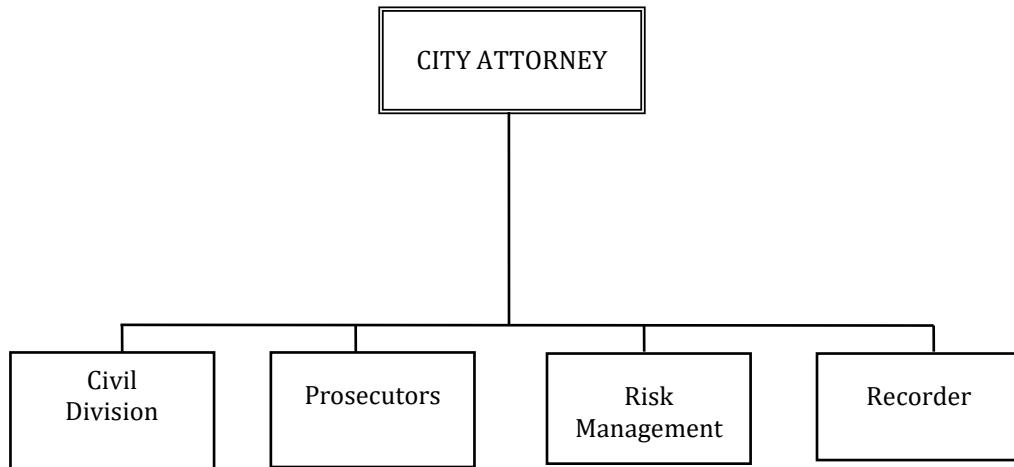


Department Organization

City Attorney



Department Description

The City Attorney is the chief legal officer of the city and is responsible for the proper administration of its legal affairs. He, or his designated assistants, have the following functions and duties:

- (1) Prosecute all charges of violation of municipal ordinances and regulations in the courts or administrative tribunals and prosecute and defend, or supervise the prosecution and defense, of all actions and appeals involving the city in all courts and before all boards, commissions, and administrative agencies.
- (2) Attend all Council meetings, unless specifically excused therefrom.
- (3) Furnish legal advice, counsel, and assistance to the Mayor, Council, and all other city officers, boards, commissions, and agencies in relation to their duties and the business of the city.
- (4) Control and direct all legal services performed by special counsel for the city, who may be retained from time to time to assist the City Attorney in providing legal services for the city; provided, however, that the City Attorney shall not be responsible in any way for counsel who (a) has not been specifically retained by the City Attorney; (b) is not paid from funds controlled by the City Attorney; and (c) is not under the actual direction of the City Attorney's office.
- (5) Assume direction of assistants and the employees of the office, subject to the limitations and requirements of the budget, appropriations, and applicable statute and ordinances.
- (6) Prepare or review all proposed ordinances and resolutions presented to the Mayor or City Council.
- (7) Approve the form of all contracts entered into by the municipality.
- (8) Prepare the necessary affidavits and verification on behalf of the city in any and all proceedings.

Department Mission

It is the objective of the City Attorney's office to serve Sandy City through the practice of law according to the highest professional standards.

Policies & Objectives

- Provide legal advice and support to City Council and Administration priorities
- Continue encouraging compliance with laws requiring quid pro quo for public expenditures
- Help differentiate and clarify legal roles and responsibilities of the City, its Council, officers, employees and boards
- Help coordinate prosecution requirements
- Help reduce costs of increased government transparency
- Help update processes to reflect evolving court rulings, legislation, and administrative needs
- Implement technology strategies to leverage attorney time and expertise

Prior-year Accomplishments

- Successfully concluded the City fluoride litigation with the State Department of Environmental Quality
- Successfully defended the Sandy City Median Ordinance before the 10th Circuit of Appeals. The U.S. Supreme Court subsequently denied certiorari, allowing the 10th Circuit decision to stand
- Transitioned to new City Attorney
- The Prosecutor's Office screened approximately 1,350 cases and did 422 trials in prior fiscal year with a staff consisting of two prosecutors, paralegal, and two office staff

Performance Measures & Analysis

- The Legal Department will continue to operate at or below the fiscal year budget
- All attorneys will exceed continuing legal education requirements
- Consistently provide high quality, competent and professional legal services to City Departments and Elected Officials
- Provide timely responses to all requests for legal services

Department 1400	2020 Actual	2021 Budget	2021 Estimated	2022 Tentative
Financing Sources:				
General Taxes & Revenue	\$ 1,387,581	\$ 1,357,866	\$ 1,357,866	\$ 1,439,661
Administrative Charges				
314121 Redevelopment Agency	14,151	10,539	10,539	7,713
314124 Recreation	702	879	879	224
314126 Community Arts	515	2,090	2,090	2,763
314127 Street Lighting	4,408	5,018	5,018	8,952
314128 Storm Water	14,662	15,055	15,055	13,958
314151 Water	34,972	85,989	85,989	55,177
314152 Waste Collection	-	2,389	2,389	13,112
314154 Alta Canyon Sports Center	507	626	626	-
314156 Golf	324	-	-	-
314161 Fleet	-	-	-	4,187
314164 Information Technology	25,532	24,062	24,062	28,292
314165 Risk Management	50,088	57,204	57,204	66,624
Total Financing Sources	\$ 1,533,442	\$ 1,561,717	\$ 1,561,717	\$ 1,640,663
Financing Uses:				
411111 Regular Pay	\$ 1,026,469	\$ 1,026,801	\$ 1,026,801	\$ 1,060,656
411121 Seasonal/PTNB Pay	-	1,281	1,281	1,307
411211 Variable Benefits	223,011	218,614	218,614	227,851
411213 Fixed Benefits	160,004	188,898	188,898	210,025
411215 PTO Disbursement	5,355	8,460	8,460	6,900
411310 Vehicle Allowance	5,962	7,648	7,648	7,648
411320 Mileage Reimbursement	245	800	800	800
411350 Phone Allowance	484	480	480	480

City Attorney

Department 1400	2020 Actual	2021 Budget	2021 Estimated	2022 Tentative
412100 Books, Sub. & Memberships	14,376	10,000	10,000	10,000
412310 Travel	6,813	9,000	9,000	9,000
412320 Meetings	638	1,900	1,900	1,900
412350 Training	704	1,850	1,850	1,850
412411 Office Supplies	4,170	5,000	5,000	5,000
412414 Computer Supplies	107	600	600	600
412611 Telephone	9,345	9,261	9,261	7,797
413790 Professional Services	993	16,995	16,995	16,995
414164 IT Charges	60,856	51,629	51,629	69,354
417400 Equipment	13,911	2,500	2,500	2,500
Total Financing Uses	\$ 1,533,442	\$ 1,561,717	\$ 1,561,717	\$ 1,640,663

City Recorder

Policies & Objectives

- Administer the biennial city election
- Preserve and manage official city records, documents, and contracts according to Utah State Code requirements
- Conduct records search for city staff and public
- Administer and control mailing, shipping, and copy room operations for the city
- Facilitate off-site storage of vital city records
- Publish legal notices and public hearing notices for the city
- Coordinate GRAMA request responses in a timely manner
- Provide passport acceptance services to the general public

Prior-year Accomplishments

- Maintained certification as a passport acceptance center and opened before other passport acceptance facilities
- Accepted passport applications following COVID-19 safety protocols
- Continue to post all public notices to the Utah State website. All public hearings and open meeting agendas are posted 24 hours prior to the event.
- Implemented contract management software for all contracts, resolutions, and ordinances saving paper and toner

Performance Measures & Analysis

Performance Measures	2020 Actual	2021 Goal/Forecast	2021 Estimated	2022 Goal/Forecast
Maintain and improve basic core municipal services				
Contracts Processed	320	300	310	320
% of Voter Turnout	31.8%	N/A	N/A	50.0%
Passports Processed (including renewals)	4,116	4,800	4,300	5,200
Annexations Completed	4	4	5	3
Annual GRAMA Requests	266	250	260	265
Public Notices	92	45	35	40

City Recorder

Department 1420	2020 Actual	2021 Budget	2021 Estimated	2022 Tentative
Financing Sources:				
Administrative Charges				
314126 Community Arts	\$ 2,603	\$ 2,203	\$ 2,203	\$ 2,622
314161 Fleet	-	5,363	5,363	4,724
314165 Risk	51,450	53,478	53,478	49,635
314910 Sale of Maps and Copies	37,742	45,000	42,682	45,000
314970 Passport Application Fees	145,218	240,000	220,062	225,000
Total Financing Sources	\$ 237,014	\$ 346,044	\$ 323,788	\$ 326,981
Financing Uses:				
411111 Regular Pay	\$ 126,406	\$ 131,080	\$ 131,080	\$ 141,752
411121 Seasonal/PTNB Pay	-	8,589	8,589	8,761
411211 Variable Benefits	28,347	29,226	29,226	31,567
411213 Fixed Benefits	15,283	17,971	17,971	18,546
411320 Mileage Reimbursement	134	300	300	300
412100 Books, Sub. & Memberships	1,396	500	500	500
412210 Public Notices	4,988	10,000	10,000	10,000
412310 Travel	1,327	3,604	3,604	3,604
412320 Meetings	405	50	50	50
412350 Training	554	100	100	100
412411 Office Supplies	3,925	7,500	7,500	7,500
412421 Postage	33,914	39,400	39,400	36,900
412432 Copying	144	600	600	600
412433 Microfilming & Archives	796	900	900	900
412511 Equipment O & M	-	500	500	500
412611 Telephone	2,768	2,744	2,744	2,310
413131 Software Maintenance	-	-	-	2,500
413712 Codification Services	2,734	5,000	5,000	5,000
414164 IT Charges	21,275	24,222	24,222	29,300
Total Financing Uses	\$ 244,396	\$ 282,286	\$ 282,286	\$ 300,690

Elections

Department 1430	2020 Actual	2021 Budget	2021 Estimated	2022 Tentative
Financing Sources:				
General Taxes & Revenue	\$ 150,139	\$ -	\$ -	\$ 130,000
Total Financing Sources	\$ 150,139	\$ -	\$ -	\$ 130,000
Financing Uses:				
413890 Miscellaneous Services	\$ 150,139	\$ -	\$ -	\$ 130,000
Total Financing Uses	\$ 150,139	\$ -	\$ -	\$ 130,000

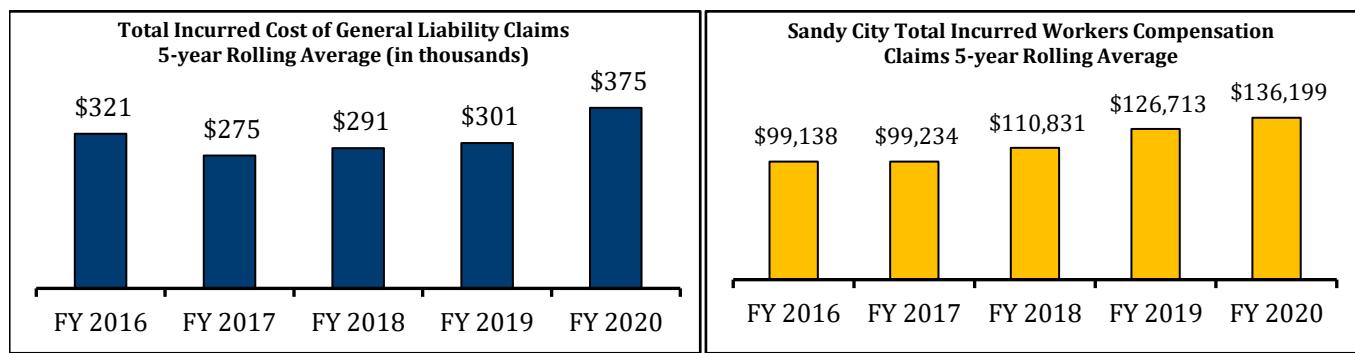
Policies, Objectives & Initiatives

- Loss Prevention: Protect the employees, citizens and assets of the city from injury, damage or loss
- Claims Management: Minimize loss to the city by adjusting claims promptly and fairly
- Insurance/Risk Financing: Appropriately insure and/or finance the cost of general liability claims, workers compensation injuries and property losses

Prior-year Accomplishments

- Reviewed 310 contracts to ensure that proper risk transfer techniques have been utilized to protect the City from loss
- Successfully adjusted over 54 general liability claims, many of which involved significant legal issues, injuries and/or damages
- Recovered in \$19,901 in damages to city property caused by at-fault drivers
- Maintained the city's "preferred rate" premium status with WCF Insurance

Performance Measures & Analysis



Performance Measures	2020 Actual	2021 Goal/Forecast	2021 Estimated	2022 Goal/Forecast
Experience Modifier (E-mod) *	0.83	0.70	0.78	0.71
Subrogation Recoveries	\$48,006	\$30,000	\$25,000	\$32,000

* An experience modifier (E-mod) is a multiplier applied by a workers compensation insurance carrier to the premium of a qualifying policy and provides an incentive for loss prevention. The E-mod represents either a credit or debit that is applied to the premium before discounts. An E-mod of 1.00 is considered average, so an E-mod less than this would equate to a discount in premiums.

Department 1410	2020 Actual	2021 Budget	2021 Estimated	2022 Tentative
Financing Sources:				
311110 Property Taxes - Current	\$ 512,266	\$ 500,961	\$ 500,961	\$ 512,455
311900 Misc. Rev - Hale Property Ins.	78,406	78,410	78,410	116,480
318281 Workers Comp. Charges	325,446	339,534	339,534	352,059
318282 Risk Management Charges	737,508	874,365	874,365	1,172,504
336100 Interest Income	46,766	12,000	12,000	11,000
339900 Other Income	400	1,000	1,000	1,000
Total Financing Sources	\$ 1,700,792	\$ 1,806,270	\$ 1,806,270	\$ 2,165,498

Fund 6500 - Risk Management

Department 1410	2020 Actual	2021 Budget	2021 Estimated	2022 Tentative
Financing Uses:				
411111 Regular Pay	\$ 200,407	\$ 189,257	\$ 189,257	\$ 197,197
411211 Variable Benefits	41,861	41,213	41,213	42,944
411213 Fixed Benefits	38,431	42,120	42,120	44,177
411214 PTO Disbursement	-	740	740	500
411310 Vehicle Allowance	5,273	5,233	5,233	5,233
411320 Mileage Reimbursement	-	300	300	300
411350 Phone Allowance	484	480	480	480
412100 Books, Sub. & Memberships	1,323	1,500	1,500	1,500
412310 Travel	-	3,000	3,000	3,000
412320 Meetings	1,887	2,500	2,500	2,500
412350 Training	208	1,500	1,500	1,500
412411 Office Supplies	622	500	500	500
412414 Computer Supplies	-	350	350	350
412421 Postage	51	150	150	150
412491 Miscellaneous Supplies	-	1,000	1,000	1,000
412611 Telephone	2,077	2,058	2,058	1,732
413611 Gen. Liability/Auto Insurance	158,378	157,767	157,767	189,815
413613 Gen. Liability Claim Payments	994,125	419,953	419,953	531,662
413621 Property Insurance	401,692	433,910	433,910	602,786
413631 Workers Comp. Insurance	233,172	241,998	241,998	246,585
413641 Fidelity Bonds	2,175	2,175	2,175	2,175
413650 Broker Fees	3,722	10,000	10,000	10,000
413661 Employee Safety Awards	56,889	58,000	58,000	72,000
413662 Safety Program	2,725	4,000	4,000	4,000
413790 Professional Services	-	-	-	10,000
414111 Administrative Charges	258,958	233,062	233,062	254,368
414164 IT Charges	14,788	15,504	15,504	15,044
417400 Equipment	1,169	-	-	-
Total Financing Uses	\$ 2,420,416	\$ 1,868,270	\$ 1,868,270	\$ 2,241,498
Excess (Deficiency) of Financing Sources over Financing Uses	(719,624)	(62,000)	(62,000)	(76,000)
Accrual Adjustment	499,099	-	-	-
Balance - Beginning	2,404,132	2,183,608	2,183,608	2,121,608
Balance - Ending	\$ 2,183,608	\$ 2,121,608	\$ 2,121,608	\$ 2,045,608