

Municipal Court

2026 Proposed Executive Budget

Mission: To provide access to justice while safeguarding the legal rights of individuals, protecting the public interest, and striving to enhance public safety.



Budget Summary

Description	2025 Adopted Budget	2026 Proposed Budget	Change	% Change
FTEs – O&M	30.00	29.00	-1.00	-3%
FTEs – Other	0.00	0.00	0.00	0%
FTEs – Total	30.00	29.00	-1.00	-3%
Total Positions Authorized	30	29	-1.00	-3%
Salaries & Wages	\$2,412,719	\$2,364,427	-\$48,292	-2%
Fringe Benefits	\$1,085,724	\$1,063,992	-\$21,732	-2%
Operating	\$466,000	\$442,394	-\$23,606	-5%
Equipment	\$5,000	\$5,000	\$0	0%
Special Funds	\$15,000	\$15,000	\$0	0%
Total	\$3,984,443	\$3,890,813	-\$93,630	-2%

O&M Changes: Reduced by \$93k

Budget by Service

Description of Services Provided	Budget +*SPAs	Operating	FTEs	% FTEs
Municipal Court provides fair and impartial hearings for people charged with municipal ordinance violations, which are brought before the Court by the City prosecutor. Municipal Court provides the opportunity for the City and defendant to each make their case and bring it to conclusion via judgment. The Court is also responsible for enforcement of judgments. Payments are accepted by phone, in-person, or online by the accounting section. Reception duties and all calls and correspondence from the public are handled by the court services section. Court clerks serve as primary support to the judges, accomplishing all related tasks for court proceedings. All sections collaborate to produce public records responsive to requests.	\$4,490,313	100%	29.00	100%
Total	\$4,490,313	100%	29.00	100%

*SPA total is \$599,500

Positions & Salaries



Description	2025 Adopted Budget	2026 Proposed Budget	Change	% Change
FTEs – O&M	30.00	29.00	-1.00	-3%
FTEs – Other	0.00	0.00	0.00	0%
FTEs – Total	30.00	29.00	-1.00	-3%
Total Positions Authorized	30	29	-1.00	-3%
Salaries & Wages	\$2,412,719	\$2,364,427	-\$48,292	-2%
Fringe Benefits	\$1,085,724	\$1,063,992	-\$21,732	-2%
Total	\$3,498,443	\$3,428,419	-\$70,024	-2%

Position & Salary Changes:

- Eliminated one-(1) position: Court Services Assistant

Operating & Equipment Expenses

Description	2025 Adopted Budget	2026 Proposed Budget	Change	% Change
Operating	\$466,000	\$442,394	-\$23,606	-5%
Equipment	\$5,000	\$5,000	\$0	0%
Total	\$471,000	\$447,394	-\$23,606	-5%

Changes:

- **Operating:** budget decreased by \$23k by reducing IT services, general office and mailing expenses, **credit card fees**, and interpreting services
- **Equipment:** No change

Special Funds

Description	2025 Adopted Budget	2026 Proposed Budget	Change Amount	% Change
Minor Projects	\$5,000	\$5,000	\$0	0%
Court Hardware Replacement Project	\$10,000	\$10,000	\$0	0%
Total	\$15,000	\$15,000	\$0	0%

Changes: None

Special Purpose Accounts

Category	2025 Adopted Budget	2026 Proposed Budget	Change Amount	% Change
Care of Prisoners	\$1,000	\$1,000	\$0	0%
Collections Contract	\$400,000	\$355,000	-\$45,000	-11%
Municipal Court Intervention Program	\$487,000	\$243,500	-\$243,500	-50%
Total	\$888,000	\$599,500	-\$288,500	-32%

Changes*: Overall, funds were reduced by 32%, specifically:

- **Collections Contract**: Account decreased based on past expenditure trends
- **Intervention Program**: Account decreased due to moving services from third-party service provider to internal, centralized operation

*Source: SPA Analyst

Revenues

Category	2025 Adopted Budget	2026 Proposed Budget	Change Amount	% Change
Charges for Services	\$1,002,000	\$818,000	-\$184,000	-18%
Fines & Forfeitures	\$2,500,100	\$2,000,000	-\$500,100	-20%
Total	\$3,502,100	\$2,818,000	-\$684,100	-20%

Changes:

- YTD actuals coming in lower than anticipated
- Anticipated increase: shift the \$24k costs of credit card processing from operating to users

Capital Improvement

Category	2025 Adopted Budget	2026 Proposed Budget	Change Amount	% Change
Total	\$100,000	\$370,000	\$270,000	270%

Changes*:

- Increased due to new borrowing for **Case Management Software Replacement** with an implementation of two-(2) years. Contract pending RPF solicitation. Upon project completion, a SPA will be setup to cover annual hosting and licensing costs

*Source: Capital Analyst

MUNICIPAL COURT

2026 Proposed Budget

MUNICIPAL COURT OVERVIEW

- Municipal courts are governed by state law and municipal ordinance
- Separate, coequal branch of government
- Mission: Impartially adjudicate ordinance violation cases while safeguarding the legal rights of individuals and protecting public interest
- Three elected judges adjudicate alleged violations of municipal ordinances and traffic laws brought to the Court by the City prosecutor
- Courts do not issue citations or prosecute cases – the judges respond to the cases brought to them and the evidence presented by the prosecutor
- Revenues do not drive Court decisions, but they are an important indicator of success in enforcing the Court's judgments
- Traffic cases are the largest category of cases

SERVICE DELIVERY MODEL

- The Court measures its success by the following objectives and performance measures:
 - Fair and reliable adjudication of cases
 - Court accessibility to the public
 - Effective enforcement of Court judgments
 - Accountability for public resources
 - Enhance public trust in the judicial process

ORGANIZATIONAL CHART

Presiding Judge (Br. 1, Valarie Hill)
Municipal Judges (Br. 2, Molly Gena & 3, Phil Chavez)

Chief Court Administrator,
Tea Norfolk

Deputy Court
Administrator,
Charles Hughes

Court IT
Manager,
Tim Richter

Court Business
Manager,
Nuducha Yang

Administrative
Services Manager,
Mary O'Connor

Administrative
Services Specialist –
Senior, Anne Stibor

Court Clerks
Section (6 FTEs)

IT Section
(4 FTEs)

Accounting
Section
(5 FTEs)

Court Services
Section (5 FTEs)

DEMOGRAPHICS

Category	Female	Male	Total	%
Black	6	2	8	30%
White	7	5	12	44%
Hispanic	1	4	5	19%
Asian	1	0	1	4%
American Indian	1	0	1	4%
Total	16	11	27	
%	59%	41%		100%

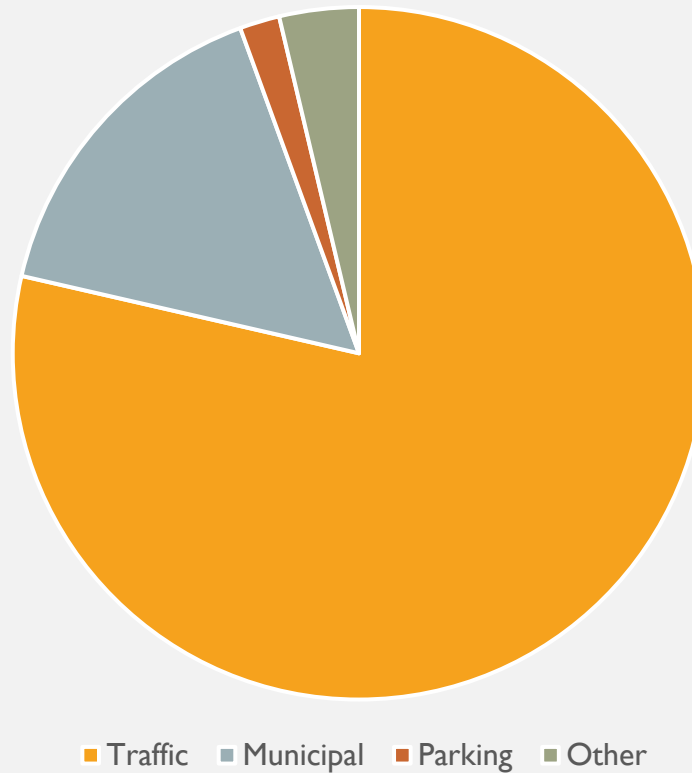
SERVICE UNIFORMITY

- Municipal Court interacts with the following departments:
 - Police Department
 - Department of Public Works - Parking
 - Department of Neighborhood Services
 - Health Department
 - City Attorney's Office
 - Library

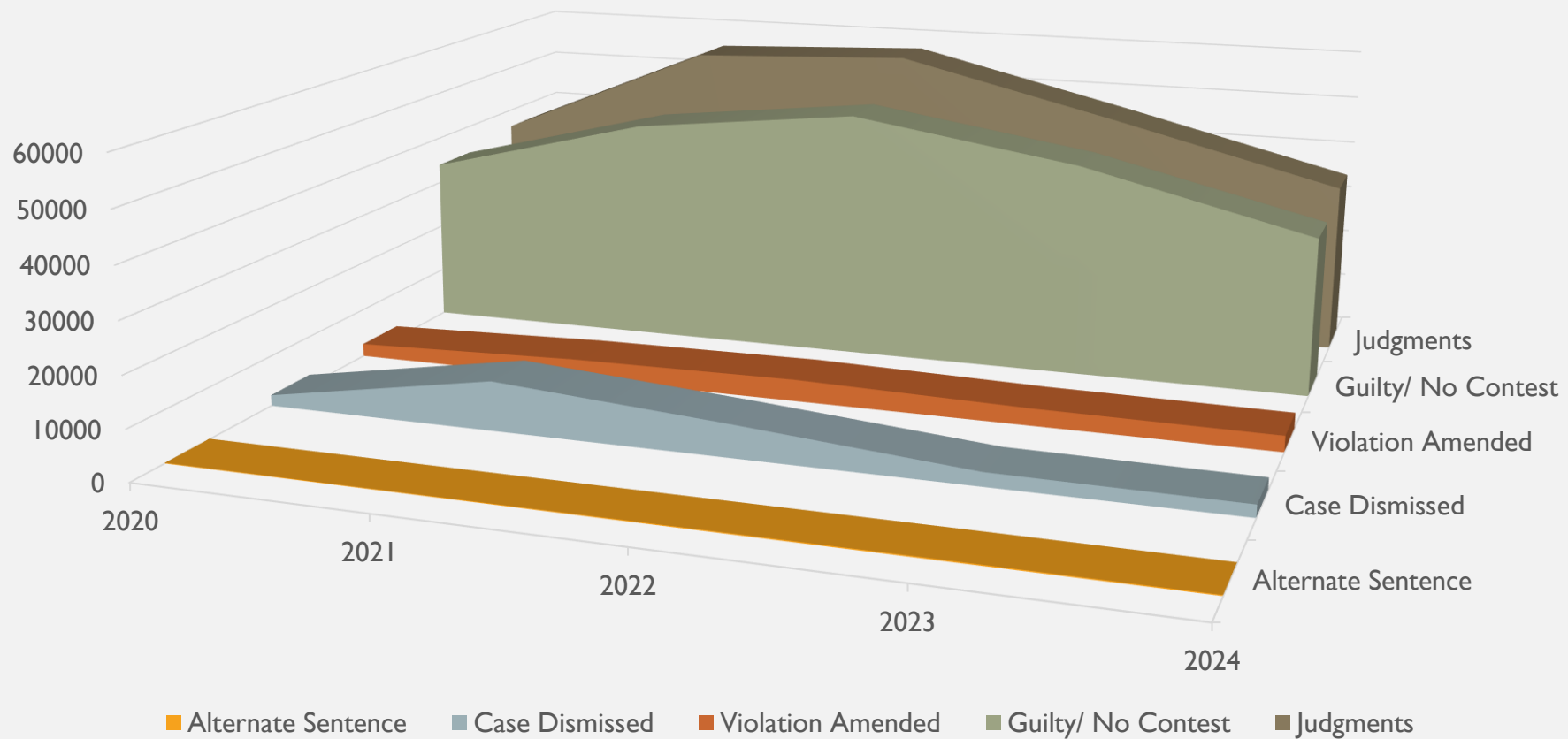
TYPES OF CASES

(OCT. 2024 – SEPT. 2025)

Cases Filed



OUTCOMES BASED ON YEAR OF JUDGMENT, 2020-2024



ENVIRONMENTAL IMPACT

- Library Initiative
 - Conference Room
 - Laptop
 - 4 Branch locations:
 - Atkinson
 - Center
 - Mitchell
 - Washington Park
- Zoom sessions
- Server room

2025 AMENDMENTS

- Two City-Wide Amendments
 - Resources and Reports Available on MKE Mobile Action app
 - The purpose of the app appears to be calls for service
 - The purpose of the Court is facilitation of due process, which has different requirements than the purpose of the app
 - Apprenticeships and Internships
 - Many jobs at the Court are entry level and do not require a college degree
 - Jobs at the Court require CJIS (FBI) clearance

SERVICE CUTS / SIGNIFICANT CHANGES

- Service Impacts from Reductions:
 - Staffing: FTE's reduced by 1 **Court Services Assistant 2**. This places additional pressure on remaining 4 Court Services Assistants, who act as the Court's frontline communication with defendants.
 - Operating:
 - General Office and Mailing: Reduced by \$5k
 - Professional Services: Reduced by \$24k
 - Other Operating - Interpreter Services/Witness Fee: Reduced by \$1k
 - Reimburse Other Departments: Reduced by \$1,106
- SPECIAL PURPOSE ACCOUNT
 - Municipal Court Intervention Program
 - Reduced by half
 - New Plan for provision of Court Alternative Services

AI TECHNOLOGIES

- Current AI Utilization
- Oversight of AI Usage
- Future AI Planning