

Legal

LEGAL DEPARTMENT

Budget Highlights	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Amended	FY 2013/14 Recomm'd	% Change from Adopted FY 2012/13
Employee Expense	573,818	576,574	576,574	616,285	6.9%
Supplies and Services	183,110	182,166	182,166	191,960	5.4%
Machinery and Equipment	<u>758</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Total	757,686	758,740	758,740	808,245	6.5%
Administrative Overhead					
Charges to Enterprise Fds.	194,609	255,119	255,119	311,995	22.3%
CDGB -Legal Services	1,213	-	-		0.0%
Section 8 -Legal Services	820	820	820	820	0.0%
Cable TV -Legal Services	573	573	573	573	0.0%
County Revenue	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>0.0%</u>
Total	197,215	257,512	257,512	314,388	22.3%
Property Tax Support	560,471	501,228	501,228	493,857	(7,371)
Percent Increase (Decrease)					-1.5%
Personnel - Authorized FTE	5.00	5.00	5.00	5.00	

Significant Line Items at Maintenance Level
(Without Recommended Improvement Package)

Employee Expense

1. FY 2014 employee expense reflects a 2.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) increased the City contribution from 8.67% to 8.93% and the employee contribution from 5.78% to 6.18% (which did not affect the City's portion of the budget). The increase in the City contribution for IPERS increased the Legal budget by \$1,252 or 3% in FY 2014.
3. The City portion of health insurance expense is budgeted to be increased from \$835 per month per contract to \$1,015 per month. This increase in health insurance expense increased the Legal budget \$9,720 or 21.56% in FY 2014.
4. Overtime expense remained at \$3,000 in FY 2014.
5. The Legal full-time secretary previously budgeted at grade level GE25F was reclassified to a Legal Assistant at grade level GE27F which increased employee expense by \$5,877 in FY 2014.

Supplies & Services

6. Subscriptions increased from \$12,416 in FY 2013 to \$13,244 in FY 2014 based on FY 2013 plus 5%.
7. Damage Claims increased from \$85,000 in FY 2013 to \$91,484 in FY 2014 based on a three year average of actual claims paid.
8. Conferences decreased from \$11,588 in FY 2013 to \$8,377 in FY 2014 due to moving \$3,254 to Education and Training to keep Assistant City Attorney conference budget separate from the City Attorney conference budget.
9. Education and Training increased from \$6,500 in FY 2013 to \$11,421 in FY 2014 due to moving \$3,254 from Conferences to keep Assistant City Attorney conference budget separate from the City Attorney conference budget.

Revenue

10. While the Enterprise Funds have contributed to administrative overhead, the majority has been paid by the General Fund. This is not reasonable and unduly impacts property taxes causing a subsidy to the Enterprise Funds.

Beginning in FY 2013, additional overhead recharges to the utility funds is being phased in over several years. Engineering administrative and project management expenses that are not recharged to capital projects will be split evenly between the Water, Sewer, Stormwater and General Funds. Finance accounting expenses and all other administrative departments such as Economic Development, Planning, Workforce Development, City Clerk, Legal Services and City Manager's Office will be split evenly between Water, Sewer, Stormwater, Refuse Collection and General Funds, with overhead costs being shared by the Landfill and Parking. This will be fully implemented over time.

When the overhead recharges are fully implemented, the Enterprise Funds will split the cost of administrative overhead excluding Engineering as follows:

Water	16.67%	Refuse	16.67%
Sewer	16.67%	Parking	8.33%
Stormwater	16.67%	Landfill	8.33%

Engineering Administration and Engineering Project Management will be split evenly between General Fund (25%), Water (25%), Sewer (25%) and Stormwater (25%).

Revenue received from Enterprise Funds for administrative overhead charges and has increased from \$255,119 in FY 2013 to \$311,995 in FY 2014.

**DEPARTMENT/DIVISION:
CITY ATTORNEY'S OFFICE**

Department Mission/Goal

To provide legal counsel to the City Council, City Manager, and all officials and departments of the City in matters relating to their official duties, to review necessary legal documents, and to prosecute and defend all suits for, and on behalf of, the City.

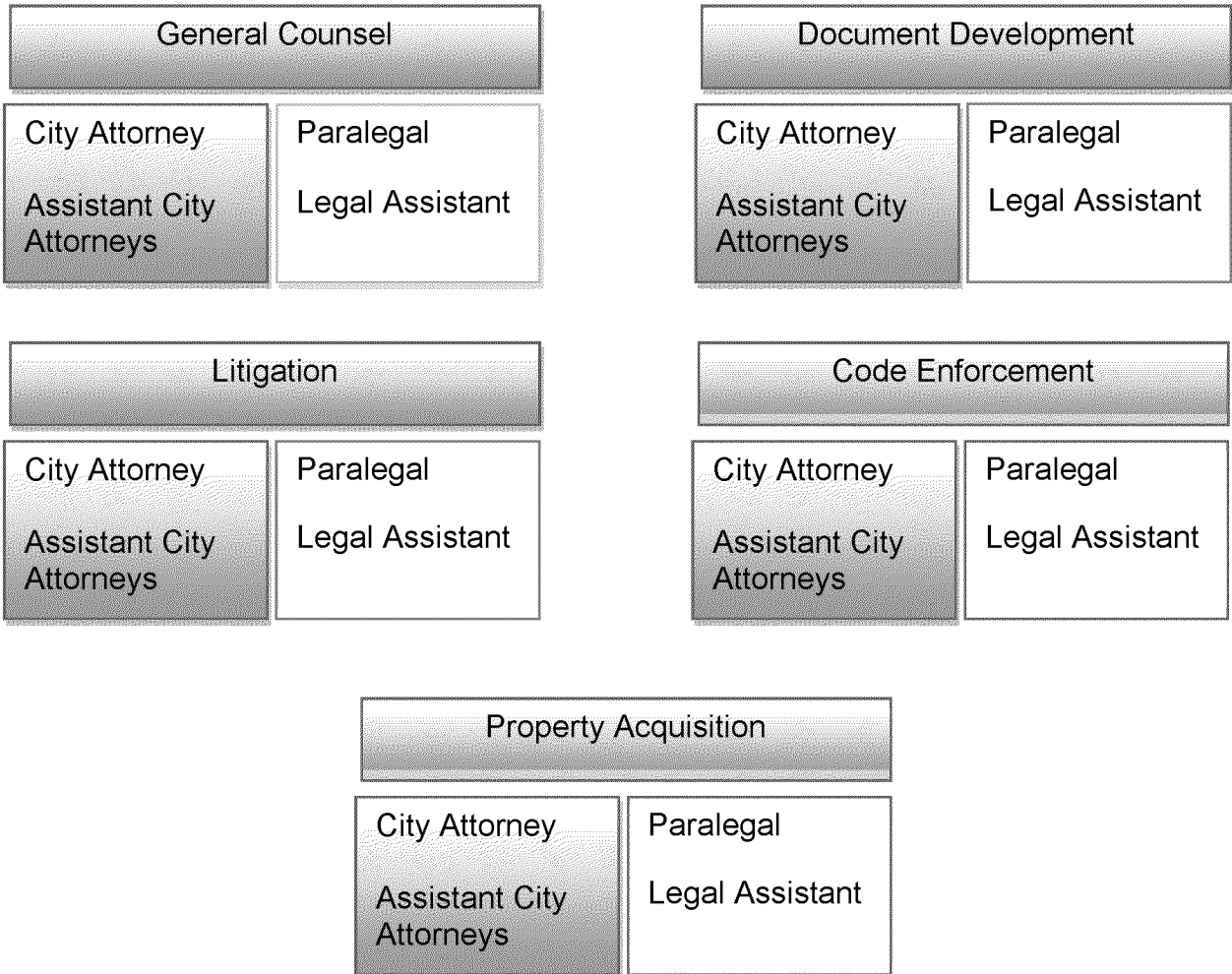
Department Activities & Focus Areas

The City Attorney's Office has seven primary activities and they are listed as follows:

1. **General Counsel** – Attend meetings with and provide legal advice to Mayor and City Council, City Manager, and Department and Division Managers on all municipal law issues.
2. **Document Development** – Prepare and/or review contracts and leases, conduct legal research, and prepare Memoranda on legal issues.
3. **Litigation** – Prosecute and defend lawsuits by and against the City and its officers and employees in federal and state court and before administrative agencies.
4. **Code Enforcement** – Prosecute ordinance violations and civil infractions in state court and monitor compliance with City Code.
5. **Property Acquisition** – Negotiate property acquisition documents and conduct closing of transactions.
6. **Community Outreach/Partnerships** – Participate in a wide variety of community activities.
7. **Staff Development** – Participate in continuing legal education and conduct staff development and training sessions on intercultural competency and leadership.

Department Activity Chart

The City Attorney's Office consists of the following staff: One city attorney, two assistant city attorneys, one paralegal, and one legal assistant.



Past Performance & Events

General Counsel

- Legal representation to various Boards and Commissions
- Purchasing and Contracting Policies and Procedures Project

Document Development

- Highway 151 & 61
- Boards and Commissions Ordinances
- Walter Development, LLC and TM Logistics, Inc.
- Engine House #1 LLC
- Flexsteel
- Spahn & Rose
- Caradco
- Dubuque River Rides
- Green Industrial Supply
- Eagle Point Energy
- Faley Properties
- Durrant Airport Subcontractors
- Dubuque Industrial Center North 1st Addition
- Carnegie-Stout Public Library
- Nutri-Ject Systems, Inc.
- The Rose of Dubuque L.P.
- Routley Construction LLC
- Truck Country of Iowa
- Mediacom Iowa LLC
- Dubuque Regional Airport – Conservation Agreement
- Eagle Point Solar – Lease and Power Purchase Agreement
- Dubuque Industrial Center West Project
- Fed-Ex (Hunter Equity)
- Old Highway Road Island Annexation
- Bonson Block, LLC
- Progressive Processing
- Platinum Refinance
- Green Industrial Supply
- Timber-Hyrst Park

Litigation

- Board of Review Tax Appeals
- Franchise Fee Litigation
- Civil Service Appeals
- Civil Rights Claims
- Mortgage Foreclosures and Bankruptcies on property where the City holds a second mortgage or other claim
- Process all claims filed against the City, actively investigating and defending those within the \$1,000 deductible in the ICAP contract and referring those in excess of the deductible to Public Entity Risk Services

- Wastewater Treatment Plant Arbitration
- EPA/DJ Consent Decree
- Bee Branch/Tschiggfrie Arbitration
- Mediacom Litigation
- North Grandview Estates LLC

Code Enforcement

- Process Code violations which include municipal infractions, simple misdemeanors, and traffic cases. Code violations involve building, zoning, health, housing, fire, police, and other miscellaneous Code violations
- Prosecute criminal violations and civil infractions
- Administrative Search Warrants
- Landlord Meetings
- Crime Free Multi-Housing Program
- Problem Properties Project
- Tenant Criminal Background Check Program
- Problem Properties Meetings
- Historic Preservation Commission Enforcement Meetings and Report

Property Acquisition

- Bee Branch Acquisition and Resale
- Schwartz Condemnation
- Washington Neighborhood Redevelopment and Resale
- DMASWA
- Southwest Arterial Condemnation Appeals
- Bishop Block
- Mines of Spain
- Lampe Property
- Stewart Property
- Scott Property
- FEMA Buyout Properties on Miller Road

Community Outreach/Partnerships

- City Attorney Barry Lindahl is Co-Chair of the Iowa Supreme Court Advisory Committee on the Rules of Civil Procedure. The Committee is comprised of 11 lawyers, judges, and law professors who have been selected by the Iowa Supreme Court to recommend or review proposed amendments to the Iowa Rules of Civil Procedure. The Iowa Rules of Civil Procedure are the rules that govern civil lawsuits. The Committee's charge is to "assist the court in carrying out the power to prescribe all rules of pleading, practice, and procedure, and the forms of process, writs, and notices for all proceedings of a civil nature in all courts of this state." Mr. Lindahl is also a member of the Iowa League of Cities Environmental Coordinating Committee and is an Adjunct Lecturer at the University of Iowa College of Law.
- Assistant City Attorney Crenna Brumwell serves as Chair of Big Brothers/Big Sisters Board of Managers and "Big Sister" to Jaylyn, Dubuque Arts Council Board Member, Every Child/Every Promise, Prescott School Partnership

Committee, Member of Hillcrest Board of Trustees, Riverview Center Crisis Hotline Volunteer, Dubuque Young Professionals, Dubuque Community School Foundation, and the Judicial Nominating Commission.

- Assistant City Attorney Maureen Quann serves on the Iowa Municipal Attorney Association Executive Board as a District 1 Representative. Ms. Quann also serves as a mentor for the Multicultural Family Center, Riverview Center Board of Directors, Young Lawyers Division, and Treasurer for the Dubuque Food Co-Op.

Staff Development

- Training Team Member for Intercultural Competency Training
- International Municipal Lawyers Association – Annual Conference and Mid-Year Seminar
- Iowa Municipal Attorneys Association – Annual Seminar and New City Attorney Institute
- ALI-ABA Condemnation 101: Winning the High Ground with Fundamentals of Eminent Domain
- City Attorneys Meeting
- National Business Institute – Real Property Foreclosure

Department Performance Measures

		Performance Measures	FY2011 Actual	FY2012 Actual	FY2013 Adopted	FY2014 Recomm'd
General Counsel	Boards and Commissions (# of Boards/Commissions provided with Counsel)		27	27	27	
	Boards and Commissions (Annual Training)		Yes	Yes	Yes	
	Boards and Commissions (Average Weekly Information Requests)		7	8	8	
	Meetings (City Council – Regular / Special)		35	31	35	
	Meetings (City Council – Work-Session)		10	17	15	
	Meetings (City Manager and Department)		1,125	1,322	1,350	
	Communication and Information Requests (Weekly Average from City Staff)		300	325	325	

----- **Organizational Impact:** -----

OUTCOMES

Internal Impact
(What this means to city depts., partner agencies)

- Reduced costs from having to consult with outside counsel.
- Provide timely and effective legal advice to departments and partner agencies.

----- **Community Impact:** -----

OUTCOMES

External Impact
(What this means to citizens)

- Allows the City to respond to citizens, City staff, and community needs and projects in an expedited and effective manner.

Performance Measures	FY2011 Actual	FY2012 Actual	FY2013 Adopted	FY2014 Recomm'd
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Document Development	Development Agreements (# of Agreements)	14	16	15	
	Leases (# of Leases)	13	15	15	
	Contracts (# Drafted and Reviewed)	130	130	135	
	Ordinances/Resolutions (# Drafted and Reviewed)	65 Ord. / 50 Res.	65 Ord. / 50 Res.	65 Ord. / 50 Res.	
	Coordination with Outside Counsel on Documents	Yes	Yes	Yes	
	Legal Research (Hours per Week)	15	20	20	

----- **Organizational Impact:** -----

OUTCOMES

Internal Impact
(What this means to city depts., partner agencies)

- Provide timely and effective legal advice to departments on contract issues.
- Avoid future contract disputes.

----- **Community Impact:** -----

OUTCOMES

External Impact
(What this means to citizens)

- Reduces costs of services by avoiding future contract disputes.

	Performance Measures	FY2011 Actual	FY2012 Actual	FY2013 Adopted	FY2014 Recomm'd
Litigation	Appeals	3	2	3	
	District Court	10	12	10	
	Small Claims	7	7	8	
	Administrative Hearings	5	5	5	
	Claims	114	82	110	
	Tax Assessment Appeals	7	11	8	
	Iowa Civil Rights Commission	5	4	5	
	Eminent Domain	1	1	1	
	EEOC	1	1	1	
	MFPRSI	1	0	1	
	Pending Human Rights Investigations	11	22	20	

----- **Organizational Impact:** -----

OUTCOMES

Internal Impact
(What this means to city depts., partner agencies)

- Provide a defense from claims and lawsuits for the City and City employees.

----- **Community Impact:** -----

OUTCOMES

External Impact
(What this means to citizens)

- Protect public tax payers from claim and lawsuits and assure the City operates according to law.

Performance Measures	FY2011 Actual	FY2012 Actual	FY2013 Adopted	FY2014 Recomm'd
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Code Enforcement	Criminal Court Appearances	891	1,270	1,250	
	Civil Infraction Court Appearances	203	466*	400	
	Legal Research (Number of Hours per Week)	10	15	15	

----- **Organizational Impact:** -----

OUTCOMES

Internal Impact
(What this means to city depts., partner agencies)

- Assist City officials with code enforcement responsibilities.

----- **Community Impact:** -----

OUTCOMES

External Impact
(What this means to citizens)

- Assure that compliance with City Code requirements is met resulting in safer neighborhoods.

* Finance/Utility Billing	1
Housing	13
Planning	3
Building	33
Health	3
Parking	34
Engineering	4
Fire	6
Animal Control	322
Police	<u>47</u>
TOTAL	466

Performance Measures	FY2011 Actual	FY2012 Actual	FY2013 Adopted	FY2014 Recomm'd
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Property Acquisitions

Number of Properties	20	16	20	
Average Time of Negotiations (days)	60	60	60	
Commencement of Condemnation Proceedings	1	1	3	

----- **Organizational Impact:** -----

OUTCOMES

Internal Impact
(What this means to city depts., partner agencies)

- Assist city officials with property acquisitions.

----- **Community Impact:** -----

OUTCOMES

External Impact
(What this means to citizens)

- Assure that property is acquired by the City in a timely and effective manner.

Performance Measures	FY2011 Actual	FY2012 Actual	FY2013 Adopted	FY2014 Recomm'd
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Community Outreach/
Partnerships

Local Community Organizations	8	11	10	
University of Iowa	1 week	1 week	1 week	
Iowa Supreme Court – Rules of Civil Procedure	5 meetings	5 meetings	5 meetings	
Iowa League of Cities	5 meetings	5 meetings	5 meetings	
International Municipal Attorneys Association	3 calls / 1 meeting	3 calls / 1 meeting	3 calls / 1 meeting	

----- **Organizational Impact:** -----

OUTCOMES

Internal Impact
(What this means to city depts., partner agencies)

- Acquire information that is useful to the City Attorney's Office in performing its services.
- Cooperate with local organizations to provide timely and effective services.

----- **Community Impact:** -----

OUTCOMES

External Impact
(What this means to citizens)

- Allows the City Attorney's Office to operate more effectively.

Performance Measures	FY2010 Actual	FY2011 Actual	FY2012 Adopted	FY2013 Recomm'd
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Staff Development

Continuing Legal Education (CLE Hours)	65	135	125	
Intercultural Competency Training (Training Team Hours)	50	20	50	
Intercultural Competency Training (# of Staff Trained)	5	5	5	
Management Team (# of Meetings)	11	11	11	

----- **Organizational Impact:** -----

OUTCOMES

Internal Impact
(What this means to city depts., partner agencies)

- City Attorney's Office staff is cross trained and able to be effective across different job responsibilities.
- Investment in training keeps the City Attorney's Office informed on the latest state and federal case law.
- Citizen volunteers for board and commissions have access to qualified legal opinions.
- Assistant City Attorney Crenna Brumwell provides ICC Training to City employees.

----- **Community Impact:** -----

OUTCOMES







External Impact
(What this means to citizens)






- Investment in training keeps the City Attorney's Office informed on latest state and federal case law in order to provide a defense for claims and litigation and to field questions by citizens in a more timely fashion. It also reduces the need for outside consulting services thereby reducing taxpayer expense.
- ICC training equips the trainers with the ability to train community members at-large. The collaboration of the City and the school district will provide an educational experience to their employees which will enhance all interactions with children, parents, and guardians, resulting in the ability to communicate more effectively with citizens.

Department Performance Measures to City Council Goals

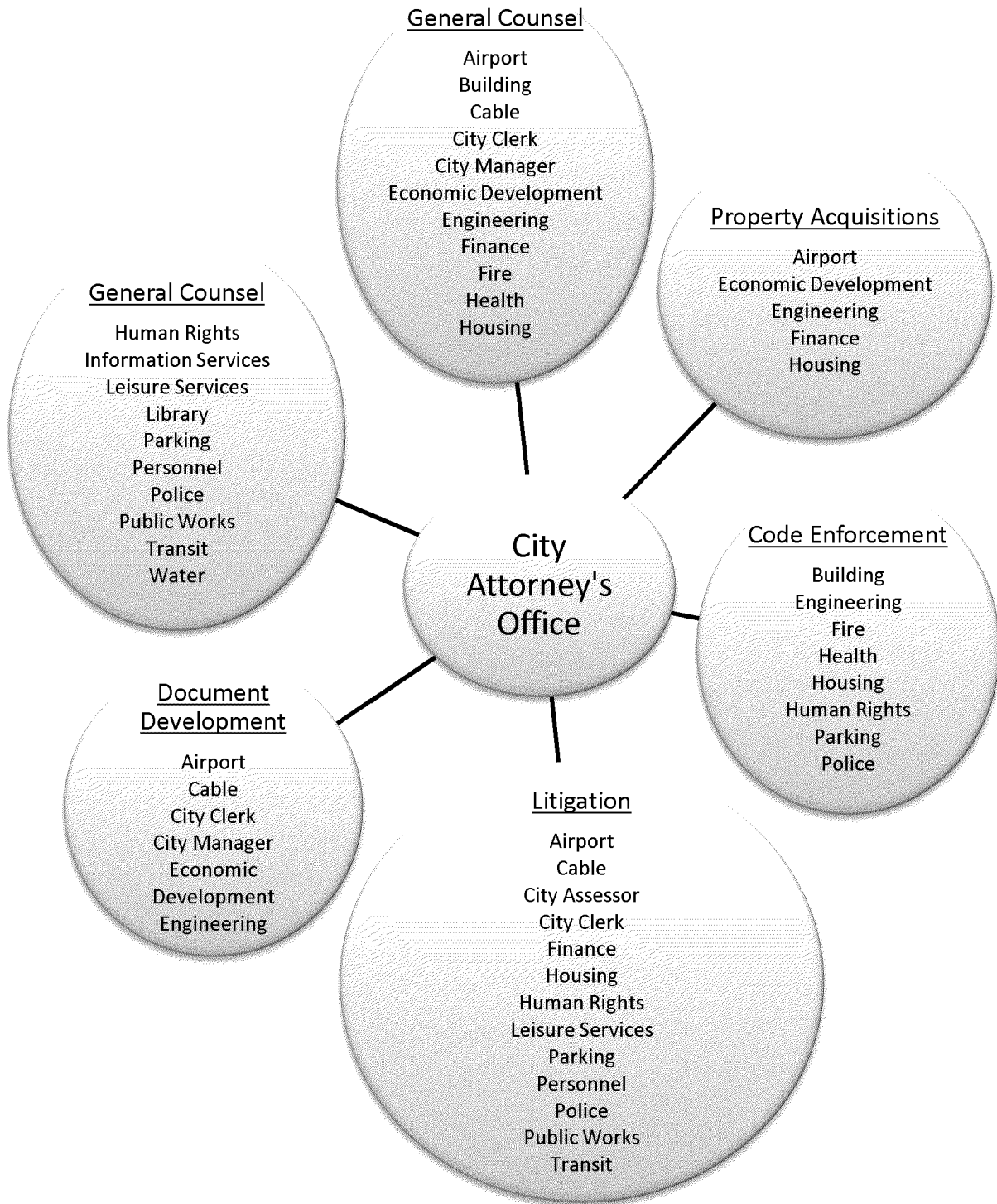
	Community Goals for a Sustainable Dubuque			City Goals		
	Economic Prosperity	Environmental/ Ecological Integrity	Social/ Cultural Vibrancy	Planned and Managed Growth	Partnering for a Better Dubuque	Improved Connectivity: Transportation and Telecommunications
General Counsel	X	X	X	X	X	
Document Development	X	X	X	X	X	
Litigation	X	X			X	
Code Enforcement	X	X	X	X	X	
Property Acquisitions	X	X		X	X	X
Community Outreach/ Partnerships			X	X	X	
Staff Development			X		X	X

Department Performance Measures to Sustainability Principles

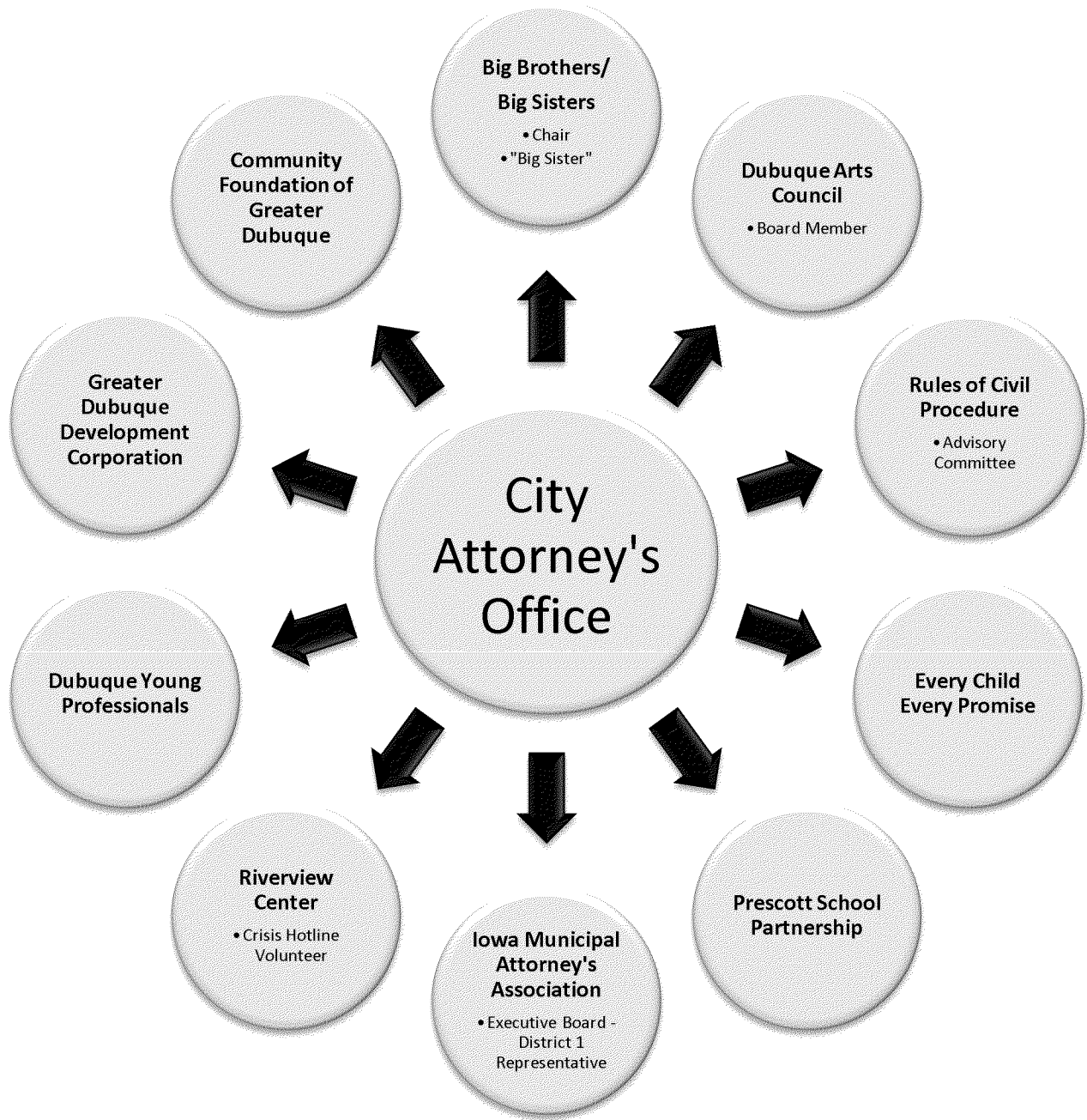
Performance Measures	Sustainability Principles					
	 Healthy Air	 Community Knowledge	 Green Buildings	 Community Design	 Healthy Local Foods	 Native Plants & Animals
General Counsel	X	X	X	X		
Document Development	X	X	X	X		
Litigation	X	X	X			
Code Enforcement	X	X	X	X		
Property Acquisitions			X	X		
Staff Development	X	X	X	X		
Community Activities/Partnerships/ Outreach		X				

Performance Measures	Sustainability Principles				
	 Reasonable Mobility	 Regional Economy	 Resource Management	 Smart Energy Use	 Clean Water
General Counsel		X	X	X	X
Document Development	X	X	X	X	X
Litigation					
Code Enforcement			X		
Property Acquisitions		X	X		
Staff Development					
Community Activities/Partnerships/ Outreach		X	X	X	X

Relationship to Other City Departments



Relationship to Partner Agencies



Future Goals & Objectives

General Counsel:

- Continue to attend meetings with and provide legal advice to Mayor and City Council, City Manager, and Department and Division Managers on all municipal law issues.

Document Development:

- Continue to prepare and/or review contracts and leases;
- Continue to conduct legal research;
- Continue to prepare Memoranda on legal issues.

Litigation:

- Continue to prosecute and defend lawsuits by and against the City and its officers and employees in federal and state court and before administrative agencies.

Code Enforcement:

- Continue to prosecute ordinance violations and civil infractions in state court;
- Continue to monitor compliance with City Code.

Property Acquisition:

- Continue to negotiate property acquisition documents and conduct closing of transactions.

Community Outreach/Partnerships:

- Participate in a wide variety of community activities.

Staff Development:

- Participate in continuing legal education;
- Continue to conduct staff development and training sessions on intercultural competency and leadership.

Recommended Operating Revenue Budget - Department Total
76 - LEGAL SERVICES

Fund	Account	Account Title	FY11 Actual Revenue	FY12 Actual Revenue	FY13 Adopted Budget	FY14 Recomm'd Budget
100	46205	COUNTY SHARE	672	0	1,000	1,000
46 - LOCAL GRANT AND REIMBURSE			672	0	1,000	1,000
100	53620	REIMBURSEMENTS-GENERAL	272	5	0	0
53 - MISCELLANEOUS			272	5	0	0
100	59260	FR COMMUNITY DEVELOPMENT	1,213	1,213	0	0
100	59280	FR SECTION 8 HOUSING	820	820	820	820
100	59290	FR CABLE TV	573	573	573	573
100	59610	FR WPC OPERATING	59,843	61,292	64,834	74,954
100	59620	FR STORMWATER OPERATING	12,209	12,505	2,726	2,888
100	59630	FR PARKING OPERATING	10,119	10,360	19,841	13,271
100	59640	FR WATER UTILITY	50,051	51,162	57,026	72,348
100	59670	FR REFUSE COLLECTION	39,298	40,151	66,289	101,416
100	59810	FR GARAGE SERVICE FUND	4,134	4,134	4,134	4,134
100	59940	FR DMASWA	14,666	15,000	40,269	42,984
59 - TRANSFER IN AND INTERNAL			192,926	197,210	256,512	313,388
76 - LEGAL SERVICES TOTAL			193,870	197,215	257,512	314,388

Recommended Operating Expenditure Budget - Department Total 76 - LEGAL SERVICES

Fund	Account	Account Title	FY11 Actual Expense	FY12 Actual Expense	FY13 Adopted Budget	FY 14 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	452,629	444,295	449,122	473,107
100	61050	OVERTIME PAY	888	1,635	3,000	3,000
100	61092	VACATION PAYOFF	0	10,236	0	0
100	61310	IPERS	31,694	35,954	39,664	43,007
100	61320	SOCIAL SECURITY	31,130	31,313	31,752	34,092
100	61410	HEALTH INSURANCE	39,150	42,361	45,090	54,810
100	61415	WORKMENS' COMPENSATION	1,245	1,423	1,681	1,811
100	61416	LIFE INSURANCE	346	346	898	957
100	61655	CAR ALLOWANCE	5,386	5,188	5,367	5,501
100	61660	EMPLOYEE PHYSICALS	0	108	0	0
100	61680	EMPLOYEE MOVING EXPENSE	2,189	960	0	0
61 - WAGES AND BENEFITS			564,655	573,818	576,574	616,285
100	62010	OFFICE SUPPLIES	1,432	1,232	1,687	1,256
100	62030	POSTAGE AND SHIPPING	698	882	732	926
100	62050	OFFICE EQUIPMENT MAINT	110	0	112	328
100	62061	DP EQUIP. MAINT CONTRACTS	2,570	2,691	3,052	3,108
100	62110	COPYING/REPRODUCTION	2,647	2,508	2,714	2,558
100	62130	LEGAL NOTICES & ADS	0	689	0	0
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	12,696	12,149	12,416	13,244
100	62190	DUES & MEMBERSHIPS	2,160	2,160	2,490	2,665
100	62206	PROPERTY INSURANCE	64	75	81	101
100	62208	GENERAL LIABILITY INSURAN	3,103	2,757	2,818	2,697
100	62211	PROPERTY TAX	4,836	4,919	5,116	5,078
100	62221	DAMAGE CLAIMS	64,993	90,393	85,000	91,484
100	62230	COURT COSTS & RECORD FEES	992	1,055	1,016	1,076
100	62310	TRAVEL-CONFERENCES	7,870	7,699	11,588	8,377
100	62320	TRAVEL-CITY BUSINESS	532	612	1,000	1,000
100	62340	MILEAGE/LOCAL TRANSP	245	258	266	266
100	62360	EDUCATION & TRAINING	8,713	10,529	6,500	11,421
100	62411	UTILITY EXP-ELECTRICITY	1,760	1,716	1,811	1,811
100	62412	UTILITY EXP-GAS	461	452	468	466
100	62421	TELEPHONE	3,083	3,817	4,321	4,417
100	62424	RADIO/PAGER FEE	0	0	0	269
100	62433	CUSTODIAL SERVICES	3,629	3,722	3,882	3,986
100	62436	RENTAL OF SPACE	19,793	20,652	20,880	21,210
100	62671	MISC. OPERATING SUPPLIES	0	248	0	0
100	62713	LEGAL SERVICES	5,698	10,998	0	0
100	62714	ADMINISTRATIVE JUDGE	0	0	13,966	13,966
100	62731	MISCELLANEOUS SERVICES	0	896	0	0
100	62756	SPIRIT RELATED EXPENSE	36	0	250	250
62 - SUPPLIES AND SERVICES			148,122	183,110	182,166	191,960
100	71123	SOFTWARE	89	89	0	0
100	71129	SCANNER	520	668	0	0
100	71211	DESKS/CHAIRS	3,311	0	0	0

Recommended Operating Expenditure Budget - Department Total
76 - LEGAL SERVICES

Fund	Account	Account Title	FY11 Actual Expense	FY12 Actual Expense	FY13 Adopted Budget	FY 14 Recomm'd Budget
71 - EQUIPMENT			3,920	758	0	0
76 - LEGAL SERVICES TOTAL			716,697	757,686	758,740	808,245

Recommended Expenditure Budget Report by Activity & Funding Source

76 - LEGAL SERVICES

LEGAL SERVICES - 76100

FUNDING SOURCE: GENERAL

Account	FY11 Actual Expense	FY12 Actual Expense	FY13 Adopted Budget	FY14 Recomm'd Budget
EQUIPMENT	3,920	758	0	0
SUPPLIES AND SERVICES	148,122	183,110	182,166	191,960
WAGES AND BENEFITS	564,655	573,818	576,574	616,285
LEGAL SERVICES	716,697	757,686	758,740	808,245
LEGAL SERVICES TOTAL	\$716,697.40	\$757,685.53	\$758,740.00	\$808,245.00

CITY OF DUBUQUE
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

76 LEGAL DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2012		FY 2013		FY 2014	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	0430	GE-29	PARALEGAL	1.00	53,594	1.00	54,717	1.00	56,304
100	0600	GE-42	ASSISTANT CITY ATTORNEY	2.00	188,013	2.00	197,830	2.00	209,458
100	0625	Contract	CITY ATTORNEY	1.00	156,253	1.00	159,011	1.00	158,094
100	0225	GE-25	SECRETARY	1.00	42,052	1.00	42,931	1.00	49,251
TOTAL FULL TIME EMPLOYEES				5.00	439,912	5.00	454,489	5.00	473,107
TOTAL LEGAL DEPARTMENT				5.00	439,912	5.00	454,489	5.00	473,107

**CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

Run Date: 01/24/13

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2012		FY 2013		FY 2014		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Legal Services-FT											
10076100	61010	100	0625	GE-45	CITY ATTORNEY	1.00	156,253	1.00	159,011	1.00	158,094
10076100	61010	100	0600	GE-42	ASSISTANT CITY ATTORNEY	2.00	188,013	2.00	197,830	2.00	209,458
10076100	61010	100	0430	GE-29	PARALEGAL	1.00	53,594	1.00	54,717	1.00	56,304
10076100	61010	100		GE-25	SECRETARY	1.00	42,052	1.00	42,931	1.00	49,251
Total						5.00	439,912	5.00	454,489	5.00	473,107
TOTAL LEGAL DEPARTMENT						5.00	439,912	5.00	454,489	5.00	473,107

