

**CITY OF PEORIA, ARIZONA
COUNCIL COMMUNICATIONS**

cc: 15C
Amend No. _____

Date prepared: April 13, 2009

Council Meeting Date: May 5, 2009

TO: Carl Swenson, City Manager

FROM: George Anagnost, Presiding Judge



PREPARED BY: Brenda Jordan, Judicial Assistant Supervisor

SUBJECT: Authorize the use of contract employee services in the Peoria Municipal Court to be funded from the Peoria Court enhancement Fund

RECOMMENDATION: Staff requests that Mayor and Council approve the use of contractual labor and increased Pro-Tem Judge hours to address staffing shortfalls from increased volume from red light camera program and for purging of closed cases. Additionally, staff requests a budget adjustment to provide funding for this request.

SUMMARY: For the reasons that follow, the Court is requesting council to authorize the use of contract employee services.

1. Approve a contract Judicial Assistant position to support Photo Red light. in the amount of \$38,214.
2. Approve increased Pro-Tem Judge hours to support Photo Red light. in the amount of \$33,235
3. Approve a contract Records Assistant position for six months. in the amount of \$20,406.

FISCAL NOTE: To implement this approval, it is recommended that the Mayor and Council approve a budget amendment of \$91,855 from the General Fund contingency (1000-0300-570000); moving appropriation of \$58,620 to Peoria Municipal Court Enhancement Fund (PCEF) personnel accounts and \$33,235 to the Peoria Municipal Court Enhancement Fund Other Professional Service account (8062-8062-520009). This transfer is for expenditure authority only; PCEF funding is available to support this request.

CITY CLERK USE ONLY:

- Consent Agenda
- Carry Over to Date: _____
- Approved
- Unfinished Business (Date heard previous: _____)
- New Business
- Public Hearing: No Action Taken

ORD. # _____ RES. # _____
 LCON# _____ LIC. # _____
 Action Date: _____

ATTACHMENT:

Approve a contractual Judicial Assistant for Photo Enforcement with a salary of \$32,802.

- a. Civil traffic filings have nearly tripled since the implementation of the "Red Light Runner photo program". This has increased previous civil traffic filings from 6,250 (during 8/1/07 to 1/31/08) to 18,369 violations (during 6/1/08 to 11/31/08) with the addition of photo enforcement.
- b. There are four intersections currently with photo enforcement with 7 approaches (cameras) and 13,950 civil traffic violations for photo red light violations have been filed from 1/31/08 to 12/12/08.
- c. To accommodate the increase in filings, the court has increased the courtroom time for civil traffic hearings from one courtroom with a clerk in the courtroom half a day on Monday to two courtrooms with a clerk in each courtroom all day on Monday to accommodate the increased number of civil traffic arraignments and hearings. Case filings have continued to be consistent.
- d. (as listed in HR's Salary Schedules) to assist with increased case processing which includes the download, processing payments, updating Defensive Driving School completions, phone calls, correspondence, setting hearings, affidavits of service, dismissals, defaults and suspensions. With case aging, the process requires more processing time as the cases proceed to adjudication.

The following table details the costs of this position.

One contract Judicial Assistant for one year for Photo Red Light	
8062-8062-510000 (Wages)	\$32,801.60
8062-8062-511001 (Social Security)	\$2,033.70
8062-8062-511022 (Medicare)	\$325.62
8062-8062-511501 (Retirement)	\$2,984.95
8062-8062-512500 (Worker's Comp)	<u>\$67.89</u>
Total with benefits	\$38,213.76

ATTACHMENT:

Approve increased Pro-Tem Judge hours to support Photo Red light.

- a. Civil traffic filings have nearly tripled since the implementation of the "Red Light Runner photo program". This has increased previous civil traffic filings from 6,250 (during 8/1/07 to 1/31/08) to 18,369 violations (during 6/1/08 to 11/31/08) with the addition of photo enforcement.
- b. There are four intersections currently with photo enforcement with 7 approaches (cameras) and 13,950 civil traffic violations for photo red light violations have been filed from 1/31/08 to 12/12/08.
- c. To accommodate the increase in filings, the court has increased the courtroom time for civil traffic hearings from one courtroom with a judge in the courtroom half a day on Monday to two courtrooms with a judge in each courtroom all day on Monday to accommodate the increased number of civil traffic arraignments and hearings. Case filings have continued to be consistent.

The following table details the costs of this position.

Base Budget	\$ 65,000
Carryover from FY08 FY08	22,765
Amended Budget	87,765
Annual Protem Projection	121,000
Projected Budget Shortfall	\$(33,235)

ATTACHMENT:

Approve a contractual Records Assistant to manage the purging of files to meet the State's Retention schedule for purging with a salary of \$20,406. A temporary contract position had completed purging of the backlog of closed cases in 2005, 2006 and again in 2007. This process is a manual process which includes reviewing each file independently to ensure that the case meets the retention requirements for purging. We currently have approximately 5,500 closed criminal cases which would take at least 15 minutes per case and approximately 60,000 civil traffic cases which would take at least 5 minutes per case. Once the cases are identified, then information is manually entered into the automated court system by entering specific docket entry information for each case. The court has accumulated a backlog of cases as regular staff are unable to purge files in addition to regular duties. Limited storage space has created a need to again request assistance with purging and this will assist with not having to relocate files during the remodeling of the building.

The following table details the costs of this position.

One contract Records Assistant for six months	
8062-8062-510000 (Wages)	\$16,713
8062-8062-511001 (Social Security)	\$1,036
8062-8062-511022 (Medicare)	\$242
8062-8062-511501 (Retirement)	\$1,579
8062-8062-512500 (Worker's Comp)	<u>\$836</u>
Total with benefits	\$20,406