

Goodyear Municipal Court Executive Summary FY18

With a commitment to the fair and impartial administration of justice, we provide professional customer service through transparency, accessibility, public confidence and timely processing of all legal matters within our jurisdiction.

City of Goodyear Municipal Court

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The Goodyear Municipal Court is part of the integrated judicial system and serves as the Judicial branch of the Goodyear Municipal government. The Court is subject to the administrative authority of the Arizona Superior Court and the Arizona Supreme Court.

To Our Stakeholders

This summary provides highlights of the Court's performance of Fiscal Year 2018, as well as goals for the current and coming fiscal years. The Court continues to model itself after the current strategic agenda initiatives as set by Chief Justice Bales, while continuing to align with the City of Goodyear's own strategic plan initiatives.

Strategic Highlights

The Goodyear Municipal Court recognizes the importance of identifying opportunities to grow as an organization, and therefore we work to design goals that support the foundational components of a Court's purpose and responsibilities. It is best stated by Chief Justice Bales "to earn the support of our communities, we who work in the judiciary must continue to exemplify our deep commitment to fairness, integrity, efficiency, and equal justice under law."

Training, Development & Succession Planning

- *Succession planning:* The Court experienced 1 new hire this fiscal year, with the addition of the Court Security Guard position. The addition of this position to the Court comes in time with the first year of phased mandated Security Standards. This individual will play a crucial role in the development of security protocol in the Goodyear Municipal Court. In addition to the Security Guard position, the Court also reclassified the only Court Specialist I position within the organization. After a thorough review of workloads, the position was reclassified to a Specialist II in order to ensure levels of customer service remained at an exemplary level, while ensuring the Court was adequately managing staffing workloads.
- *Arizona Supreme Court, Court Leadership Institute of Arizona (CLIA) & National Center for State Court programs.* The CLIA is led by experienced Arizona court faculty, scholars, and subject matter experts well-versed in the analysis and evaluation of Courts in a broad social and historical content. Programs are designed to strengthen the knowledge and skills of Court employees as they grow professionally within the Arizona Court system.
 - *Arizona Court Supervisor program:* 2 attendees
 - *Arizona Court Manager/Certified Court Manager program:* 3 attendees
 - *Arizona Court Executive/Certified Court Executive program:* 1 attendee

- Arizona Court Interpreter Credentialing Program (Administrative Order 2016-02) – Our Court Interpreter has completed the first two of a three-part testing phase, receiving a Tier 1 credential. She tested again in June 2018 for further credentialing and compliance with the Administrative Order directives. Extensive time, training, and studying has been completed by this individual to prepare for testing in: general court knowledge, understanding of ethical conduct as required by Administrative Order No. 2015-98 and language skills in both English and non-English language. The final exam shall demonstrate oral interpreting examination in various modes of interpretation.
- National Judicial College – continued coursework completed by the Presiding Judge – 4 program completions for FY18

Community Outreach & Partnerships

- Continued partnership and funding provided for the Goodyear Police Department e-Citation project (Judicial grant funding). Funding ended June 20, 2018. \$27,633.20 JCEF grant funding was provided for this project.
- Continued participation in the Glendale Municipal Court Annual Stand Up for Veterans event and Tempe Municipal Court Arizona StandDown for Veterans event
- Partnership with Maricopa County Regional Homeless Court – granting approval for eligible defendants to complete community service in lieu of payment of fines, if they participate and successfully graduate in the Homeless Court program
- Partnership with Goodyear Branch Library to host student “Mock Trial” session in the Courthouse, July 2018
- Desert Edge High School Community Career Classic: Court Administrator and Pro Tem Judge spoke with multiple classes at Desert Edge, providing information about a day in the life of a Judge or Court Administrator, as well as speaking about careers in the Judicial Branch.
- Mable Padgett classroom reading: Judge Simonson visited Mable Padgett Elementary School and read to kindergarten and first grade students
- LEAD alumni presentation: Court Administrator and City Prosecutor presented to the City of Goodyear LEAD alumni, providing information about how the two

branches of government work together in the City of Goodyear. A courthouse tour and Q&A with the Presiding Judge was also included in the presentation

- 'Municipal Court 101' presentation – Court Administrator welcomed local boy scout group to the Courthouse for a tour and presentation about what a Municipal Court is
- Goodyear Municipal Court "In Focus" article on Court staff and services: Article highlighted services the Court provides to the public.

Access & Fairness

- Language Services & Access
 - Cases referred to language services (first-time assignments, data does not reflect on-going language service for the life of the case):
 - FY18: 587 (staff interpreter) + 20 (contract interpreter) = 607
 - Addition of more Spanish translated forms
- Self Help Center
 - The Court expended one-time funds for the construction of the Self Help Center space in the courthouse lobby. The room includes a large directory map for local Justice, Superior and Juvenile Courthouses, as well as a guide as to services which can be obtained at each respective Court. The room also contains a display board for services in both English and Spanish, a resource wall, and a Public Access computer. Court customers can now obtain certain documents required from MVD by using the computer and printing to the customer service station, saving time and reducing the amount of return visits to the Court.

Financial Highlights

When Courts collect monies in the form of restitution, fines, and fees, the purpose is to administer justice. Courts are not revenue-generating centers. The following financial data is due to the Courts ability to carry out impartial administration of justice, seeing to it that each case is sentenced fairly and impartially, and that sentences are applied to each individual case accordingly. Payment compliance is achieved in a number of ways, including: payment plans, proactive enforcement, and enhanced collection efforts. In FY18 the Court introduced additional technology to Court customers which added an additional online payment portal which allows for real-time case balance information and automated payment posting for all

case types. The new payment portal is at no cost to the Court and is supported by the Administrative Office of the Courts.

On-going budgeted Programs and Services

- Court Appointed Counsel
- Language Services
- Self Help Center
- Jury Management
- Security
- COJET training and other professional development of staff

Court Enhancement Fund

Pursuant to Goodyear City Code Article 6-3-5(E) the City Court shall annually report the amount of money collected and expended during the reporting period and the progress made in Court enhancement.

- FY18 budgeted \$40,000 to supplement the cost of the Court Security Guard position
- FY18 revenue \$50,135.90 (118% of estimated revenue)
The Court requested an increase in the Court Enhancement Fund fee, from \$10, to \$20, which was approved by the Council in FY18. Future revenue will allow the Court to continue to supplement the Court Security Guard position and fund other technological needs planned in FY19.

Grant Funding

- As mentioned previously, the Court expended authorized JCEF grant funding in support of the Police Department's eCitation project.
- In January 2018 the Court was awarded funding through the Court Security Improvement grant application process, in the amount of \$13,244.58. The grant covered expenditures associated with the installation of courthouse duress alarms and additional locking mechanisms within the facility – both projects are consistent with mandated security standards. The Court continues to apply for Court Security Improvement grant opportunities.

Operating Highlights

The Goodyear Municipal Court holds jurisdiction over a limited variety of cases. The Municipal Judge presides over misdemeanor crimes and petty offenses committed within the City of Goodyear, including: civil traffic, criminal traffic, criminal misdemeanors, juvenile traffic, liquor violations, City code, protective orders and search warrants.

Charge Filing Stats

- FY18: 13,148
 - Misdemeanor Non-Traffic: 1,761
 - Domestic Violence: 394
 - DUI: 600
 - Criminal Traffic: 1,472
 - Civil Traffic: 8,513
 - Local Non-Criminal Ordinance: 216
 - Protective Orders: 192

Clearance Rate:

Measured by the number of cases terminated/completed compared to number of cases filed. This data is useful for Courts to analyze trends such as workload on existing staff and potential backlog. The Goodyear Court holds a high performance standard for case processing and compliance policies, and Court staff are trained to operate at highly efficient levels. Clearance rates continue to exceed filings due to many operational efficiencies.

- FY18: 108% (14,238 terminated cases)

Courtroom Activity:

203 Trials/Hearings held

Time Standards Compliance

Through Administrative Order No 2014-81, the Supreme Court of Arizona ordered that pursuant to Article VI, Section 3, of the Arizona Constitution, Arizona case processing time standards are adopted as final and effective January 1, 2015. The Goodyear Municipal Court produces regular Time Standards reports to the Administrative Office of the Courts in accordance with reporting standards for Limited Jurisdiction Courts. Due to recent statewide

automated changes to the AJACS case management system, Time Standards Reports are in a draft phase and are not yet approval for dissemination, while testing of the reporting software continues.

Home Detention Program

Pursuant to the City of Goodyear Home Detention program (Res. 17-1797) the Court approved 116 defendants for home detention in lieu of standard jail incarceration. Of the 116 defendants, only 4 were non-compliant and ordered to complete their jail term with the Maricopa County jail.

- 2,098 total days completed in home detention
- Savings of \$211,139.23 in incarceration costs

Operational & Financial Reviews

The Goodyear Municipal Court last underwent an Operational Review, as recommended by the Administrative Office of the Courts, in 2010. Courts regularly undergo these reviews every 7 years, however due to the exemplary performance on the Courts last review, and the continued compliance with reporting standards. With the transition in the coming fiscal year 2019, it is anticipated the Court may undergo an Operational Review at the request of the next Presiding Judge.

The Court conducted an external Tri-Annual Financial Audit on August 2-3, 2018.

Innovation, Efficiencies & Projects

This fiscal year Court staff worked above and beyond to accomplish a number of projects, while managing an ever-increasing caseload and managing a number of organizational changes. The following changes and projects were implemented and resulted in a positive outcome for Court operations:

- Self Help Center
 - Availability of numerous Court resources
- Electronic Records Retention Destruction (ERRD) Project
 - Purged 14,000+ Completed cases in AZTEC in accordance with records retention rules
- Civil Traffic Records Destruction

- Overtime project for staff, purging civil cases which have met retention and recycling case file supplies
- File Reorganization
 - Re-filing of all case files to coincide with the case management system
- Courtroom #2 AV upgrade
 - Replacement of existing AV equipment in Courtroom #2 to meet current technological needs
- AJACS conversion
 - AOC case management system conversion August 14, 2018
- Security Standards
 - Security enhancements required pursuant to Supreme Court AO2017-15
 - Security Assessments necessary for Capital Improvement Project submission

Looking Ahead

The Goodyear Municipal Court intends to accomplish a number of future goals, which support Judicial branch priorities in the State of Arizona as well as priorities specific to this Court. The following future goals and projects have been identified as a priority to the Court, to aid in achieving a high level of service to our customers.

- Strategic, Operational, Security, Technology & Emergency plans
 - Continue efforts to identify and develop meaningful performance measures and opportunities to utilize technology to streamline processes by collaborating with other Courts on pilot projects
- Enhanced security and emergency planning per Administrative Order 2017-15
 - Year 2 Facilities & Equipment & Training Standards
 - New Hire Training
 - Annual Court Employee Training
 - Task Specific Training
 - Duress Alarms
 - Locking Protocols
 - Courtroom, Jury Room, Perimeter Sweeps
 - Cameras
 - Secured Access to Non-Public Areas
 - Exterior Lighting

- Window Coverings
 - Public Counters, Benches & Clerk Stations
 - Protecting Critical Areas
- Data review and records purge associated with two projects, which also involves update of Courts records retention policy and procedure (meet records retention schedule as mandated):
 - Purging of Laserfiche and Open Text records management system and conversion to On Base records management system
- Increased opportunity to expand judicial services and information within the community
- eCitation (on-going project partnered with Police Department)
- Court Programs
 - Compliance Assistance Program (tent. October 2018)
 - Fine Reduction Program
 - Warrant resolution docket
 - Community Service program
- Fair Justice Task Force Initiatives
- Delay Reduction
- Recruitment of Court Specialist II positions
 - Recruitment of Presiding Judge