
SALT LAKE CITY COUNCIL MEMO

DATE: April 6, 2004

SUBJECT: **City Attorney's Office – Services Summary**

AFFECTED COUNCIL DISTRICTS: Citywide

STAFF REPORT BY: Gary Mumford

**ADMINISTRATIVE DEPT.
AND CONTACT PERSON:** City Attorney's Office
Ed Rutan

At the Council's request, the City Attorney's Office provided a written overview that summarizes the services provided by each division and program. The City Attorney's Office contains three divisions: Civil Practice, Risk Management, and City Prosecutor's Office.

The Civil Practice Division provides legal support for the City's departments and litigation defense of state and federal court lawsuits filed against the City. The Division is organized into six teams or functions: Departmental Legal Support, Litigation, State Legislative Advocacy, Paralegal Support, and Administrative Support.

The Risk Management Division of the City Attorney's Office administers the Governmental Immunity Fund, which is the City's self-insurance fund. This fund is used to protect the City against invalid claims, and to appropriately compensate the public for City negligence. The Risk Management Division also coordinates with a contracted third-party administrator on workers' compensation claims. Other duties of the Risk Division include the handling of tort claims both against and on behalf of the City; placing and monitoring property and other insurance policies; advising on contractual risk transfer issues, and providing loss prevention and employee safety resources.

The City Prosecutor's Office screens, charges, files, and prosecutes criminal violations. The Office is organized into five teams: Domestic Violence Team, Screening Team, Justice Court Team, District Court Team, and Management Team.

On the back of this memo is a table listing the divisions, functions, number of FTEs and adopted budget. Also attached are the budget histories for your reference.