

LAW DEPARTMENT

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 # 0009
 2009 BUDGET COMPARISON

	2007 ACTUAL	2008 ACTUAL THRU 30-Jun-2008	2008 REVISED BUDGET	2009 SUBMITTED	\$ INCREASE (DECREASE) FROM 2008 APPR	% CHANGE FROM 2008 APPR TO 2009
5111 TOTAL WAGES	251,512		254,743	274,040	19,297	7.58%
5131 PERF - EMPLOYERS SHARE	15,719		17,832	19,868	2,036	
5132 FICA	18,597		19,488	20,964	1,476	
5134 LIFE MEDICAL & HEALTH INSURAN	34,000		36,000	36,000	-	
5136 UNEMPLOYMENT COMPENSATION	250		255	274	19	
5137 WORKERS COMP INSURANCE	240		259	216	(43)	
513A PERF - EMPLOYEES/PD BY CITY	7,546		7,642	8,221	579	
513R RETIREES HEALTH INSURANCE	17,000		18,000	18,000	-	
Total 5100	\$344,864	\$141,196	\$354,219	\$377,583	\$23,364	6.60%
5212 STATIONERY & PRINTED FORMS	223		230	230	-	
5213 COMPUTER SUPPLIES	30		150	150	-	
5219 OTHER OFFICE SUPPLIES	1,432		1,500	1,500	-	
5263 OTHER EQUIPMENT REPAIR PARTS	145		200	200	-	
5299 OTHER MATERIALS & SUPPLIES	-		100	100	-	
Total 5200	\$1,829	\$711	\$2,180	\$2,180	\$-	0.00%
5311 LEGAL SERVICES	67,544		122,000	100,000	(22,000)	
531K SEMINAR FEES	1,568		3,060	2,500	(560)	
5322 POSTAGE	3,914		3,195	4,000	805	
5323 TELEPHONE & TELEGRAPH	958		924	960	36	
5324 TRAVEL EXPENSES	5,352		3,500	4,500	1,000	
5326 MILEAGE	449		1,080	800	(280)	
532L LONG DISTANCE CHARGES	107		96	120	24	
5342 LIABILITY INSURANCE	172		243	225	(18)	
5363 CONTRACTED OTHER EQUIPMT REPAI	588		300	600	300	
5369 CONTRACTED SERVICE	3,429		3,280	3,600	320	
5374 OTHER EQUIPMENT RENTAL	1,409		1,392	1,500	108	
5391 SUBSCRIPTIONS AND DUES	6,635		5,530	6,820	1,290	
5399 OTHER SERVICES AND CHARGES	380		570	300	(270)	
Total 5300	\$92,508	\$27,186	\$145,170	\$125,925	(\$19,245)	- 13.26%
Total 5400	\$-	\$-	\$-	\$-	\$-	
Total	\$439,201	\$169,093	\$501,569	\$505,688	\$4,119	0.82%

Law 2009-2013 Capital Improvement Program

<u>FUNDING SOURCE CODE:</u>	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				
			2009	2010	2011	2012	2013
			-	-	-	-	-
TOTAL			-	-	-	-	-

STAFFING LEVELS
BUDGETED
LAW

CLASSIFICATION TITLE														
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	
City Attorney	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Legal Research/Administrative Assistant	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Associate City Attorneys	2	2	2	2	2	2	2	2	2	2	2	2	2	2
TOTAL	4	4	4	4	4	4	4	4	4	4	4	4	4	4