

City of Kirkwood Municipal Court

Mission Statement

To collect fines, sign and issue subpoenas, operate the Violations Bureau, and perform all other duties provided for by the Municipal Code, ordinance and state law. To prepare, maintain, and safeguard all records, reports, and documents relating to Court activities in the required manner and within time frames established by law.

Description

The Municipal Court consists of the court clerk and assistant court clerk. Municipal court sessions are held four times a month, with the municipal judge, the prosecuting attorney, court clerk, and assistant court clerk. The court clerk is responsible for the daily operations of the Municipal Court, including processing all city ordinance violations and traffic code violations, recording dispositions, and collecting fines and court costs as well as the operation of the REJIS computer data system. In addition, the court clerk reports traffic convictions to the Missouri Department of Revenue as required by law.

Staffing

Listed below is the Municipal Court's current budgeted staffing.

1	Court Clerk
1	Assistant Court Clerk
<u>2</u>	Total

Service Levels

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008
Fines Collected	\$354,066	\$310,734	\$324,330	\$493,160	\$416,422
Court Costs Collected	122,031	107,114	106,110	138,464	131,865
Total Fines and Court Costs Collected	<u>\$476,097</u>	<u>\$417,848</u>	<u>\$430,440</u>	<u>\$631,624</u>	<u>\$548,287</u>
Total New Cases	5,484	5,675	6,101	5,700	5,538

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Service Standards

1. Process payments received through the mail daily.
2. Complete payment transactions quickly for walk-in customers.
3. Report convictions to Department of Revenue within 10 days.
4. Prepare dockets on a timely basis.
5. Record appearance bond receipts on a weekly basis.
6. Properly dispose of appearance bonds within three days of court session.

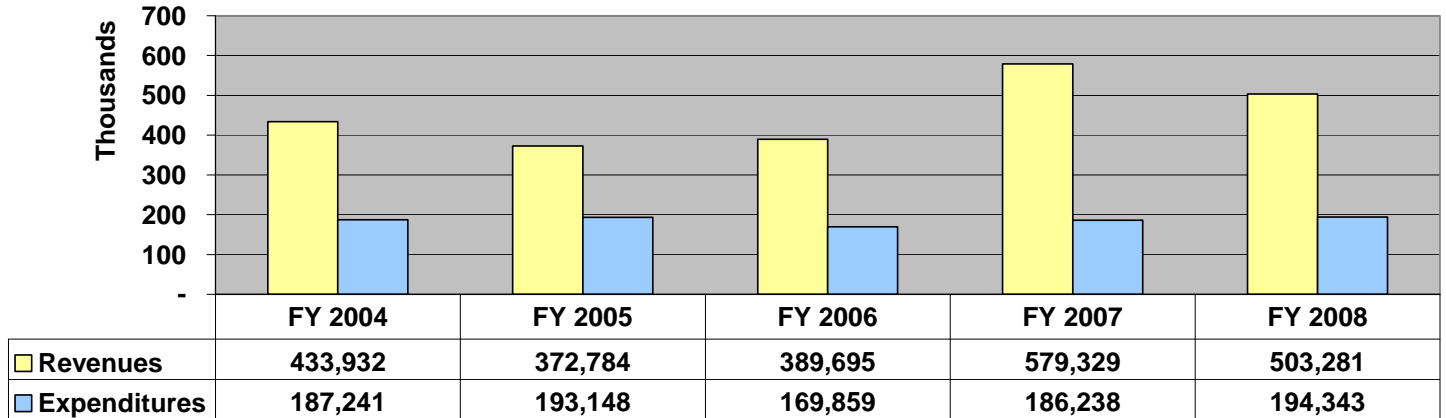
Department Objectives

1. To continue to maintain the integrity of court records and follow the record retention procedures in accordance with the state law and the Public Records Management Manual.
2. Continue to improve the efficiency of caseload management by streamlining existing forms and functions for effective operations.
3. Focus on quality customer service in all telephone and personal contact with individuals interacting with court personnel.
4. Continue professional development of court personnel by active participation in professional associations and training activities.
5. Review and up-date the Municipal Court's section of the city's web page to be a more useful source of information for Kirkwood residents, attorneys, and defendants.
6. Implement on-line payment option through REJIS IMDS for a limited number of violations that can be paid prior to the court date.
7. As part of the new auditing standard (SAS112) Communicating Internal Control Related Matters, a complete department risk assessment is being conducted. The results will be documented and presented to the City's audit committee for their review and approval. The documentation will include the municipal court's internal control procedures and how these procedures will be monitored.

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Budget Highlights

CITY OF KIRKWOOD MUNICIPAL COURT Revenue and Expenditures



Revenues: Municipal Court revenues for FY2008 have decreased approximately 13% from FY 2007, after experiencing an increase of approximately 48% in FY 2007. This fluctuation is partially attributed to the decrease in the number of new cases in FY 2008 compared to FY2007.

Expenditures: Revenues over expenditures for FY 2008 generated \$308,938 in additional monies for the City's general fund.

- All municipal court personnel including our internal court backup are Certified Court Administrators per the Missouri Association of Court Administrator (MACA).
- The municipal court implemented the paperless reporting to the Missouri Department of Revenue (DOR) and received recognition from DOR for submitting all reports within the seven days required.

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