# **MUNICIPAL COURTS DEPARTMENT Department Description and Mission**

The mission of the Municipal Courts Department is to provide an accessible legal forum for individuals to have their court matters heard in a fair and efficient manner while holding to a high standard of integrity, professionalism, and customer service. The Department represents the City of Houston's third branch of government and provides a legal venue for individuals charged with jurisdictional violations of State law and/or City Ordinance. The Houston Municipal Courts is the largest municipal court in Texas with the greatest number of cases filed annually.

The Municipal Courts Department has eight Programs: Administrative Services, Court Operations, Cash Management, Collections and Compliance, Public Information, Judicial Operations, Truancy Prevention/Youth Engagement, and Debt Services and Interfund Transfers. These work collectively to provide key services to the public. The Municipal Courts Department also oversees various specialized community-based dockets including Teen Court, Property Disposition, Impact, Prostitution Diversion, Veteran's Court, Safe Harbor, and Homeless Outreach. Additionally, the Municipal Courts Department manages the budgetary and operational functions of four Special Revenue Funds that include the Court Building Security Fund (2206), Court Technology Fund (2207), Local Youth Diversion Fund (2211), and the Municipal Jury Fund (2215).

Staff is comprised of full-time Judges, including the Presiding Judge, Associate Presiding Judge, two Administrative Judges, Associate Judges (part-time), and Adjudication Hearing Officers (full and part-time), as well as three Deputy Directors, two Assistant Directors, Juvenile Case Managers, supporting managers, supervisors, and administrative staff. Our mission is accomplished through the dedicated efforts of this talented team of professionals.

Full-service courts are located at the central Herbert W. Gee Courthouse, Southeast Command, Westside Command, and North Command. These Courts handle arraignments, jury and bench trials, and function as Annex courts for off-docket matters. There are two Annex courts that operate one day per week at the Kingwood and Clear Lake satellite locations. All jail dockets are held at the Joint Processing Center, including magistrate and blood search warrant services for law enforcement.

The Municipal Courts Department has various fee-based services in place including weddings, notary, driving record printing, record expungement, and passport services. These programs were implemented to enhance the services to the communities we serve, and provide greater public access to key programs.

In partnership with the Administrative and Regulatory Affairs Department, the Municipal Courts Department oversees the civil adjudication process for parking citation disputes and boot hearings, and with the Department of Neighborhoods to oversee the civil adjudication hearing process for ordinance violations related to dangerous buildings, airport, and building code violations.

# **Business Area Program Summary**

Business Area: Munici

**Municipal Courts Department** 

Bus. Area No:

1600

# Budget By Program (\$ in thousands):

| Program                              | FY2023 | Actual | FY2024 E | stimate | FY2025 | Budget |
|--------------------------------------|--------|--------|----------|---------|--------|--------|
| riogram                              | Revs   | Exps   | Revs     | Exps    | Revs   | Exps   |
| Administrative Services              | 19,871 | 8,288  | 19,439   | 9,364   | 19,532 | 9,116  |
| Cash Management Services             | 0      | 3,111  | 0        | 3,292   | 0      | 3,543  |
| Collections and Compliance           | 0      | 2,632  | 0        | 2,796   | 0      | 2,690  |
| Court Operations                     | 0      | 6,545  | 0        | 6,912   | 0      | 6,947  |
| Judicial Operations                  | 0      | 7,590  | . 0      | 8,167   | 0      | 8,297  |
| Public Information                   | 0      | 534    | 0        | 730     | 0      | 841    |
| Truancy Prevention/Youth Engagement  | 704    | 700    | 623      | 840     | 642    | 1,205  |
| Debt Service and Interfund Transfers | 0      | 130    | 0        | 130     | 0      | 130    |
| Total                                | 20,575 | 29,530 | 20,062   | 32,231  | 20,174 | 32,769 |

# FTEs by Program:

| Program                              | FY2023 | Actual  | FY2024 | Estimate | FY2025 | Budget  |
|--------------------------------------|--------|---------|--------|----------|--------|---------|
| Flogram                              | FTEs   | OT FTEs | FTEs   | OT FTEs  | FTEs   | OT FTEs |
| Administrative Services              | 13.7   | 0.0     | 12.6   | 0.0      | 12.6   | 0.0     |
| Cash Management Services             | 40.2   | 0.0     | 43.6   | 0.0      | 43.6   | 0.0     |
| Collections and Compliance           | 33.6   | 0.0     | 32.6   | 0.0      | 32.6   | 0.0     |
| Court Operations                     | 78.2   | 0.1     | 77.3   | 0.0      | 79.9   | 0.0     |
| Judicial Operations                  | 54.3   | 0.0     | 58.7   | 0.0      | 58.7   | 0.0     |
| Public Information                   | 5.5    | 0.0     | 6.7    | 0.0      | 6.7    | 0.0     |
| Truancy Prevention/Youth Engagement  | 8.1    | 0.0     | 7.5    | 0.0      | 12.7   | 0.0     |
| Debt Service and Interfund Transfers | 0.0    | 0.0     | 0.0    | 0.0      | 0.0    | 0.0     |
| Total:                               | 233.6  | 0.1     | 239.0  | 0.0      | 246.8  | 0.0     |

## **Business Area Program Detail**

Business Area: Municipal Courts Department

Bus Area No. : 1600

#### Administrative Services

#### Description:

This Program includes oversight of facility maintenance, central mailroom operations, safety/security initiatives, and staff wellness and training initiatives. This Program also includes oversight of budgeting, procurement, financial reporting, audit compliance, and contract administration, and includes funding for all Interfund accounts.

#### Goal:

To ensure timely and accurate financial reporting and audit compliance for internal and external stakeholders, continuous monitoring of revenue and expenditures to meet budget targets, and regular review of all contracts, vendor compliance, and procurement processes to adhere with City of Houston policies and procedures. To also provide consistent training and initiatives that enhance staff safety and wellness.

### Mayor's Priority: Government that Works

#### (\$ in thousands)

|  | FY2023 | 3 Actual | FY2024 | Estimate | FY2025 | Budget |
|--|--------|----------|--------|----------|--------|--------|
| Fund                                   | Revs   | Exps     | Revs   | Exps     | Revs   | Exps   |
| General Fund                           | 18,426 | 6,866    | 18,149 | 7,942    | 18,160 | 7,305  |
| Municipal Court Building Security Fund | 655    | 444      | 609    | 474      | 592    | 498    |
| Municipal Court Technology Fee Fund    | 777    | 978      | 669    | 948      | 769    | 1,313  |
| Municipal Jury Fund                    | 13     | 0        | 12     | 0        | 11     | 0      |
| Total                                  | 19,871 | 8,288    | 19,439 | 9,364    | 19,532 | 9,116  |

## Staffing:

| Fund                                   | FY2023 Actual<br>FTEs OT FTEs |     |      |     |      |     | FY2029<br>FTEs | Y2025 Budget<br>Es OT FTEs |  |
|--|-------------------------------|-----|------|-----|------|-----|----------------|----------------------------|--|
| General Fund                           | 12.7                          | 0.0 | 12.6 | 0.0 | 12.6 | 0.0 |                |                            |  |
| Municipal Court Building Security Fund | 0.0                           | 0.0 | 0.0  | 0.0 | 0.0  | 0.0 |                |                            |  |
| Municipal Court Technology Fee Fund    | 1.0                           | 0.0 | 0.0  | 0.0 | 0.0  | 0.0 |                |                            |  |
| Municipal Jury Fund                    | 0.0                           | 0.0 | 0.0  | 0.0 | 0.0  | 0.0 |                |                            |  |
| Total                                  | 13.7                          | 0.0 | 12.6 | 0.0 | 12.6 | 0.0 |                |                            |  |

| Performance  | FY2023<br>Actual | FY2024<br>Target | FY2024<br>Estimate | FY2025<br>Target |
|--|------------------|------------------|--------------------|------------------|
| Expenditures Adopted Budget vs. Actual Utilization | 90%              | 98%              | 95%                | 98%              |
| Revenues Adopted Budget vs. Actual Utilization     | 110%             | 100%             | 105%               | 100%             |

#### **Business Area Program Detail**

**Business Area**: Municipal Courts Department

Bus Area No. : 1600

## **Cash Management Services**

### Description:

This Program provides oversight of various cash management processes including cashiering services at all court locations, support of the parking adjudication section, fee-based notary/printing services, oversight of central money room operations and contract armored car services, reconciliation of daily cash and credit card transactions, jail bonding services, and serving as agents accepting passport applications.

#### Goal:

To provide services to the public that ensure accurate cash management and financial practices and adherence to City of Houston best practices and policies related to the handling of monetary transactions, and provide passport application processing services.

# Mayor's Priority: Government that Works

## (\$ in thousands)

| Fund         | FY2023 | Actual | FY2024 | Estimate | FY2025 | Budget |
|--------------|--------|--------|--------|----------|--------|--------|
| Fund         | Revs   | Exps   | Revs   | Exps     | Revs   | Exps   |
| General Fund | 0      | 3,111  | 0      | 3,292    | 0      | 3,543  |

#### Staffing:

|              | FY20: | 23 Actual | FY2024 | Estimate | FY202 | 5 Budget |
|--------------|-------|-----------|--------|----------|-------|----------|
| Fund         | FTEs  | OT FTEs   | FTEs   | OT FTEs  | FTEs  | OT FTEs  |
| General Fund | 40.2  | 0.0       | 43.6   | 0.0      | 43.6  | 0.0      |

| Performance                               | FY2023 | FY2024 | FY2024   | FY2025 |
|---|--------|--------|----------|--------|
|   | Actual | Target | Estimate | Target |
| Transactions reviewed for quality control | 74%    | 50%    | 79%      | 50%    |

### **Business Area Program Detail**

Business Area : Municipal Courts Department

Bus Area No. : 1600

## **Collections and Compliance**

#### Description:

This Program includes oversight of internal and external collection efforts, alternative payment options including the Deferred Payment Program, compliance with internal and external policies including policy development, and compliance with regular and ad-hoc audit processes. This Program also oversees the processing of court actions received by mail and supports the City of Houston 311 system by providing information on court-related inquiries.

#### Goal:

To provide services to the public that ensure compliance with court orders, including alternative payment options, and adherence to existing internal and external policies and processes.

## Mayor's Priority: Government that Works

## (\$ in thousands)

|              | FY2023 | Actual | FY2024 | Estimate | FY2025 | Budget |
|--------------|--------|--------|--------|----------|--------|--------|
| Fund         | Revs   | Exps   | Revs   | Exps     | Revs   | Exps   |
| General Fund | 0      | 2,632  | 0      | 2,796    | 0      | 2,690  |

#### Staffing:

| Frank        | FY20 | 23 Actual | FY2024 | Estimate | FY202 | 5 Budget |
|--------------|------|-----------|--------|----------|-------|----------|
| Fund         | FTEs | OT FTEs   | FTEs   | OT FTEs  | FTEs  | OT FTEs  |
| General Fund | 33.6 | 0.0       | 32.6   | 0.0      | 32.6  | 0.0      |

| Performance  | FY2023<br>Actual | FY2024<br>Target | FY2024<br>Estimate | FY2025<br>Target |
|--|------------------|------------------|--------------------|------------------|
| Annual revenue collected through deferred payment program plans    | \$2.1 million    | \$1.8 million    | \$2.3 million      | \$2.0 million    |
| Annual revenue collected through external vendors                  | \$7.6 million    | \$6.5 million    | \$7.0 million      | \$6.0 million    |
| Annual revenue collected through Internal One Call Solution Center | \$1.4 million    | \$1.1 million    | \$1.3 million      | \$1.1 million    |
| Compliance with deferred payment program plans                     | 64%              | 60%              | 65%                | 60%              |

## **Business Area Program Detail**

Business Area: Municipal Courts Department

Bus Area No. : 1600

## **Court Operations**

#### Description:

This Program includes oversight of three areas:

Pre-Court Services that include scanning, data entry, affiant, quality assurance processes, and record retention; Courtroom Services that provide courtroom and docket support; and Post-Court Services that include warrant verification, and bond and appellate administration. This Program also oversees expunction request processing, non-disclosure request processing, and passport application processing services.

#### Goal:

To provide services to the public that ensure accurate citation information, efficient courtroom processing of cases, adherence to record retention mandates, support for law enforcement, providing oversight of passport application processing services, and enhancing due process for post-court matters including expungement and non-disclosure of court records.

#### Mayor's Priority: Public Safety

#### (\$ in thousands)

|              | FY202 | 3 Actual | FY2024 | Estimate | FY2025 | Budget |
|--------------|-------|----------|--------|----------|--------|--------|
| Fund         | Revs  | Exps     | Revs   | Exps     | Revs   | Exps   |
| General Fund | 0     | 6,545    | 0      | 6,912    | 0      | 6,947  |

## Staffing:

| Fund         | FY2023 Actual<br>FTEs OT FTEs |     | TO A POST OF THE SECOND STATE OF THE SECOND ST |     | FY2029 | 5 Budget<br>OT FTEs |
|--------------|-------------------------------|-----|--|-----|--------|---------------------|
| General Fund | 78.2                          | 0.1 | 77.3   | 0.0 | 79.9   | 0.0                 |

| Performance   | FY2023<br>Actual | FY2024<br>Target | FY2024<br>Estimate | FY2025<br>Target |
|---|------------------|------------------|--------------------|------------------|
| Average response time to law enforcement requests for warrant verification (in minutes) | 1.2              | 5.0              | 1.2                | 5.0              |
| Cases reviewed for data entry accuracy of citations filed                               | 88%              | 50%              | 80%                | 50%              |
| Favorable customer satisfaction rating through annual customer survey                   | 94%              | 90%              | 95%                | 90%              |

#### **Business Area Program Detail**

Business Area: Municipal Courts Department

Bus Area No. : 1600

## **Judicial Operations**

## Description:

This Program includes oversight of regular and special dockets, officer scheduling, magistrate services for law enforcement, wedding service, language access services, transcription services, jury administration, courtroom/facility security, and parking/ordinance adjudication.

#### Goal:

To provide services to the public that allow for due process, fair and equal access to the legal system, alternative methods of case resolution through specialized courts/dockets, and support for law enforcement.

## Mayor's Priority: Public Safety

## (\$ in thousands)

| French       | FY2023 | Actual | FY2024 | Estimate | FY2025 | Budget |
|--------------|--------|--------|--------|----------|--------|--------|
| Fund         | Revs   | Exps   | Revs   | Exps     | Revs   | Exps   |
| General Fund | 0      | 7,590  | 0      | 8,167    | 0      | 8,297  |

## Staffing:

| Fund         | FY2023 Actual<br>FTEs OT FTEs |     | FY2024 Estimate<br>FTEs OT FTEs |     | FY202 | FY2025 Budget FTEs OT FTEs |  |
|--------------|-------------------------------|-----|---------------------------------|-----|-------|----------------------------|--|
| General Fund | 54.3                          | 0.0 | 58.7                            | 0.0 | 58.7  | 0.0                        |  |

| Performance   | FY2023<br>Actual | FY2024<br>Target | FY2024<br>Estimate | FY2025<br>Target |
|---|------------------|------------------|--------------------|------------------|
| Average defendant wait time: Trials by Judge (in minutes)                         | 24               | 30               | 27                 | 30               |
| Average defendant wait time: Trials by Jury (in hours)                            | 1.2              | 2.0              | 1.4                | 2.0              |
| Court efficiency through the percentage of overall cases disposed vs. cases filed | 119%             | 100%             | 90%                | 100%             |
| Number of jurors summoned vs. number of jurors present                            | 19%              | 18%              | 18%                | 18%              |

## **Business Area Program Detail**

Business Area: Municipal Courts Department

Bus Area No. : 1600

#### **Public Information**

#### Description:

This Program includes oversight of public information functions including clearance letters for employment/military purposes, timely response to requests for court-related information and media inquiries, coordinating press releases, review and updates to the Court's web information, provide Court-related information on social media sites. This Progam also includes support of the passport application scheduling process, coordinating community outreach initiatives, and serving as the Court's council and legislative liaison.

#### Goals

To provide services to internal and external stakeholders that increase transparency, enhance public awareness and access to court information through social media communications and press releases, participation in community outreach events, and hosting court tours.

## Mayor's Priority: Quality of Life

## (\$ in thousands)

|              | FY2023 | 3 Actual | FY2024 | Estimate | FY202 | 5 Budget |
|--------------|--------|----------|--------|----------|-------|----------|
| Fund         | Revs   | Exps     | Revs   | Exps     | Revs  | Exps     |
| General Fund | 0      | 534      | 0      | 730      | 0     | 841      |

## Staffing:

|              | FY2023 Actual |     | FY2024 Estimate |         | FY2025 Budget |         |
|--------------|---------------|-----|-----------------|---------|---------------|---------|
| Fund         | FTEs OT FTEs  |     | FTEs            | OT FTEs | FTEs          | OT FTEs |
| General Fund | 5.5           | 0.0 | 6.7             | 0.0     | 6.7           | 0.0     |

| Performance  | FY2023<br>Actual | FY2024<br>Target | FY2024<br>Estimate | FY2025<br>Target |
|--|------------------|------------------|--------------------|------------------|
| Annual number of open records requests processed                                       | 4,026            | 2,800            | 3,395              | 2,800            |
| Increase public awareness of court services through annual community engagement events | 18               | 15               | 18                 | 15               |

## **Business Area Program Detail**

Business Area : Municipal Courts Department

Bus Area No. : 1600

## **Truancy Prevention/Youth Engagement**

#### Description:

This Program includes youth truancy prevention and intervention services, and youth engagement activities at partner middle and high school campuses.

## Goal:

To provide services to partner school districts in an effort to reduce truancy levels and limit juvenile exposure to the criminal justice system through early identification and assessment, mentoring, social service referrals, student engagement activities, and increase student/family accountability and participation.

## Mayor's Priority: Public Safety

## (\$ in thousands)

|                            | FY2023 | FY2023 Actual |      | FY2024 Estimate |      | 5 Budget |
|----------------------------|--------|---------------|------|-----------------|------|----------|
| Fund                       | Revs   | Exps          | Revs | Exps            | Revs | Exps     |
| General Fund               | 0      | 466           | 0    | 424             | 0    | 369      |
| Local Youth Diversion Fund | 704    | 234           | 623  | 416             | 642  | 836      |
| Total                      | 704    | 700           | 623  | 840             | 642  | 1,205    |

#### Staffing:

|                            | FY20: | FY2023 Actual |      | FY2024 Estimate |      | FY2025 Budget |  |
|----------------------------|-------|---------------|------|-----------------|------|---------------|--|
| Fund                       | FTEs  | OT FTEs       | FTEs | OT FTEs         | FTEs | OT FTEs       |  |
| General Fund               | 5.0   | 0.0           | 3.7  | 0.0             | 3.7  | 0.0           |  |
| Local Youth Diversion Fund | 3.1   | 0.0           | 3.8  | 0.0             | 9.0  | 0.0           |  |
| Total                      | 8.1   | 0.0           | 7.5  | 0.0             | 12.7 | 0.0           |  |

| Performance  | FY2023<br>Actual | FY2024<br>Target | FY2024<br>Estimate | FY2025<br>Target |
|--|------------------|------------------|--------------------|------------------|
| Annual number of youth served by Truancy<br>Prevention Program       | 3,059            | 4,000            | 3,500              | 3,000            |
| Annual student engagement activities                                 | 149              | 120              | 80                 | 80               |
| Favorable customer satisfaction rating through annual campus surveys | 95%              | 95%              | 95%                | 95%              |

## **Business Area Program Detail**

**Business Area**: Municipal Courts Department

Bus Area No. : 1600

## **Debt Service and Interfund Transfers**

## Description:

This Program includes budget allocation provided by City of Houston Finance for the Municipal Courts Department's portion of debt service payments.

#### Goal:

To effectively manage debt service payments and interfund transfers.

Mayor's Priority: Government that Works

## (\$ in thousands)

| Fund         | FY2023 Actual |     | FY2024 Estimate |     | FY202 | FY2025 Budget |  |
|--------------|---------------|-----|-----------------|-----|-------|---------------|--|
|              | Revs Exps     |     | Revs Exps       |     | Revs  | Revs Exps     |  |
| General Fund | 0             | 130 | 0               | 130 | 0     | 130           |  |

| Fund Name<br>Business Area<br>Fund No. /Bus |   | artment<br>FY2023<br>Actual  | FY2024<br>Current Budget  | FY2024<br>Estimate  | FY2025<br>Budget  |
|---|---|--|---|---|---|
| Expenditures                                | Personnel Services Supplies Other Services and Charges Non-Capital Equipment Total M & O Expenditures Debt Service & Other Uses Total Expenditure | 22,139,112<br>134,444<br>5,469,983<br>0<br>27,743,539<br>130,465<br>27,874,004 | 24,682,192<br>200,111<br>6,544,234<br>14,000<br>31,440,537<br>130,465<br>31,571,002 | 23,403,930<br>197,859<br>6,646,487<br>14,000<br>30,262,276<br>130,465<br>30,392,741 | 23,748,235<br>195,967<br>6,034,164<br>14,000<br>29,992,366<br>130,465<br>30,122,831 |
| Revenues                                    |   | 18,425,087   | 17,179,379  | 18,149,149  | 18,159,794  |
| Staffing                                    | Full-Time Equivalents - Civilian Full-Time Equivalents - Classified Full-Time Equivalents - Cadets Total Full-Time Equivalents - Overtime         | 229.5<br>0.0<br>0.0<br>229.5<br>0.1  | 253.1<br>0.0<br>0.0<br>253.1<br>0.0   | 235.2<br>0.0<br>0.0<br>235.2<br>0.0   | 237.8<br>0.0<br>0.0<br>237.8<br>0.0   |

Significant Budget Changes

and

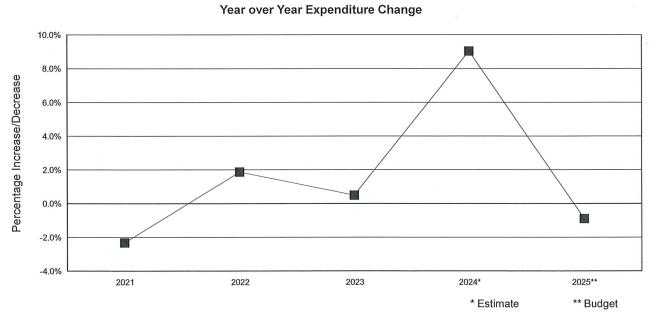
Highlights

- o The FY2025 Budget provides funding for health benefits and pension contribution.
- o The FY2025 Budget includes a reduction of \$1,369,446 for department savings initiatives.

o The FY2025 Budget includes:

- The realignment of one FTE and network-related costs from the Technology Fee Fund 2207.
- The continuation of community outreach dockets including Homeless Recovery, Veterans, Prostitution Diversion, Teen Court, and Safe Harbor Court.
- · Contractual funding for IT-related maintenance agreements, court noticing mail services costs, contract language and court reporting services, citation book printing costs, interfund accounts, and jury summoning costs.
- Contractual escalations for building security and armored car services.
- The continuation of the Court's internal revenue-generating initiatives.
- o The FY2025 Revenue Budget reflects a 5.7% increase from the FY2024 Budget.

# **General Fund Municipal Courts Department** Year over Year Expenditure Change

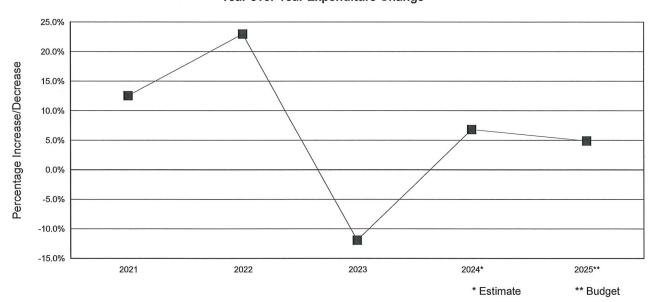


| Fund Name<br>Business Are | : Municipal Court Buildir<br>a : Municipal Courts Depar   | •                        | d                        |                          |                          |
|---------------------------|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Fund No. /Bu              | s. Area No. : 2206 / 1600   | FY2023<br>Actual         | FY2024<br>Current Budget | FY2024<br>Estimate       | FY2025<br>Budget         |
|                           | Personnel Services<br>Other Services and Charges  | 15,398<br>428,699        | 16,100<br>473,000        | 16,100<br>458,313        | 16,100<br>481,460        |
| Expenditures              | Total M & O Expenditures  Debt Service & Other Uses   | 444,097<br>0             | 489,100                  | 474,413<br>0             | 497,560<br>0             |
| Revenues                  | Total Expenditure   | 444,097<br>655,328       | 489,100<br>569,538       | 608,920                  | 497,560<br>592,112       |
| Staffing                  | Full-Time Equivalents - Civilian<br>Full-Time Equivalents - Classified<br>Full-Time Equivalents - Cadets<br>Total | 0.0<br>0.0<br>0.0<br>0.0 | 0.0<br>0.0<br>0.0<br>0.0 | 0.0<br>0.0<br>0.0<br>0.0 | 0.0<br>0.0<br>0.0<br>0.0 |
|                           | Full-Time Equivalents - Overtime  | 0.0                      | 0.0                      | 0.0                      | 0.0                      |

## Significant Budget Changes and Highlights

- o The FY2025 Budget includes funding for contract security guard services at all Municipal Court facilities.
- o The FY2025 Budget includes retiree health benefits costs.
- o The FY2025 Revenue Budget includes specified allocation of the Local Consolidated Fee of \$4.90 collected by the City of Houston (COH) for each paid conviction of a Class "C" misdemeanor offense dated on/after January 1, 2020. The City of Houston continues to collect the previous fee of \$3 on all offenses dated on/before December 31, 2019.

# Municipal Court Building Security Fund Municipal Courts Department Year over Year Expenditure Change

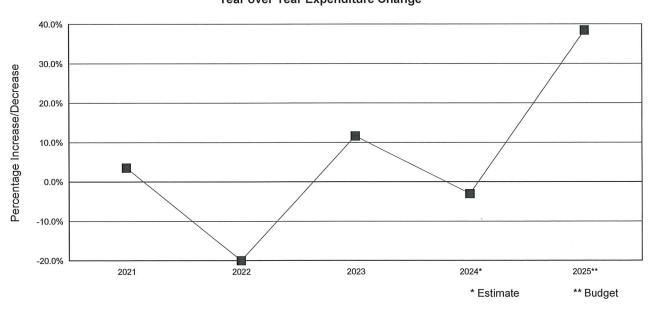


| Fund Name<br>Business Are | : Municipal Court Techn<br>a : Municipal Courts Depa |                  |                          |                    |                  |
|---------------------------|--|------------------|--------------------------|--------------------|------------------|
| Fund No. /Bus             |  | FY2023<br>Actual | FY2024<br>Current Budget | FY2024<br>Estimate | FY2025<br>Budget |
|                           | Personnel Services                                   | 234,774          | 239,497                  | 0                  | 0                |
|                           | Supplies   | 0                | 10,000                   | 650                | 10,000           |
|                           | Other Services and Charges                           | 743,245          | 955,355                  | 947,662            | 1,187,918        |
|                           | Equipment  | 0                | 115,000                  | 0                  | 115,000          |
| Expenditures              | Total M & O Expenditures Debt Service & Other Uses   | 978,019<br>0     | 1,319,852                | 948,312<br>0       | 1,312,918<br>0   |
|                           | Total Expenditure                                    | 978,019          | 1,319,852                | 948,312            | 1,312,918        |
| Revenues                  |  | 777,480          | 717,043                  | 669,000            | 769,000          |
| Staffing                  | Full-Time Equivalents - Civilian                     | 1.0              | 1.0                      | 0.0                | 0.0              |
|                           | Full-Time Equivalents - Classified                   | 0.0              | 0.0                      | 0.0                | 0.0              |
|                           | Full-Time Equivalents - Cadets                       | 0.0              | 0.0                      | 0.0                | 0.0              |
|                           | Total  | 1.0              | 1.0                      | 0.0                | 0.0              |
|                           | Full-Time Equivalents - Overtime                     | 0.0              | 0.0                      | 0.0                | 0.0              |

## Significant Budget Changes and Highlights

- The FY2025 Budget includes funding for the Municipal Courts Department's various IT-related maintenance and contractual agreements that support the Municipal Court's case management system (CSMART) and other initiatives.
- o The FY2025 Budget does not include funding for personnel due to the realignment of costs to the General Fund.

# Municipal Court Technology Fee Fund Municipal Courts Department Year over Year Expenditure Change

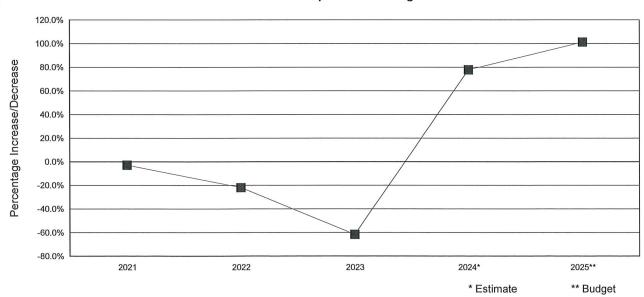


| Fund Name : Local Youth Diversion Fund Business Area : Municipal Courts Department |                                    |                  |                          |                    |                  |
|--|------------------------------------|------------------|--------------------------|--------------------|------------------|
| Fund No. /Bus  | s. Area No. : 2211 / 1600          | FY2023<br>Actual | FY2024<br>Current Budget | FY2024<br>Estimate | FY2025<br>Budget |
|  | Personnel Services                 | 191,335          | 753,812                  | 347,221            | 761,931          |
|  | Supplies                           | 10,782           | 20,000                   | 17,323             | 21,000           |
|  | Other Services and Charges         | 31,478           | 62,787                   | 50,853             | 51,900           |
|  | Non-Capital Equipment              | 0                | 1,000                    | 0                  | 1,000            |
| Expenditures   | Total M & O Expenditures           | 233,595          | 837,599                  | 415,397            | 835,831          |
|  | Debt Service & Other Uses          | 0                | 0                        | 0                  | 0                |
|  | Total Expenditure                  | 233,595          | 837,599                  | 415,397            | 835,831          |
| Revenues   |                                    | 704,218          | 619,447                  | 622,704            | 641,587          |
|  | Full-Time Equivalents - Civilian   | 3.1              | 8.5                      | 3.8                | 9.0              |
| Staffing   | Full-Time Equivalents - Classified | 0.0              | 0.0                      | 0.0                | 0.0              |
|  | Full-Time Equivalents - Cadets     | 0.0              | 0.0                      | 0.0                | 0.0              |
|  | Total                              | 3.1              | 8.5                      | 3.8                | 9.0              |
|  | Full-Time Equivalents - Overtime   | 0.0              | 0.0                      | 0.0                | 0.0              |

Significant Budget Changes and Highlights

- o The FY2025 Budget provides funding for health benefits and pension contribution.
- The FY2025 Budget provides funding for the Local Youth Diversion Program's various initiatives related to truancy prevention and youth engagement at targeted Houston ISD, Spring Branch ISD, and Aldine ISD campuses.
- o The FY2025 Budget provides funding for the Teen Court Program operational costs.
- o The FY2025 Budget is supported by a continuation of grant funding through the Office of the Governor Public Safety Office, Criminal Justice Division's Juvenile Justice and Truancy Prevention Grant Program for the MCD Juvenile Case Manager Truancy Prevention Initiative.

# Local Youth Diversion Fund Municipal Courts Department Year over Year Expenditure Change



**Municipal Jury Fund** 

Full-Time Equivalents - Civilian

Full-Time Equivalents - Cadets

Total

Full-Time Equivalents - Classified

Full-Time Equivalents - Overtime

## **Business Area Budget Summary**

**Fund Name** 

Staffing

Significant Budget Changes and Highlights

**Business Area Municipal Courts Department** 2215 / 1600 Fund No. /Bus. Area No. : FY2023 FY2024 FY2024 FY2025 Actual **Current Budget Estimate Budget** Expenditures Debt Service & Other Uses 0 0 0 0 **Total Expenditure** 0 0 0 0 11,990 11,269 Revenues 12,859 10,853

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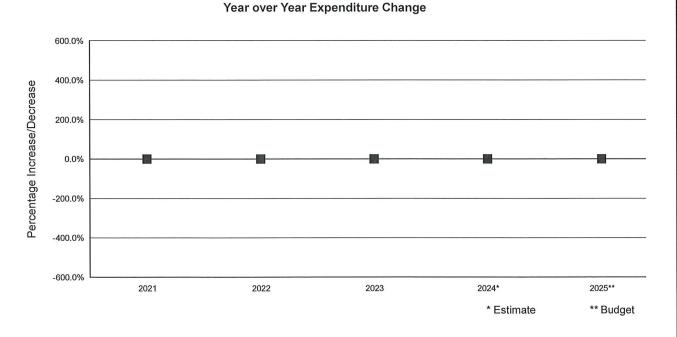
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o There are no expenditures budgeted in FY2025 due to the limited fund balance.

# Municipal Jury Fund Municipal Courts Department



# **Business Area Revenues Summary**

**Business Area** 

: Municipal Courts Department

Business Area No. : 1600

| Category                            | FY2023<br>Actual | FY2024<br>Current Budget | FY2024<br>Estimate | FY2025<br>Budget |
|-------------------------------------|------------------|--------------------------|--------------------|------------------|
| Direct Interfund Services           | 512,471          | 528,652                  | 528,652            | 539,409          |
| Interest                            | 54,566           | 39,661                   | 103,171            | 57,142           |
| Miscellaneous/Other                 | 1,438,710        | 1,279,449                | 1,242,435          | 1,342,323        |
| Municipal Courts Fines and Forfeits | 18,567,239       | 17,246,941               | 18,185,886         | 18,233,269       |
| Other Fines and Forfeits            | 1,986            | 1,557                    | 1,619              | 1,619            |
| Grand Total                         | 20,574,972       | 19,096,260               | 20,061,763         | 20,173,762       |