



City of Dallas

Municipal Court Services

Public Safety Committee

May 13, 2024

Gregory Nelson, Director
Municipal Court Services – CTS

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Purpose



- Provide an overview of the Dallas Municipal Court
- Highlight department program, services, and activities

- *Briefing reflects FY 2024-25 Planned Budget as developed Summer 2023*
- *The starting point of every Budget Development process (February – September) is the Planned Budget from prior year*
- *Revenue and expenditure assumptions will change prior to CMO recommendation on August 13, 2024*



Purpose



Municipal Court Services Department – Services

- **Municipal Court Services** Provide administrative support for the Municipal Court, including administering court programs, courtroom support, collecting fines, preparing dockets, managing court records, contract compliance, financial services, and responding to information requests. = \$12,503,099
- **Parking Adjudication Office** Provide an effective and efficient administrative appeal process to contest parking citations. The administrative appeal or hearing process is a civil proceeding managed by Courts. = \$652,993

Department programs, services, and activities

- The Dallas Municipal Court offers several programs for citation resolution: Deferred Disposition, Driver Safety Course (DSC), Payment Plans, Compliance and Dismissal, Community Service, and Time Served.



Role of the Department / Fact Sheet



Mission

- Serve the public while efficiently addressing court and adjudication needs.

Department Goals

- Obtain a customer satisfaction score of 90 percent regarding municipal court services.
- Increase utilization of the court case management system through enhanced technology options.



Role of the Department/Fact Sheet

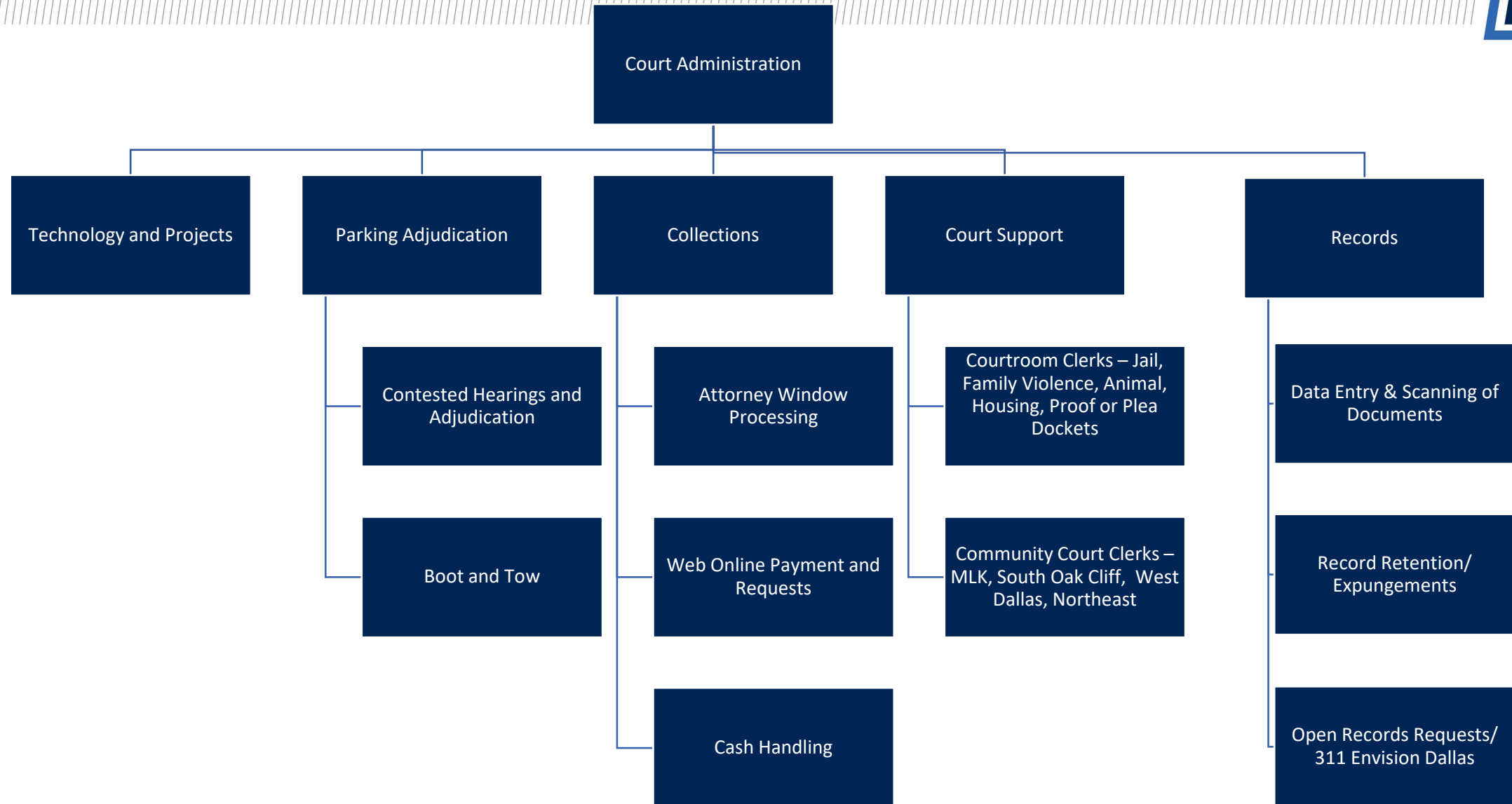


Fact Sheet for FY 2023

- Cases Filed: 137,425
- Final Dispositions: 282,785
- Total Hearings: 149,531
- Warrants Signed: 47,801
- Parking Adjudication Hearings: 8,089
- Positions (Full Time Employees): 75



Organizational Chart



Total Budget – All Funds



Service	FY 2023-24 Budget	FY 2024-25 Planned
General Fund	\$8,370,958	\$13,156,092
Total	\$8,370,958	\$13,156,092

+ Municipal Court Services FY2024/2025 = \$4.4mil replacement cost for Court Case Management System



Position Overview



Positions	FY 2023-24 Budget	FY 2024-25 Planned	Change
General Fund	66	66	0
Total	66	66	0



Budget Summary by Service



Service	FY 2022-23 Actual	FY 2023-24 Adopted Budget	FY 2023-24 Forecast*	FY 2024-25 Planned Budget
Municipal Court Services	\$8,189,840	\$7,715,347	\$7,728,672	\$12,503,099
Parking Adjudication Office	\$351,271	655,611	592,701	652,993
Expense Total	\$8,541,111	\$8,370,958	\$8,321,373	\$13,156,092

*January 2024 Forecast

+ *Municipal Court Services FY2024/2025 = \$4.4mil replacement cost for Court Case Management System*



Operating Expense and Revenue



Service/Division	FY 2022-23 Actual	FY 2023-24 Adopted Budget	FY 2023-24 Forecast*	FY 2024-25 Planned Budget
Personnel Services	\$5,246,742	\$5,077,309	\$4,940,178	\$5,132,991
Supplies - Materials	285,579	177,085	190,520	177,085
Contractual – Other Services	3,126,736	3,311,138	3,385,249	8,040,590
Capital Outlay	0	0	0	0
Reimbursements	(117,946)	(194,574)	(194,574)	(194,574)
Department Expense Total	\$8,541,111	\$8,370,958	\$8,321,373	\$13,156,092
Department Revenue Total	\$12,565,463	\$13,549,459	\$12,616,824	\$13,549,459

*January 2024 Forecast

+ Contractual Services increase due to *Municipal Court Services FY2024/2025 = \$4.4mil replacement cost for Court Case Management System*



Revenue Overview



Service Category	FY 2022-23 Actual	FY 2023-24 Adopted Budget	FY 2023-24 Forecast*	FY 2024-25 Planned Budget
1.17 Municipal Court Services	\$12,565,463	\$13,549,459	\$12,616,824	\$13,549,459
Revenue Total	\$12,565,463	\$13,549,459	\$12,616,824	\$13,549,459

*January 2024 Forecast



Performance Measures



Measure	FY 2022-23 Actual	FY 2023-24 Target	FY 2023-24 Forecast*	FY 2024-25 Target
Percentage of parking adjudication hearings conducted in person	68.2%	60.0%	39.9%	60.0%
Average wait time	17.7min	10.0min	10.7min	10.0min

*FY 2023-24 – 1Qtr Report





Summary of Services, Programs and Activities

Summary of Services, Programs, and Activities



Municipal Court Services

- Technology Initiatives – Jury Online, Attorney Online Portal
- Community Court Clerks – CDBG Funded(reimbursed by CAO)
- Recreation Centers – Mobile Court – Warrant Resolution
- Community Engagement Events - Neighborhood Watch Meetings, DPD STEAM, Municipal Court Week, Customer Service Week, National Night Out, etc.
- Budget Townhall Meetings





Parking Adjudication Office

- Virtual and Mail in Contested Hearing Request
- Review of Boot and Tow Accounts
- Orders of Liability and Default Notices
- Appeal Process to Court of Record
- Comprehensive Parking Management Program



Summary of Services, Programs, and Activities (Cont.)



Dallas Municipal Court Key programs:

- **Deferred Disposition**

Deferred Disposition is an option that will keep your citation from being reported as a conviction on your driving record. The Municipal Court Judge will dismiss the citation upon successful completion of probationary period and conditions imposed. Deferred disposition is not available for all violations.

- **Driver Safety Course (DSC)**

DSC is another option that prevents citations from being reported as a conviction on your driving record. For citation dismissal, the TX DPS Driving Record, DSC Affidavit, and DSC Class Certificate are required documents to be completed and submitted to the court within 90 days of court approval.

- **Payment Plans and Payment Extensions**

Court-approved monthly payments or 30 to 60 days to pay the citation in full.





Dallas Municipal Court Key programs:

- **Compliance and Dismissal**

Show proof of compliance with the driver's license, vehicle registration, vehicle insurance, etc., and pay an administrative fee.

- **Community Service**

Perform volunteer hours within the City of Dallas in lieu of payment for fines and fees.

- **Time Served**

Credit for jail time a defendant previously spent in custody for a citation.





Dallas Municipal Court Activities

- Annual Warrant Resolution
- Municipal Courts Week
- Annual Texas Municipal Courts Education Center - Legislative Court Session





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