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**INTEROFFICE MEMORANDUM**

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**TO:** CITY COUNCIL

**FROM:** MIKE APPEGARTH

**SUBJECT:** ORGANIZATIONAL STRUCTURE & BUDGETARY OVERSIGHT

**DATE:** FEBRUARY 15, 2019

**CC:** 2-19-19 AGENDA PACKET

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**BACKGROUND:**

At the January 22, 2019 City Council meeting a resident posed a question about new hires in the Mayor's Office, and whether those hires are consistent with the Sandy City Municipal Code.

On January 24, 2019 I e-mailed Chief Administrative Officer Matt Huish at the request of the City Council Chair in response to the resident's questions (Exhibit A).

On February 8, 2019 I sent another e-mail to Matt Huish (Exhibit B) pointing out a lack of response to my January 24 e-mail, and expressing frustration with the delay in receiving Personnel Action Forms for former and current mayoral and chief administrative office staff I had also requested through the City Council request form on the City's intranet page.

On February 9, 2019 Matt Huish responded to my e-mail apologizing for the delay and clarifying that the oversight was not intentional (Exhibit C).

On February 11, 2019 Management Analyst Jamie Jacobson provided the requested Personnel Action Forms (Exhibit D).

On February 12, 2019 at the City Council meeting Mayor Bradburn responded to my January 24 e-mail with the Council Chair's request for an organizational update. A transcript is attached (Exhibit E).

This memo presents the Council with my concerns.

**CONCERNS:**

- 1. There is a discrepancy between the published organizational chart and payroll in the Mayor's Office.**

The, "Sandy City Administration Org Chart" is included as Exhibit F. The organizational chart depicts the Project Analyst Manager as a direct report of the Mayor. The Management Analyst,

and the Project Analyst are direct reports to the Project Analyst Manager, also making them part of the Mayor's direct span of control. In short, the Project Analyst Manager, Management Analyst and Project Analyst work in the Mayor's Office.

Under Utah Code Annotated 10-3b-202(1)(d) the Mayor, "may, subject to budget constraints, appoint...one or more deputies or administrative assistants to the mayor; and create any other administrative office that the mayor considers necessary for the good government of the municipality..." (Exhibit G).<sup>1</sup> The Mayor's authority to "appoint" and "create" is subject to the budget constraints established by the City Council in the annual budget.

For budgeting purposes, the Mayor's Office is "Department 1100." The Consolidated Staffing Schedule approved in the FY 2018-19 budget envisions a total of 2.58 Full-Time Equivalent positions in the Mayor's Office including the Mayor, Deputy Mayor, a half-time (50%) Management Analyst, and a Community Liaison at 1% time, and an Intern at 7% time (Exhibit H).

The Personnel Action Forms for the newly created Project Analyst Manger and Project Manager positions reveal the discrepancy (Exhibits I and J). Both positions are funded entirely from the Chief Administrative Office budget (Department 1200), not the Mayor's Office budget (Department 1100). Budgeted Regular pay and Benefits for the 2.58 FTEs totals \$413,520. Accounting for these positions within Department 11 will likely indicate that the Mayor's Office has overrun its budgeted salary and benefits at the coming year-end.

This is a violation of the Council's budgetary control. The Mayor may only create and appoint positions *subject to budget constraints*. In this case the Council has not appropriated the funds for these positions.

**2. The Mayor's February 12 explanation of these changes to the City Council contain misleading statements.**

Mayor Bradburn told the City Council that, one of the positions, presumably the Project Analyst Manager, "is being paid at a salary range that has often been used in the Mayor's Office. It is what we use to pay Eric Richards right now who manages two FTEs. It is the same one Marsha Millet was in for a number of years. It's actually below the one that Nicole Martin was in when she was an Assistant to the CAO"

In fact, the salary range for the new Project Analyst Manager is 7.4% higher than that of current Communications Director Eric Richards, and 34% higher than the salary range for former Senior Advisor to the Mayor Marsha Millet. Also contrary to the Mayor's assertion, the range for the Project Analyst Manager is not "below" that of the Assistant to the CAO. The ranges for the Project Analyst Manager and the Assistant to the CAO are identical.

Here are salary range comparisons (Exhibit K and H):

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<sup>1</sup> Title 6 of the Sandy City Municipal Code contains the same authority.

Position	Bi-weekly Minimum	Bi-weekly Maximum
Project Analyst Manager	\$2,719.20	\$4,024.80
Communications Director	\$2,532.80	\$3,748.80
Sr. Advisor to Mayor	\$2,028.80	\$3,002.40
Assistant to CAO	\$2,719.20	\$4,024.80

This could not have been a confusion over the Project Analyst *Manager* and the similarly titled Project Analyst position. The Mayor continued his explanation to the Council that, “The Project Analyst is the same pay band that Dustin [Fratto] is in, it’s the same one that Jamie Jacobsen, who is an analyst in my office is in.” The salary ranges for those positions are identical. The Mayor was clearly speaking about the Project Analyst Manager when making comparisons to Eric Richards, Marsha Millet and Nicole Martin. Again, the comparisons offered were incorrect.

Position	Bi-weekly Minimum	Bi-weekly Maximum
Management Analyst	\$1,888.80	\$2,795.20
Project Analyst	\$1,888.80	\$2,795.20

In addition, the Mayor’s comparisons do not account for years of service. Each of the named employees have or had many years of local government experience. The new staff members reportedly have none.

Perhaps the Mayor meant to describe actual pay, not general pay ranges. In that case, at best the Mayor’s comparisons for the Council were partially correct and partially incorrect. The supplementary information provided by the Mayor’s Office in response to my request indicate that Marsha Millet was earning \$81,993.60 as of January 2018 (Exhibit L). The new Project Analyst Manager is already earning 9.8% more than Marsha Millet earned in the final months of her career with Sandy City. The supplemental information provided by the Mayor’s Office indicates that Nicole Martin was earning \$110,011.20 at the time she was promoted from Assistant to the CAO to Deputy Mayor (Exhibit M). In this case the new Project Analyst Manager is earning 18.2% less than Ms. Martin was earning at the time of her promotion.<sup>2</sup>

**3. Hiring these positions without a competitive recruitment is poor practice.**

The new Project Analyst Manager and Project Analyst were hired without competitive recruitments. This was also the case with other positions previously hired in the Mayor’s Office. To be clear, it is the Mayor’s right to make appointments to certain “exempt” positions.

However, just because it is the Mayor’s right, doesn’t make it right. Failing to advertise lacks transparency. It is the type of practice that makes people skeptical of government.

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<sup>2</sup> I note that both the former Senior Advisor to the Mayor and the Assistant to the CAO were being compensated above their published salary ranges due to time in service.

#### **4. Hiring these positions has had a negative effect on morale.**

Just as poor hiring practices create skepticism externally, poor hiring practices create morale problems internally. As the only employees who do not work in the Mayor's chain of command, the City Council staff receives near-constant feedback from administrative employees about their working conditions. We are finding this exhausting. I refuse to identify specific personnel because they are fearful of the retribution which has already occurred. In this specific situation, the lack of a competitive recruitment, the high starting salaries, the lack of qualifications, and the perception that the new Project Analyst Manager and Project Analyst were hired based on friendship with the Mayor have caused much complaint. Some examples include:

- "I have worked here a long time. I have a master's degree. And she starts off with no experience making ninety-grand because they go to the same gym?"
- "All they [the Project Analyst Manager and Project Analyst] do is follow the Mayor around and take pictures of him."
- "These new people are now part of staff meetings in each department. They told us we had to identify two things in each department to feature the Mayor."
- "The Mayor came to the January birthday recognition for five minutes and was filmed the whole time by [one of the new hires]. What kind of message did that send? Is it really about recognizing us or is it about the Mayor getting seen recognizing us?"

#### **5. The positions may not be necessary.**

Based on feedback from administrative employees and the Mayor's comment to the City Council about "engagement," the Project Analyst Manager and Project Analyst are essentially personal communications staff to the Mayor. If the positions provide a valid communications role, other administrative assistance, the Council should question how that compares to other critical needs. Estimated salary and benefits for these two positions is \$213,900 which may be more effectively programmed in another area. The job specifications are attached as Exhibits N and O for the Council's review.

#### **6. Organizational changes must be consistent with Title 6 of the Sandy City Municipal Code as adopted by the City Council.**

Utah Code Annotated 10-3b-203(1)(b) vests the City Council with the authority to, "adopt an ordinance, to be known as the municipal administrative code, dividing the municipality's administrative service into departments, divisions, and bureaus; and defining the functions of each department, division, and bureaus" (Exhibit P). Further the Council may, "adopt an ordinance creating, consolidating, or abolishing departments, divisions, and bureaus; and defining or altering the functions and duties of each department, division, and bureau." As the legislative body, it is the Council's responsibility to "create," "divide," "define," and "adopt" the structure of the City's *administrative* service. The Mayor has authority, subject to budgetary constraints, over the personnel and programs within that structure. The Mayor does not have the authority to rearrange the structure without the Council's formal consent. The Mayor has some additional discretion per UCA 10-3b-202(1)(d) over the, "chief administrative officer, and one or more deputies or administrative assistants to the mayor." The Mayor's ability under the same section to, "create any other administrative office that the mayor considers necessary for good government of the municipality..." can only be properly exercised within the overall

structural and budgetary control of the City Council. The recent appointments of administrative “project” staff, the unilateral creation of the Finance and Administrative Services, and the redefinition of the Deputy CAO position is quite possibly an encroachment on the Council’s legislative authority.

**REMEDIES:**

**1. Address the payroll discrepancy.**

If the City Council is comfortable funding the Project Analyst Manager and Project Analyst positions, it should amend the budget to ensure the positions are paid from the Mayor’s Office budget, not the Chief Administrative Office budget.

Conversely, if the Council is not comfortable funding these positions, it should delete the funding from the Chief Administrative Office, reprogram it to a higher priority, or hold it in abeyance in Council Contingency. Without moving the funding from the CAO (Department 1200) budget, a superficial quick-fix would simply be to redraw the organizational chart to indicate that the Project Analyst Manager and Project Analyst fall within the CAO’s reporting structure, when in fact they are under the Mayor’s direct supervision.

Inherent in this decision is a prior determination that the additional communication or project analysis role is a priority need.

**2. Require adherence to the Administrative Code or amend the Code to match the organization.**

The Council should conduct an organizational audit with the goal of aligning the actual structure of government with the Administrative Code. It is conceivable that the Council may want to insist that Administration comply organizationally with the adopted Code. Conversely, if the Council finds evidence supporting the recent organizational changes, it should consider amending the Administrative Code to match the organization.

**RECOMMENDATIONS:**

**3. Investigate employee morale more thoroughly.**

The unsolicited feedback the Council Office has received in response to the changes in the Mayor’s Office is another indicator of an employee morale problem. There were approximately 1,300 open ended responses to the recent employee survey that were not adequately represented in the presentation given to the City Council.

**4. Get a second opinion.**

This memo raises significant concerns about the balance of power in Sandy City. Before taking action to address those concerns, the Council should consider getting a second opinion from legal counsel, and undertake an examination of the structure in other municipalities with the council-mayor form of government.

**5. Stop letting personality politics color policy decisions.**

Just because something may have been wrong in the past doesn't make it right in the present. Encroachment from the executive into the legislative is not new. Many, but not all, past and current council members operated with a high level of trust in the previous administration. As a result, Council oversight was not rigorously exercised, and the administration filled those gaps. Some, but not all, past and current council members operate with a high level of trust in the current administration. It seems that the decision to exercise oversight is largely dependent on the trust in the person who occupies the mayor's office. The Council should put personality aside and exercise its authority based on the demands of the law, not who occupies the southwest corner of the 3<sup>rd</sup> floor of City Hall. The Council should also expect the administration to fill the gaps it leaves open. Administration makes hundreds of decisions per day. It must continue to make decisions, even where the Council has failed to prescribe, or insist on budgetary and structural compliance.

**6. Convene a closed session to discuss my character and competency.**

Based on my experience that individual elected officials at all levels allow their policy preferences to be colored by personality, the Council should consider a closed session discussion to discuss my character and competency. I anticipate that some will interpret the information and perspectives in this memo as an attack, while some will consider it routine analysis. I am informing the Council that I will continue to, "call it like I see it," and plan to bring all future issues of concern to you in writing under my weekly Director's Report.

**From:** [Mike Applegarth](#)  
**To:** [Matthew Huish](#)  
**Subject:** Staff Update  
**Date:** Thursday, January 24, 2019 2:42:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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Matt:

Late yesterday Kris asked me to see if we can get an update from you on the organization, roles, etc. of the staff in the Mayor and CAO offices for the February 19 agenda. I put a placeholder on the calendar so I wouldn't forget. Let me know if that works on your end.



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**Mike Applegarth**

City Council Office Director

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[mapplegarth@sandy.utah.gov](mailto:mapplegarth@sandy.utah.gov)



**From:** [Mike Applegarth](#)  
**To:** [Matthew Huish](#)  
**Cc:** [Bob Thompson](#); [Brooke Christensen](#); [Chris McCandless](#); [Kris Nicholl](#); [Linda Saville](#); [Maren Barker](#); [Steve Fairbanks \(stevefairbanks@gmail.com\)](#); [Zach Robinson](#)  
**Subject:** Staff Update & PAF Requests  
**Date:** Friday, February 08, 2019 5:11:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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Matt:

More than two weeks ago I sent you the email below requesting an organizational update for the February 19 council agenda. I don't believe you have responded. In conjunction with this item, I requested PAFs for new staff members in the Mayor & CAO offices. Quite some time has passed on what seems to be a fairly simple request for *public* information. The only required redaction I am aware of with these documents is the social security number, which can literally be addressed by a pen stroke.

The last time I contacted you with a complaint about the delays in obtaining requested information, I thought we agreed that there was no need for delay if something was "push button" to use your phrase. It should not take weeks for the Council Office to get basic information from Administration. Under no circumstances can this be considered "simpler, stronger, or smarter" government. It is highly inefficient and frankly is one of the most bureaucratic processes I have faced in my 18+ years of government work.

I am trying not to let my frustrations get the better of me, but the lack of response feels personally disrespectful, and perhaps even professionally disdainful of the Council's duty to review municipal administration under UCA 10-3b-203(1)(a)(ii). You are putting me in a position where, in order to fulfill my obligation to the Council, discussing this publicly at a Council Meeting is my only remaining option. I would prefer very much not to do that, and I'm confident you prefer the same.



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**Mike Applegarth**  
City Council Office Director

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[mapplegarth@sandy.utah.gov](mailto:mapplegarth@sandy.utah.gov)



**From:** Mike Applegarth  
**Sent:** Thursday, January 24, 2019 2:43 PM  
**To:** Matthew Huish <MHuish@sandy.utah.gov>  
**Subject:** Staff Update

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Exhibit C

**From:** [Matthew Huish](#)  
**To:** [Mike Applegarth](#)  
**Cc:** [Bob Thompson](#); [Brooke Christensen](#); [Chris McCandless](#); [Kris Nicholl](#); [Linda Saville](#); [Maren Barker](#); [Steve Fairbanks \(stevefairbanks@gmail.com\)](#); [Zach Robinson](#); [Kurt Bradburn](#); [Katrina Frederick](#); [Brian Kelley](#); [Jamie Jacobson](#); [Kim Bell](#); [Evelyn Everton](#)  
**Subject:** Re: Staff Update & PAF Requests  
**Date:** Saturday, February 09, 2019 8:55:59 AM  
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[image010.png](#)  
[image011.png](#)  
[image012.png](#)

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Michael,

I apologize for not responding to your email below but I'm only now getting to my Inbox after having back-to-back meetings all yesterday and then running home to care for my recovering wife following a medical procedure she had yesterday afternoon.

First, let me reply as to the tardiness of your original email, January 24, 2019. While I distinctly remember typing a response to you that day, or the next, I must have been interrupted and not hit "Send" since I can't find my reply in my Sent or Draft file. However, per the spirit of several of our previous conversations, I thought we agreed to work together in a collaborative and timely manner, and since I was completely unaware that my thoughts had not been shared with you, please let me restate again, that you are always welcome to swing by my office, call, text, email or talk to me anytime, including when we pass each other in the hall or our cars. Although I continue to work 12+ hours Monday-Friday, I constantly encourage the Department Directors and others, to also reach out on nights and/or weekends should they need me for any reason. If any of those options are uncomfortable for you, please know that Lindsey or Kim would be glad to take a message and relay it to me as I see them continuously throughout each day. Finally, I assure you that there is honestly ZERO "personally disrespect or professionally disdainful" intent related to this matter.

As for the requested PAF and redaction of social security numbers, I will begin asking around to see who is following up on that request. If you made that inquiry to Katrina, I know she has been over-the-top swamped with HR projects (annual market survey, new online employee portal, new retirement vendor and reorganization, ongoing employee satisfaction/engagement survey follow-up, modeling employee benefits &/or changes, etc.). Brian has been equally busy with budget details while also implementing improvements in IT, finance, and HR. I believe Jamie continues to be the administration point person for Council requests, so I am happy to reach out to her for an update as well. While not wanting to be making excuses for anyone, I am aware that she has picked up several new responsibilities and is working closely with many of the departments as an analyst and marketing/public facing engagement initiatives.

I apologize for my lengthy response but in the spirit of over-communication and civility, please know that I will look into this matter on Monday and plan on visiting with you before end of day.

Sincerely,

Matt



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**Matthew B. Huish**

Chief Administrative Officer

---

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[mhuish@sandy.utah.gov](mailto:mhuish@sandy.utah.gov)



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**From:** Michael Applegarth <mapplegarth@sandy.utah.gov>

**Date:** Friday, February 8, 2019 at 5:12 PM

**To:** Matthew Huish <MHuish@sandy.utah.gov>

**Cc:** Bob Thompson <BThompson@sandy.utah.gov>, Brooke Christensen <bchristensen@sandy.utah.gov>, "Chris McCandless (Susan)" <chris@cwmcop.com>, "Kris(ten) (Coleman)-Nicholl" <kcolemanappraisal@comcast.net>, "Linda (Martinez)-Saville" <lindam@thesandyclub.org>, Maren Barker <marenbarker@yahoo.com>, "Steve Fairbanks (stevefairbanks@gmail.com)" <stevefairbanks@gmail.com>, Zach Robinson <zrobinson@sandy.utah.gov>

**Subject:** Staff Update & PAF Requests

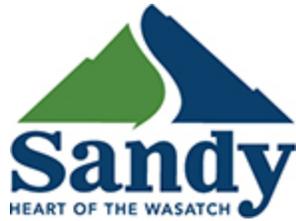
Matt:

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## Mike Applegarth

City Council Office Director

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**Sent:** Thursday, January 24, 2019 2:43 PM

**To:** Matthew Huish <MHuish@sandy.utah.gov>

**Subject:** Staff Update

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City Council Office Director

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**From:** [Jamie Jacobson](#)  
**To:** [Brooke Christensen](#); [Chris McCandless](#); [Kris Nicholl](#); [Linda Saville](#); [Maren Barker](#); [Mike Applegarth](#); [Steve Fairbanks](#); [Zach Robinson](#)  
**Cc:** [Matthew Huish](#); [Evelyn Everton](#); [Kurt Bradburn](#)  
**Subject:** PAF's  
**Date:** Monday, February 11, 2019 3:30:56 PM  
**Attachments:** [image002.png](#)  
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[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[PAF Requests.pdf](#)  
[Additional PAFs.pdf](#)

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Hi All,

Apologies for the brief delay. Please see the requested PAF's attached. Also included are PAF's for past Administration employees to show historical context for salary ranges to current employees.

If you have any questions, please let me know.

Many thanks,  
Jamie



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**Jamie Jacobson**

Management Analyst – Admin

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Chair: Mr. Mayor

Mayor: So just two quick things. The first one was just in response to, I know, Mr. Applegarth sent an e-mail kind of over the weekend a little distraught about our delay in getting a request to you all, and HR request that came in I think on January 24<sup>th</sup>, just know there wasn't any intentional... it's a busy time especially in budget season, we've got a lot of...the majority of our work right now is HR related so Katrina's group is under quite a bit of stress, that's why she smiling, so here. But anyway, so apologize about the delay but the substance of that, and the substance of that, and maybe wanted to address it now. I think there's an agenda item, so to the extent we can shorten the meeting on February 19<sup>th</sup>. I'm happy to just give you another update. I feel like we already kind of did this, but I'm happy to give you another update on, kind of our organization or structure I guess in the Mayor's Office, who we've hired. So, again what I decided to do when Shane and Korban left was go from two Assistant Chief Administrative Officers to one Deputy Chief Administrative Officer who is Kim Bell whose seated here. Her salary information is in your packet. She's being paid at the entry level for a department head pay band salary. Then we hired two other FTEs: a project analyst manager, and a project analyst. Did I get those right Katrina? I believe so. So one of them is being paid at a salary range that has often been used in the Mayor's Office. It's what we use to pay Eric Richards right now who manages to FTEs. It is the same one that Marsha Millet was in for a number of years. It's actually below the one that Nicole Martin was in when she was an Assistant to the CAO. So, very consistent with what we've done for years and years here. The project analyst is the same pay band that Dustin is in, it's the same one that Jamie Jacobsen who is an analyst in my office is in. So in terms of the pay we've been completely consistent across the board. In terms of job duties, that project management team, the I think, any department head will tell you, it's been tremendously helpful so far having an extra set of hands. They each, Jamie and Kelly have a group of departments their assigned to, and they're tasked with really just anything that the departments need, specifically around engagement. We are seeing a lot of that from employees. They want more engagement with us. So they're helping us create different HR initiatives and opportunities to engage with employees. Residents also want more engagement. So they're helping the departments take all the stuff that they are doing whether its passports or snow plow removal or fleet or grants or whatever and they're helping get that information out to residents. So, anyway it's just great to have an extra set of hands that way. So do you need more of an update? I'd like to just kind of put this to bed so that we can move on and get back to running the City. But are there? Can we take this off the agenda as an update or...?

Chair: I don't know who had it on.

Mayor: It's on, it was on agenda planning it was on there for the February 19<sup>th</sup> meeting.

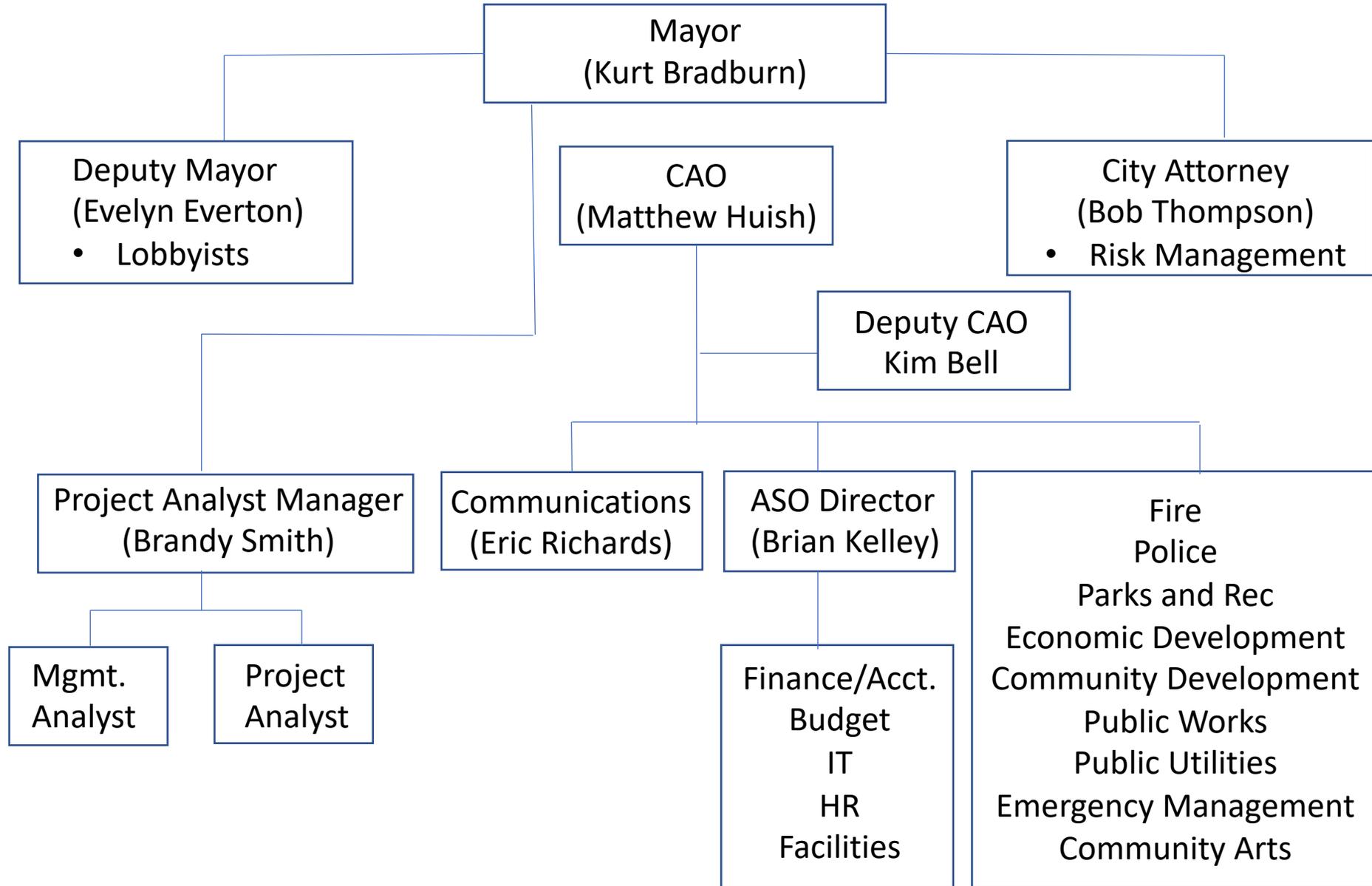
Chair: OK we'll discuss it tomorrow and see if that answers all the questions

Mayor: Yeah but while we're all here, can I give any more of an update?

Mike: Madam Chair, I, I've identified some concerns that I think warrant a little more conversation with the Council, maybe during that conversation I could bring those forward to you when I have them more formalized.

Mayor: OK.

# Sandy City Administration Org Chart



**Effective 5/12/2015****10-3b-202 Mayor in council-mayor form of government.**

- (1) The mayor in a municipality operating under the council-mayor form of government:
- (a) is the chief executive and administrative officer of the municipality;
  - (b) exercises the executive and administrative powers and performs or supervises the performance of the executive and administrative duties and functions of the municipality;
  - (c) shall:
    - (i) keep the peace and enforce the laws of the municipality;
    - (ii) execute the policies adopted by the council;
    - (iii) appoint, with the council's advice and consent, a qualified person for each of the following positions:
      - (A) subject to Subsection (3), chief administrative officer, if required under the resolution or petition under Subsection 10-3b-603(1)(a) that proposed the change to a council-mayor form of government;
      - (B) recorder;
      - (C) treasurer;
      - (D) engineer; and
      - (E) attorney;
    - (iv) provide to the council, at intervals provided by ordinance, a written report to the council setting forth:
      - (A) the amount of budget appropriations;
      - (B) total disbursements from the appropriations;
      - (C) the amount of indebtedness incurred or contracted against each appropriation, including disbursements and indebtedness incurred and not paid; and
      - (D) the percentage of the appropriations encumbered;
    - (v) report to the council the condition and needs of the municipality;
    - (vi) report to the council any release granted under Subsection (1)(d)(xiii);
    - (vii) if the mayor remits a fine or forfeiture under Subsection (1)(d)(xi), report the remittance to the council at the council's next meeting after the remittance;
    - (viii) perform each other duty:
      - (A) prescribed by statute; or
      - (B) required by a municipal ordinance that is not inconsistent with statute;
  - (d) may:
    - (i) subject to budget constraints:
      - (A) appoint:
        - (I) subject to Subsections (3)(b) and (4), a chief administrative officer; and
        - (II) one or more deputies or administrative assistants to the mayor; and
      - (B)
        - (I) create any other administrative office that the mayor considers necessary for good government of the municipality; and
        - (II) appoint a person to the office;
    - (ii) with the council's advice and consent and except as otherwise specifically limited by statute, appoint:
      - (A) each department head of the municipality;
      - (B) each statutory officer of the municipality; and
      - (C) each member of a statutory commission, board, or committee of the municipality;
    - (iii) dismiss any person appointed by the mayor;

- (iv) as provided in Section 10-3b-204, veto an ordinance, tax levy, or appropriation passed by the council;
  - (v) exercise control of and supervise each executive or administrative department, division, or office of the municipality;
  - (vi) within the general provisions of statute and ordinance, regulate and prescribe the powers and duties of each other executive or administrative officer or employee of the municipality;
  - (vii) attend each council meeting, take part in council meeting discussions, and freely give advice to the council;
  - (viii) appoint a budget officer to serve in place of the mayor to comply with and fulfill in all other respects the requirements of, as the case may be:
    - (A) Chapter 5, Uniform Fiscal Procedures Act for Utah Towns; or
    - (B) Chapter 6, Uniform Fiscal Procedures Act for Utah Cities;
  - (ix) execute an agreement on behalf of the municipality, or delegate, by written executive order, the authority to execute an agreement on behalf of the municipality:
    - (A) if the obligation under the agreement is within certified budget appropriations; and
    - (B) subject to Section 10-6-138;
  - (x) at any reasonable time, examine and inspect the official books, papers, records, or documents of:
    - (A) the municipality; or
    - (B) any officer, employee, or agent of the municipality;
  - (xi) remit fines and forfeitures;
  - (xii) if necessary, call on residents of the municipality over the age of 21 years to assist in enforcing the laws of the state and ordinances of the municipality; and
  - (xiii) release a person imprisoned for a violation of a municipal ordinance; and
  - (e) may not vote on any matter before the council.
- (2)
- (a) The first mayor elected under a newly established mayor-council form of government shall, within six months after taking office, draft and submit to the council a proposed ordinance:
    - (i) providing for the division of the municipality's administrative service into departments, divisions, and bureaus; and
    - (ii) defining the functions and duties of each department, division, and bureau.
  - (b) Before the council adopts an ordinance on the municipality's administrative service, the mayor may establish temporary rules and regulations to ensure efficiency and effectiveness in the divisions of the municipal government.
- (3)
- (a) As used in this Subsection (3), "interim vacancy period" means the period of time that:
    - (i) begins on the day on which a municipal general election described in Section 10-3-201 is held to elect a mayor; and
    - (ii) ends on the day on which the mayor-elect begins the mayor's term.
  - (b) Each person appointed as chief administrative officer under Subsection (1)(c)(iii)(A) shall be appointed on the basis of:
    - (i) the person's ability and prior experience in the field of public administration; and
    - (ii) any other qualification prescribed by ordinance.
  - (c)
    - (i) The mayor may not appoint a chief administrative officer during an interim vacancy period.
    - (ii) Notwithstanding Subsection (3)(c)(i):
      - (A) the mayor may appoint an interim chief administrative officer during an interim vacancy period; and

- (B) the interim chief administrative officer's term shall expire once a new chief administrative officer is appointed by the new mayor after the interim vacancy period has ended.
- (d) Subsection (3)(c) does not apply if the mayor who holds office on the day of the municipal general election is re-elected to the mayor's office for the following term.
- (4) A mayor who appoints a chief administrative officer in accordance with this section may not, on or after May 10, 2011, enter into an employment contract that contains an automatic renewal provision with the chief administrative officer.

Amended by Chapter 352, 2015 General Session

## Consolidated Staffing Schedule

	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2017	FY 2018	FY 2019
<b>Council Executive Staff</b>					
<b>Elected Officials:</b>					
Council Members <sup>1</sup>	\$ 72.75	\$ 72.75	7.00	7.00	7.00
<b>Appointed - Category 1:</b>					
City Council Executive Director	\$ 4,451.20	\$ 6,588.00	1.00	1.00	1.00
<b>Appointed - Category 2:</b>					
Management Analyst	\$ 1,888.80	\$ 2,795.20	0.42	1.00	1.00
Office Manager	\$ 1,756.80	\$ 2,600.00	0.00	1.00	1.00
<b>Regular:</b>					
Office Manager	\$ 1,420.00	\$ 2,101.60	1.00	0.00	0.00
Executive Secretary	\$ 1,321.60	\$ 1,956.00	0.58	0.00	0.00
<b>Total FTEs</b>			<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<b>Mayor</b>					
<b>Elected Official:</b>					
Mayor	\$ 4,576.80	\$ 5,538.40	1.00	1.00	1.00
<b>Appointed - Category 1:</b>					
Deputy Mayor / Public Information Officer	\$ 4,451.20	\$ 6,588.00	1.00	1.00	1.00
Senior Advisor to the Mayor	\$ 2,028.80	\$ 3,002.40	0.50	0.50	0.00
Executive Assistant to the Mayor & CAO	\$ 1,420.00	\$ 2,101.60	0.50	0.50	0.00
<b>Appointed - Category 2:</b>					
Management Analyst - Admin	\$ 1,888.80	\$ 2,795.20	0.00	0.00	0.50
<b>Appointed - Category 3:</b>					
Community Liaison	\$ 10.39	\$ 16.52	0.10	0.10	0.01
<b>Part-time Non-benefitted / Seasonal:</b>					
Intern	\$ 10.39	\$ 16.52	0.46	0.46	0.07
<b>Total FTEs</b>			<b>3.56</b>	<b>3.56</b>	<b>2.58</b>
<b>Chief Administrative Officer</b>					
<b>Appointed - Category 1:</b>					
Chief Administrative Officer	\$ 4,838.40	\$ 7,160.80	1.00	1.00	1.00
Assistant Chief Administrative Officer	\$ 4,451.20	\$ 6,588.00	1.50	1.50	1.50
Executive Assistant to the Mayor & CAO	\$ 1,420.00	\$ 2,101.60	0.50	0.50	0.00
<b>Part-time Non-benefitted / Seasonal:</b>					
Public Administration Intern	\$ 10.39	\$ 16.52	0.65	0.72	0.21
<b>Total FTEs</b>			<b>3.65</b>	<b>3.72</b>	<b>2.71</b>
<b>Communications</b>					
<b>Appointed - Category 1:</b>					
Asst. to CAO - Communication Director	\$ 2,719.20	\$ 4,024.80	0.50	0.00	0.00
Communications Director	\$ 2,532.80	\$ 3,748.80	0.50	1.00	1.00
<b>Regular:</b>					
Marketing & Communications Coordinator	\$ 2,028.80	\$ 3,002.40	0.58	0.00	0.00
Webmaster	\$ 1,756.80	\$ 2,600.00	1.00	1.00	1.00
Communications Coordinator	\$ 1,523.20	\$ 2,254.40	0.42	1.00	1.00
<b>Total FTEs</b>			<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

1) Regular Council Members receive compensation for 6 hrs/week. Council Chair receives compensation for 9 hrs/week. Base hourly rate adjusted according to citywide compensation plan.



BSW/FT

IP

# SANDY CITY PERSONNEL ACTION FORM

This form is not a contract and does not establish rights to employment or compensation

NAME **Brandy Smith** SSN \_\_\_\_\_ Effective Date **1/2/19**

DEPT./DIVISION Administration Hourly  Bi-Weekly  Annual

PRESENT POSITION TITLE Project Analyst Manager Current Salary 43.27 90001.60

NEW POSITION TITLE \_\_\_\_\_ New Salary \_\_\_\_\_

**PERSONNEL ACTION**  New Hire  Rehire  Performance Evaluation  Promotion  Transfer  Reclassification

Demotion (Attach Documentation)  Separation  Other

**POSITION CLASSIFICATION**  Elected Official  Appointed - Category 1  Appointed - Category 2  Appointed - Category 3

Regular Employee  Part-time benefitted  Part-time non-benefitted (<29 hrs/wk)  Seasonal (6 months or less) From \_\_\_\_\_ To \_\_\_\_\_

Probationary (new employee)  Probationary (promotions)  Provision/Emergency  Other Exempt

**DEPARTMENT** Payroll Dept 12 Pay Location S300 # Hrs/Week \_\_\_\_\_

**PERSONNEL** EEO Code 1 Job Class 20112-001

**PAYROLL ACTION** **FUNDING**  Pay From  Hired Under  Transferred to

Fund-Dept-AcctNo \_\_\_\_\_ % Allocation \_\_\_\_\_

Performance Base Pay Increase 1-12-4111111 100.00 %

Performance Incentive Pay (check if  gross or  net) %

Spot Award Incentive Pay (check if  gross or  net) %

Pay Adjustment %

Out-of-Class Pay  Add  Delete %

Suspension From \_\_\_\_\_ To \_\_\_\_\_ (Hrs \_\_\_\_\_) %

Leave Without Pay From \_\_\_\_\_ To \_\_\_\_\_ %

\*(Explain fully in remarks below or with attachment)

Other %

Changed her work schedule to fulltime salary but it started mid pay period so her time card may need to be adjusted?

**REMARKS** Brandy is transferring from a part-time work schedule to a full-time work schedule.

Employee has had an opportunity to discuss this action prior to determination  YES  NO

Employee has returned City equipment and final check can be released  YES  NO

**SEPARATION**  Resignation  End of Temporary Assignment  Retirement  Dismissal \*  Disability \*  Reduction\*

\*(Explain fully in remarks below or with attachment)

REMARKS

**Payroll - OFFICE USE ONLY**

74 Brandy 11/26/18 \_\_\_\_\_ / /

Department/Division Head Date Employee Signature Date

\_\_\_\_\_ Jamie Childs 12/3/18

City Administrator (If Needed) Date Human Resources Authorization Date



# SANDY CITY PERSONNEL ACTION FORM

This form is not a contract and does not establish rights to employment or compensation

NAME **Brandy Smith** SSN [REDACTED] Effective Date **12/3/18**  
 DEPT./DIVISION Administration Hourly Bi-Weekly Annual  
 PRESENT POSITION TITLE Current Salary  
 NEW POSITION TITLE Project Analyst Manager New Salary 43.27

PERSONNEL ACTION  New Hire  Rehire  Performance Evaluation  Promotion  Transfer  Reclassification  
 Demotion (Attach Documentation)  Separation  Other

POSITION CLASSIFICATION  Elected Official  Appointed - Category 1  Appointed - Category 2  Appointed - Category 3  
 Regular Employee  Part-time benefitted  Part-time non-benefitted (<29 hrs/wk)  Seasonal (6 months or less) From To  
 Probationary (new employee)  Probationary (promotions)  Provision/Emergency  Other

DEPARTMENT Payroll Dept 12 Pay Location S300 # Hrs/Week

PERSONNEL EEO Code 1 Job Class 20112-001

PAYROLL ACTION FUNDING  Pay From  Hired Under  Transferred to  
 Fund-Dept-AcctNo % Allocation  
 Performance Base Pay Increase 1-12-411131E 100.00 %  
 Performance Incentive Pay (check if  gross or  net)  
 Spot Award Incentive Pay (check if  gross or  net) %  
 Pay Adjustment %  
 Out-of-Class Pay  Add  Delete %  
 Suspension From To (Hrs ) %  
 Leave Without Pay From To %  
 \*(Explain fully in remarks below or with attachment) %  
 Other %

REMARKS **Brandy will work on a part-time basis through December and then change to full-time status in January 2019. Non exempt in Dec.**  
*Then changed to*  
 Employee has had an opportunity to discuss this action prior to determination  YES  NO  
 Employee has returned City equipment and final check can be released  YES  NO

SEPARATION  Resignation  End of Temporary Assignment  Retirement  Dismissal \*  Disability \*  Reduction\*  
 \*(Explain fully in remarks below or with attachment)

REMARKS

**Payroll - OFFICE USE ONLY**

*[Signature]* 11 / 26 / 18 / /  
 Department/Division Head Date Employee Signature Date  
 / / *Jamie Childs* 12 / 3 / 18  
 City Administrator (If Needed) Date Human Resources Authorization Date





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# SANDY CITY PERSONNEL ACTION FORM

This form is not a contract and does not establish rights to employment or compensation

NAME **Kelly Mikhailov** SSN [REDACTED] Effective Date **11/26/18**

DEPT./DIVISION Administration Hourly Bi-Weekly Annual

PRESENT POSITION TITLE Current Salary

NEW POSITION TITLE Project Analyst - Mayor's Office New Salary 31.25 65000.00

**PERSONNEL ACTION**  New Hire  Rehire  Performance Evaluation  Promotion  Transfer  Reclassification

Demotion (Attach Documentation)  Separation  Other

**POSITION CLASSIFICATION**  Elected Official  Appointed - Category 1  Appointed - Category 2  Appointed - Category 3

Regular Employee  Part-time benefitted  Part-time non-benefitted (<29 hrs/wk)  Seasonal (6 months or less) From To

Probationary (new employee)  Probationary (promotions)  Provision/Emergency  Other Exempt

**DEPARTMENT** Payroll Dept 12 Pay Location S300 # Hrs/Week

**PERSONNEL** EEO Code 1 Job Class 20111-001

**PAYROLL ACTION** **FUNDING**  Pay From  Hired Under  Transferred to

	Fund-Dept-AcctNo	% Allocation
<input type="checkbox"/> Performance Base Pay Increase	1-12-4111111	100.00 %
<input type="checkbox"/> Performance Incentive Pay (check if <input type="checkbox"/> gross or <input type="checkbox"/> net)		%
<input type="checkbox"/> Spot Award Incentive Pay (check if <input type="checkbox"/> gross or <input type="checkbox"/> net)		%
<input type="checkbox"/> Pay Adjustment		%
<input type="checkbox"/> Out-of-Class Pay <input type="checkbox"/> Add <input type="checkbox"/> Delete		%
<input type="checkbox"/> Suspension From To (Hrs )		%
<input type="checkbox"/> Leave Without Pay From To		%
<input type="checkbox"/> Other		%

\*(Explain fully in remarks below or with attachment)

**REMARKS**

Employee has had an opportunity to discuss this action prior to determination  YES  NO

Employee has returned City equipment and final check can be released  YES  NO

**SEPARATION**  Resignation  End of Temporary Assignment  Retirement  Dismissal \*  Disability \*  Reduction\*

\*(Explain fully in remarks below or with attachment)

REMARKS

**Payroll - OFFICE USE ONLY**

*[Signature]* 11 / 26 / 18

Department/Division Head Date Employee Signature Date

City Administrator (If Needed) Date Human Resources Authorization Date

***Sandy City Fiscal Year 2018-2019 Hourly Pay Ranges***

<b>Position/Title</b>	<b>Hourly Minimum</b>	<b>Hourly Maximum</b>
<b><i>Office of Mayor and CAO</i></b>		
Mayor	57.21	69.23
Chief Administrative Officer	60.48	89.51
Deputy Mayor/Public Information Officer	55.64	82.35
Deputy Chief Administrative Officer	45.67	67.60
<b>Project Analyst Manager</b>	33.99	50.31
Emergency Manager	29.49	43.65
<b>Management Analyst - Mayor's Office</b>	23.61	34.94
<b>Project Analyst - Mayor's Office</b>	23.61	34.94
Executive Secretary - Administration	16.52	24.45
* Community Liason	10.39	16.52
* Public Administration Intern	10.39	16.52
* Adventure Week Communications Intern	7.99	12.70
<b><i>Communications</i></b>		
<b>Communications Director</b>	31.66	46.86
Webmaster	21.96	32.50
Communications Coordinator	19.04	28.18
<b><i>Community Arts</i></b>		
Community Arts Director	33.99	50.31
Venue Manager	20.45	30.27
Image / Development Specialist	20.45	30.27
Special Arts Coordinator	19.04	28.18
Producer - Part-time	19.04	28.18
Community Events Assistant	16.52	24.45
* Talent Coordinator	17.56	27.92
* Amphitheater Stage Manager	17.56	27.92
* Amphitheater Lighting Designer	17.56	27.92
* Amphitheater Sound Technician	13.50	21.47
* Administrative Assistant	13.50	21.47
* Movies in the Park Coordinator	10.39	16.52
* Sandy Arts Guild Stage Manager	10.39	16.52
* Amphitheater Master Electrician	10.39	16.52
* Amphitheater Assistant Sound Technician	10.39	16.52
* Amphitheater Box Office Manager	10.39	16.52
* Amphitheater House Manager	10.39	16.52
* Venue Coordinator Intern	10.39	16.52
* Community Events Intern	10.39	16.52
* Amphitheater Stage Technician	7.99	12.70
* Amphitheater Box Office Staff	7.99	12.70
* Hospitality Coordinator	7.99	12.70
* Amphitheater Runner	7.99	12.70
* Seasonal and/or Part-time Non-Benefitted (< 30 hrs/wk)		



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# SANDY CITY PERSONNEL ACTION FORM

This form is not a contract and does not establish rights to employment or compensation

NAME **Marsha Millet** SSN XXXXXXXXXX Effective Date **1/2/18**

DEPT./DIVISION **Administration** Hourly  Bi-Weekly  Annual

PRESENT POSITION TITLE **Senior Advisor to the Mayor** Current Salary **39.42**

NEW POSITION TITLE \_\_\_\_\_ New Salary \_\_\_\_\_

**PERSONNEL ACTION**  New Hire  Rehire  Performance Evaluation  Promotion  Transfer  Reclassification

Demotion (Attach Documentation)  Separation  Other \_\_\_\_\_

**POSITION CLASSIFICATION**  Elected Official  Appointed - Category 1  Appointed - Category 2  Appointed - Category 3

Regular Employee  Part-time benefitted  Part-time non-benefitted (<29 hrs/wk)  Seasonal (6 months or less) From \_\_\_\_\_ To \_\_\_\_\_

Probationary (new employee)  Probationary (promotions)  Provision/Emergency  Other \_\_\_\_\_

**DEPARTMENT** **Payroll Dept 11** Pay Location **S300** # Hrs/Week \_\_\_\_\_

**PERSONNEL** EEO Code **1** Job Class **20104-001**

**PAYROLL ACTION** **FUNDING**  Pay From  Hired Under  Transferred to

	Fund-Dept-AcctNo	% Allocation
<input type="checkbox"/> Performance Base Pay Increase	<b>1-11-4111111</b>	50.00 %
<input type="checkbox"/> Performance Incentive Pay (check if <input type="checkbox"/> gross or <input type="checkbox"/> net)	<b>1-19-4111111</b>	50.00%
<input type="checkbox"/> Spot Award Incentive Pay (check if <input type="checkbox"/> gross or <input type="checkbox"/> net)		%
<input type="checkbox"/> Pay Adjustment		%
<input type="checkbox"/> Out-of-Class Pay <input type="checkbox"/> Add <input type="checkbox"/> Delete		%
<input type="checkbox"/> Suspension From _____ To _____ (Hrs _____)		%
<input type="checkbox"/> Leave Without Pay From _____ To _____		%
*(Explain fully in remarks below or with attachment)		%
<input type="checkbox"/> Other		%

### REMARKS

Employee has had an opportunity to discuss this action prior to determination  YES  NO

Employee has returned City equipment and final check can be released  YES  NO

**SEPARATION:**  Resignation  End of Temporary Assignment  Retirement  Dismissal \*  Disability \*  Reduction\*

*Scope ✓*

\*(Explain fully in remarks below or with attachment)

REMARKS **The Mayor-elect intends to exercise his option to end Marsha's employment effective 1/2/18.**

### Payroll - OFFICE USE ONLY

Department/Division Head	Date	Employee Signature	Date
<i>Jon [Signature]</i>	____/____/____	<i>Jamie [Signature]</i>	<b>12/24/17</b>
City Administrator (If Needed)	Date	Human Resources Authorization	Date





# SANDY CITY PERSONNEL ACTION FORM

This form is not a contract and does not establish rights to employment or compensation

NAME Nicole Martin SSN [REDACTED] Effective Date 11/30/16

DEPT./DIVISION Administration Hourly Bi-Weekly Annual

PRESENT POSITION TITLE *Assistant to the CAO - Communications* Current Salary 52.89 110,016.00

NEW POSITION TITLE Deputy Mayor New Salary 62.50 130,000.00

PERSONNEL ACTION  New Hire  Rehire  Performance Evaluation  Promotion  Transfer  Reclassification

Demotion (Attach Documentation)  Separation  Other

POSITION CLASSIFICATION  Elected Official  Appointed - Category 1  Appointed - Category 2  Appointed - Category 3

Regular Employee  Part-time benefitted  Part-time non-benefitted (<29 hrs/wk)  Seasonal (6 months or less) From To

Probationary (new employee)  Probationary (promotions)  Provision/Emergency  Other

DEPARTMENT Payroll Dept *11* Pay Location S300 # Hrs/Week 40

PERSONNEL EEO Code 1 Job Class *20107-002 #New\**

PAYROLL ACTION FUNDING  Pay From  Hired Under  Transferred to

Fund-Dept-AcctNo	% Allocation
<del>1-128-411111</del>	100 %
1-11-411111	%
	%
	%
	%
	%
	%
	%
	%

Performance Base Pay Increase

Performance Incentive Pay (check if  gross or  net)

Spot Award Incentive Pay (check if  gross or  net)

Pay Adjustment

Out-of-Class Pay  Add  Delete

Suspension From To (Hrs )

Leave Without Pay From To

\*(Explain fully in remarks below or with attachment)

Other

### REMARKS

Employee has had an opportunity to discuss this action prior to determination  YES  NO

SEPARATION  Resignation  End of Temporary Assignment  Retirement  Dismissal \*  Disability \*  Reduction\*

\*(Explain fully in remarks below or with attachment)

### REMARKS

#### Payroll - OFFICE USE ONLY

Department/Division Head *[Signature]* Date *12/1/16*

City Administrator (If Needed) \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature *[Signature]* Date *12/9/16*

Human Resources Authorization \_\_\_\_\_ Date \_\_\_\_\_

SANDY CITY  
APPROVED CLASS SPECIFICATION

- I. Position Title: Project Analyst Manager
- |                       |                    |
|-----------------------|--------------------|
| <u>Revision Date:</u> | 11/18              |
| <u>EEO Category:</u>  | Professional       |
| <u>Status:</u>        | Exempt (Executive) |
| <u>Control No.</u>    | 20112              |

II. Summary Statement of Overall Purpose/Goal of Position:

An appointed position under the general supervision of the Mayor, supervises analysts in the Mayor's Office and performs a variety of complex project management and analytical duties for the Mayor, CAO, and city departments.

III. Essential Duties:

- Represents positively the Mayor and staff in dealing with the public, employees, etc. in City related matters.
- Supervises and coordinates the work of management analysts within the Mayor's Office.
- Assist departments as assigned by the Mayor in general administrative, operational, and financial studies, projects, audits, or analysis.
- Receives and reviews requests for projects from Mayor's Office personnel and city departments.
- Performs research, special projects and data analysis, and makes recommendations based on results.
- Analyzes information using statistics, spreadsheets, and other current analytical tools.
- Prepares and presents information, reports, and other written materials.
- Coordinates activities with City departments, the public, and/or outside agencies depending upon the nature of the project.
- Attends various meetings as directed by the Mayor.

IV. Miscellaneous Duties:

- Performs other duties as assigned.

- V. **Education & Experience:** Requires a bachelor's degree in public administration, business administration, data science, or another job-related field and three years related experience. Master's degree preferred. May substitute an equivalent combination of education and experience. Strong quantitative skills, written and verbal communication skills, strong problem-solving skills, and organizational skills are required.

**Certificates/Licenses:** Requires a valid Utah driver's license for travel to offsite meetings or projects.

**Probationary Period:** Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

**Knowledge of:** Government policies and procedures; principles of management, project-management, and data analysis; application of theories/organizational management to a governmental entity; computer software including word processing and spreadsheets.

**Communication Skills:** Contacts with other departments, outside organizations, and the public; furnishing and obtaining information; regular and frequent contact with persons of high rank, requiring tact and judgement; requires well developed political instinct and sense of strategy and timing; contact with City management and the public

presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; using sound judgement to avoid friction; communicating effectively verbally and in writing.

**Tool, Machine, and Equipment Operation:** Requires regular use of office equipment, including computer, data analysis software, telephone, copy machine, printer and audio visual equipment. Occasional use of personal or City vehicle.

**Analytical Ability:** Establish and maintain effective working relationships with employees, executives and the public; apply complex problem solving and analytical principles to effectively deal with various situations and interpret a variety of administrative and technical data; ability to work independently under general direction and supervise other personnel; prioritize tasks; work well under pressure and impending deadlines; relate well with a variety of persons under varying circumstances.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work sites of employees, or attending offsite meetings.

The above statements are intended to describe the general nature and level of work being performed by the persons(s) assigned to this job. They are not intended to an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

SANDY CITY  
APPROVED CLASS SPECIFICATION

- I. Position Title: Project Analyst – Mayor’s Office
- |                       |                |
|-----------------------|----------------|
| <u>Revision Date:</u> | 11/18          |
| <u>EEO Category:</u>  | Professional   |
| <u>Status:</u>        | Exempt (Admin) |
| <u>Control No.</u>    | 20111          |

II. Summary Statement of Overall Purpose/Goal of Position:

An appointed position under the general supervision of the Project Analyst Manager, performs a variety of project management and analytical duties for the Mayor, CAO, and all city departments.

III. Essential Duties:

- Represents positively the Mayor and CAO in dealing with the public, staff, etc. in City related matters.
- Performs research, special projects and data analysis, and makes recommendations based on results.
- Collects, prepares and/or presents information, reports, correspondence, and other written materials.
- Performs research, special projects and data analysis, and makes recommendations based on results.
- Analyzes information using statistics, spreadsheets, and other current analytical tools.
- Coordinates projects with City departments, the public, and/or outside agencies depending upon the nature of the project to which assigned.
- Maintains files and records including a large volume of confidential information.
- Attends relevant meetings and follows-up on meeting discussions.

IV. Miscellaneous Duties:

- Performs other duties as assigned.

- V. **Education & Experience:** Requires a bachelor’s degree, preferably in public administration, business administration, data science, or another job-related field and some related experience. May substitute an equivalent combination of education and experience. Strong quantitative skills, written and verbal communication skills, problem-solving skills, and organizational skills are required.

**Certificates/Licenses:** Requires a valid Utah driver’s license for travel to offsite meetings or projects.

**Probationary Period:** Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

**Knowledge of:** Principles of project-management and data analysis; computer software, including e-mail systems and computer programs including Microsoft Office products including Word, Excel, and PowerPoint; correct English usage, vocabulary, and spelling; and office management processes.

**Communication Skills:** Contacts with other departments, outside organizations, and the public; furnishing and obtaining information; regular and frequent contact with persons of high rank, requiring tact and judgement; requires well developed political instinct and sense of strategy and timing; contact with City management and the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; using sound judgement to avoid friction; communicating effectively verbally and in writing.

**Tool, Machine, and Equipment Operation:** Requires regular use of office equipment, including computer, data analysis software; telephone, copy machine, printer and audio visual equipment. Occasional use of personal or City vehicle.

**Analytical Ability:** Establish and maintain effective working relationships with employees, executives and the public; apply general problem solving and analytical principles to effectively deal with various situations; ability to work independently under general direction; prioritize tasks; work well under pressure and impending deadlines; relate well with a variety of persons under varying circumstances; ability to analyze, obtain, and present information.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work sites of employees, or attending offsite meetings.

The above statements are intended to describe the general nature and level of work being performed by the persons(s) assigned to this job. They are not intended to an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**10-3b-203 Council in a council-mayor form of government.**

(1) The council in a municipality operating under a council-mayor form of government:

(a) shall:

(i) by ordinance, provide for the manner in which:

(A) municipal property is bought, sold, traded, encumbered, or otherwise transferred; and

(B) a subdivision or annexation is approved, disapproved, or otherwise regulated;

(ii) pass ordinances, appropriate funds, and review municipal administration;

(iii) perform all duties that the law imposes on the council; and

(iv) elect one of its members to be the chair of the council;

(b) may:

(i) adopt an ordinance, to be known as the municipal administrative code:

(A) dividing the municipality's administrative service into departments, divisions, and bureaus; and

(B) defining the functions and duties of each department, division, and bureau;

(ii) adopt an ordinance:

(A) creating, consolidating, or abolishing departments, divisions, and bureaus; and

(B) defining or altering the functions and duties of each department, division, and bureau;

(iii) notwithstanding Subsection (1)(c)(iii), make suggestions or recommendations to a subordinate of the mayor;

(iv)

(A) notwithstanding Subsection (1)(c), appoint a committee of council members or citizens to conduct an investigation into:

(I) an officer, department, or agency of the municipality; or

(II) any other matter relating to the welfare of the municipality; and

(B) delegate to an appointed committee powers of inquiry that the council considers necessary;

(v) make and enforce any additional rule or regulation for the government of the council, the preservation of order, and the transaction of the council's business that the council considers necessary; and

(vi) take any action allowed under Section 10-8-84; and

(c) may not:

(i) direct or request, other than in writing, the appointment of a person to or the removal of a person from an executive municipal office;

(ii) interfere in any way with an executive officer's performance of the officer's duties; or

(iii) publicly or privately give orders to a subordinate of the mayor.

(2) A member of a council in a municipality operating under the council-mayor form of government may not have any other compensated employment with the municipality.

Enacted by Chapter 19, 2008 General Session