



# Municipal Courts Department

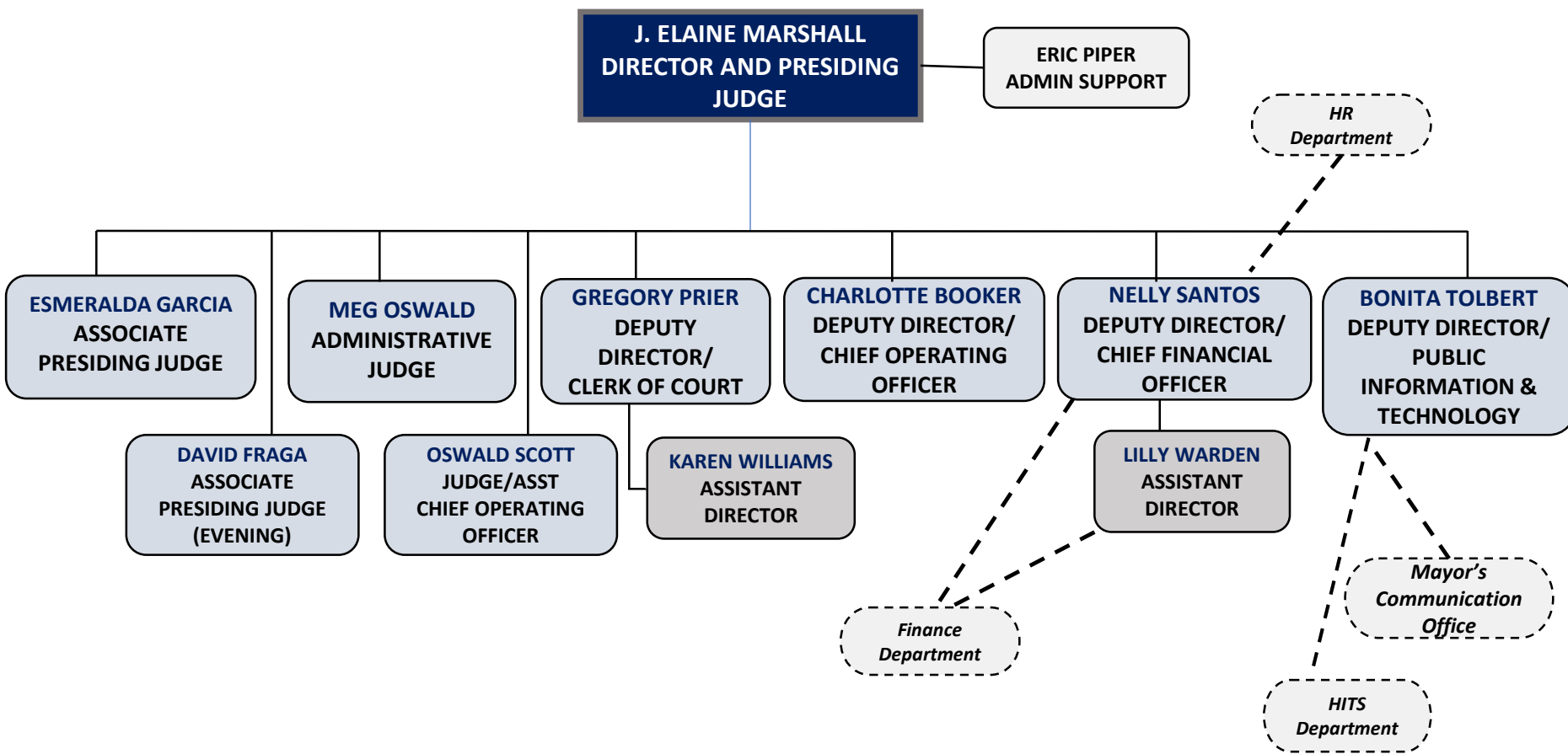
## FY20 Proposed Budget Presentation

May 21, 2019

Presented By:  
J. Elaine Marshall  
Director and Presiding Judge



# ORGANIZATIONAL CHART





# DEPARTMENT PROGRAMMING

---

## MUNICIPAL COURTS DEPARTMENT MAJOR SERVICES:

- **Judicial**
- **Court Services**
- **Collections/Compliance**
- **Parking/Civil Adjudication**
- **Public Information**
- **Budgetary/Financial**
- **Cash Management**
- **Truancy Prevention/Youth Engagement**
- **Safety/Security**



## DEPARTMENT PROGRAMMING *(cont.)*

---

### STATUTORY REQUIREMENTS OF SERVICE DELIVERY:

**MCD's major services are mandated by Federal and State laws and local Ordinances, including the State Code of Criminal Procedure, the State Government Code, and Chapter 16 of the COH Code of Ordinances.**

- Compliance with Federal State and Local laws is required to meet the Court's objectives and mission. Failure to comply could result in a denial of the constitutional rights of individuals accused in a criminal or civil matter.
- The State of Texas, Office of the Governor, provides grant funding and support for the Court's Truancy initiatives that are administered by the Juvenile Case Manager Program.



## DEPARTMENT PROGRAMMING *(cont.)*

---

### FINANCIAL/SOCIETAL IMPACT OF SERVICE DELIVERY:

#### ***Financial Impact:***

- Although the primary mission of the Municipal Courts is to provide a legal forum for the fair and equal administration of justice, MCD also generates revenue for the City of Houston through the collection of fines and forfeitures, and various other department-level revenue-generating initiatives.
- MCD offers various alternative methods of case resolution including community service and through our Deferred Payment Program. These options provide a cost savings for defendants while also increasing compliance with Court orders.

#### ***Societal Impact:***

- MCD has various programs in place that target specific areas of our community including the Homeless Outreach Dockets, Prostitution Diversion Dockets, and the Teen Court Program.



## DEPARTMENT PROGRAMMING *(cont.)*

---

### ANTICIPATED GROWTH IN POPULATION SERVED:

*MCD is prepared to meet the future demands of Houston's expanding and diverse population. This is accomplished through the following:*

- Decentralized Court Services at key locations throughout the City of Houston
- Annex Court Services at all Court locations
- Web-based processes and services
- Staff Certified Court Interpreters and contract language services

# FY20 REVENUE BY FUNDS

(\$ in thousands)



FUND	FY18 Actuals	FY19 Budget	FY19 Estimate	FY20 Proposed	Variance FY20 Prop/ FY19 Estimate	% Change
GENERAL (1000)	\$21,840	\$22,790	\$22,927	\$23,427	\$500	+2%
BUILDING SECURITY (2206)	\$549	\$647	\$597	\$597	\$0	n/a
COURT TECHNOLOGY (2207)	\$1,095	\$1,115	\$1,127	\$1,127	\$0	n/a
JUVENILE CASE MANAGER (2211)	\$1,080	\$1,176	\$1,180	\$1,180	\$0	n/a
<b>TOTALS:</b>	<b>\$24,564</b>	<b>\$25,728</b>	<b>\$25,831</b>	<b>\$26,331</b>	<b>\$500</b>	<b>+2%</b>



# FY20 REVENUES HIGHLIGHTS

---

- **FY20 General Fund revenue reflects a 2% increase over FY19 Estimate.**
- **FY20 Special Funds revenue remains flat with FY19 Estimates.**
- **Continuation of Amnesty Programs in FY20.**
- **Continuation of revenue generating, fee-based in-house initiatives.**
- **Continuation of in-house collections through the MCD One Call Solution Center for delinquent accounts that are up to 90-days past due.**
- **Continuation of the multi-vendor model for external collections partnering with Linebarger, MSB/Gila and GC Services for delinquent accounts that are over 90-days past due.**





# EXPENDITURES BY FUND

(\$ in thousands)

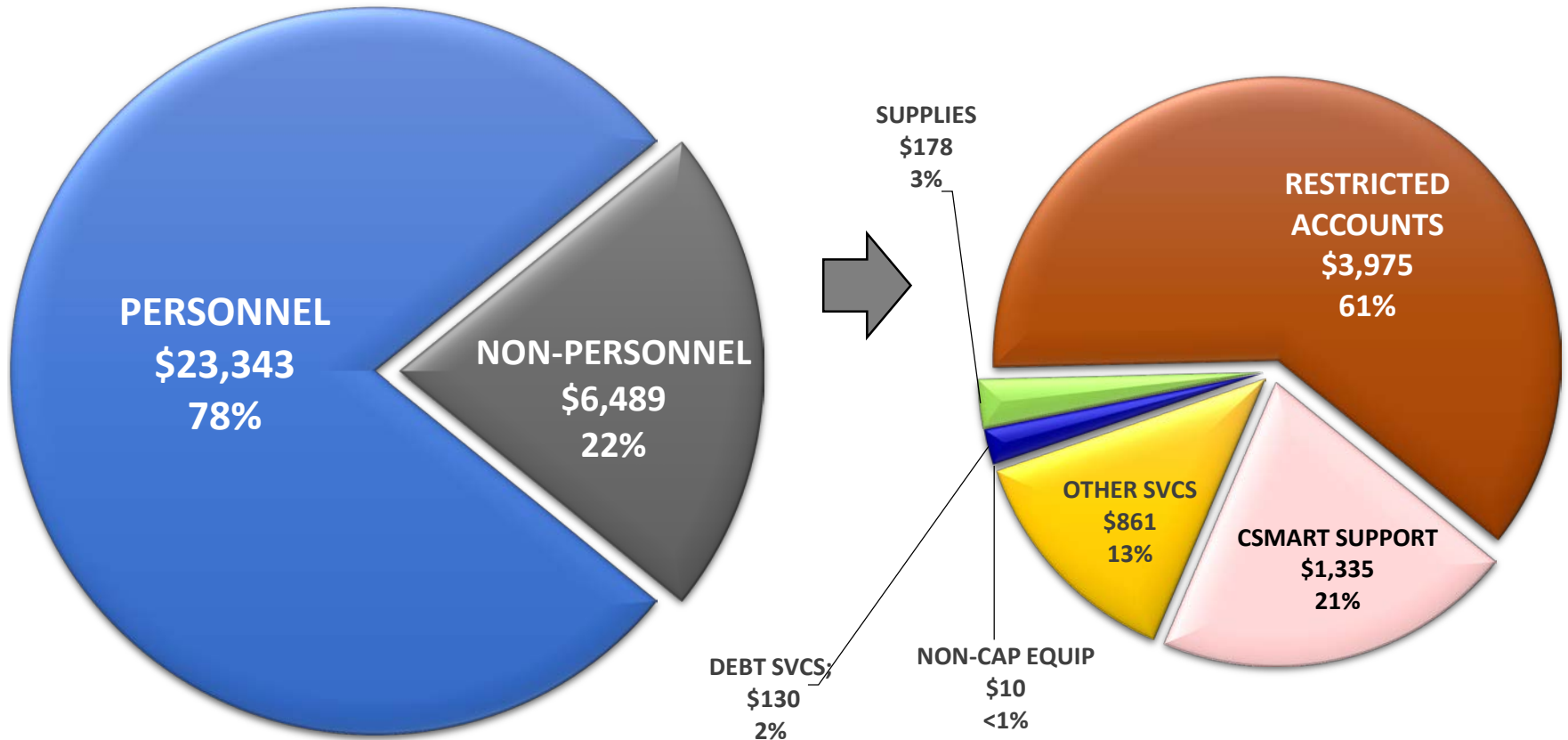
FUND	FY18 ACTUALS	FY19 BUDGET	FY19 ESTIMATE	FY20 PROPOSED	VARIANCE FY20 Prop/ FY19 Budget	% CHANGE
General (1000)	\$29,349	\$30,221	\$29,425	\$29,832	-\$389	-1.3%
Building Security (2206)	\$519	\$660	\$578	\$660	\$0	n/a
Court Technology (2207)	\$562	\$864	\$819	\$1,219	+\$355	+41%
Juvenile Case Manager (2211)	\$1,295	\$1,520	\$878	\$1,473	-\$47	-3%
<b>TOTALS:</b>	<b>\$31,725</b>	<b>\$33,265</b>	<b>\$31,700</b>	<b>\$33,184</b>	<b>-\$81</b>	<b>&lt;1%</b>



# FY20 PERSONNEL vs NON-PERSONNEL

## General Fund (1000) (\$ in thousands)

**FY20 PROPOSED BUDGET**  
**\$29,832**

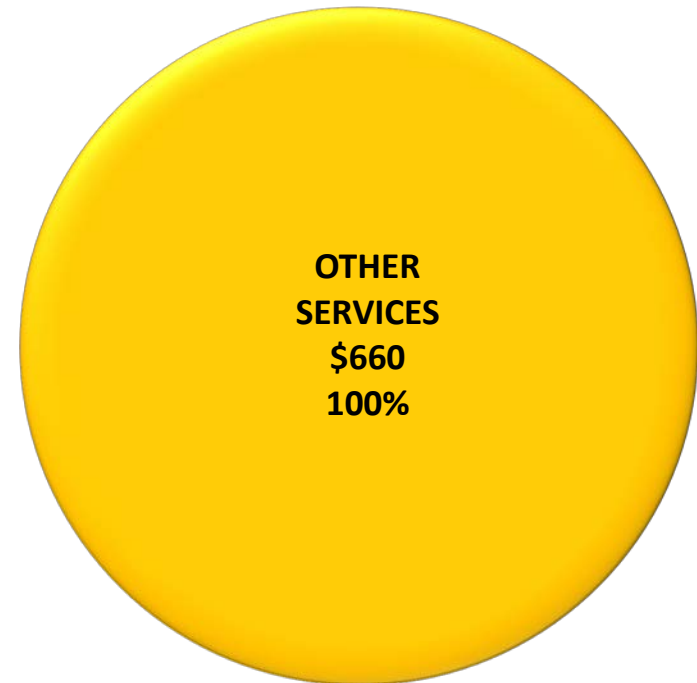
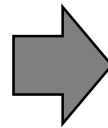


# FY20 PERSONNEL vs NON PERSONNEL

## Building Security Fund (2206) (*\$ in thousands*)



**FY20 PROPOSED BUDGET**  
**\$660**

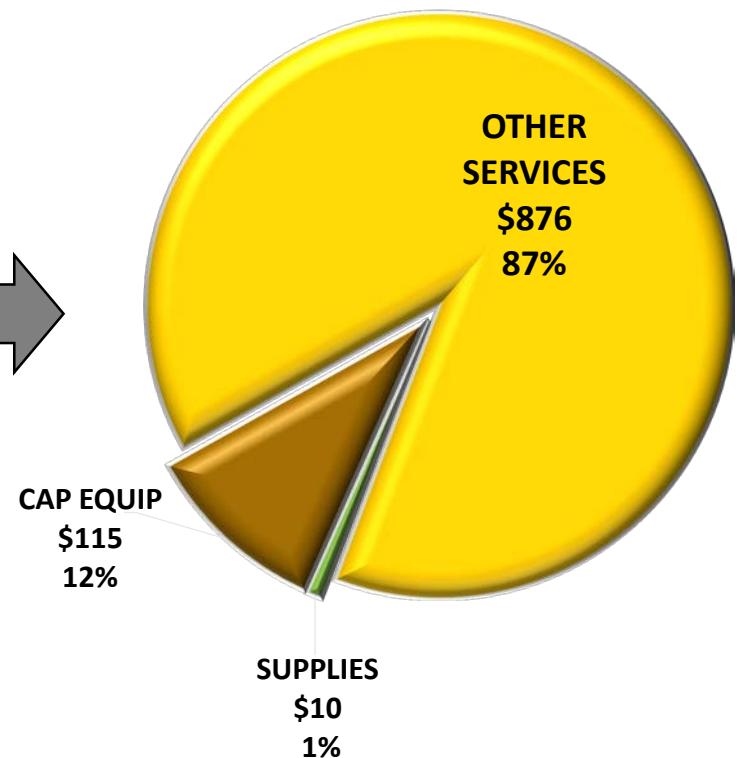
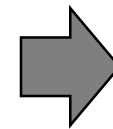
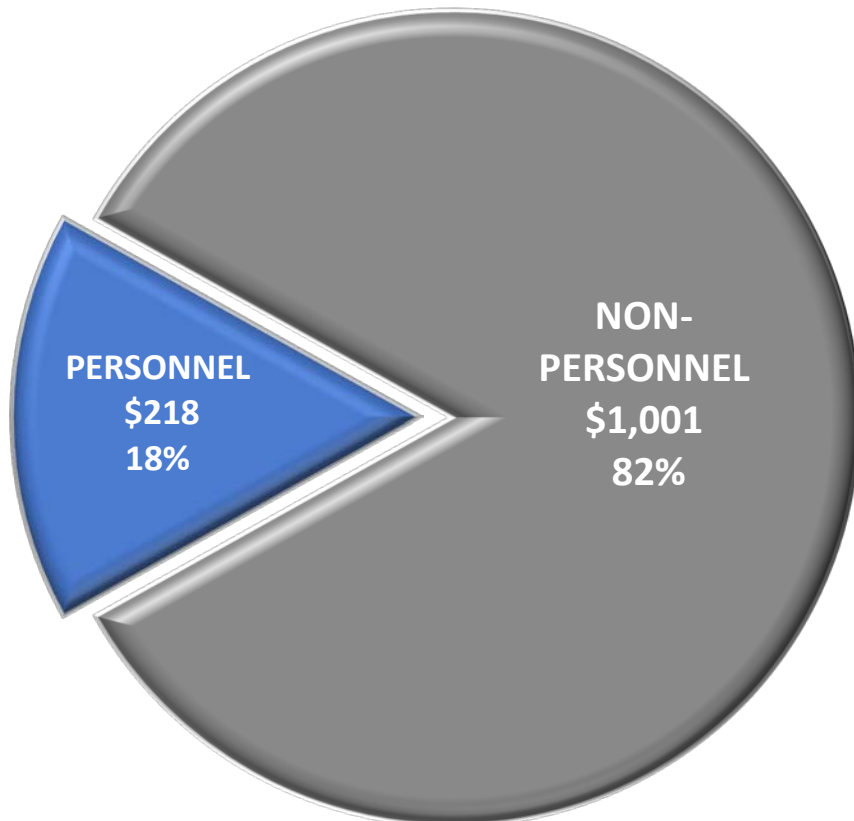


# FY20 PERSONNEL vs NON-PERSONNEL

## Court Technology Fund (2207) (\$ in thousands)



**FY20 PROPOSED BUDGET**  
**\$1,219**

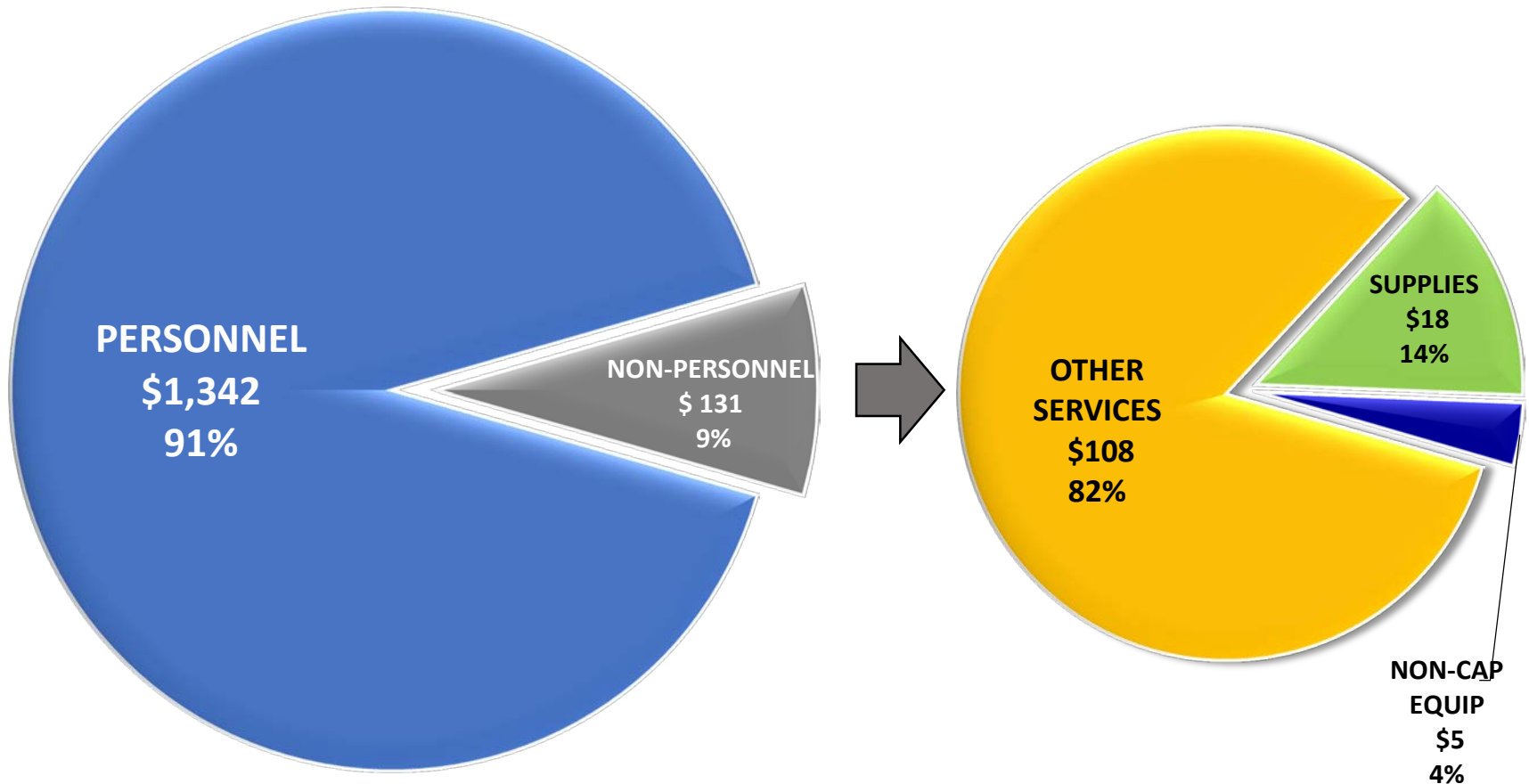


# FY20 PERSONNEL vs NON PERSONNEL

## Juvenile Case Manager Fund (2211) (\$ in thousands)

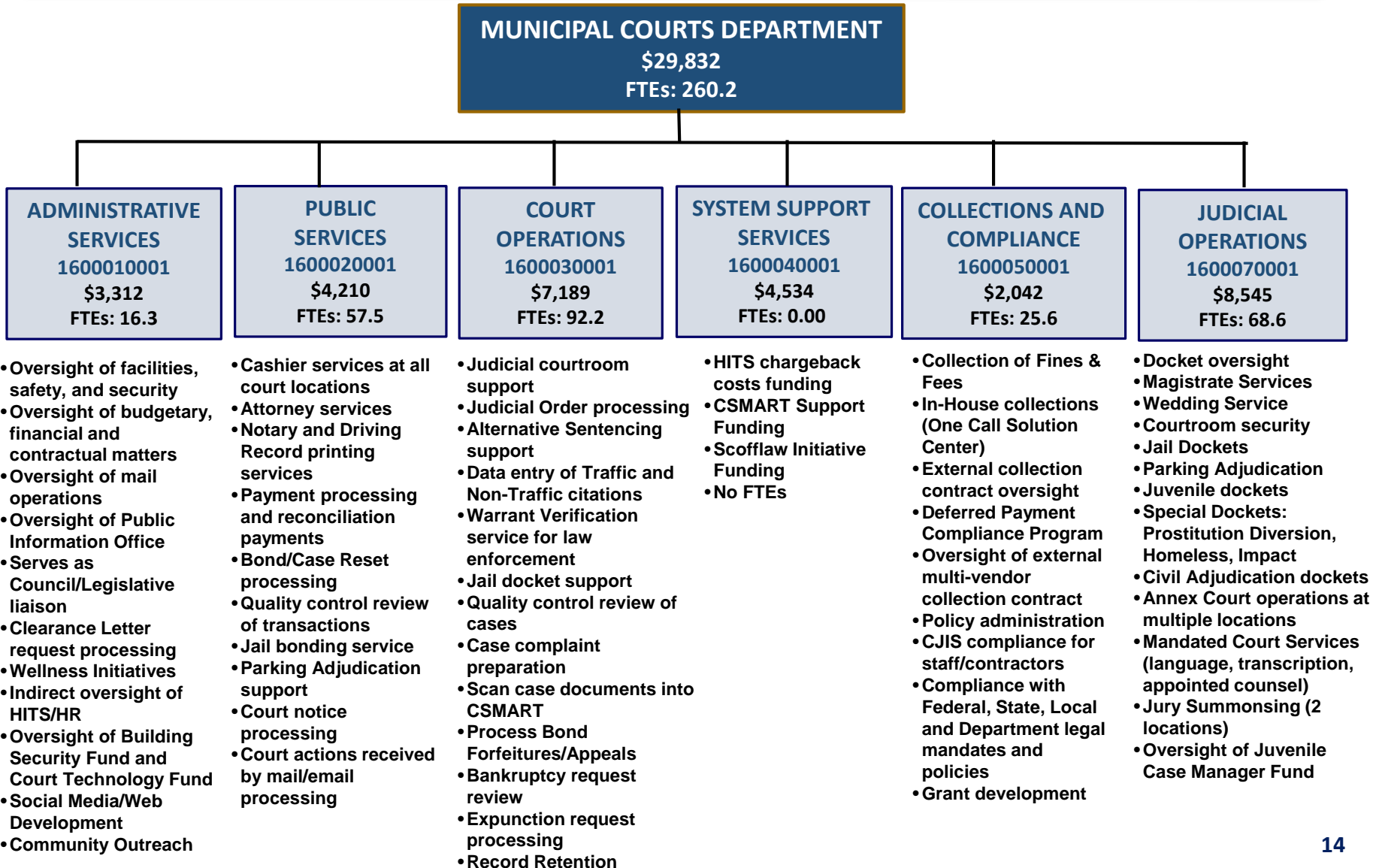


**FY20 PROPOSED BUDGET**  
**\$1,473**



# FY20 FUNCTIONAL ORGANIZATIONAL CHART

## General Fund (\$ in thousands)



# FY20 FUNCTIONAL ORGANIZATIONAL CHART

## Special Revenue Funds (*\$ in thousands*)



**MUNICIPAL COURTS DEPARTMENT  
SPECIAL REVENUE FUNDS**  
\$3,352  
FTEs: 17

**BUILDING  
SECURITY FUND**  
(2206)  
Budget: \$660  
FTEs: 0

- \$3.00 court fee collected for each paid conviction of a Class "C" misdemeanor offense
- Funds allows for purchases of security enhancements and security services including contract building security to protect the safety and welfare of employees and civilians

**COURT  
TECHNOLOGY FUND**  
(2207)  
Budget: \$1,219  
FTEs: 1

- \$4.00 court fee collected for each paid conviction of a Class "C" misdemeanor offense
- Fund allows for technological enhancements and system maintenance/technical support to ensure effective processes and efficient court operations

**JUVENILE CASE  
MANAGER FUND**  
(2211)  
Budget: \$1,473  
FTEs: 16

- \$6.00 court fee collected for each paid conviction of a Class "C" misdemeanor offense.
- Funds the salary/benefits and operational expenses of Juvenile Case Managers assigned to target campuses
- Funds various truancy prevention programs, activities and outreach initiatives
- Administration of grant funding through Office of the Governor, State of Texas for Truancy Prevention



# FY20 BUDGET REDUCTIONS

---

## **FY20 TOTAL BUDGET REDUCTION: \$1,029,021**

### **\$580,773 - ELIMINATION OF 6.5 VACANT, BUDGETED POSITIONS**

This reduction of current budgeted vacancies is across all MCD divisions and is not expected to affect service levels.

### **\$90,755 - DOWNGRADE OF 1 VACANT FULL-TIME POSITION TO PART-TIME**

This position downgrade is not expected to affect service levels.

### **\$310,041 - TRANSFER OF IT COSTS TO MCD TECHNOLOGY FUND 2207**

The transfer of specific IT costs to the Technology Special Fund better aligns technology-related expenditures. However, this transfer will reduce the overall Fund balance, and may affect future ability to purchase technology equipment and enhancements.

### **\$34,120 - REDUCTION IN OVERNIGHT MAGISTRATE HOURS**

This budget savings initiative will reduce overnight magistrate services provided by Associate Judges during the non-peak window of 6:00am to 8:00am at the Joint Processing Center. The reduction is not expected to affect service levels for law enforcement, as there are other Harris County magistrates available to provide this service.

### **\$13,332 - REDUCTION OF OTHER OPERATIONAL COSTS**

This reduction of operational costs is not expected to affect service levels.





# FY20 EXPENDITURES HIGHLIGHTS

---

- **Budget reduction of \$1,029,021.**
- **Funding for inter-department/revolving cost variances, pension rate increase, and HOPE increases.**
- **Continuation of CSMART system enhancements and support.**
- **Funding for contract court security and armored car services.**
- **Support of Joint Processing Center jail operations.**
- **Funding for mandated language services and jury summoning costs.**
- **Funding for contractual mail noticing and citation book printing.**
- **Funding for various IT-related software/hardware maintenance agreements and enhancements.**



# APPENDIX

---

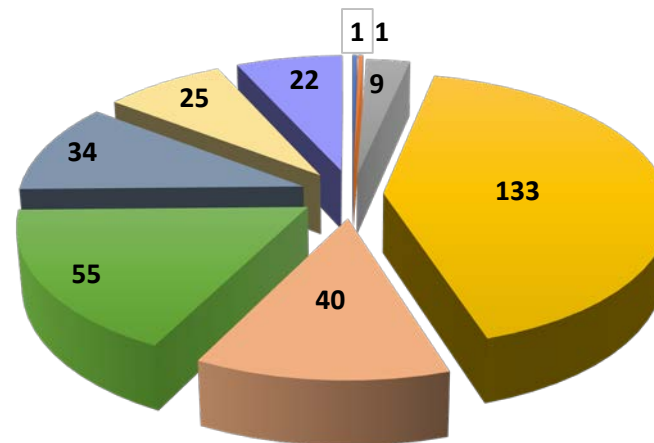
- **DEPARTMENT DEMOGRAPHICS**
- **BUDGET HISTORY**
- **DEPARTMENT BUDGET REDUCTION HISTORICAL**
- **DEPARTMENT PERFORMANCE MEASURES**
- **MCD FY20 PERFORMANCE MEASURES**
- **DEPARTMENT ACCOMPLISHMENTS**
- **HARVEY RECOVERY UPDATE**



# FY20 DEPARTMENT DEMOGRAPHICS

(All Staff/All Funds)

CLASSIFICATION	TOTAL COUNT (All Funds)	%
American Indian/Alaskan Native Male	1	<1%
Asian/Pacific Islander Female	9	3%
Asian/Pacific Islander Male	1	<1%
Black/African American Female	133	41%
Black or African American Male	40	12%
Hispanic/Latino Female	55	17%
Hispanic/Latino Male	34	11%
White Female	25	8%
White Male	22	7%
<b>Total:</b>	<b>320</b>	<b>100%</b>



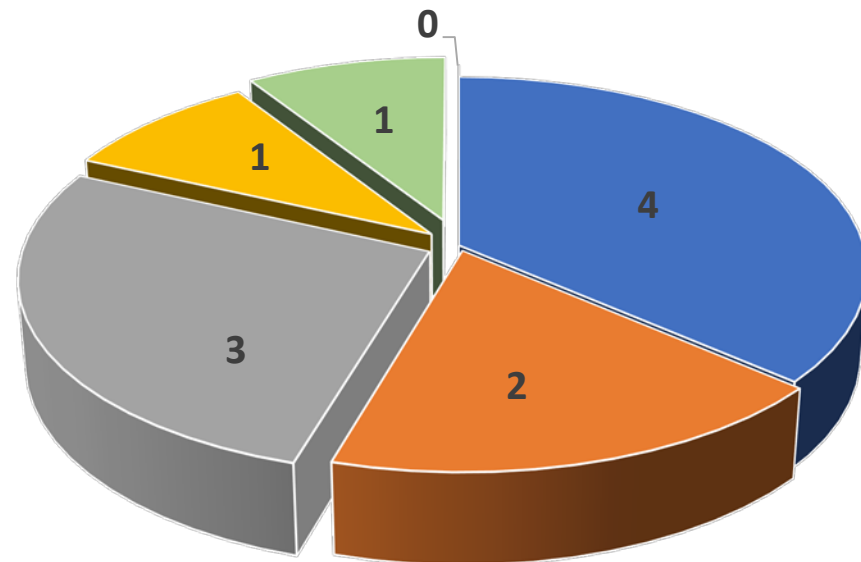
- American Indian or Alaskan Native Male
- Asian/Pacific Islander Male
- Asian/Pacific Islander Female
- Black/African American Female
- Black/African American Male
- Hispanic/Latino Female
- Hispanic/Latino Male
- White Female
- White Male



# FY20 DEPARTMENT DEMOGRAPHICS

*(Executive Leadership)*

CLASSIFICATION	TOTAL COUNT	%
Black/African American Female	4	37%
Black/African American Male	2	18%
Hispanic/Latino Female	3	27%
Hispanic/Latino Male	1	9%
White Female	1	9%
White Male	0	0%
<b>Total:</b>	<b>11</b>	<b>100%</b>



- Black Female
- Black Male
- Hispanic Female
- Hispanic Male
- White Female
- White Male

# BUDGET HISTORY

(\$ in thousands)



	FY15	FY16	FY17	FY18	FY19	FY20
CURRENT BUDGET	\$27,929	\$29,147	\$29,158	\$30,335	\$30,221	\$29,832
ACTUAL / PROJECTION	\$26,863 <i>(actual)</i>	\$27,705 <i>(actual)</i>	\$27,492 <i>(actual)</i>	\$29,349 <i>(actual)</i>	\$29,425 <i>(projection)</i>	\$29,832 <i>(projection)</i>
SURPLUS/DEFICIT	\$1,066 <i>(surplus)</i>	\$1,442 <i>(surplus)</i>	\$1,666 <i>(surplus)</i>	\$986 <i>(surplus)</i>	\$796 <i>(surplus)</i>	



# DEPARTMENT BUDGET REDUCTIONS

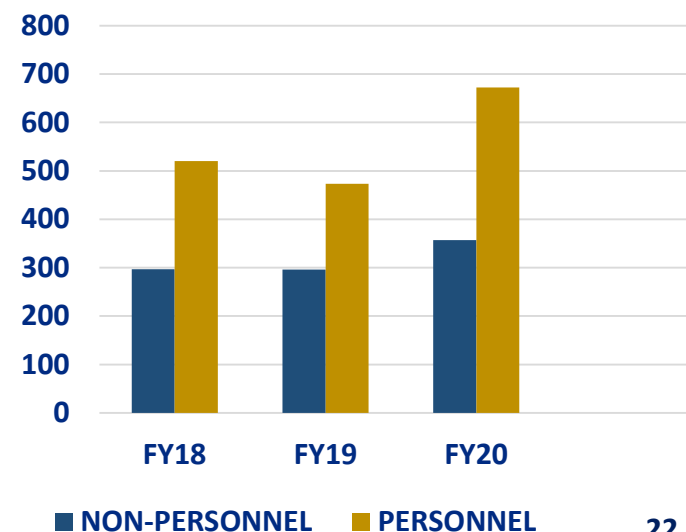
(\$ in thousands)

FUND	FY18	FY19	FY20	3-Year Total
GENERAL FUND	\$817	\$769	\$1,029	\$2,615

The above overall reductions are further detailed below by fiscal year and personnel/non-personnel costs. Despite these reductions, we have maintained service levels and met all statutory requirements, and will continue to do so in FY20.

Fiscal Year	Non-Personnel Reductions	Personnel Reductions	Total Annual Reduction
FY18	\$297	\$520 (9 FTEs)	\$817
FY19	\$296	\$473 (6 FTEs)	\$769
FY20	\$357	\$672 (6.5 FTEs)	\$1,029
<b>TOTALS:</b>	<b>\$950</b>	<b>\$1,665 (21.5 FTEs)</b>	<b>\$2,615</b>

## BUDGET REDUCTIONS



# FY20 BUDGET EXPENDITURES NET CHANGE

(\$ in thousands)



FY2020 General Fund Budget Expenditures Net Change to FY2019 Current Budget		
<b>FY2019 Current Budget</b>		<b>Notes</b>
Operating Budget	\$ 26,304	
Restricted Budget	3,917	1
<b>FY2019 Current Budget</b>	<b>\$ 30,221</b>	
Explanation of FY2020 Incremental Increase/(Decrease)		
<b>Operating Budget Adjustments</b>		
Budget reduction initiatives	(1,029)	
Personnel budget utilization savings	-	
<b>Subtotal Operating Budget Adjustments</b>	<b>\$ (1,029)</b>	
<b>% Change from FY19 Operating Budget</b>	<b>(3.9%)</b>	
<b>Contractual or Mandated Adjustments:</b>		
Health Benefits Active Civilian	\$ (48)	
Hope Increase	467	
Municipal Pension	32	
Classified Pension (if applicable)	-	
Restricted Accounts	188	
Program Adjustment	-	
<b>Subtotal Contractual/Mandated Increases</b>	<b>\$ 639</b>	
<b>FY2020 Proposed Budget</b>		
Operating and Contractual Adjustments	\$ (390)	
<b>FY2020 Proposed Budget</b>	<b>\$ 29,831</b>	
<b>% Change from FY19 Current Budget</b>	<b>(1.3%)</b>	
<b>Notes:</b>		
1. Restricted Budget includes chargeback accounts including: Fleet-related, Electricity, Natural Gas, IT-Related, HR, KRONOS, Insurance, GIS		



# FY20 PERFORMANCE MEASURES

Customer Measures	Priorities	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Defendant Wait Time-Bench Trials (min)	P, S, F	30	30	29	30
Defendant Wait Time-Jury Trials (hrs)	P, S, F	1.2	2	1.1	2
Customer Satisfaction (favorable)	S, F	94%	90%	90%	90%

Business Process Measures	Priorities	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Quality Control Review of Cases	P, F	62%	50%	90%	50%
Quality Control Review of Transactions	P, F	412,967	350,000	350,000	350,000
Warrant Verification Time (min)	P, F	2	5	1.7	5
Overall Jury Yield	S, F	26%	25%	27%	25%
Cases Filed to Cases Disposed Ratio	P, S, F	99%	100%	89%	100%

Priorities: Public Safety (P), Complete Communities (C), Services and Infrastructure (S), Sound Financial Management (F)





# FY20 PERFORMANCE MEASURES *(cont.)*

Financial Measures	Priorities	FY18 Actual	FY19 Budget	FY19 Estimate	FY20 Budget
Deferred Payment Program Revenue	F	\$720,933	\$450,000	\$611,200	\$450,000
Deferred Payment Program Compliance	P, F	N/A	60%	60%	60%
In-House Collections Revenue	F	\$1.8M	\$1.7M	\$1.6M	\$1.7M
Expenditure Adopted Budget vs. Actual Utilization	F	96%	98%	98%	98%
Revenue Adopted Budget vs. Actual Utilization	F	97%	100%	100%	100%



# **FY19 ACCOMPLISHMENTS**

---

- **Ongoing scheduling of dockets, personnel and other court services, including parking adjudication, following the total loss of 1400 Lubbock basement area.**
- **Successful Fall and Spring Amnesty Programs.**
- **Joint Processing Center go-live in March 2019.**
- **Construction of two temporary courtrooms at 1400 Lubbock in a vacated server area that will be operational in June 2019.**
- **Renovation of all elevators at 1400 Lubbock.**
- **Expansion of Teen Court Program.**
- **Continued truancy prevention at target schools through the Juvenile Case Manager Program. Grant funding through the Office of the Governor, Juvenile Case Manager Truancy Prevention Initiative.**
- **Houston Municipal Courts recipient of the 2019 Texas Municipal Courts Education Center Traffic Safety Award.**
- **Continued security and safety initiatives, including CJIS compliance, for all staff and contractors.**
- **Continuation of Clerk Certification Program.**

# **HARVEY RECOVERY PROGRESS UPDATE**



# BASEMENT

The basement area at 1400 Lubbock remains closed. The repurposing of the space is under discussion with GSD/FEMA.





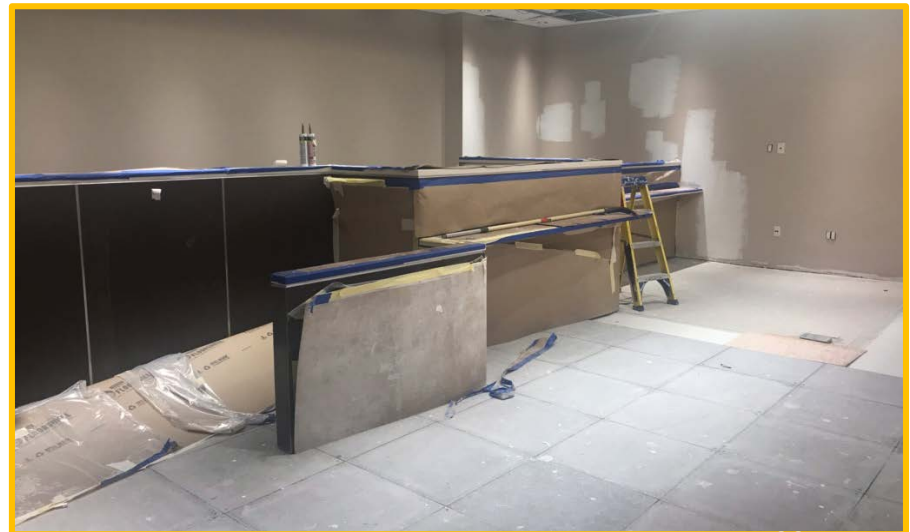
# ELEVATORS

**All three elevators at 1400 Lubbock are once again operational.**



# NEW COURTROOMS

Two new small courtrooms are expected to be operational in early June at 1400 Lubbock.



# FOOD SERVICE



**New Food Service for staff  
and visitors at 1400 Lubbock.**



# Questions?

