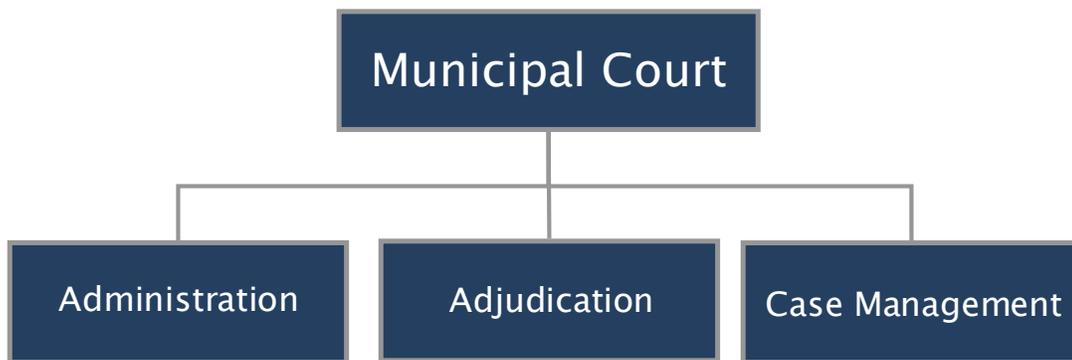


*The mission of the Boulder Municipal Court is to:*

- *Provide an accessible, efficient, and impartial forum for all participants in cases involving municipal ordinance violations;*
- *Adjudicate cases consistent with the law, the needs of the individual, and the community's values; and*
- *Promote public trust in both the justice system and local government.*



## Department Overview

### Administration

- Court Administration is responsible for achieving department goals and objectives; managing budgetary and financial information; assuring adherence to policies and regulations; and leading, developing and supervising Court staff. Staffing includes the court administrator, a deputy court administrator, and administrative support for budget preparation, financial transaction processing, accounting/statistical analyses, technology enhancements, web management including 24/7 online payment options, and various clerical responsibilities.

### Adjudication

- Adjudication consists of all Court functions that occur in the courtroom. Judges preside over Court sessions with animal, general, parking, photo radar, photo red light, traffic violations and selected administrative and civil hearings. Staff manages case flow in and out of the courtroom and sets court dates. Adjudication includes the Presiding Judge's involvement with various external collaborators, including the campus-community alcohol coalition, Acting on Alcohol Concerns Together (AACT), and Boulder County Public Health's Substance Abuse Implementation Team.



## Department Overview (Cont'd)

### Case Management

- Case Management includes a variety of functions that comprise the core work of the Court, including scheduling, payment processing, database management, collections, other non-compliance actions, and interfacing with Department of Motor Vehicles (DMV) and the Colorado Bureau of Investigations (CBI). The majority of Court staff consists of front-line employees who interact with the public on the phone, at the counter, and in the courtroom. Probation staff monitors compliance with Court orders regarding municipal violations that most impact the community and also process cases for defendants at in-custody sessions at the Boulder County jail. Probation staff members seek to leverage the Court's contact with homeless individuals through a variety of efforts.

**Table 7-37: Municipal Court Summary Budget**

	2015 Actual	2016 Approved	2017 Recommended
<b>STAFFING</b>			
Administration	4.75	4.75	4.75
Adjudication	4.38	4.38	4.60
Case Management	12.00	12.00	11.00
<b>TOTAL STAFFING</b>	<b>21.13</b>	<b>21.13</b>	<b>20.35</b>
<b>EXPENDITURE</b>			
Administration	\$ 299,305	\$ 513,533	\$ 480,243
Adjudication	612,112	601,115	639,693
Case Management	1,084,674	1,201,701	1,165,795
<b>TOTAL EXPENDITURE</b>	<b>\$ 1,996,091</b>	<b>\$ 2,316,349</b>	<b>\$ 2,285,731</b>
<b>FUND</b>			
General	\$ 1,996,091	\$ 2,316,349	\$ 2,285,731
<b>TOTAL FUNDING</b>	<b>\$ 1,996,091</b>	<b>\$ 2,316,349</b>	<b>\$ 2,285,731</b>

## 2016 Accomplishments

- Filled key positions: deputy court administrator, fixed-term court specialist, fixed-term administrative specialist, homeless navigator and civil settings clerk.
- Transitioned the community coordinator position from Municipal Court to the City Manager's Office.
- Court Administrator attended Leading Educating and Developing Program through the Senior Executive Institute at the University of Virginia.
- Implemented homeless navigator position to work with some of the Court's homeless defendants. The navigator meets with defendants and personally guides them (even escorting them to locations) through the process of finding service providers.



### 2016 Accomplishments (Cont'd)

- Continued to strengthen the homeless resource initiative by partnering with other community stakeholders to incentivize and assist homeless defendants in accessing resources to which they may be entitled, improve their circumstances, and decrease their criminal behaviors.
- Experimented with the camping diversion program in conjunction with the Police Department and the City Attorney's Office.
- Created infrastructure for quasi-judicial hearings. This included: remodeling the old courtroom to create a space for hearings and increasing judicial hours.
- Used Call Recording software to provide customer service metrics. This enabled the court to record and archive phone calls. Recordings are used for training and staff development.
- Furthered research into a paperless court by visiting the Pueblo Municipal Court to analyze their operation.
- Updated audio-visual system in the primary courtroom which allows ADA compliance.
- Presiding Judge and Community Coordinator attended and presented at national conferences. Presentation topics included: *Effects of Marijuana Legislation* and *A History of how CU and the City have collaborated on Community Issues*.

### Key Initiatives for 2017

- Cross-train all back-up staff to full level of functionality for performing back-up duties.
- Create a training and development plan for all Court staff; both for technical and soft skills.
- Reinstate "meet and greet" sessions between Court and stakeholder groups; also have occasional "orientation" sessions for new staff at these departments.
- Analyze future space needs for existing staff.
- Observe effects of quasi-judicial hearings on courtroom activity to achieve efficiencies.
- Develop measures for succession planning. Identify key staff and give them additional responsibilities to help them build management experience.
- Re-examine hearing fees and court costs.
- Research and explore additional strategies for the public to contact the Court; perhaps a web chat service or social media.
- Begin a process to make the Court paperless.
- Update all procedures related to the new court software.
- Create systems to share data more efficiently and more automated; reach out to stakeholder departments to see what they need; this could also help identify common needs rather than finding solutions one at a time.
- Create liaison positions between the court and stakeholder groups such as the Boulder Police Department and the city of Boulder's Parking Services division.



**Table 7-38: Municipal Court  
Department Detail**

	2015 Actual		2016 Approved Budget		2017 Recommended Budget		Variance - 2016 Approved to 2017 Recommended	
	Standard FTE	Amount	Standard FTE	Amount	Standard FTE	Amount	Standard FTE	Amount
	<b>STAFFING AND EXPENDITURE BY PROGRAM</b>							
<b>Administration</b>								
Department Administration	4.75	\$ 299,305	4.75	\$ 513,533	4.75	\$ 480,243	-	\$ (33,290)
Subtotal	4.75	\$ 299,305	4.75	\$ 513,533	4.75	\$ 480,243	-	\$ (33,290)
<b>Adjudication</b>								
Adjudication	4.38	\$ 612,112	4.38	\$ 601,115	4.60	\$ 639,693	0.22	\$ 38,578
Subtotal	4.38	\$ 612,112	4.38	\$ 601,115	4.60	\$ 639,693	0.22	\$ 38,578
<b>Case Management</b>								
Animal	1.60	\$ 147,804	1.60	\$ 149,452	1.40	\$ 155,179	(0.20)	\$ 5,727
General	1.60	148,342	1.60	149,452	1.40	155,179	(0.20)	5,727
Parking	1.60	187,092	1.60	190,402	1.40	176,679	(0.20)	(13,723)
Photo Enforcement	1.60	130,320	1.60	147,426	1.40	140,010	(0.20)	(7,416)
Probation Services	4.00	323,817	4.00	374,517	4.00	383,569	-	9,052
Traffic	1.60	147,299	1.60	190,452	1.40	155,179	(0.20)	(35,273)
Subtotal	12.00	\$ 1,084,674	12.00	\$ 1,201,701	11.00	\$ 1,165,795	(1.00)	\$ (35,906)
<b>Total</b>	<b>21.13</b>	<b>\$ 1,996,091</b>	<b>21.13</b>	<b>\$ 2,316,349</b>	<b>20.35</b>	<b>\$ 2,285,731</b>	<b>(0.78)</b>	<b>\$ (30,618)</b>
<b>EXPENDITURE BY CATEGORY</b>								
Personnel		\$ 1,521,491		\$ 1,819,300		\$ 1,770,233		\$ (49,067)
Operating		411,494		440,986		463,906		22,920
Interdepartmental Charges		63,106		56,063		51,592		(4,471)
<b>Total</b>		<b>\$ 1,996,091</b>		<b>\$ 2,316,349</b>		<b>\$ 2,285,731</b>		<b>\$ (30,618)</b>
<b>STAFFING AND EXPENDITURE BY FUND</b>								
General	21.13	\$ 1,996,091	21.13	\$ 2,316,349	20.35	\$ 2,285,731	(0.78)	\$ (30,618)
<b>Total</b>	<b>21.13</b>	<b>\$ 1,996,091</b>	<b>21.13</b>	<b>\$ 2,316,349</b>	<b>20.35</b>	<b>\$ 2,285,731</b>	<b>(0.78)</b>	<b>\$ (30,618)</b>