



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: January 27, 2026	Department: Municipal Court	Prepared By: Michelle Lowe
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AGENDA ITEM

MUNICIPAL COURT 1st QUARTER FY 2025-2026 REPORT

BACKGROUND:

MUNICIPAL COURT QUARTERLY REPORT FROM 10/01/2025 – 12/31/2025

STAFF/BOARD/COMMISSION RECOMMENDATION:

REPORT SUMMARIES:

CITATION LISTING REPORT

REVENUE BY OFFENSE TYPE REPORT

OFFENSE BY YEAR REPORT

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	
	Source of Funding	



Municipal Court

1st Quarter Report

October 01, 2025 – December 31, 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 1st quarter: 290

Dispositions:

Fine Paid – 101
Compliance Dismissals – 56
Financial Responsibility Dismissals – 8
Satisfied Deferred – 61
Satisfied Driving Safety Course – 39
Appeal to County – 0
Jail Credit Given – 1
Indigent - 2

Total Cases Closed Out – 268

Revenue:

Kept by the City: \$35,021.93

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) -\$140.88

LCF 2 (Truancy Prevention Fund) -\$984.65

LCF 3 (Technology Fund)-\$114.99

LCF 4(Jury Fund)-\$19.68

LCF 5(Security and Technology Consolidated Fund) - \$1,585.81

Remitted to State: \$18,092.16

Total: \$53,114.09

78 Cases were sent to Collections during this quarter that totaled the amount of \$29,557.00

Closed Collection cases this quarter totaled \$5,502.23

Attached Reports:

1st Quarter Citation Listing

1st Quarter Revenue Report

1st 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.

Upcoming:

January Court Docket: 01/28/2026

November Court Docket: 02/25/2026

December Court Docket: 03/25/2026

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



Citation Listing

Willow Park Municipal Court

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Citation Listing Report

Totals For 10/01/2025 - 12/31/2025

Report Totals

By Race	A - Asian or Pacific Islander	2
B - Black	19	
H - H	41	
W - White	180	

Report Totals

By Gender	F - Female	90
M - Male	152	

Report Totals

By Age Code	A - Adult	173
J - Juvenile	5	
M - Minor	34	
U - Under 25	30	

Report Totals

242

Report Totals:

Number Of Citations:	242
Number Of Violations:	290



Citation Listing

Willow Park Municipal Court

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Citation Listing Report

Totals For 10/01/2025 - 12/31/2025

Report Totals

Totals By Citation Type R - Regular

242

Report Totals

242

Report Totals:

Number Of Citations:

242

Number Of Violations:

290



Revenue By Offense Type

Willow Park Municipal Court

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Original Offense Type

Fee Code Totals For Posted Date From 10/01/2025 To 12/31/2025

Fee Code	Fee Description	Count	Amount	Non Cash	Disbursement	Total
City Ordinance						
AF	ARREST FEE	5	\$21.36	\$0.00	\$0.00	\$21.36
COLL	COLLECTIONS	1	\$80.70	\$0.00	\$0.00	\$80.70
FINE	FINE	6	\$1,022.00	\$0.00	\$0.00	\$1,022.00
LATE	LATE FINE	1	\$50.00	\$0.00	\$0.00	\$50.00
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	3	\$11.14	\$0.00	\$0.00	\$11.14
LCF2	LOCAL CONSOLIDATED FEE (YOUTH DIVERSION FUND)	5	\$21.36	\$0.00	\$0.00	\$21.36
LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	3	\$9.09	\$0.00	\$0.00	\$9.09
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	5	\$0.43	\$0.00	\$0.00	\$0.43
LCF5	LOCAL CONSOLIDATED FEE (SECURITY &	2	\$17.80	\$0.00	\$0.00	\$17.80
SCF	STATE CONSOLIDATED FEE	3	\$140.82	\$0.00	\$0.00	\$140.82
	City Ordinance	34	\$1,374.70	\$0.00	\$0.00	\$1,374.70
State						
3000	LATE FINE	1	\$50.00	\$0.00	\$0.00	\$50.00
AF	ARREST FEE	3	\$15.00	\$0.00	\$0.00	\$15.00
FINE	FINE	3	\$1,000.00	\$0.00	\$0.00	\$1,000.00
LCF2	LOCAL CONSOLIDATED FEE (YOUTH DIVERSION FUND)	3	\$15.00	\$0.00	\$0.00	\$15.00
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	3	\$0.30	\$0.00	\$0.00	\$0.30
LCF5	LOCAL CONSOLIDATED FEE (SECURITY &	3	\$26.70	\$0.00	\$0.00	\$26.70
SCF	STATE CONSOLIDATED FEE	3	\$186.00	\$0.00	\$0.00	\$186.00
	State	19	\$1,293.00	\$0.00	\$0.00	\$1,293.00
Traffic						
AF	ARREST FEE	209	\$953.24	\$0.00	\$0.00	\$953.24
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	34	\$1,924.63	\$0.00	\$0.00	\$1,924.63
CS	CHILD SAFETY	26	\$617.14	\$0.00	\$0.00	\$617.14
DS20	COMPLIANCE DISMISSAL \$20	56	\$1,120.00	\$0.00	\$0.00	\$1,120.00
DDC	DEFENSIVE DRIVING FEE	33	\$318.96	\$0.00	\$0.00	\$318.96
EXP	EXPENSE FEE	46	\$2,250.00	\$0.00	\$0.00	\$2,250.00
FINE	FINE	42	\$6,107.35	\$0.00	\$0.00	\$6,107.35
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
JS-S	JUDICIAL SUPPORT - STATE	1	\$5.40	\$0.00	\$0.00	\$5.40
LATE	LATE FINE	56	\$2,566.27	\$0.00	\$0.00	\$2,566.27
LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	32	\$129.74	\$0.00	\$0.00	\$129.74
LCF2	LOCAL CONSOLIDATED FEE (YOUTH DIVERSION FUND)	208	\$948.29	\$0.00	\$0.00	\$948.29

Traffic

LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	32	\$105.90	\$0.00	\$0.00	\$105.90
LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	206	\$18.95	\$0.00	\$0.00	\$18.95
LCF5	LOCAL CONSOLIDATED FEE (SECURITY &	186	\$1,541.31	\$0.00	\$0.00	\$1,541.31
LTF	LOCAL TRAFFIC FINE	160	\$449.12	\$0.00	\$0.00	\$449.12
MCTF	MUNICIPAL COURT TECHNOLOGY FUND	1	\$4.00	\$0.00	\$0.00	\$4.00
OMNI-C	OMNIBASE FEE CITY REIMBURSEMENT	1	\$4.00	\$0.00	\$0.00	\$4.00
OMNI-O	OMNIBASE FEE REIMBURSEMENT	1	\$6.00	\$0.00	\$0.00	\$6.00
PP-JE	PAYMENT PLAN- JUDICIAL EFFICIENCY	11	\$108.93	\$0.00	\$0.00	\$108.93
SCF	STATE CONSOLIDATED FEE	209	\$11,798.82	\$0.00	\$0.00	\$11,798.82
SJF	STATE JUROR FEE	1	\$4.00	\$0.00	\$0.00	\$4.00
STF	STATE TRAFFIC FINE	160	\$7,465.10	\$0.00	\$0.00	\$7,465.10
TITLE7	TITLE 7 TRANS CODE	120	\$11,994.54	\$0.00	\$0.00	\$11,994.54
TPDF	TRUANCY PREVENTION AND DIVERSION FUND	1	\$2.00	\$0.00	\$0.00	\$2.00
	Traffic	1836	\$50,446.39	\$0.00	\$0.00	\$50,446.39

Report Totals:	1889	\$53,114.09	\$0.00	\$0.00	\$53,114.09
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Revenue By Offense Type

Willow Park Municipal Court

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Original Offense Type

Transaction Totals For Posted Date From 10/01/2025 To 12/31/2025

Transaction Description	Trans Code	Count	Amount	Non Cash	Disbursement	Total
City Ordinance						
Payments	P	34	\$1,374.70	\$0.00	\$0.00	\$1,374.70
	City Ordinance	34	\$1,374.70	\$0.00	\$0.00	\$1,374.70
State						
Payments	P	19	\$1,293.00	\$0.00	\$0.00	\$1,293.00
	State	19	\$1,293.00	\$0.00	\$0.00	\$1,293.00
Traffic						
Payments	P	1836	\$50,446.39	\$0.00	\$0.00	\$50,446.39
	Traffic	1836	\$50,446.39	\$0.00	\$0.00	\$50,446.39

Report Totals:	1889	\$53,114.09	\$0.00	\$0.00	\$53,114.09
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Offense By Year Report

Municipal Court
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Violations For Filed Date From 10/01/2025 To 12/31/2025

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2010 ACCUMULATION OF UNWHOLESOME MATTER													
3001 SPEEDING										33	13	24	70
3005 FAILED TO YIELD RIGHT OF WAY										1	1		2
3006 RAN STOP SIGN										16	7	3	26
3007 RAN RED LIGHT										4	1	2	7
3008 SPEEDING 25 MILES AND OVER POSTED SPEED LIMIT										6	3	1	10
3014 IMPROPER TURN											1		1
3017 FOLLOWING TOO CLOSE										1			1
3022 IMPROPER PASSING										1			1
3049 NO MOTOR VEHICLE LIABILITY										11	9	4	24
3049A NO MOTOR VEHICLE INSURANCE (UVFR)										1			1
3050 FAIL TO CONTROL SPEED										1			1
3059 DISREGARDED TRAFFIC CONTROL										1	1		2
3060 FAILED TO STOP AT DESIGNATED POINT										2			2
3101 DRIVING WHILE LICENSE INVALID										3		1	4
3103 NO DRIVERS LICENSE										9	7	2	18
3127 DROVE ONTO/FROM CONT ACCESS HWY WHERE PROH										5			5
3259 EXPIRED OPERATORS LICENSE											1	1	2
3263 FAIL TO DISPLAY DL										2			2
3596 SPEEDING 10% OVER LIMIT SCHOOL										12	4		16
3656 ZONE EXPIRED VEHICLE REGISTRATION										35	24	20	79
3657 DISPLAY WRONG LICENSE PLATE										1			1
3667 OPERATE MOTOR VEHICLE W/O LICENSE PLATES, OR W/O REGISTRATION INSIGNIA										2		1	3
5030 ASSAULT - PHYSICAL CONTACT										1		2	3
5030 DISORDERLY CONDUCT										1			1
5055 DISORDERLY CONDUCT - NOISE											1		1
5130 POSSESSION OF DRUG PARAPHERNALIA										1		2	3

