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LEGAL DEPARTMENT

LEGAL ADMINISTRATION

PURPOSE

To provide prompt and accurate support to the property, litigation, prosecution, risk management and general legal programs of the Legal Department.

GOALS

- Review assignments and status conference with legal staff.
- Make assignments in writing with completion dates.
- E-mails – respond to each e-mail within 24 business hours, even if the response is to say that we will have to get back to them.
- Process purchase orders and disbursements within five days of receipt.
- Prepare initial draft legislative copy for text amendment ordinances within five days of receipt from outside City department.
- Phone calls answered within three rings and all phone messages returned within 24 business hours, even if the response is to say that we will have to get back to them, unless pre-empted by vacation or illness.

OUTCOME/MEASUREMENTS

- Quarterly reviews with legal staff.
- Track assignment dates with due date reminders and quarterly reviews.
- Complete time-promised program goals within the identified timeframes.

**LEGAL ADMINISTRATION
10414501**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	124,025
4110030 SICK LEAVE BUYOUT	0	0	0	300
4130110 RETIREMENT	0	0	0	26,426
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	15,466
4130130 WORKERS COMPENSATION	0	0	0	247
4130140 LONG-TERM DISABILITY	0	0	0	1,377
4130150 UNEMPLOYMENT	0	0	0	620
4130160 VEHICLE ALLOWANCE	0	0	0	1,677
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	100
4240000 OFFICE SUPPLIES	0	0	0	750
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL LEGAL ADMINISTRATION	0	0	0	170,988
 FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	170,138
OPERATING EXPENSES	0	0	0	850
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	170,988



LEGAL DEPARTMENT

GENERAL LEGAL

PURPOSE

To provide sound and current legal advice to City personnel, council, boards and commissions, to ensure the legality, clarity and accuracy of the municipal code and to ensure effective contract language

GOALS

- Respond to each research project within two weeks of request for information, even if the response is to advise that the project will take additional time certain to complete.
- Staff report reviews – complete within two business days (unless it includes a contract initial review).
- Contract/Code/Policy drafting – meet with City staff within one week of request, prepare initial draft within two weeks of meeting.
- Contract/Code text amendments initial review (draft submitted by third party) – review and respond within one week from request for review.
- Bid documents review – complete within two business days.
- Complete each plat review within five business days of the request.
- Phone calls/e-mails – respond to each phone call and e-mail within 24 business hours, even if the response is to say that I will have to get back to them.
- Convey professionalism and courtesy in communications with City personnel, public, applicants and other lawyers.

PERFORMANCE MEASUREMENTS

- Complete time-promised program goals within the identified timeframes.
- Conduct periodic inquiry of program participants to ascertain if service levels are acceptable and within needed parameters.

**GENERAL LEGAL
10414502**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	219,125
4110030 SICK LEAVE BUYOUT	0	0	0	500
4130110 RETIREMENT	0	0	0	42,355
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	25,717
4130130 WORKERS COMPENSATION	0	0	0	437
4130140 LONG-TERM DISABILITY	0	0	0	2,432
4130150 UNEMPLOYMENT	0	0	0	1,096
4130160 VEHICLE ALLOWANCE	0	0	0	3,913
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	9,932
4215000 MEMBERSHIPS	0	0	0	2,806
4240000 OFFICE SUPPLIES	0	0	0	6,228
4256100 COPIER MAINTENANCE	0	0	0	200
4312000 CIVILIAN WITNESS FEE	0	0	0	675
4330000 TRAINING	0	0	0	4,840
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL GENERAL LEGAL	0	0	0	320,256
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	295,575
OPERATING EXPENSES	0	0	0	24,681
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	320,256



LEGAL DEPARTMENT

LITIGATION

PURPOSE

Enforce code compliance and legal obligations owed to the City, defend claims asserted against the City, and, where necessary, recover fees owed to and damages sustained by the City

GOALS

- Reduce costs of outside litigation counsel through management of outside counsel and more active participation in all phases of litigation
- Streamline code enforcement procedures and reduce the resolution time of code enforcement cases and increase citizen compliance
- Improve pre-litigation positioning and preparation by more closely coordinating with Risk Manager and City personnel
- Provide and coordinate training programs with City personnel to ensure compliance with City policies and procedures to preserve qualified immunity defense

OUTCOME/MEASUREMENT

- Monitor and survey outside litigation counsel costs
- Formulate and submit to City Manager and City Council for consideration a more efficient civil code enforcement model
- Survey training and pre-litigation preparation effectiveness internally

LITIGATION**10414504**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	138,949
4110030 SICK LEAVE BUYOUT	0	0	0	300
4130110 RETIREMENT	0	0	0	26,856
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	9,240
4130130 WORKERS COMPENSATION	0	0	0	277
4130140 LONG-TERM DISABILITY	0	0	0	1,542
4130150 UNEMPLOYMENT	0	0	0	695
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	1,100
4215000 MEMBERSHIPS	0	0	0	480
4240000 OFFICE SUPPLIES	0	0	0	1,000
4312000 CIVILIAN WITNESS FEE	0	0	0	725
4313000 LITIGATION	0	0	0	50,000
4330000 TRAINING	0	0	0	825
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL CITY LITIGATION	0	0	0	231,989
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	177,859
OPERATING EXPENSES	0	0	0	54,130
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	231,989



LEGAL DEPARTMENT

PROPERTY

PURPOSE

Acquire, sell, lease, contract and manage all real property interests the City desires to acquire or dispose of in the course of its day-to-day operations.

GOALS

Capital Projects – Property Acquisition

- Review project design and order the necessary title reports and appraisals within two weeks of receiving the 100% design.
- Review each title report and appraisal and mail purchase offer letters to each land owner within two weeks of receiving the final title and appraisal information.
- Provide two months of review and negotiating time to each land owner from the date the offer letter is mailed. If a purchase agreement is not reached within two months, seek City Council recommendation.

Development Review

- Complete each plat or site plan review within five business days of the request.
- Complete each contract review within two weeks of the request.

Property Management

- Respond to Salt Lake County determinations and requests for information within two weeks.
- Respond to private citizen requests for information within five business days.

Property Research

- Complete each research project within five business days of request for information.
- Phone calls/e-mails – respond to each phone call and e-mail within 24 business hours, even if the response is to say that I will have to get back to them.

OUTCOME/MEASUREMENT

Complete time-promised program goals within the identified timeframes.

PROPERTY**10414505**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	78,230
4110030 SICK LEAVE BUYOUT	0	0	0	200
4130110 RETIREMENT	0	0	0	15,101
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	13,538
4130130 WORKERS COMPENSATION	0	0	0	1,410
4130140 LONG-TERM DISABILITY	0	0	0	868
4130150 UNEMPLOYMENT	0	0	0	391
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	0	0	0	250
4240000 OFFICE SUPPLIES	0	0	0	500
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL PROPERTY	0	0	0	110,488
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	109,738
OPERATING EXPENSES	0	0	0	750
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	110,488



LEGAL DEPARTMENT

PROSECUTION

PURPOSE

Protect the health, safety and welfare of the public through prosecution of misdemeanor and infraction offenses within the jurisdiction of the West Jordan City Prosecutor.

GOALS

Promote the fair, impartial and expeditious pursuit of justice.

- Hold the offender accountable.
- Case disposition appropriate for offense and offender.
- Prosecute cases timely and efficiently.
- Improve service delivery to victims and witnesses.

Ensure safer communities

- Reduce crime
- Reduce fear of crime

Promote integrity in prosecution profession and coordination in the criminal justice system

- Improve competency and professional behavior
- Achieve efficient and fiscally responsible management and administration
- Consistent and coordinated enforcement efforts and administration of justice

PERFORMANCE MEASUREMENTS

- Survey arrests, convictions, incarcerations, dismissals, placement in treatment or alternative programs, restitution ordered and completed, and victimizations
- Survey dispositions of like offenders & like offenses
- Survey time to dispose of cases and time to complete restitution
- Survey victims' and witness' knowledge of criminal justice system, victim and witness attitudes about personal safety during prosecution, and victim/witness satisfaction with criminal justice experience
- Survey public awareness of prosecution outcomes

**PROSECUTION
10414506**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	260,251
4110030 SICK LEAVE BUYOUT	0	0	0	600
4130110 RETIREMENT	0	0	0	50,237
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	36,001
4130130 WORKERS COMPENSATION	0	0	0	519
4130140 LONG-TERM DISABILITY	0	0	0	2,889
4130150 UNEMPLOYMENT	0	0	0	1,301
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	1,040
4215000 MEMBERSHIPS	0	0	0	960
4240000 OFFICE SUPPLIES	0	0	0	1,950
4310000 PROFESSIONAL & TECHNICAL	0	0	0	5,000
4312000 CIVILIAN WITNESS FEE	0	0	0	14,298
4330000 TRAINING	0	0	0	1,760
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL PROSECUTION	0	0	0	376,806
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	351,798
OPERATING EXPENSES	0	0	0	25,008
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	376,806



LEGAL DEPARTMENT

RISK MANAGEMENT

PURPOSE

Identify and eliminate, where possible, or limit potential risk to the City's financial security, assets, operational functions, reputation, and personnel wellbeing

GOALS

- Improve communication with citizens by sending acknowledgment letter to claimants within two business days of receiving a properly filed notice of claim, acknowledging incidents and giving claimants information on whom to contact
- Improve identification of trends and tracking, mitigation focus and management decisions by sending City departments a quarterly report within 30 days at end of each quarter, which will include the date of loss, type of loss, amount paid/or reserved and employee involved (if any)
- Keep costs as low as possible
- Educate and improve City personnel's understanding of elements that are effective

OUTCOME/ MEASUREMENTS

- Complete time-promised program goals within the identified timeframes
- Complete challenge improvement processes for each goal with specific deliverables
- Survey education effectiveness internally

**RISK MANAGEMENT
10414503**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	68,909
4110030 SICK LEAVE BUYOUT	0	0	0	200
4130110 RETIREMENT	0	0	0	13,302
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	11,590
4130130 WORKERS COMPENSATION	0	0	0	1,391
4130140 LONG-TERM DISABILITY	0	0	0	765
4130150 UNEMPLOYMENT	0	0	0	345
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	0	0	0	350
4240000 OFFICE SUPPLIES	0	0	0	250
4280000 TELEPHONE	0	0	0	300
4330000 TRAINING	0	0	0	1,500
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL RISK MANAGEMENT	0	0	0	98,902
 FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	96,502
OPERATING EXPENSES	0	0	0	2,400
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	98,902



LEGAL DEPARTMENT

RISK MANAGEMENT FUND

PURPOSE

Since the risk management function of the city covers the entire scope of all city operations, managing liabilities from workers compensation to property insurance to general liability, the funding mechanisms for risk retention and assignment are located in one place: the risk management fund. The goals over time are to (1) reduce the City's exposure through comprehensive, effective safety and policy adherence programs, (2) to efficiently manage claims; and (3) to develop a feasible cash reserve that will allow us to make workable choices on where, when and how extensively to self insure.

**RISK MANAGEMENT FUND
REVENUES**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
3620100 WORKMANS COMPENSATION	155,159	0	25,061	0
3690000 SUNDRY REVENUE	451	0	0	0
3830100 PAYROLL TO WORKMENS COMP	566,074	540,000	439,000	435,000
3842000 CHARGE TO GENERAL FUND	691,898	691,898	691,898	713,195
3850100 PAYROLL TO UNEMPLOYMENT	115,808	115,000	118,000	120,000
3870100 TRANSFER FROM WATER FUND	0	30,000	30,000	30,000
3870200 TRANSFER FROM SEWER FUND	60,000	30,000	30,000	30,000
TOTAL RISK MGT. FUND REVENUES	1,589,390	1,406,898	1,333,959	1,328,195

**EMPLOYEE INSURANCE
67610001**

	ACTUAL FY 07-08	ADJUSTED BUDGET FY 08-09	YEAR-END ESTIMATE FY 08-09	ADOPTED BUDGET FY 09-10
<u>OPERATING EXPENSES</u>				
4630200 WORKMENS COMPENSATION	539,792	540,000	440,000	435,000
4630400 UNEMPLOYMENT	12,218	25,000	15,000	25,000
4890000 CONT TO FUND BALANCE	0	14,940	0	95,000
TOTAL RISK MANAGEMENT	552,010	579,940	455,000	555,000
FUNCTIONAL SUMMARY				
OPERATING EXPENSES	552,010	579,940	455,000	555,000
TOTAL FUNCTIONAL AREAS	552,010	579,940	455,000	555,000

**LIABILITY MANAGEMENT
67620001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>OPERATING EXPENSES</u>				
4620100 LIABILITY PREMIUMS	434,749	574,073	570,000	458,195
4620400 LIABILITY LOSSES	45,803	129,360	40,000	205,000
4620410 LIABILITY LOSS/WTR,SWR	7,740	60,000	30,000	60,000
4620420 LIABILITY LOSS/LEGAL EXPENSE	0	63,525	30,000	50,000
TOTAL RISK MANAGEMENT	488,292	826,958	670,000	773,195
FUNCTIONAL SUMMARY				
OPERATING EXPENSES	488,292	826,958	670,000	773,195
TOTAL FUNCTIONAL AREAS	488,292	826,958	670,000	773,195