



# Sandy City Council Office

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To: Sandy City Council

From: Marci Houseman – District 4

Date: March 3<sup>rd</sup>, 2026

Subject: Amendment to Title 4 of the Sandy City Municipal Code

Utah State Code assigns the municipal legislative body the authority and responsibility to adopt and control the City's annual budget. As personnel costs represent a substantial portion of budgetary expenditure, it is essential that the budget process reflects the authority to authorize and limit municipal staffing levels. In order for the City Council to carry out its statutory duties, the adopted budget should include a consolidated staffing schedule identifying all authorized positions and establishing a total count of full-time benefited positions.

The total count of full-time benefited positions established in the staffing schedule shall be the total number authorized for that fiscal year regardless of whether sufficient appropriations exist. The proposed new language to our code establishes this limitation and provides a mechanism to increase the staffing count if necessary. Any increase to the total count of full-time benefited positions should follow the same process as required to amend and increase appropriations in our budget. This change strengthens the Council's oversight and fiscal control consistent with State Code. The proposed language is included as Exhibit A.



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## Exhibit A

### Sec. 4-4-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(1) *Department* means the designation within the organizational structure of the administrative branch of City government which groups a broad classification of similar functions, services and duties.

(2) *Division* means a designation within the organizational structure of a department which groups similar functions, services and duties.

(Revised Ords. 1978, § 6-4-1; Ord. No. 17-06, 2-7-2017)

### Sec. 4-4-2. Principles of Departmental Organization.

(a) Notwithstanding their inclusion as part of this Code, departments, divisions, services, or offices may be added, modified or removed at the discretion of the Mayor, subject to budgetary authority of the City Council, to allow for administrative flexibility and to provide for the changing needs of the City.

(b) A designation of any department, division, service or office shall not ensure staffing for any such portion of the administrative organization, but all staffing of the positions created by the sections of this title and by the Mayor as an exercise of the power granted to him by this title shall be subject to the limitations and requirements of applicable budget and fiscal appropriations.

(c) The total number of authorized full-time benefited positions within each department of the City shall be limited to the number of positions established in the consolidated staffing schedule adopted as part of the annual budget. No increase in the total number of authorized full-time benefited positions in any department shall occur unless the consolidated staffing schedule is amended by the City Council pursuant to the same procedures required for amending the annual budget.