

2016 City Attorney Requested Budget – Supplemental Information

EMPLOYEE COUNT

Kathleen M. McDaniel, City Attorney – Full-time

Jane M. Rhode, Paralegal – Full-time

SEASONAL EMPLOYEE COUNT

This department did not have seasonal employees in 2015.

VEHICLE COUNT

This department does not have any vehicles.

BUILDINGS OCCUPIED

This department only occupies City Hall.

NEW AND PROPOSED ITEMS

I am not proposing anything new in the budget. Line 1100-12100-521600, Consulting Contracts, was transferred into my budget from Community Development, but the expense is not new and has been a fixed yearly expense. This is the line used to fund Code Publishing. I am proposing a staff increase, but that is not included in the budget and is instead detailed in my budget memo and this worksheet.

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REQUEST FOR ADDITIONAL PERSONNEL

Account Description	Assistant City Attorney
511100 Salaries & Wages	\$31033.6
511200 Salaries & Wages Overtime	\$0
515100 Social Security	\$2374
515200 Retirement – Employer	\$2048.0
515300 Retirement – Employee	\$0
515400 Health Insurance	\$0
532400 Membership Dues	\$400
532500 Training	\$500

The City currently budgets \$32,400 for prosecution services, which allows for up to 27 hours of prosecution work per month. If an attorney were to be brought in house as a part-time exempt employee at 20 hours/week, the cost would be \$36355.60. For an additional \$3955.60 per year, the City could receive an additional 59.6 hours of legal work each month, or 715 hours per year. The attorney would not just prosecute, but could assist with drafting resolutions and ordinances and providing legal services to City departments, as well as serve as a backup to the City Attorney. If this request was granted, the City would remove \$32,400 from the outside legal counsel line.