

Salt Lake City Base Purpose Statements FY 2013

The following document contains the Base Purpose Statements for fiscal year 2013 for each of the General Fund, Enterprise Fund and Internal Service fund departments within Salt Lake City. The Mayor's Office, the Council Office, the Library and the Redevelopment Agency are not included in this document.

Base Purpose Statements are gathered annually by the City's budget office. Base Purpose Statements provide information about how Salt Lake City provides services to the community through various programs. These statements are meant to be used by elected officials and residents to understand the activities City employees are engaged in and how City funds are spent.

The following Base Purpose Statements are ordered alphabetically by department. The beginning of each department's section contains a budget and FTE reconciliation with a numbered listing of each statement. A coinciding numbered footer is contained on each of the statements to allow the reader to find the desired statement.

Questions regarding these statements can be directed to Randy Hillier, Policy and Budget Analyst, 801-535-6606.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

Attorney's Office FY 2013 Base Purpose Statement Reconciliation

<u>Department</u>	<u>Program</u>	<u>Cost Center</u>	<u>Fund</u>	<u>FY 13 Adopted Budget</u>	<u>FTEs</u>
Attorney #1	Attorney Support, Governmental Immunity	1501400, 1501401	General Fund	\$2,363,821	17.20
		1571813			
		8501401, 8585850	Governmental Immunity Fund	\$1,376,773	2.80
Attorney #2	Prosecutor	1501410	General Fund	\$2,699,961	34.00
Attorney #3	Risk Management	8730001, 8730010	Risk / Insurance	\$3,617,968	2.50
		8730020, 8730030			
		8730060, 8730080			
		8730120, 8730150			
		8730190, 8730510			
		8730520, 8730530			
		8730540, 8730570			
		8730590, 8730610			
		8730650, 8760870			
		8787001			
Attorney #4	Recorders Office	1500041	General Fund	\$548,687	5.50
Total Base Purpose Statements				\$10,607,210	62.00
Total General Fund Adopted Budget				\$5,612,469	56.70
Total Governmental Immunity Internal Svc. Fund Adopted Budget				\$1,376,773	2.80
Total Insurance & Risk Mgmt. Internal Svc. Fund Adopted Budget				\$3,617,968	2.50
Total Adopted Budget				\$10,607,210	62.00
Difference				\$0	-



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FUND:	General Fund	COST CENTER NUMBERS:	1501400, 1501401 1571813, 8501401, 8585850
DEPARTMENT:	Attorney	FTE /	GF: 17.2 Gov. Immun: 2.8
DIVISION:	Attorney (Civil)	BUDGET / GF: Gov. Immun.	\$2,363,821 \$1,376,773
COST CENTER / PROGRAM:	Attorney Support, Government Immunity	REVENUE / GF Gov. Immun.	\$572,463 \$920,000

AUTHORITY: (ordinance, state statute, federal regulation, basic municipal function, etc)

STATEMENT OF PURPOSE:

Provide quality and timely legal counsel to Salt Lake City, including the City Council and the Mayor.

BASE PURPOSE STATEMENTS:

Represent the interests of the City through preventive law and vigorous and professional litigation, when required. Provide the City with legal advice necessary for making sound legislative and administrative decisions. Insure that the day-to-day operations of the City are legally responsible insure that commitments which the City makes, and contracts which the City enters into, are appropriate legal commitments which protect the health, safety and welfare of the residents and resources of the City.

BASE PURPOSE REVENUE:

General Fund, Attorney Support Budget

SIX YEAR BUSINESS PLAN GOALS

Customer Service	Measures	2010-11 Actuals	2011-12 Target	Cumulative Targets			
				2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
Conduct a customer satisfaction survey. Review and distribute responses. Implement appropriate follow up.	Complete Survey with all departments	✓	To be conducted in 2012-13				
Financial Health	Measures	2010-11 Actuals	2011-12 Actual	Cumulative Targets			
				2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
Operate at or below level of annual budget.	Expenses less than or equal to budget amount	✓	✓				



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
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Efficiency/Effectiveness	Measures	2010-11 Actuals	Cumulative Targets				
			2011-12 Actual	2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
-Develop plan for dual legal expertise in key areas	Prepare plan	In process	✓				
Workforce Quality	Measures	2010-11 Actuals	Cumulative Targets				
			2011-12 Actual	2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
-Provide continuing legal education as required by Utah State Bar. -Conduct employee job performance reviews and implement appropriate follow up.	Meet 100% of CLE requirements	✓	✓				
	Meet with all employees	✓	50%				



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FUND:	General Fund	COST CENTER NUMBERS:	1501410
DEPARTMENT:	Law	FTE /	34
DIVISION:	Prosecutor's Office	BUDGET /	2,699,961
COST CENTER / PROGRAM:	Prosecution	REVENUE	\$0

AUTHORITY: (ordinance, state statute, federal regulation, basic municipal function, etc)

STATEMENT OF PURPOSE:

The Salt Lake City Prosecutor's Office seeks to proactively and professionally serve the criminal justice needs of Salt Lake City and its residents. The City Prosecutor's office is committed to effectively and efficiently adjudicate criminal matters insuring justice, fairness and due process for all involved. The City Prosecutor's office recognizes that its responsibility extends beyond mere prosecution and must involve seeking out both the best outcomes in the interest of our citizens as well as proactive solutions that assist in solving community criminal justice challenges.

BASE PURPOSE STATEMENTS:

The Salt Lake City Prosecutor's Office is involved in all phases of criminal justice adjudications under its jurisdiction. It is primarily responsible for the screening, filing and prosecuting to final adjudication of criminal violations within its authority in Salt Lake City in both the Salt City Justice Court and the Third District Court. It is also responsible for all criminal appeals and appearances of its issues in the Utah Court of Appeals and the Utah Supreme Court. The City Prosecutor's office has an average active caseload of some 30,000 cases annually.

BASE PURPOSE REVENUE

NA



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
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SIX YEAR BUSINESS PLAN GOALS

Customer Service	Measures	2011-12 Actuals	Cumulative Targets				
			2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target	2016-17 Target
The Salt Lake City Prosecutor's Office is responsible for providing legal analysis, training and support to the various law enforcement agencies serving the citizens of Salt Lake City. The City Prosecutor's office is responsible for interacting with, and assisting of, government and non-government agencies, various enforcement departments and community service organizations that assist in serving either communities or individuals impacted by criminal violations of the law.		Yes ✓					
Cumulative Targets							
Financial Health	Measures	2011-12 Actuals	2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target	2016-17 Target
Operate at or below level of annual budget	Expenses less than or equal to budget amount	Yes ✓					
Cumulative Targets							
Efficiency/Effectiveness	Measures	2011-12 Actuals	2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target	2016-17 Target
1. The Salt Lake City Prosecutor's Office seeks out to build collaborative partnerships with various organizations and develop proactive partnerships that seek out to address the totality of impacts to our		Yes ✓					



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
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<p>community resulting from criminal activity. In this regard, the Office of the City prosecutor has been involved in developing, assisting, and collaborating on the issues of Domestic Violence, Drunk Driving, Substance Abuse, Mental Health, Code Enforcement, and Veteran Issues, persons in transition due economic hardship or indigence.</p> <p>2. The Salt Lake City Prosecutors Office seeks to increase efficiency by accessing technological advancements to provide discovery to defendants and defense electronically.</p> <p>3. The Salt Lake City Prosecutors Office seeks to prosecute its case more efficiently by increasing the number of prosecutors at arraignments and consequently, decrease the number of days to disposition for cases.</p> <p>4. To ensure victim safety in domestic violence cases the Salt Lake City Prosecutors Office collaborates with the Family Justice Center and is present at the Center for Families to screen cases with victim when they appear at the Center.</p> <p>5. The Salt Lake City Prosecutors Office seeks to increase the efficiency by accessing archived files by accessing technological advancements as this measure will minimize the amount of time staff spends looking for files and it will also assist in managing space as State law requires that files be retained for a period of seven years.</p>							
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SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
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Workforce Quality	Measures	2011-12 Actuals	Cumulative Targets				
			2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target	2016-17 Target
<p>1. The Salt Lake City Prosecutor's Office is committed to the highest levels of professional and personal ethics, competence, training and advocacy in service of the citizens of Salt Lake City. To this end the prosecutor meets on a weekly basis with the Salt Lake City Police Department to be notified of problem areas within the City.</p> <p>2. The Salt Lake City Prosecutor's will also designate a prosecutor to districts in Salt Lake City as liaisons so that citizens will have an identified contact person to address community criminal issues.</p>		Yes ✓					



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FUND:	General Fund	COST CENTER NUMBERS:	8730001, 8730010 8730020, 8730030 8730060, 8730080 8730123, 8730150 8730190, 8730510 8730520, 8730531 8730540, 8730570 8730590, 8730610 8730650, 8730870 8787001
DEPARTMENT:	Attorney	FTE /	2.5
DIVISION:	Risk Management	BUDGET /	\$3,617,968
COST CENTER / PROGRAM:	Risk Management Administration, Workers' Compensation, Governmental Immunity and Loss Control	REVENUE	\$3,417,968

AUTHORITY: (Salt Lake City Code, State statute, Federal regulation, basic municipal function, etc)

STATEMENT OF PURPOSE:

The Risk Manager and the Risk Management Specialist's responsibilities include: managing citywide programs to comply with the Government Immunity Act of Utah, handling, adjusting and settlement of third party liability claims filed against the City. Managing, evaluation and prevention of citywide third party liability risk exposures. Managing insurance requirements for City contracts (goods and services, construction and special events). Manages and evaluates all contract insurance waivers. Evaluation and prevention of citywide internal liability risk exposures. Marketing and placement of citywide insurance policies (Commercial Property & Casualty lines and Worker's Compensation). Managing the citywide Workers Compensation self insurance program including managing the City's Occupational Medicine service, third party adjusting services and all Workers Compensation adjudicative actions. Evaluation, statistical analysis and prevention of citywide workplace injuries. Provide risk assessments, and prevention planning to City departments in areas of insurance, risk, occupational safety and health, industrial hygiene loss control. Assists with employee emergency response and evacuation plans, supplies and support to City departments. Supports citywide emergency response and mitigation planning.

BASE PURPOSE STATEMENTS:

BASE PURPOSE REVENUE: General Fund



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SIX YEAR BUSINESS PLAN GOALS

Customer Service	Measures	2010-11 Actuals	2011-12 Target	Cumulative Targets			
				2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
Contractual insurance evaluations.	Meet deadlines set by customers. Attorney surveys		85%				
Insurance Waiver evaluations	Meet deadlines set by customer. Contracts surveys						
Employee injury statistical analysis.	Quarterly reports						
Insurable risk evaluations	Annual Report to departments						
Financial Health	Measures	2010-11 Actuals	2011-12 Actuals	Cumulative Targets			
				2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
Loss Triangles (workers comp and liability)	Annual report	75%	85%	100%			
Recovery on Workers' Compensation claims.	90% recovery	90%	90%	90%			
Litigation Reserves	Updated in Database biweekly			85%			
Market all self-insured programs.	On a two year rotating basis or when there is a substantial change in assets or operations.						
Efficiency/Effectiveness	Measures	2010-11 Actuals	2011-12 Actuals	Cumulative Targets			
				2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
Formal Claims acknowledgements	Within 2 business days						
Claims assigned to Adjuster	1 business day						
Contract reviews	Within 2 business days						
Insurance applications	Completed by May 30 of each year						
Risk Procedures	Formal manual of procedures and controlled documents.						
Development of Web Application for claims	Completion						
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Workforce Quality	Measures	2010-11 Actuals	2011-12 Actuals	Cumulative Targets			
				2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
Communications focused coursework	Each employee will complete one course						
Management training	Risk Manager completes annually						
Participation in Risk Professional Organizations	Risk Manager and Risk Specialist required members						
ARM certificate	Each employee over two year.						



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FUND:	General	COST CENTER NUMBERS:	1500041
DEPARTMENT:	Attorney's Office	FTE /	5.5
DIVISION:	Recorder	BUDGET /	\$548,687
COST CENTER / PROGRAM:	Recorder's Office	REVENUE	\$91,209

AUTHORITY: (ordinance, state statute, federal regulation, basic municipal function, etc)

Utah Code Ann. 54-4-202, 11-17-318, HB 222 of 2007, 20A, 10-6-137 & 138 and 10-3-1212, 10-13-713, 63G-2 and GRAMA
Salt Lake City Code 2.46, 2.68, 2.92,

STATEMENT OF PURPOSE:

The City Recorder's Office is a central support service and is responsible to the City Council and Administration equally. The City Recorder shall keep the corporate seal, the official papers and records of the city as required by law, the record of proceedings of the city as required by law, shall attest legal documents of the city, and do those other matters prescribed by law.

BASE PURPOSE STATEMENTS

- Manage the records of Salt Lake City.
- Countersign all contracts made on behalf of the City and maintain properly indexed record of such.
- Attend all City Council Meetings and keep the record of the proceedings of the governing body.
- Act as Secretary to the City Council and the Municipal Building Authority.
- Publication and/or posting of notices and ordinances.
- Oversee & conduct Municipal Primary and General Elections.
- Retain, Administer, and Update the Citywide Municipal Code.
- Administer the Mutual Commitment Registry.

BASE PURPOSE REVENUE

N/A

SIX YEAR BUSINESS PLAN GOALS

Customer Service	Measures	2010-11 Actuals	2011-12 Actual	Cumulative Targets			
				2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
Produce City Council Minutes by the next City Council meeting(1 week)	Minutes are approved at the following City Council meeting	100%	100%	100%	100%	100%	100%



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Financial Health	Measures	2010-11 Actuals	2011- 12 Actual	Cumulative Targets			
				2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
Stay within current budget allotment.	Actual expenditures for the Recorder's Office to be equal to or less than the budget estimate	94.5%	100%	≤100%	≤100%	≤100%	≤100%
Efficiency/Effectiveness	Measures	2010-11 Actuals	2011- 12 Actual	Cumulative Targets			
				2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
Process all contracts, amendments, etc. entered into between Salt Lake City and individuals or agencies; to provide executed copies to originating departments and to index this information on the Recorder's automated indexing system use in the search of documents within 2 working days.	Date of receiving and date of completion	100 %	100%	100%	100%	100%	100%