**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

| <b>Department 1400</b>           | <b>2020<br/>Actual</b> | <b>2021<br/>Budget</b> | <b>2021<br/>Estimated</b> | <b>2022<br/>Tentative</b> |
|----------------------------------|------------------------|------------------------|---------------------------|---------------------------|
| 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                    |
| <b>Total Financing Sources</b>   | <b>\$ 1,533,442</b>    | <b>\$ 1,561,717</b>    | <b>\$ 1,561,717</b>       | <b>\$ 1,640,663</b>       |
| 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<br>Actual      | 2021<br>Budget      | 2021<br>Estimated   | 2022<br>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               |
| <b>Total Financing Uses</b>      | <b>\$ 1,533,442</b> | <b>\$ 1,561,717</b> | <b>\$ 1,561,717</b> | <b>\$ 1,640,663</b> |

## 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<br>Actual | 2021<br>Goal/Forecast | 2021<br>Estimated | 2022<br>Goal/Forecast |
|---|----------------|-----------------------|-------------------|-----------------------|
| <b>Maintain and improve basic core municipal services</b> |                |                       |                   |                       |
| 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                    |

| <b>Department 1420</b>           | <b>2020<br/>Actual</b> | <b>2021<br/>Budget</b> | <b>2021<br/>Estimated</b> | <b>2022<br/>Tentative</b> |
|----------------------------------|------------------------|------------------------|---------------------------|---------------------------|
| 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                   |
| <b>Total Financing Sources</b>   | <b>\$ 237,014</b>      | <b>\$ 346,044</b>      | <b>\$ 323,788</b>         | <b>\$ 326,981</b>         |
| 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                    |
| <b>Total Financing Uses</b>      | <b>\$ 244,396</b>      | <b>\$ 282,286</b>      | <b>\$ 282,286</b>         | <b>\$ 300,690</b>         |

## Elections

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

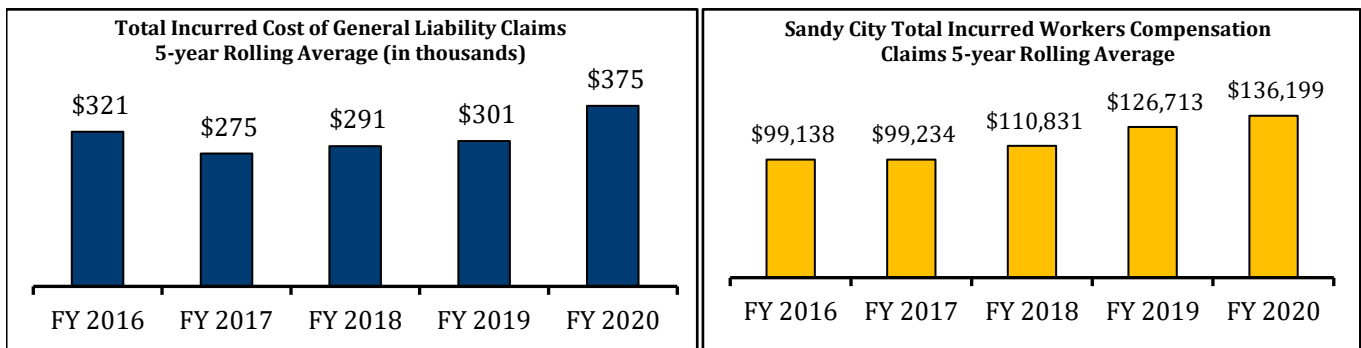
## Policies, Objectives & Initiatives

- 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<br>Actual | 2021<br>Goal/Forecast | 2021<br>Estimated | 2022<br>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<br>Actual      | 2021<br>Budget      | 2021<br>Estimated   | 2022<br>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               |
| <b>Total Financing Sources</b>        | <b>\$ 1,700,792</b> | <b>\$ 1,806,270</b> | <b>\$ 1,806,270</b> | <b>\$ 2,165,498</b> |

## Fund 6500 - Risk Management

| Department 1410  | 2020<br>Actual      | 2021<br>Budget      | 2021<br>Estimated   | 2022<br>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               | -                   | -                   | -                   |
| <b>Total Financing Uses</b>                                  | <b>\$ 2,420,416</b> | <b>\$ 1,868,270</b> | <b>\$ 1,868,270</b> | <b>\$ 2,241,498</b> |
| 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           |
| <b>Balance - Ending</b>                                      | <b>\$ 2,183,608</b> | <b>\$ 2,121,608</b> | <b>\$ 2,121,608</b> | <b>\$ 2,045,608</b> |