

MUNICIPAL COURT “AT A GLANCE”

Mandy Balcom, Municipal Court Administrator



2023 HIGHLIGHTS

- Completed document imaging of all open violation cases (34,700 documents)
- Served as Director on the Oregon Association of Court Administration Board
- Scheduled and prepared for 12 jury trials, ultimately held one trial
- Added a Court Appointed Attorney



MAJOR FUNCTIONS

- › Traffic Court
- › Ordinance Violations
- › Court Payments (fines) management
- › Jury Trial Preparation and administration
- › Misdemeanor crimes
- › Parking Violations

STAFFING

1.0 Full Time Equivalent (FTE)

Mandy Balcom, Court Administrator

Contract Services for Municipal Court Judge Phillip Williams & Prosecuting Attorney Jesse London

FY2023-24 BUDGET

\$120,700 Revenues
\$166,972 Expenses

FY2024-25 PROJECTS & FOCUS AREAS

- › Continue document imaging project to include all open criminal cases to complete all open cases available and stored electronically
- › Formal training on existing Municipal Court software (Tyler Technologies) to expand utilization of available modules/functions
- › Review, research and create General Order for the Court
- › Review, update and expand the current Standard Operating Procedures documentation for the Court