

# LAW DEPARTMENT

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## **Mission Statement**

The purpose of the Law Department is to manage the legal affairs of the City by providing legal advice/assistance to the officers, departments, boards, commissions, and other agencies of the City to comply with all City, state and federal regulations. The Law Department drafts ordinances and other legal documents of the City and for its various departments. This department prosecutes violators of City ordinances and supervises and directs all litigation in which the City has an interest. Additionally, the Law Department provides labor relations services in connection with collective bargaining matters between the Civil City and City Utilities.

## **Goals and Objectives**

To provide efficient, cost effective and timely legal services through an appropriate mix of full-time attorneys and outside counsel. The department will be active in early decision making situations to limit or reduce the potential for avoidable or unnecessary litigation. The law department will apply a business-like risk analysis to pending or threatened litigation.

LAW  
 Dept # 010-009-OFFC  
 2007 BUDGET COMPARISON

	2005 ACTUAL	2006 APPROVED THRU 06/30/06	2007 SUBMITTED	\$ INCREASE (DECREASE) FROM 2006 APPR TO 2007	% CHANGE FROM 2006 APPR TO 2007
<b>4111 WAGES-REG</b>	\$ 229,555	\$ 233,687	\$ 250,157	\$ 16,469	7.05%
4131 PERF	11,478	12,853	15,635	2,782	
4132 FICA	16,851	17,877	19,137	1,260	
4134 GROUP HEALTH INSUR	27,996	31,400	34,000	2,600	
4136 UNEMPLOYMENT	120	117	250	133	
4137 WORKERS COMP	252	299	240	(59)	
413A PERFFRINGE	6,890	7,011	7,505	494	
413R RETIREE HEALTH INSUR	21,000	15,700	17,000	1,300	
<b>TOTAL 4100</b>	<b>\$ 314,142</b>	<b>\$ 318,944</b>	<b>\$ 343,923</b>	<b>\$ 24,979</b>	<b>7.83%</b>
4212 STATIONARY/FORMS	\$ 223	\$ 100	\$ 100	\$ -	
4213 COMPUTER SUPPLIES	-	100	150	50	
4219 OTHER OFFICE SUPPLIES	1,551	1,120	1,520	400	
4263 OTHER REPAIR PARTS	255	150	275	125	
4299 OTHER MATERIALS	213	100	100	-	
<b>TOTAL 4200</b>	<b>\$ 2,242</b>	<b>\$ 1,570</b>	<b>\$ 2,145</b>	<b>\$ 575</b>	<b>36.62%</b>
4311 LEGAL SERVICES	\$ 112,910	\$ 125,000	\$ 122,020	\$ (2,980)	
431K SEMINAR FEES	1,357	2,967	3,067	100	
4322 POSTAGE	3,923	2,729	2,835	106	
4323 TELEPHONE	904	900	900	-	
4324 TRAVEL	779	2,295	2,100	(195)	
4326 MILEAGE	794	1,100	980	(120)	
432L LONG DISTANCE	109	154	126	(28)	
4342 LIABILITY INSURANCE	108	146	152	6	
4343 OFCL/CRIME BOND	14	20	20	-	
4363 CONT OTHER REPAIR	752	300	300	-	
4369 CONT SERVICES	2,822	3,284	3,240	(44)	
4374 CONT OTHER RENT	1,632	1,608	1,608	-	
4391 SUBS & DUES	4,606	6,832	4,925	(1,907)	
4394 JUDGMT/INDEM	-	250	-	(250)	
4399 OTHER SERVICES	1,773	1,145	1,020	(125)	
<b>TOTAL 4300</b>	<b>\$ 132,483</b>	<b>\$ 148,730</b>	<b>\$ 143,293</b>	<b>\$ (5,437)</b>	<b>-3.66%</b>
4451 PUR FURNITURE	\$ 945	\$ -	\$ 1,250	\$ 1,250	
<b>TOTAL 4400</b>	<b>\$ 945</b>	<b>\$ -</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>1250%**</b>
<b>TOTAL EXPENSES</b>	<b>\$ 449,812</b>	<b>\$ 469,244</b>	<b>\$ 490,611</b>	<b>\$ 21,367</b>	<b>4.55%</b>

\*\* Percentage high due to the fact that 4400's in 2006 were covered with lease dollars.

**Law 2007-2011 Capital Improvement Program**

<b>FUNDING SOURCE CODE:</b>	GRP-Grant Pending	PT-Property Tax
CC-Cumulative Capital Fund	LE-Lease	RB-Revenue Bond
CDBG-Community Development Block Grant	InfraBd-Infrastructure Bond	ST-State Source
CEDIT-Co. Economic Development Income Tax	LRS-Local Roads & Streets	SU-Sewer Utility
CO-County Source	MISC-Miscellaneous	SWU-Stormwater Utility
FED-Federal Source	MVH-Motor Vehicle Highway	TIF-Tax Increment Financing
GOB-General Obligation Bond	PCBF-Park Cumulative Bldg. Fund	UF-User Fee
GRA-Grant Approved	PS-Private Source	WU-Water Utility

Item #	Project Title & Description	Funding Source	Expenditure				
			2007	2008	2009	2010	2011
1	Desk Unit	PT	1,250	-	-	-	1,250
2	Computer	PT	-	1,230	1,230	1,230	1,230
3	Monitor	PT	-	-	-	-	385
<b>TOTAL</b>			<b>1,250</b>	<b>1,230</b>	<b>1,230</b>	<b>1,230</b>	<b>2,865</b>

- 1 DESK UNIT - ASSOC CITY ATTORNEY
- 2 COMPUTER ROTATION SCHEDULE

**STAFFING LEVELS**  
**BUDGETED**  
**LAW**

CLASSIFICATION TITLE	EXEMPT GRID/ UNION														
		99	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	
City Attorney	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Legal Research/Administrative Assistant	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Labor Relations Specialist *	D	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Associate City Attorneys	H	6	2	2	2	2	2	2	2	2	2	2	2	2	2
<b>TOTAL</b>		9	4	4	4	4	4	4	4	4	4	4	4	4	4

\* Position moved to Human Resources in 2000.