



Department Source: Law

To: City Council

From: City Manager & Staff

Council Meeting Date: December 4, 2017

Re: Transfer of Duties from Municipal Court to Law

## Executive Summary

The Council approved a reorganization of the Municipal Court (including the deletion of a position) at its meeting on November 20. This item is a corollary to that action by adding a position to the Law Department to perform the transfer of duties from Municipal Court together with associated budget changes to accommodate the additional duties.

## Discussion

To comply with new Court operating standards imposed by the Office of State Courts Administrator, the Municipal Court is required to cease any activities which would require access to the records management system of the Police Department or the criminal justice information system (CJIS/MULES), no later than January 1, 2018. As indicated in the memorandum accompanying the Municipal Court reorganization, those duties are being transferred to the Law Department. The duties shifted to the Law Department include the administration of all protests and towing of vehicles related to the parking violation enforcement program (including the mailing and processing of approximately 10,000 letters on notices of violations), access of criminal history in MULES for expungement hearings and other matters, access of CPD records for court dates and subpoena issuance, entering and cancelling warrants in CPD records system, fingerprinting of defendants when needed for Municipal Court purposes. Because the duties are mandatory, redundancy in skills and training is necessary to provide coverage during regular and extended court hours along with vacation and sick leave handling. The positions will also require background checks and security clearance.

In order to assimilate the additional duties into the Law Department, a position needs to be added to the Law Department (a position was previously deleted from Municipal Court). In addition, three existing positions are undergoing a job analysis to determine whether reclassification is warranted. At the time of the deadline for submission of council agenda items, the City's consultant had not yet completed the reviews so those costs are not included in the ordinance.

The following costs have been estimated with regard to the transfer for FY 2018:



**One time costs:**

Work Station:	
Monitors: 24 inch, 2 at \$200 each.	\$400.00
Label Maker: DYMO Labelwriter 450	\$155.45
Chair (sufficient for counter height)	\$500.00
File Cabinet and drawers	<u>\$400.00</u>
Total workstation estimate:	\$1,455.45
Justware/Journal Tech License:	\$2,000.00

**Total all one-time costs: \$3,455.45**

**Bi-Annual costs:**

Training Costs for MULES/CJIS (five employees, five days): \$1,306.00

**Recurring Annual costs:**

MULES/CJIS license and subscription: \$2,800.00

Parking Violation Notice Costs (10,000 letters):	
2 cases of paper at \$30 per case	\$60.00
20 boxes of envelopes at \$45 per box	\$900.00
Print shop expenses (\$.08 per item)	\$800.00
Copier contract amount (\$.0044 per copy)	\$44.00
Postage (\$.46 per item)	<u>\$4,600.00</u>
Total Annual Violation Notice Costs:	\$6,404.00

Personnel Costs:	
Senior ASA B6 to Admin Tech B8 (remainder FY 2018)	\$3,202.00
Senior ASA B6 to Admin Tech B8 (remainder FY 2018)	\$5,299.00
Senior ASA B6 to Admin Tech B8 (remainder FY 2018)	<u>\$3,401.00</u>
Total Personnel Costs:	\$11,902.00

**Total all recurring annual costs: \$21,106.00**

**TOTAL FY 2018 IMPACT: \$25,867.45**



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

## Fiscal Impact

Short-Term Impact: \$25,867.45 in FY 2018.

Long-Term Impact: \$34,464.00 annually going forward.

## Strategic & Comprehensive Plan Impacts

### [Strategic Plan Impacts:](#)

Primary Impact: Economy, Secondary Impact: Social Equity, Tertiary Impact: Not Applicable

### [Comprehensive Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

## Legislative History

Date	Action
11/20/17	Council approved B343-17 which was a reorganization of the Municipal Court.

## Suggested Council Action

Authorize the budget amendment and position change.