

## CITY OF SEQUIM

# 2008 STRATEGIC PLAN : MUNICIPAL COURT SERVICES

*“It is our goal to meet the needs of the public through accessibility, accountability, visibility, and quality customer service while protecting the rights of the victims, witnesses, Citizens of Sequim, and accused.”*



OCTOBER 13, 2008

FALL 2008

TO: City Councilors  
SUBJECT: Review of Municipal Court Services

Throughout this analysis, the team consistently used the below model which the police department adopted in 2007.

This overview report or strategic plan specific to municipal court services is intended to serve as a road map for city management with the support and oversight of the City Council to follow and reference in a goal-oriented quest to build the very best municipal capabilities to serve the mounting public safety needs of our growing community in a cost-conscious manner.



**Municipal Court Operations have grown substantially:**

- From 2004-2007 the number of Sequim infractions has increased by 632% while the Sequim Criminal Citations have increased by 253%.
- Future years will show that the expense of not having our Municipal Court in Sequim will be costly.
- The next window of opportunity will be 2014.

**Customer Service, Local Efficiencies and Cost-Benefit:**

- The level of customer service will increase to our victims and witnesses as the court will be centrally located within the City of Sequim.
- The cost-benefits are increased patrol time and decreased response time due to Officers remaining in our City versus driving over 30 miles for a court appearance.
- Have more control over costs incurred for jail and public defender costs as the City will negotiate our own contracts.
- Set our own court hours and trial schedule that could accommodate officer and staff schedules.
- Prosecutor travel to Port Angeles 4-5 times a week costing \$3,000 in mileage annually.

Does the investment warrant the cost?

Facilities seem to be the least of the hurdles for this project to surmount. Currently, District Court operates a traffic court session once a month in the Transit Center/City Council Chambers located at 2<sup>nd</sup> and Cedar Street. That facility would be adequate for the near term to run municipal court.

In the long-term, the police department cries out for a new police facility – that need cannot be understated and must remain in the forefront of the community’s eyes. However, such a facility can easily be designed to include a shared use Courtroom, provide offices for both the small Court Staff and City prosecutor. This shared use concept offers huge benefits to the community.

This study is in response to discussions beginning in 2007, identified needs in the annual update of the **2012 Policing Plan**, as well as discussions during the FY2008 budget process and subsequent presentations by the City Attorney’s Office – the City Manager, City Attorney’s Office and the Police Department collaborated to complete this study to report on the cost-benefit of the City re-establishing its own stand alone Municipal Court.

Throughout this study it became readily apparent that the Sequim community has grown past the tipping point where it is now time to re-evaluate City’s contractual relationship

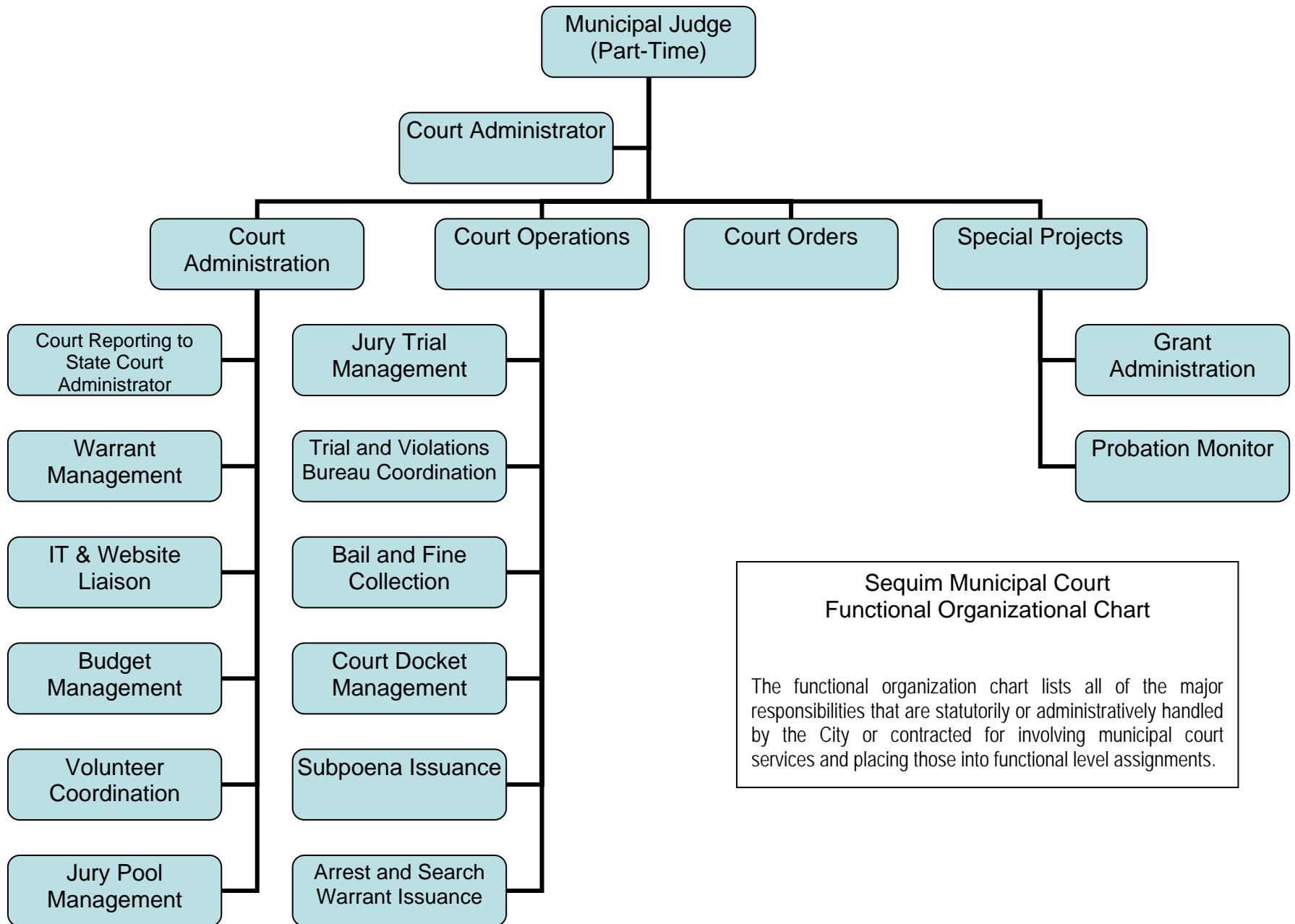
with Clallam County and the City’s use of District Court to handle city court cases.

*Marci E Protze*

MARCI E. PROTZE

Executive Administrative Assistant

cc: Mayor Laura Dubois  
City Councilors



**Sequim Municipal Court  
Functional Organizational Chart**

The functional organization chart lists all of the major responsibilities that are statutorily or administratively handled by the City or contracted for involving municipal court services and placing those into functional level assignments.

## Continue Contract with District Court I

	2005	2006	2007	**Est. 2008	**Est. 2009	**Est. 2010	**Est. 2011	**Est. 2012	**Est. 2013
	Criminal \$60.00 Civil \$18.00	Crimina l \$61.80 Civil \$18.54	Criminal \$63.65 Civil \$19.09	Criminal \$68.55 Civil \$20.56	Criminal \$70.61 Civil \$21.18	Criminal \$74.91 Civil \$22.74	Criminal \$74.91 Civil \$22.74	Criminal \$77.14 Civil \$23.14	Criminal \$79.45 Civil \$28.83
Sequim Caseload	212/271	335/976	507/1232	650/1800	715/1980	786/2178	864/2396	950/2635	1045/2898
Sequim Gross Revenues	\$111,542	214,489	278,357	342,225	376,447	414,091	455,500	501,050	551,155
State Fees for Sequim caseload	\$34,820	82,621	107,733	132,845	152,771	175,686	202,039	232,344	255,578
Filing Fee paid to District Court by Sequim	\$19,799	41,802	63,385	81,565	92,422	104,688	118,610	134,256	166,574
Probation –paid to court by defendants District Court I	27,903	32,297	39,654	45,000	47,250	49,612	52,092	54,696	57,430
<b>Net that Sequim Receives from District Court I</b>	<b>\$29,020</b>	<b>\$57,769</b>	<b>\$67,585</b>	<b>\$82,815</b>	<b>\$84,004</b>	<b>\$84,105</b>	<b>\$82,759</b>	<b>\$79,754</b>	<b>\$71,573</b>

- Note that 2011 the prediction is that the revenues will decrease and continue to decrease the following years.
- The State Remittance is increased by 15%.
- The caseload numbers are estimated at a 10% increase per year.

## Sequim Municipal Court January 2010

	2005	2006	2007	**Est. 2008	**Est. 2009	**Est. 2010	**Est. 2011	**Est. 2012	**Est. 2013
Criminal/Civil Caseload Cost per case	Criminal \$60.00 Civil \$18.00	Criminal \$61.80 Civil \$18.54	Criminal \$63.65 Civil \$19.09	Criminal \$68.55 Civil \$20.56	Criminal \$70.61 Civil \$21.18	Criminal  Civil	Criminal  Civil	Criminal  Civil	Criminal  Civil
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<b>Net that Sequim Receives from District Court I</b>	\$29,020	\$57,769	\$67,585	\$82,815	\$84,004	<b>\$288,017</b>	<b>\$305,553</b>	<b>\$323,402</b>	<b>\$353,007</b>

- Estimated the increased probation fees paid to the court by 5% as the estimated criminal caseload increase by 10%.
- The net does not include the forecasted budget of the court operations which is estimated at \$155,000 for 2010 nor does the net include the possible cost of an estimated \$16,500 if every in custody requested in person arraignment. In 2010 the revenue estimate is \$115,000.