,278,400

