



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: October 28, 2025	Department: Municipal Court	Presented By: Michelle Lowe
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AGENDA ITEM

MUNICIPAL COURT 4th QUARTER FY 2024-2025 REPORT

BACKGROUND:

MUNICIPAL COURT QUARTERLY REPORT FROM 07/01/2025 – 09/30/2025

STAFF/BOARD/COMMISSION RECOMMENDATION:

REPORT SUMMARIES:
REVENUE BY OFFENSE TYPE REPORT
OFFENSE BY YEAR REPORT

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	
	Source of Funding	



Municipal Court

4th Quarter Report

July 01, 2025 – September 30, 2025

The mission of the Willow Park Municipal Court is to remain independent and impartial; provide service and ensure due process of the law to the public with fairness, and integrity, completing court business in a timely and efficient manner while following the rule of law; treating everyone individually with respect; and addressing individual situations on a case by case basis and providing defendants with necessary information and options to complete their business in an informed manner.

Municipal Court Judge – Josh Norrell

Municipal Court Prosecutor – Ashley McSwain

Court Administrator – Michelle Lowe

Deputy Court Clerk/Juvenile Case Manager – Crystal Frazier

RESPONSIBILITIES

Processing the clerical work for the Municipal Court

Setting Trial Dockets

Collecting Court Fines and Fees

Maintaining Court Records

Performing administrative duties delegated by the Municipal Court Judge.

New Cases Filed 4th quarter: 306

Dispositions:

Fine Paid – 112

Compliance Dismissals – 68

Financial Responsibility Dismissals – 1

Satisfied Deferred – 120

Satisfied Driving Safety Course – 78

Appeal to County – 0

Jail Credit Given – 3

Total Cases Closed Out – 382

Revenue:**Kept by the City: \$37,673.83**

Of that amount \$3,201.60 goes to the special funds below that are only to be used for the court as approved by the Judge.

LCF 1 (Security Fund) -\$436.17

LCF 2 (Truancy Prevention Fund) -\$1,105.29

LCF 3 (Technology Fund) -\$356.02

LCF 4 (Jury Fund) -\$22.11

LCF 5 (Security and Technology Consolidated Fund) - \$1,282.01

Remitted to State: \$19,814.53**Total: \$57,488.36**

195 Cases were sent to Collections during this quarter that totaled the amount of \$75,367.83

Closed Collection cases this quarter totaled \$30,863.60

3 Cases were sent to Omni

Attached Reports:**4th Quarter Revenue Report****4th Quarter Offense Report****Updates:**

The court has been updating or creating SOPs for all daily, monthly and yearly processes for operating the court.

Working on Fine Study for possible update of fines for the court.

Michelle attended the Judicial Summit on Mental Health on October 7th and 8th held in Houston.

Crystal will be attending the Texas Courts Clerk Association Conference in San Marcos on November 2nd – 5th 2025.

Upcoming:**October Court Docket: 10/22/2025****November Court Docket: 11/19/2025****December Court Docket: 12/17/2025**

Court Dockets are typically held every 4th Wednesday of the month. Some months may be different due to Holidays or Conflicts.

Only the Judge Dockets are open to the public except for Juvenile and Indigent Dockets.

11:00am – Attorney Plea Docket – Prosecutor

11:30am – Discovery Conference – Prosecutor

1:00pm – Pre Trial – Prosecutor
2:00pm – Plea Court – Judge
3:00pm – Juvenile – Judge
3:00pm – Minor and Indigent Docket – Judge
4:00pm – Show cause Docket – Judge





Revenue By Offense Type

Willow Park Municipal Court

10/17/2025 9:35:16 AM

Original Offense Type

Fee Code Totals For Transaction Date From 07/01/2025 To 09/30/2025

Fee Code	Fee Description	Count	Amount	Non Cash	Disbursement	Total
City Ordinance						
AF	ARREST FEE	6	\$28.64	\$0.00	\$0.00	\$28.64
COLL	COLLECTIONS	3	\$201.90	\$0.00	\$0.00	\$201.90
FINE	FINE	5	\$804.00	\$0.00	\$0.00	\$804.00
LATE	LATE FINE	2	\$100.00	\$0.00	\$0.00	\$100.00
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	5	\$23.16	\$0.00	\$0.00	\$23.16
LCF2	LOCAL CONSOLIDATED FEE (YOUTH DIVERSION FUND)	6	\$28.64	\$0.00	\$0.00	\$28.64
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	5	\$18.91	\$0.00	\$0.00	\$18.91
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	6	\$0.57	\$0.00	\$0.00	\$0.57
LCF5	LOCAL CONSOLIDATED FEE (SECURITY &	1	\$8.90	\$0.00	\$0.00	\$8.90
SCF	STATE CONSOLIDATED FEE	3	\$169.18	\$0.00	\$0.00	\$169.18
	City Ordinance	42	\$1,383.90	\$0.00	\$0.00	\$1,383.90
State						
3000	LATE FINE	1	\$50.00	\$0.00	\$0.00	\$50.00
AF	ARREST FEE	7	\$30.00	\$5.00	\$0.00	\$35.00
COLL	COLLECTIONS	1	\$129.30	\$0.00	\$0.00	\$129.30
FINE	FINE	11	\$1,587.00	\$289.00	\$0.00	\$1,876.00
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	4	\$19.60	\$0.00	\$0.00	\$19.60
LCF2	LOCAL CONSOLIDATED FEE (YOUTH DIVERSION FUND)	7	\$30.00	\$5.00	\$0.00	\$35.00
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	4	\$16.00	\$0.00	\$0.00	\$16.00
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	7	\$0.60	\$0.10	\$0.00	\$0.70
LCF5	LOCAL CONSOLIDATED FEE (SECURITY &	3	\$17.80	\$8.90	\$0.00	\$26.70
SCF	STATE CONSOLIDATED FEE	7	\$372.00	\$62.00	\$0.00	\$434.00
	State	52	\$2,252.30	\$370.00	\$0.00	\$2,622.30
Traffic						
3000	LATE FINE	2	\$100.00	\$0.00	\$0.00	\$100.00
AF	ARREST FEE	232	\$1,036.77	\$10.00	\$0.00	\$1,046.77
CJF-C	CIVIL JUSTICE FUND - CITY	1	\$0.01	\$0.00	\$0.00	\$0.01
CJF-S	CIVIL JUSTICE FUND -	1	\$0.09	\$0.00	\$0.00	\$0.09
COLL	COLLECTIONS	32	\$1,912.60	\$0.00	\$0.00	\$1,912.60
CS	CHILD SAFETY	27	\$657.86	\$0.00	\$0.00	\$657.86
DS20	COMPLIANCE DISMISSAL \$20	61	\$1,220.00	\$0.00	\$0.00	\$1,220.00
DDC	DEFENSIVE DRIVING FEE	36	\$350.00	\$0.00	\$0.00	\$350.00
EXP	EXPENSE FEE	38	\$1,860.00	\$0.00	\$0.00	\$1,860.00
FINE	FINE	48	\$6,556.48	\$200.00	\$0.00	\$6,756.48
IDF	INDIGENT DEFENSIVE FEE	1	\$2.00	\$0.00	\$0.00	\$2.00
JS-C	JUDICIAL SUPPORT - CITY	1	\$0.60	\$0.00	\$0.00	\$0.60



Revenue By Offense Type

Willow Park Municipal Court

10/17/2025 9:35:16 AM

Original Offense Type

Fee Code Totals For Transaction Date From 07/01/2025 To 09/30/2025

Fee Code	Fee Description	Count	Amount	Non Cash	Disbursement	Total
Traffic						
JS-S	JUDICIAL SUPPORT - STATE	1	\$5.40	\$0.00	\$0.00	\$5.40
LATE	LATE FINE	54	\$2,648.22	\$0.00	\$0.00	\$2,648.22
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	96	\$393.41	\$0.00	\$0.00	\$393.41
LCF2	LOCAL CONSOLIDATED FEE (YOUTH DIVERSION FUND)	231	\$1,031.65	\$10.00	\$0.00	\$1,041.65
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	96	\$321.11	\$0.00	\$0.00	\$321.11
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	228	\$20.64	\$0.20	\$0.00	\$20.84
LCF5	LOCAL CONSOLIDATED FEE (SECURITY &	147	\$1,228.61	\$17.80	\$0.00	\$1,246.41
LTF	LOCAL TRAFFIC FINE	177	\$487.19	\$3.00	\$0.00	\$490.19
MCTF	MUNICIPAL COURT TECHNOLOGY FUND	1	\$4.00	\$0.00	\$0.00	\$4.00
OP	OVERPAYMENT	1	\$15.00	\$0.00	\$0.00	\$15.00
PP-JE	PAYMENT PLAN- JUDICIAL EFFICIENCY	6	\$53.06	\$0.00	\$0.00	\$53.06
SCF	STATE CONSOLIDATED FEE	232	\$12,832.59	\$124.00	\$0.00	\$12,956.59
SJF	STATE JUROR FEE	1	\$4.00	\$0.00	\$0.00	\$4.00
STF	STATE TRAFFIC FINE	177	\$8,099.87	\$50.00	\$0.00	\$8,149.87
TITLE7	TITLE 7 TRANS CODE	140	\$12,959.00	\$78.00	\$0.00	\$13,037.00
TPDF	TRUANCY PREVENTION AND DIVERSION FUND	1	\$2.00	\$0.00	\$0.00	\$2.00
WRT	WARRANT FEE	1	\$50.00	\$0.00	\$0.00	\$50.00
Traffic		2070	\$53,852.16	\$493.00	\$0.00	\$54,345.16

Report Totals:	2164	\$57,488.36	\$863.00	\$0.00	\$58,351.36
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Revenue By Offense Type

Willow Park Municipal Court

10/17/2025 9:35:16 AM

Original Offense Type

Transaction Totals For Transaction Date From 07/01/2025 To 09/30/2025

Transaction Description	Trans Code	Count	Amount	Non Cash	Disbursement	Total
City Ordinance						
Payments	P	42	\$1,383.90	\$0.00	\$0.00	\$1,383.90
	City Ordinance	42	\$1,383.90	\$0.00	\$0.00	\$1,383.90
State						
Jail Credit	JT	6	\$0.00	\$370.00	\$0.00	\$370.00
Payments	P	46	\$2,252.30	\$0.00	\$0.00	\$2,252.30
	State	52	\$2,252.30	\$370.00	\$0.00	\$2,622.30
Traffic						
Jail Credit	JT	14	\$0.00	\$493.00	\$0.00	\$493.00
Payment Transfer		7	\$0.00	\$0.00	\$0.00	\$0.00
Payments	P	2049	\$53,852.16	\$0.00	\$0.00	\$53,852.16
	Traffic	2070	\$53,852.16	\$493.00	\$0.00	\$54,345.16

Report Totals:	2164	\$57,488.36	\$863.00	\$0.00	\$58,351.36
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Offense By Year Report

Municipal Court
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Violations For Filed Date From 07/01/2025 To 09/30/2025

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
3001 SPEEDING							13	37	21				71
3005 FAILED TO YIELD RIGHT OF WAY									1				1
3006 RAN STOP SIGN							12	8	10				30
3007 RAN RED LIGHT							2		1				3
3008 SPEEDING 25 MILES AND OVER POSTED SPEED LIMIT							2	5	2				9
3015 DRIVING ON WRONG SIDE OF STREET								1					1
3021 FAIL TO STOP FOR SCHOOL BUS									1				1
3028 CROSSING PHYSICAL BARRIER									1				1
3033 NO SEAT BELT - PASSENGER									1				1
3049 NO MOTOR VEHICLE LIABILITY							3	11	7				21
3049A NO MOTOR VEHICLE INSURANCE (UVER)							1						1
3056 FAILURE TO YIELD RIGHT OF WAY									1				1
3054 FAILURE TO SIGNAL LANE CHANGE								3					3
3101 DRIVING WHILE LICENSE INVALID								3	1				4
3103 NO DRIVERS LICENSE							4	4	4				12
3127 DROVE ONTO/FROM CONT ACCESS HWY WHERE PROH									1				1
3259 EXPIRED OPERATORS LICENSE								1					1
3263 FAIL TO DISPLAY DL									1				1
3264 FAIL TO REPORT CHANGE OF ADDRESS/NAME								2					2
3311 EXCESSIVE ACCELERATION (No longer Offense 09/09/2003)								1					1
3323 OPEN CONTAINER								1					1
3596 SPEEDING 10% OVER LIMIT SCHOOL ZONE								17	19				36
3656 EXPIRED VEHICLE REGISTRATION							34	43	19				96
3657 DISPLAY WRONG LICENSE PLATE									1				1
3668 OPERATE UNREGISTERED MOTOR VEHICLE									1				1
5130 POSSESSION OF DRUG PARAPHERNALIA								1					1
5140 PUBLIC INTOXICATION									3				3



Offense By Year Report

Municipal Court
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Violations For Filed Date From 07/01/2025 To 09/30/2025

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
5160 SOLICITATION W/O A PERMIT								1					1

Report Totals:							71	139	96				306
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