

# Municipal Court

Mar 2013

**Mission:** To provide superior access to justice, to be efficient, to expeditiously adjudicate cases, to provide exemplary customer service, to serve the public trust with integrity, to be fair, and to provide an innovative system of justice.

	12 Month Trend	Jan 13	Feb 13	Mar 13	YTD Actual to Expected				
<b>Percentage of Cases Closed Prior to Arraignment</b> <i>Administrative cost avoidance of caseload through automatic plea bargains.</i> <i>Measures efficiency and cost-effectiveness of judicial operations.</i>		98.50%	98.49%	98.48%	<table border="1"> <tr> <td>98.00%</td> <td>Expected</td> </tr> <tr> <td>98.49%</td> <td>Actual</td> </tr> </table>	98.00%	Expected	98.49%	Actual
98.00%	Expected								
98.49%	Actual								
<b>Average Arraignment Processing Time (minutes)</b> <i>Length of time spent on average arraignment.</i> <i>Measures efficiency in operations and level of customer service.</i>		52.51	51.34	54.23	<table border="1"> <tr> <td>45.00</td> <td>Expected</td> </tr> <tr> <td>52.69</td> <td>Actual</td> </tr> </table>	45.00	Expected	52.69	Actual
45.00	Expected								
52.69	Actual								
<b>Total Number of Court Cases</b> <i>Number of cases heard filed into the Court.</i> <i>Measures total workload - provides context for other KPMs.</i>		1,748	1,756	1,858	<table border="1"> <tr> <td>5,226</td> <td>Expected</td> </tr> <tr> <td>5,362</td> <td>Actual</td> </tr> </table>	5,226	Expected	5,362	Actual
5,226	Expected								
5,362	Actual								
<b>Cost Per Dollar Collected</b> <i>The cost of collecting a single dollar in court fines, fees, and costs.</i> <i>Measures efficiency in operations, fairness of fines and fees, and Court administrative costs.</i>		\$ 1.17	\$ 1.02	\$ 0.88	<table border="1"> <tr> <td>\$1.00</td> <td>Expected</td> </tr> <tr> <td>\$1.02</td> <td>Actual</td> </tr> </table>	\$1.00	Expected	\$1.02	Actual
\$1.00	Expected								
\$1.02	Actual								

— Current Year  
— Previous Year



## Key Performance Measures Report

### Municipal Court Quarter 1 2013

#### Executive Summary

The Municipal Court continues to perform at a high level in providing services to those with cases in the City's jurisdiction.

#### ***Percentage of Cases Closed Prior to Arraignment***

The Court continues to maintain a high percentage of cases closed prior to arraignment. An optional plea bargain is included on the back of all traffic citations. This plea bargain incentivizes the defendant to pay fines prior to arraignment by potentially reducing penalties and time spent on court proceedings. This innovative arrangement benefits the City by reducing caseload and minimizing Staff needed to administer the Court.

The percentage of cases closed prior to arraignment in Quarter 1 2013 is 98.49 percent.

#### ***Average Arraignment Processing Time***

For the remaining cases, the average time spent in Court by defendants for the entire arraignment process in Quarter 1 2013 is 52.69 minutes. In Quarter 1, the average arraignment processing time has consistently been above 50 minutes. Staff will monitor this trend in the next quarter to determine if the wait time continues to be above the expectation. Since the implementation of key performance measures, Staff has reduced this processing time from a high of 100 minutes in 2010 to a consistent average near the target in 2012. These efficiencies were achieved through process improvement and training, without additional staff members.

The average arraignment processing time in Quarter 1 2013 is 52.69 minutes.

#### ***Total Number of Cases***

The total number of court cases in Quarter 1 2013 is 5,362. The Municipal Court experienced a downward trend in the number of cases in 2011 and 2012. The Court typically receives more cases in the first half of the year than the second half, so it is too early to determine if the downward trend has ended. The City continues to use this measure to project budget revenues, evaluate appropriate staffing levels, and provide context for the other performance measures.

The total number of cases in Quarter 1 2013 is 5,362.

#### ***Cost per Dollar Collected***

The cost of collecting a single dollar in Court fines and fees remains near the target of \$1.00. In Quarter 1 2013, the average cost per dollar collected was \$1.02. The Court strives to maintain a cost-neutral operation while providing superior access to justice. The current fee and fine structure provides sufficient funding to the Municipal Court to offset Court expenditures if total cases are at or near expected levels. If total case numbers continue to trend downward, Staff will conduct further analyses of Court operations.

The average cost per dollar collected in Quarter 1 2013 is \$1.02.

## **Mission**

The mission of the City of Centennial Municipal Court is to provide superior access to justice to all individuals who have a case filed within the City's jurisdiction. The Court strives to be efficient, to expeditiously adjudicate cases, to provide exemplary customer service, to serve the public trust with integrity, to be fair, and to provide an innovative system of justice.

## **Performance Measures**

### *Percentage of Cases Closed Prior to Arraignment*

The number of cases that are closed prior to an individual coming to court to be read the charges against them and to enter their plea (arraignment), as a percentage of the total number of cases entered into the Court.

Measures: efficiency, expeditious adjudication of cases, customer service, and cost-effectiveness of judicial operations.

### *Total Number of Cases*

The total number of cases entered into the Court each month.

Measures: overall Court workload; provides context for other KPMs.

### *Average Arraignment Processing Time*

The average time spent by an individual in the Municipal Court from arrival on arraignment day to the completion of the arraignment. The Court strives to maintain an average arraignment processing time of 45 minutes or less.

Measures: efficiency, expeditious adjudication of cases, accessibility, and customer service.

### *Cost Per Dollar Collected*

The amount of money the City spends to collect one dollar in revenue through the Municipal Court. If the measure is greater than one dollar, then the Court receives less revenue than it spends to administer the Court. If the measure is less than one dollar, then the Court receives more revenue than it spends to administer the Court. The Court works to maintain a cost per dollar collected at or near one dollar.

Measures: efficiency, fairness of Court fines and fees, and Court administrative costs.