

TF:amt
12/4/91

46

AN ORDINANCE **74895**

AMENDING THE CURRENT BUDGET SO AS TO AUTHORIZE NINE ADDITIONAL POSITIONS IN THE CITY'S MUNICIPAL COURT SYSTEM AT A COST OF \$136,448.00, IN THE CURRENT FISCAL YEAR, AND ACCEPTING AN IMPLEMENTATION PLAN FOR CERTAIN POLICY AND PROCEDURAL CHANGES AT MUNICIPAL COURT.

* * * * *

WHEREAS, Ordinance No. 74290 of September 12, 1991, adopted the annual budget for the City of San Antonio, for the 1991-92 fiscal year, constituting the financial plan for City for the time period October 1, 1991, through September 30, 1992; and

WHEREAS, the budget establishes the total number of employees and the number of personnel positions in each class for each department and office, and contains a budgetary line item amount for personnel expenses for each; and

WHEREAS, by Ordinance No. 74669 of October 31, 1991, the City Council approved certain changes in policy and procedure for the Municipal Court of the City, and asked the City Manager to prepare a plan for implementation; and

WHEREAS, it was anticipated that additional personnel positions would be required to implement these changes, and the City Manager was asked to present a plan to the Council for implementation of such matters as more efficient use of courtrooms, prompt scheduling of jury trials, and increased security of court records; and

WHEREAS, a study has shown there will be a need for nine additional employees, but that the positions can be funded without additional appropriations, due to savings realized through turnovers and through delays in filling new positions; and

WHEREAS, the City Council has studied the plan and believes it will be in the best interests of the City; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. To support certain changes in policy and procedure in the Municipal Courts approved in Ordinance No. 74669 passed on October 31, 1991, the 1991/92 budget for the General Fund is amended as follows:

- 1) the following positions are added in the budget of the Municipal Courts:

Activity	Name	Class	Title	Pay Range	No. Positions
03-02-02	Adjudication	0067	Adm'tv Aide	119	3
03-02-03	Court	0057	Clerk	117	1
03-02-04	Records	0067	Adm'tv Aide	119	2
03-02-04	Records	0040	Adm Asst I	123	1
03-02-04	Records	0057	Clerk	117	1

- 2) the following position is added in the budget of the City Attorney:

Activity	Name	Class	Title	Pay Range	No. Positions
06-01-04	Prosecutors Office	0065	Attorney I	134	1

- 3) the amount of \$109,650.00, approximately, is authorized to be transferred in the budget of the Municipal Court Department from Activity 03-02-06 Magistrate Services to the budgets of Activities 03-02-02 (Adjudication), 03-02-03 (Court) and 03-02-04 (Records) as set out in the schedule by expenditure accounts in Attachment I. The above \$109,650.00 is a budgetary cost savings that has inured in Activity 03-02-06 Magistrate Services in the current FY from the delayed startup of the addition of positions in the detention facility.

- 4) funds for the additional prosecutor above in the approximate amount of \$26,789.00, are available from existing turnover savings in personnel costs in Activity No. 06-01-04 Prosecutors' Office of the Legal Department.

SECTION 2. The City Council hereby accepts the plan for implementation of policy and procedural changes as set out in the November 21, 1991, memo to the City Council, attached hereto and incorporated herein.

PASSED AND APPROVED this 5th day of December, 1991.

ATTEST: Arme S. Rodriguez
City Clerk

Robert W. Wolff
MAYOR

APPROVED AS TO FORM: _____

Tom Finlay
for City Attorney

91-51

ARTS & CULTURAL AFFAIRS
AVIATION
BUILDING INSPECTIONS
BUILDING INSPECTIONS HOUSE NUMBER
CITY ATTORNEY
1 MUNICIPAL COURT (HOLLIS YOUNG)
REAL ESTATE (FASSNIDGE)
REAL ESTATE (HUBBARD)
REAL ESTATE (WOOD)
TRIAL SECTION
CITY MANAGER
TRAVIS BISHOP, ASST. TO MGR.
CODE COMPLIANCE
INTERGOVERNMENTAL RELATIONS
CITY PUBLIC SERVICE-GENERAL MGR.
CITY PUBLIC SERVICE-MAPS/RECORDS
CITY WATER BOARD-GENERAL MGR.
COMMERCIAL RECORDER
COMMUNITY DEVELOPMENT (BASEMENT)
COMMUNITY INITIATIVES
CONVENTION & VISITORS BUREAU
CONVENTION FACILITIES
DOME DEVELOPMENT OFFICE
ECONOMIC DEVELOPMENT
FINANCE DIRECTOR
ASSESSOR
1 CONTROLLER
GRANTS
RISK MANAGEMENT
TREASURY
FIRE DEPARTMENT
HOUSING TRUST
INFORMATION RESOURCES
INTERNATIONAL RELATIONS
LIBRARY
1 MANAGEMENT SERVICES (BUDGET)
1 MANAGEMENT SERVICES (PERSONNEL)
MARKET SQUARE
METROPOLITAN HEALTH DISTRICT
MUNICIPAL CODE CORP. (PUBLICATION)
1 MUNICIPAL COURTS
PARKS & RECREATION
PLANNING
LAND DEVELOPMENT SERVICES
POLICE DEPARTMENT
POLICE DEPT.-GROUND TRANSPORTATION
PUBLIC INFORMATION OFFICE
PUBLIC UTILITIES
PUBLIC WORKS
CAPITAL PROJECTS
CENTRAL MAPPING
ENGINEERING
PARKING DIVISION
REAL ESTATE (BILL TOUDOUZE)
SOLID WASTE
TRAFFIC ENGINEERING
PURCHASING & GENERAL SERVICES
WASTEWATER MANAGEMENT
1 <i>by letter 2</i>

ITEM NO. 46
 MEETING OF THE CITY COUNCIL DATE: DEC 05 1991

MOTION BY Billie Burke SECONDED BY Wing
 ORD. NO. 74895 ZONING CASE _____
 RESOL. _____ PETITION _____

	ROLLCALL	AYES	NAYS
ROGER PEREZ PLACE 1		/	
FRANK PIERCE PLACE 2		/	
LYNDA BILLA BURKE PLACE 3		<i>absent</i>	
FRANK D. WING PLACE 4		/	
WALTER MARTINEZ PLACE 5		<i>absent</i>	
BOB THOMPSON PLACE 6		/	
YOLANDA VERA PLACE 7		/	
BILL THORNTON PLACE 8		/	
WEIR LABATT PLACE 9		/	
LYLE LARSON PLACE 10		/	
NELSON WOLFF PLACE 11 (MAYOR)		/	

AMENDS ORD. NO. 74290 OF 9-12-91!
 Amends Ord No. 74669 10-31-91

FILE *MUN. COURTS*
 91-51

MUNICIPAL COURT DOCKET
DAILY SCHEDULE

ATTACHMENT A

MONDAY

	CT #1	CT #2	CT #3	CT #4
8:00	JURY 40 Defnts	N/JURY 8 Defnts	ENVIROMENTAL APPEARANCE	INITIAL APPEARANCE
9:00	"	N/JURY 8 Defnts	"	"
10:00	"	N/JURY 8 Defnts	"	"
11:00	"	N/JURY 8 Defnts	"	"
12:00			INDIGENT COURT	
1:00	"	N/JURY 8 Defnts	"	N/JURY 8 Defnts
2:00	"	N/JURY 8 Defnts	"	N/JURY 8 Defnts
3:00	"	N/JURY 8 Defnts	"	N/JURY 8 Defnts
4:00			"	
5:00			"	

MUNICIPAL COURT DOCKET
DAILY SCHEDULE

TUESDAY

	CT #1	CT #2	CT #3	CT #4
8:00	D P S HEARINGS	N/JURY 8 Defnts	N/JURY 8 Defnts	INITIAL APPEARANCE
9:00	"	N/JURY 8 Defnts	N/JURY 8 Defnts	"
10:00	"	N/JURY 8 Defnts	N/JURY 8 Defnts	"
11:00	"	N/JURY 8 Defnts	N/JURY 8 Defnts	"
12:00			INDIGENT COURT	
1:00	N/JURY 8 Defnts	N/JURY 8 Defnts	"	N/JURY 8 Defnts
2:00	N/JURY 8 Defnts	N/JURY 8 Defnts	"	N/JURY 8 Defnts
3:00	N/JURY 8 Defnts	N/JURY 8 Defnts	"	N/JURY 8 Defnts
4:00			"	
5:00			"	

MUNICIPAL COURT DOCKET
DAILY SCHEDULE

WEDNESDAY

	CT #1	CT #2	CT #3	CT #4
8:00	JURY 40 Defnts	N/JURY 8 Defnts	N/JURY 8 Defnts	INITIAL APPEARANCE
9:00	"	N/JURY 8 Defnts	N/JURY 8 Defnts	"
10:00	"	N/JURY 8 Defnts	N/JURY 8 Defnts	"
11:00	"	N/JURY 8 Defnts	N/JURY 8 Defnts	"
12:00			INDIGENT COURT	
1:00	"	N/JURY 8 Defnts	"	N/JURY 8 Defnts
2:00	"	N/JURY 8 Defnts	"	N/JURY 8 Defnts
3:00	"	N/JURY 8 Defnts	"	N/JURY 8 Defnts
4:00			"	
5:00			"	

MUNICIPAL COURT DOCKET
 DAILY SCHEDULE

 THURSDAY

	CT #1	CT #2	CT #3	CT #4
8:00	N/JURY 8 Defnts	PLEA BARGAIN	N/JURY 8 Defnts	INITIAL APPEARANCE
9:00	N/JURY 8 Defnts	"	N/JURY 8 Defnts	"
10:00	N/JURY 8 Defnts	"	N/JURY 8 Defnts	"
11:00	N/JURY 8 Defnts	"	N/JURY 8 Defnts	"
12:00			INDIGENT COURT	
1:00	N/JURY 8 Defnts	PLEA BARGAIN	"	N/JURY 8 Defnts
2:00	N/JURY 8 Defnts	"	"	N/JURY 8 Defnts
3:00	N/JURY 8 Defnts	"	"	N/JURY 8 Defnts
4:00			"	
5:00			"	

MUNICIPAL COURT DOCKET
DAILY SCHEDULE

FRIDAY

	CT #1	CT #2	CT #3	CT #4
8:00	JURY 40 Defnts	N/JURY 8 Defnts	N/JURY 8 Defnts	INITIAL APPEARANCE
9:00	"	N/JURY 8 Defnts	N/JURY 8 Defnts	"
10:00	"	N/JURY 8 Defnts	N/JURY 8 Defnts	"
11:00	"	N/JURY 8 Defnts	N/JURY 8 Defnts	"
12:00			INDIGENT COURT	
1:00	"	N/JURY 8 Defnts	"	N/JURY 8 Defnts
2:00	"	N/JURY 8 Defnts	"	N/JURY 8 Defnts
3:00	"	N/JURY 8 Defnts	"	N/JURY 8 Defnts
4:00			"	
5:00			"	

ANALYSIS:

DEFENDANTS SET FOR OCT.	PROPOSED TRIAL DOCKET
NON-JURY 1308	NON-JURY 2112
JURY 241	JURY 480

JUSTIFICATIONS:1. Administrative Aide (5):

a. A significant change will be made in the control of court judicial documents. Previously, each day, documents were moved from a central location to the Appearance Court, to hear cases that were due on that specific day. No longer will these documents be moved, but a new case complaint document will be printed in court. This new document will be used to record court decisions and later attached to the original court case.

To implement this change, three Administrative Aides will be used in the court to print these new case complaint documents.

b. The above procedure will result in approximately 800 case complaint documents being printed each day. After the case is heard and adjudication accomplished, the case disposition is entered into the computer system. Then, the documents will be attached to the original court document. The process of attaching these documents will take approximately 14 hours plus additional time to research and correct any errors. Consequently, two Administrative Aides are being requested to perform this function.

Total Annual Cost: \$91,095

2. Administrative Assistant I (1):

As cases are finalized, they are reviewed and moved from active files to archival storage. Additionally, even though these cases have been completed, they are often retrieved for additional review and/or judicial actions.

To provide additional security of these court judicial documents, increased control of the archival storage areas will be instituted and requests for case retrievals will be severely restricted.

This position will be responsible for the complete control of the archival storage areas. Also, accurate records will be maintained of all cases removed from and returned to the archival files.

Total Annual Cost: \$21,701

3. Data Research Clerk (2):

a. A major problem within the courts is directing and providing answers to our customers. Valuable time is given by the current staff in assisting hundreds of people each day. To resolve this problem, an information booth will be built and installed near the main entrance. The booth will be manned by a Data Research Clerk and this person will accomplish two major functions: 1) provide directions and answer questions; 2) free present court personnel from this task and allow them to perform their primary duties.

b. A new electronic bar coding system was created for the judges. Each judge has been given a specific group of bar code labels which they personally place on the court documents and are initialled by them to verify court decisions. During the day, these bar codes are electronically scanned and cases immediately updated in the computer. This system significantly reduces the possibility of forgery. A Data Research Clerk is used to electronically scan these documents.

Total Annual Cost: \$33,416

4. Attorney I (1) (Legal Department):

Reorganization of court procedures increases the use of prosecutors. A major change is the Appearance Court (formerly the Arraignment Court), where a judge will no longer be present, but prosecutors will handle the cases administratively. A second change is the increase in the Trial Docket from a current monthly load of 1,549 to 2,592 or an increase of 1,043 trials. The addition of an Attorney I will allow the prosecutors to accomplish the increased work load.

Total Annual Cost: \$35,718

With the increase of this Attorney I position, the proposed staffing of the Prosecutor's Office will be as follows:

1 - Chief Prosecutor
1 - Attorney II
7 - Attorney I

CAPITAL EXPENDITURES:

Required capital expenditures are as follows: (Cost will be absorbed in current budget.)

Bar code readers	1,725
Bar code cartridges	1,050
Video cassette recorder	<u>300</u>

Total: \$ 3,075

NOTE: An Ordinance is being prepared to request authorization for the nine additional positions as addressed in this attachment.

CITY OF SAN ANTONIO

Interdepartment Correspondence Sheet

AGENDA ITEM NO. 46

TO: City Council
Lloyd Garza, City Attorney, Legal Department, and
FROM: Frank A. Stromboe, Acting Director, Municipal Court Department
COPIES: George K. Noe, Director, Management Services Department
SUBJECT: ADDITIONAL PERSONNEL FOR MUNICIPAL COURT AND LEGAL DEPARTMENT

DATE: November 20, 1991

SUMMARY AND RECOMMENDATIONS:

This ordinance authorizes nine additional positions as follows:

Municipal Court: 5 - Admin. Aides; 1 - Admin. Asst. I; and
2 - Data Research Clerks.
Legal Department: 1 - Attorney I

These new positions will allow Municipal Court to accomplish City Council's "Recommendations," as stated in City Ordinance #74669, dated October 31, 1991, which states, "These recommendations are made to reaffirm the duties and responsibilities of the Presiding Municipal Court Judge position." Also, this is submitted as required by referenced ordinance, paragraph 4.

It is recommended this Ordinance be approved.

POLICY ANALYSIS:

Approval of this ordinance will allow compliance with previous directions given by City Council.

FINANCIAL IMPACT:

a. Municipal Court: For current fiscal year, there is no additional funding required. Funds are available based on the Adopted Budget which authorized 21 new detention facility employees. The built-in delay in hiring the detention employees has resulted in sufficient funds to cover the cost of the eight new Municipal Court employees. Delays in hiring the detention personnel are caused by the time required to develop training programs, perform background checks, and accomplish the polygraph and psychological testing. Cost for current fiscal year will be \$109,659, assuming all eight individuals begin work in early January, 1992. Annual cost for FY 1992-93 will be \$146,212.

b. Legal Department: For current fiscal year, there is no additional funding required for the Attorney I position. Existing turnover allows sufficient funds for this allocation. Cost for current fiscal year for this one position will be \$26,789, assuming work begins in early January, 1992. Annual cost for FY 1992-93 will be \$35,718.

c. Equipment: There will be a capital outlay of \$3,075 for computerized equipment. However, all costs can be absorbed within current budget.

SUPPLEMENTARY COMMENTS:

These additional positions are within the spirit and intent of City Council's directions for the courts. All recommendations by Council are being addressed to include such items as more efficient use of courtrooms and scheduling jury trials on a prompt basis. Additionally, procedures are being implemented to increase security of court documents, and decrease the time to finalize cases.



Frank A. Stromboe
Acting Director,
Municipal Court Department

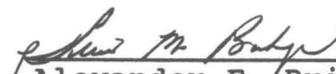


Lloyd Garza
City Attorney



George K. Noe
Director, Management Services

APPROVED/DISAPPROVED:



Alexander E. Briseño
City Manager

CITY OF SAN ANTONIO

Interdepartment Correspondence Sheet

AGENDA ITEM NO. 46

TO: City Council through the City Manager and the
Municipal Court Committee

FROM: Presiding Judge Albert Peña and Frank Stromboe, Acting Director

COPIES: Municipal Court Management Staff

SUBJECT: IMPLEMENTATION OF CITY ORDINANCE #74669 CHANGES

DATE: November 21, 1991

City Ordinance #74669, "REAFFIRMING THE DUTIES AND RESPONSIBILITIES OF THE PRESIDING MUNICIPAL JUDGE", requires an implementation plan be coordinated and approved by Council that will accomplish the recommended objectives as stated in the ordinance.

The following recommendations are submitted for approval.

RECOMMENDED CHANGES

1. Trial court dockets will be 8 a.m., 9 a.m., 10 a.m., 11 a.m., 1 p.m., 2 p.m., and 3 p.m., Monday through Friday, with the following exceptions:
 - a. Court #3 will hear environmental cases on Monday, 8 a.m. till Noon.
 - b. The Appearance Docket will be heard in Court 4, 8 a.m. - Noon.
 - c. Plea bargaining will be held in Court #2 on Thursday.
 - d. The Indigent Docket will be heard in Court #3, Noon - 6 p.m., Monday through Friday.
2. The Appearance Docket (formerly the arraignment court) will not have a judge present. The process will be handled administratively.
3. The Indigent Docket will also handle problem cases, defendants appearing after the 30-day deferred payment period, defendants coming in before their appearance date or late on appearance date, and "show cause" hearings.
4. A judge will process warrants between the hours of 8 a.m. - Noon, Monday through Friday.
5. Parking tickets will not be heard in open court in order to maximize the use of court space.

6. The Chief Prosecutor will coordinate the process of reviewing old trial cases in an attempt to bring them forward for final disposition to comply with the City Council mandate.
7. A new computer system will be implemented that will print the case complaint document on demand in the appropriate courtroom rather than manually pulling the original file copy.
8. An information booth will be installed at the west entrance of the Municipal Court Department.

The attached court schedule by day of week should give Council an understanding of how the process will work (Attachment A).

FINANCIAL IMPACT:

To accomplish the objectives and implement required changes, additional positions are required. Approval of these positions will not require additional funding, since funds are presently available within the department's current budget. Due to the natural built-in delay of hiring detention personnel budgeted for civilianization of the function, there will be sufficient funds to cover the cost of new Municipal Court employees. The delays in hiring are caused by the time required to develop training programs, perform background checks, and accomplish the polygraph and psychological testing. In addition, turnover in the Legal Department should be sufficient to cover the added cost for FY 92 of the purposed addition of the Attorney I.

The following material discusses the number of positions requested and provides FY 92 and annual costs.

Nine additional positions are requested as follows:

	<u>Municipal Court Department</u>	<u>FY 92</u>	<u>Annual</u>
5 - Administrative Aide		68,321	91,095
1 - Administrative Assistant I		16,276	21,701
2 - Data Research Clerk		<u>25,062</u>	<u>33,416</u>
		\$109,659	\$146,212
	<u>Legal Department</u>		
1 - Attorney I		<u>26,789</u>	<u>35,718</u>
		Total: \$136,448	\$181,930

Council will be presented with an ordinance outlining these additional positions on December 5, 1991. Attached is a detailed justification for each new position and equipment cost. (Attachment B).

It is the consensus of all the individuals that worked on the above recommendations that the trial process can be accelerated to a point of exceeding the goals of the Ordinance. Part of the underlying changes is the presumption that the court system is dynamic in nature and as such, constant evaluation and modification will be necessary to maintain the expected results.

Once this plan is approved, implementation can be accomplished in approximately 30 days.

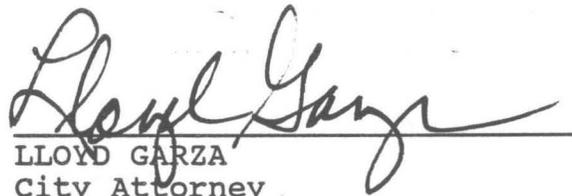
Should further clarification be required, we will be available at your convenience.



ALBERT A. PEÑA
Presiding Judge



FRANK A. STROMBOE
Acting Director



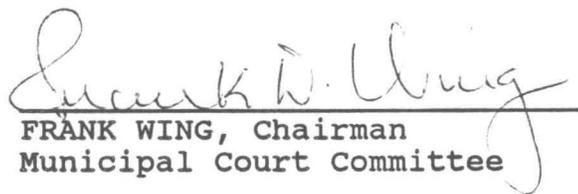
LLOYD GARZA
City Attorney

APPROVED/~~DISAPPROVED~~:



ALEXANDER E. BRISEÑO
City Manager

APPROVED/~~DISAPPROVED~~:



FRANK WING, Chairman
Municipal Court Committee

Attachment A Court Schedule
" B Justifications

DO NOT TYPE IN THIS SPACE		CITY OF SAN ANTONIO	For CMO use only
Approval		Request For Ordinance/Resolution	Date Considered
Finance	Budget		Consent <input type="checkbox"/> Individual <input checked="" type="checkbox"/>
Legal	Coordinator		Item No.
			Ord. No.

Date: Oct. 20, 1991	Department: MUNICIPAL COURT	Contact Person/Phone # Frank Stromboe/7711
Date Council Consideration Requested: December 5, 1991	Deadline for Action:	Dept. Head Signature:

SUMMARY OF ORDINANCE

AMEND BUDGET ORDINANCE #74290 DATED SEPTEMBER 12, 1991, IN ORDER TO ADD THE FOLLOWING PERSONNEL TO THE MUNICIPAL COURTS DEPARTMENT AND THE LEGAL DEPARTMENT.

This Ordinance authorizes nine additional positions as follows:

Municipal Court: 5 - Admin. Aides; 1 - Admin. Asst. I's and 2 - Data Research Clerks.

Legal Department: 1 - Attorney I

These new positions will allow Municipal Court to accomplish City Council's "Recommendations" as stated in City Ordinance #74669 dated October 31, 1991, which states "These recommendations are made to reaffirm the duties and responsibilities of the Presiding Municipal Court Judge position". Also, this is submitted as required by referenced Ordinance, Paragraph 4.

It is recommended this Ordinance be approved.

Council Memorandum Must Be Attached To Original

Other Depts., Boards, Committees Involved (please specify):

Legal Department

Contract signed by other party
N/A Yes No

FISCAL DATA (If Applicable)	Budgetary Implications
Fund No. <u>N/A</u> Amt. Expended _____	Funds/Staffing Budgeted <u>N/A</u> Yes <input type="checkbox"/> No <input type="checkbox"/>
Activity No. _____ SID No. _____	Positions Currently Authorized _____
Index Code _____ Project No. _____	Impact on future O & M _____
Object Code _____	If positions added, specify class and no. _____ _____ _____
Comments: No financial impact since all appropriations can be absorbed within current budget.	

Coordinator — White
Legal — Green
Budget — Canary
Finance — Pink
Originator — Gold