

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

Justice Court 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>
Justice Court #1	Traffic Violations	0500022	General Fund	\$684,191	7.00
Justice Court #2	Small Claims	0500029	General Fund	\$222,479	3.50
Justice Court #3	Traffic School	0500026	General Fund	\$19,750	0.00
Justice Court #4	Criminal	0500028	General Fund	\$3,173,753	33.00
Total Base Purpose Statements				\$4,100,173	43.50
Total General Fund Adopted Budget				\$4,100,173	43.50
Difference				\$0	-



SALT LAKE CITY BASE PURPOSE STATEMENTS

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

FUND:	General Fund: 100%	COST CENTER NUMBERS:	05-00022
DEPARTMENT:	Justice Court	FTE / GF:	7
DIVISION:	Traffic	BUDGET / GF:	\$684,191
COST CENTER / PROGRAM:	Traffic Violations	G.F. GENERATED REVENUE	\$117,620

AUTHORITY: Chapter 2.75 SLC Municipal Code, Chapter 12.56.560 SLC Municipal Code, UCCA 78A-7. Although the City is not obligated to have a Justice Court, once they vote to form one, they are obligated to adequately fund the Court.

STATEMENT OF PURPOSE

The purpose of the Traffic Violations Section is to adjudicate traffic violations.

BASE PURPOSE STATEMENTS

To provide equal access to traffic court services which are prompt, fair, and impartial.

To process approximately 56,000 traffic tickets which were filed in our court in FY 2011/2012. This was 3000 more traffic tickets than were filed in FY 2010/2011.

Court personnel conducted approximately 24,000 in person, and phone traffic hearings last fiscal year.

Many traffic and parking cases are resolved at early stages of the court process. This saves prosecutor, judge, court staff and the public time and money.

To report conviction, dismissal, and plea in abeyance information to the Drivers License Division on a daily basis.

BASE PURPOSE REVENUE

Revenue is generated by the number of traffic tickets issued yearly and also by the collection process. In fiscal year 2011/2012 there were approximately 56,000 traffic tickets issued generating \$3,377,412 in general fund revenue.

SIX YEAR BUSINESS PLAN GOALS

Customer Service	Measures	Cumulative Targets					
		2010-11 Actual	2011-12 Actual	2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
<u>Excel in Municipal Services and Continuously Improve Service Delivery:</u> Promote well-being of the public by	Number of Traffic cases disposed of will be greater than or equal to the number of	102%	105%	≥ 100%	≥ 100%	≥ 100%	≥ 100%

Justice Court #1



SALT LAKE CITY BASE PURPOSE STATEMENTS

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

continuously improving municipal service delivery	cases filed.						
<u>Excel in Municipal Services and Continuously Improve Service Delivery</u> : Promote well-being of the public by continuously improving municipal service delivery.	Percent of Justice Court customers satisfied with service received. ≥ 78% satisfied	83%	84%	≥ 78%	≥ 78%	≥ 78%	≥ 78%
		Cumulative Targets					
Efficiency/Effectiveness	Measures	2010-11 Actual	2011-12 Actual	2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
<u>Promote Professional Customer Interaction</u> : Provide city employees with customer service training to raise customer satisfaction level.	1.Program/Cost Center Staff will be trained in customer service skills every year.	100%	100%	≥100%	≥100%	≥100%	≥100%



SALT LAKE CITY BASE PURPOSE STATEMENTS

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

FUND:	General Fund: 100%	COST CENTER NUMBERS:	05-00029
DEPARTMENT:	Justice Court	FTE / GF:	3.50
DIVISION:	Small Claims	BUDGET / GF:	\$222,479
COST CENTER / PROGRAM:	Small Claims	G.F. GENERATED REVENUE	\$186,010

AUTHORITY: Chapter 2.84 SLC Municipal Code, UCCA 78A-7, UCCA 78A-8 Although a municipality is not required to have a Justice Court, once they have elected to have one, they are legally obligated to adequately fund the court

Chapter **2.84.060 SLC Municipal Code** The justice court shall have jurisdiction over all matters as provided by law and state statute, including, but not limited to, jurisdiction and authority provided under Utah Code Annotated sections 78-5-104, 78-5-105, and 78-5-106, or their successors. In accordance with said jurisdiction, the justice court may hear civil violations of Salt Lake City ordinances, including, but not limited to, those civil violations which have been designated as civil penalty matters, having been converted by the city from criminal violations, unless city ordinances provide for a different procedure for handling such violations. Civil penalty matters shall be managed in accordance with simplified rules of procedure and evidence applicable to small claims courts. (Ord. 29-02 § 1, 2002^e)

STATEMENT OF PURPOSE

The purpose of the Justice Court Small Claims Section is to provide prompt, fair, trials/hearings with Pro-tempore Judges and Justice Court Judges who are sensitive to the needs of the community as a whole, and to carry out the statutory purpose of small claims cases, dispensing speedy justice between parties.

BASE PURPOSE STATEMENTS

The Small Claims section of the Salt Lake City Justice Court is designated to settle monetary legal issues and problems arising from contractual, service disputes, and other claims. The maximum amount you may sue for in a small claims action is \$10,000. The initial filing fees are (\$60.00 for claims \$2000 or less, \$100.00 for claims over \$2000 but less than \$7500, and \$185.00 for claims over \$7500) and must be paid before or at the time of filing.

In FY 2011/2012, approximately 8373 small claims cases were filed.

The Court reports to the State of Utah by the 10th of each month, reporting monthly caseload and revenue information.

All Justice Court sections comply with the State Administrative Office of the Courts Policies and Procedures, State Statutes, and City Code.

We maintain documents, files, and records according to retention schedules.



SALT LAKE CITY BASE PURPOSE STATEMENTS

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

BASE PURPOSE REVENUE

Revenue is generated by the percentage of the total amount of filing fees allocated by the Utah legislature and number of cases filed in small claims.

SIX YEAR BUSINESS PLAN GOALS

Customer Service	Measures	Cumulative Targets					
		2010-11 Actual	2011-12 Actual	2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
<u>Excel in Municipal Services and Continuously Improve Service Delivery:</u> Promote well-being of the public by continuously improving municipal service delivery	Number of Small Claims cases disposed of will be greater than or equal to the number of cases filed.	109%	89%	≥ 100%	≥ 100%	≥ 100%	≥ 100%
<u>Excel in Municipal Services and Continuously Improve Service Delivery:</u> Promote well-being of the public by continuously improving municipal service delivery.	Percent of Justice Court customers satisfied with service received. ≥ 78% satisfied	83%	84%	≥ 78%	≥ 78%	≥ 78%	≥ 78%
Efficiency/Effectiveness	Measures	Cumulative Targets					
		2010-11 Actual	2011-12 Actual	2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
<u>Promote Professional Customer Interaction:</u> Provide city employees with customer service training to raise customer satisfaction level.	1.Program/Cost Center Staff will be trained in customer service skills every year.	100%	100%	≥100%	≥100%	≥100%	≥100%



SALT LAKE CITY BASE PURPOSE STATEMENTS

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

FUND:	General Fund: 100%	COST CENTER NUMBERS:	05-00026
DEPARTMENT:	Justice Court	FTE / GF:	0
DIVISION:	Justice Court	BUDGET / GF:	\$19,750
COST CENTER / PROGRAM:	Traffic School	G.F. GENERATED REVENUE	\$350,000

AUTHORITY: Chapter 12.08.150 SLC Municipal Code. This is a non core function of the City whose services are offered directly to the citizen. Although the city is not required to offer traffic school to citizens, being able to offer this service helps citizens focus safety and review basic traffic laws. This service also resolves minor traffic cases earlier in the process, saving courtroom, staff, and prosecutor time and gives citizens more options.

STATEMENT OF PURPOSE

The purpose of the Traffic School Section is to educate the public in traffic codes and statutes to create a safer environment for the citizens of Salt Lake.

BASE PURPOSE STATEMENTS

To offer a process by which citizens can enter into a plea in abeyance agreement to offset the affect a moving violation will have on their driving record or insurance costs while educating them on applicable laws.

BASE PURPOSE REVENUE

The Traffic School fee is \$50.00 and is charged in addition to the fine and a \$25.00 plea in abeyance fee. The class is offered two different ways. The court offers a one hour online traffic school in English and Spanish. There is also a one hour class that is held at the Justice Court two evenings a week. The criteria that are used in allowing the court employees to offer the class are based on a standing motion/order between the Justice Court and the City Prosecutors Office. Revenue is tied directly to the number of traffic tickets issued by police entities within the court's jurisdiction. In FY2011/12, total traffic tickets issued were approximately 56,000. During that same year 7,700 people attended traffic school generating \$348,843 in revenue.

SIX YEAR BUSINESS PLAN GOALS

Customer Service	Measures	2010-11 Actual	2011-12 Actual	Cumulative Targets			
				2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
Budget Responsible: Revenue projections are based on conservative, yet realistic, assumptions.	Division actual revenue to be equal to or greater than revenue projections.	70%	60%	≥100%	≥100%	≥100%	≥100%



SALT LAKE CITY BASE PURPOSE STATEMENTS

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

FUND:	General Fund: 100%	COST CENTER NUMBERS:	05-00028
DEPARTMENT:	Justice Court	FTE / GF:	33.00
DIVISION:	Criminal	BUDGET / GF:	\$3,173,753
COST CENTER / PROGRAM:	Criminal	G.F. GENERATED REVENUE	\$1,714,158

AUTHORITY: Chapter 2.84 SLC Municipal Code, UCCA 78A-7, UCCA 78A-8 Although a municipality is not required to have a Justice Court, once they have elected to have one, they are legally obligated to adequately fund the court.

STATEMENT OF PURPOSE

The purpose of the Justice Court Section is to disburse justice, provide prompt, fair, and impartial hearings with Judges who are sensitive to the needs of the community as a whole, and willing to implement creative sentencing alternatives in keeping with an overall goal of providing restorative justice.

BASE PURPOSE STATEMENTS

To provide prompt, fair, and impartial hearings, on cases that fall within our territorial jurisdiction. In FY 2011/12, 15,393 class B and C misdemeanor and infraction cases were filed with an additional 1400 DUI's filed.

Create and operate specialty courts such as "Homeless Court" where a judge goes down to the Weigand Center every other week to meet with the homeless population who may have outstanding warrants for minor violations such as trespass or public intoxication. These people can take care of these violations by doing community service without fear of being taken to jail.

A Veteran's Court has been established to better serve veterans with their court cases. This specialty court takes into consideration the effects of war on the individual and is better able to link the veteran with existing community resources.

Our misdemeanor drug court with 25 current participants and nearly 1000 served overall since July, 2002. The Salt Lake City Justice Court, Drug Court is the first Justice Court to be certified under UCJA Rule 4-409.

The Justice Court has processed nearly 10,000 Domestic Violence cases to date.

The Court reports to the State of Utah by the 10th of each month, reporting monthly caseload and revenue information.

Report accurate and timely information on warrants and convictions on all misdemeanor criminal violations to the statewide warrant system and the Bureau of Criminal Identification.

Complies with the State Administrative Office of the Courts Policies and Procedures, State Statutes, and City Code.

Utilizes jurors effectively and efficiently

Justice Court #4



SALT LAKE CITY BASE PURPOSE STATEMENTS

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

Maintains documents, files, and records according to retention schedules, and to ensure that convictions are sustained on appeal. All court necessary documents are scanned to assist in moving closer to a “paper on demand” environment.

Contracts with the Legal Defender Association to provide representation for indigent defendants. The court feels this is a very high quality defense, that has been made available for those individuals that are in need and meet the established requirements.

BASE PURPOSE REVENUE

Revenue is generated by the number of criminal citations issued, the amount of fine imposed and collected on misdemeanor cases.

SIX YEAR BUSINESS PLAN GOALS

Customer Service	Measures	2010-11 Actual	2011-12 Actual	Cumulative Targets			
				2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
<u>Excel in Municipal Services and Continuously Improve Service Delivery:</u> Promote well-being of the public by continuously improving municipal service delivery	Number of Criminal cases disposed of will be greater than or equal to the number of cases filed. (100%)	118%	105%	≥ 100%	≥ 100%	≥ 100%	≥ 100%
<u>Excel in Municipal Services and Continuously Improve Service Delivery:</u> Promote well-being of the public by continuously improving municipal service delivery.	Percent of Justice Court customers satisfied with service received. ≥ 78% satisfied	83%	84%	≥ 78%	≥ 78%	≥ 78%	≥ 78%
Efficiency/Effectiveness	Measures	2010-11 Actual	2011-12 Actual	Cumulative Targets			
				2012-13 Target	2013-14 Target	2014-15 Target	2015-16 Target
<u>Promote Professional Customer Interaction:</u> Provide city employees with customer service training to raise customer satisfaction level.	1.Program/Cost Center Staff will be trained in customer service skills every year.	100%	100%	100%	100%	100%	100%