

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

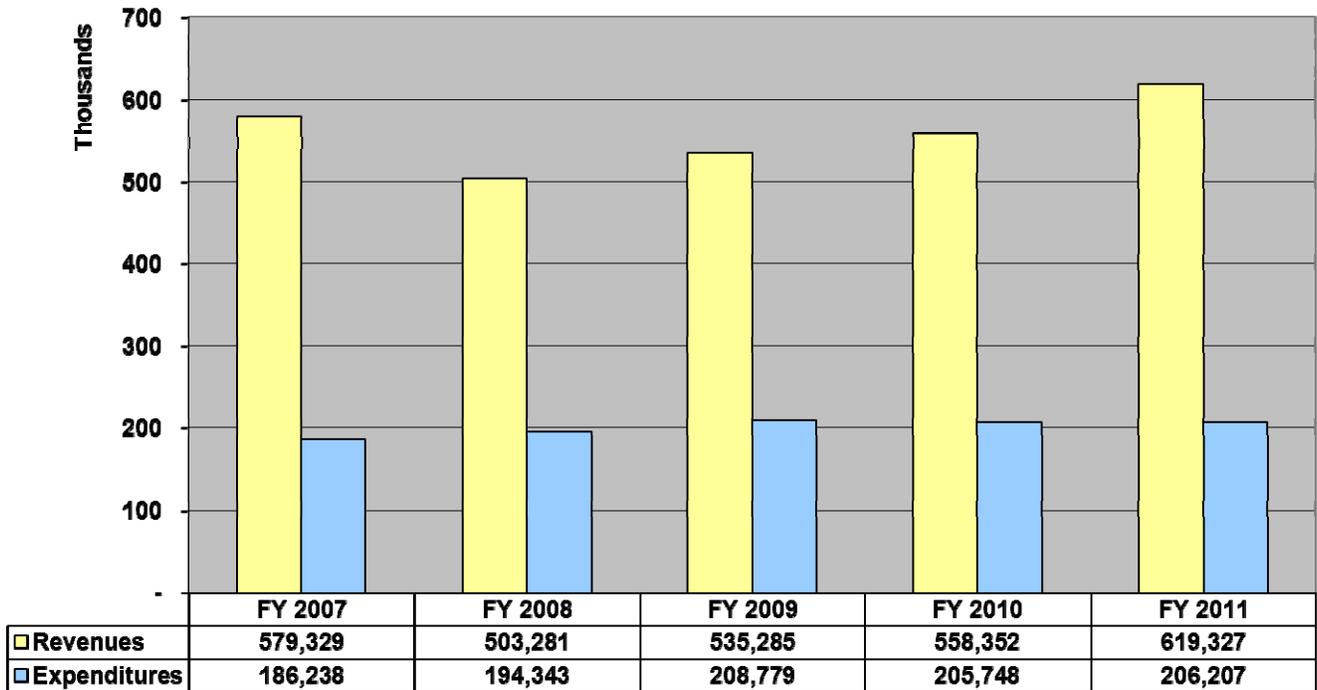
Service Levels

	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Fines Collected	\$493,160	\$416,422	\$408,909	\$431,064	\$489,258
Court Costs Collected	138,464	131,865	175,102	174,751	185,291
Total Fines and Court Costs Collected	<u>\$631,624</u>	<u>\$548,287</u>	<u>\$584,011</u>	<u>\$605,815</u>	<u>\$674,549</u>
Total New Cases	5,700	5,538	5,216	5,604	6,067

City of Kirkwood Municipal Court

Department Highlights

CITY OF KIRKWOOD MUNICIPAL COURT Revenue and Expenditures



- Municipal Court revenues for FY 2011 have increased approximately 11% while expenditures increased 0.2 percent compared to FY2010.
- Revenues over expenditures for FY2011 generated \$413,102 in additional monies for the City's general fund. This is approximately a 17% increase in revenues over expenditures from FY2010.
- An on-line payment option was implemented through REJIS IMDS for a limited number of violations that can be paid prior to the court date in June 2010. The total number of payments received through March 31, 2011 was 506 for a total dollar amount of \$46,456.
- All municipal court personnel including our internal court backup are Certified Court Administrators per the Missouri Association of Court Administrator (MACA).

City of Kirkwood Municipal Court

- The Municipal Court and the Finance Department continue to work together to provide backup staffing to the court as needed. This interdepartmental arrangement has been successful and has prevented the need for additional staffing.
- Continue to focus on quality customer service.
- Continue professional development of court personnel by active participation in professional associations and training opportunities.
- 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.
- As part of the new auditing standard (SAS112), Communicating Internal Control Related Matters, a revised department risk assessment will be conducted during the current fiscal year. The results will be documented and included in the City's Internal Control Document. The documentation will include the municipal court's internal control procedures and how the internal control procedures will be monitored.

City of Kirkwood Municipal Court

This page was intentionally left blank.