# Municipal Court
## MEMORANDUM

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**To:** Honorable Mayor & City Council
**From:** Rhonda Raymond, Court Clerk and Toni Kunz, City Administrator
**Date:** October 28, 2026
**Agenda Item:** 6A Staff Reports: FY26|Q4 Municipal Court

**Customer Service and General Duties:**
Court Clerk serves as the primary administrative officer and record keeper of Adult, Minor and Juvenile Class C **traffic, non-traffic** offenses as well as city ordinance violations.

### Core Municipal Court Responsibilities:

- Maintain the municipal court docket, case files, and official court minutes.
- Process, file, and index all traffic citations, criminal complaints, and ordinances violations.

### Judicial Support and Issuance:

- Issue court processes, summonses, subpoenas, and warrants under the direction of the Municipal Judge

### Financial and Record Keeping:

- Administers court-related legal compliance records, fine collections, and bond tracking.
- Process of judicial dispositions and court reports.

### State and City Reporting Deadlines:

- Office of the Court Administration (OCA) Reports: Submit monthly by the 5th day of each month.
- Texas Comptroller State Criminal Fee Reports: Submit quarterly by the fisrt day of the month following the calendar quarter to remit state court costs.
- OMNI WebFTA Reporting: Reconcile and submit quarterly to manage the state's Failure to Appear/ Failure to Pay program, ensuring driver's license renewal holds are correctly placed or lifted.
- Texas Department of Public Safety (DPS) Reports: Submit electronically every week of a traffic conviction, deferred disposition and Driving Safety Course completion.
- Monthly Court Activity Report – City Council: Prepare and submit informational report summarizing active case volumes, total warrants issued, intake of fees collected.

### Collections Procedures:

- Collections Department Submission: Transfer delinquent court cases to contracted collections department for recovery efforts once an arrest warrant has been issued.
- Data Reconciliation: Update the court management database to reflect active collection statuses, ensuring all processing fees required by state law (30%) are accurately attached to the outstanding balance.

### Daily Cash-Handling Protocols:

- End-of-Day Reconciliation: Balancing the cash drawer, credit card receipts, and checks against the court management software's daily audit log.

## Judicial Records & Open Records Compliance:

- Process public requests for court administrative records under Rule 12 of the Texas Rules of Judicial Administration.
- Oversee mandatory redactions within court documents, ensuring sensitive identifiers – such as minor information or records covered by specific non-disclosure and sealing orders.

## Court Records Retention Schedules:

- **Traffic, Non-Traffic, and Ordinance Violations:** Retain for five years after final disposition or satisfaction of the judgment.
- **Warrant and Capias Documents:** Retain until served, recalled, or withdrawn by the judge.
- **Financial Records:** Retain for three years after the end of the fiscal year, in accordance with the state-approved municipal records retention schedule.
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**Court Department in FY26Q4 from July 1 to September 30, 2026 is as follows:**

| Type | Total | |
|---|---|---|
| **New Cases Filed**<br>Citations (81) - Ordinance Violations (0) - Direct Arrest (6) | 87 | |
| FTA & VPTA Cases Filed: | 3 | |
| Cases Closed: | 68 | |
| Warrants Issued: | 7 | |
| Jury Trial Cases: | 1 | |
| Magistration by Judge at the Jail: | 29 | |
| **FINES AND FEES:** | | |
| **Monthly Intake** | | Fees Collected |
| Retained by the City | | $8,689.72 |
| Remitted to the State | | $3,931.68 |
| | | Fees Waived and/or Credited |
| Cases Waived due to Indigency | 12 | $5,156.90 |
| Cases Satisfied by Jail Credit and/or Death | 9 | $5,056.90 |
| OMNIbase Services – Failure to Appear Program | | $31.20 |
| Collection Fees Paid to Perdue Brandon Attorneys at Law<br>Month of July Only (Aug and Sept not yet billed) | | $549.00 |

**Plans for Improvement:**

1. Enhance the Payment Plan System
    - I have implemented payment plan options of 3, 4, 6, and 12 months, replacing the previous arrangement that required monthly payments until the balance was paid in full.
2. Update Forms to Reflect Legislative Changes
3. Revise the Pamphlet Deputies Provide to Defendants When Issuing Citations
    - Several individuals have reported that the current pamphlet is confusing and needs clearer instructions.
4. Upload Request Forms for Deferred Disposition and Driving Safety Courses