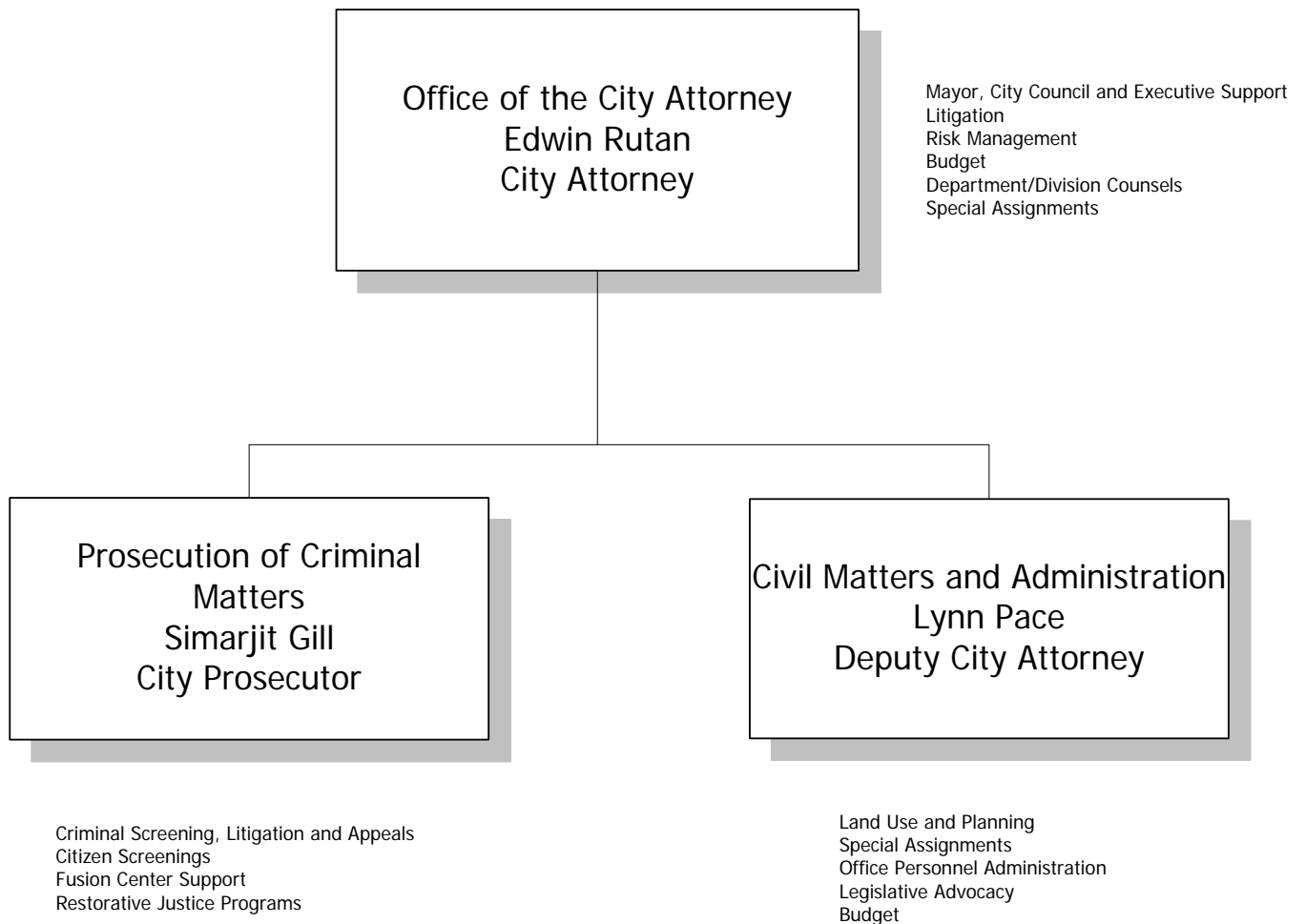


OFFICE OF THE CITY ATTORNEY

Organizational
Structure
Fiscal Year 2008-09



Office of the City Attorney

Ed Rutan, City Attorney

	FY 2006-07 Actual	FY 2007-08 Adopted Budget	FY 2008-09 Adopted Budget	Explanation of Changes
Full Time Equivalent Positions	48	50	57	Increase of 7 FTEs in BA #1
DEPARTMENT BUDGET				
Personal Services	3,813,086	4,274,213	4,862,893	Increase of 7 FTEs in BA #1
Operations and Maintenance Supply	103,764	132,369	116,369	
Charges for Services	4,028,970	4,754,396	4,776,374	
Capital Outlay	36,533	43,000	38,000	
Transfers Out	120,000	120,000	120,000	
Total City Attorney Department	8,102,352	9,323,978	9,913,636	
PROGRAM BUDGET				
Office of the City Attorney				
City Attorney	12,001	300	-	
Risk/Insurance Subrogation Support	140,000	140,000	140,000	
Total Office of the City Attorney	152,001	140,300	140,000	
Attorney Administration and Civil Matters				
Administration and Civil	2,035,678	2,231,094	2,303,807	
Governmental Immunity	895,968	1,182,200	1,182,200	
Risk/Insurance	3,165,858	3,681,452	3,676,452	
Total Administration and Civil Matters	6,097,504	7,094,746	7,162,459	
Prosecutor's Office	1,852,847	2,088,932	2,611,177	Increase of 6 FTEs in BA #1
Total Prosecutor's Office	1,852,847	2,088,932	2,611,177	
Total City Attorney Department	8,102,352	9,323,978	9,913,636	
General Fund				
Government Immunity Fund	895,967	1,182,200	1,182,200	
Risk Management Fund	3,302,530	3,821,452	3,816,452	
Total City Attorney Department	8,102,352	9,323,978	9,913,636	

Office of the City Attorney

- ***Civil Division***
- ***Prosecutors***
- ***Risk Management***

Ed Rutan, City Attorney
Lynn Pace, Deputy City Attorney
Simarjit Gill, City Prosecutor

Mission Statement

The purpose of the Attorney's Office is to provide professional and timely legal counsel to Salt Lake City including the City Council and the Mayor. In fulfilling its purpose, the Office defends the interests of the city through preventive law as well as vigorous and professional litigation, when required.

The Office provides the City with legal advice necessary for making sound legislative and administrative decisions. In addition, the Office prosecutes persons and organizations charged with violations of City ordinances ensuring justice, public protection and compliance with the law.

The Office ensures that the day-to-day operations of the City are legally responsible. The City Attorney's Office also makes certain that the commitments and contracts binding the City are appropriate legal commitments that protect the health, safety and welfare of the residents and resources of the City.

The 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. An additional responsibility is the risk management program, which coordinates with a contracted third-party administrator on workers' compensation claims. Other duties of this division are handling tort claims; placing and monitoring property insurance policies; performing miscellaneous risk assessments; handling third-party subrogation claims; and providing loss prevention and employee safety programs.

Five Year Business Plan – City Attorney

<i>Financial Perspective</i>							
<i>Objective</i>							
Maintain Financial Stability							
<i>Measures</i>	<i>Annual Results & Targets</i>						
	2006-07 Results	2007-08 Results	2008-09 Target	2009-10 Target	2010-11 Target	2011-12 Target	2012-13 Target
Operate at or below level of annual budget	<100%	TBD	<100%	<100%	<100%	<100%	<100%
<i>Efficiency/Effectiveness Perspective</i>							
<i>Objective</i>							
Improve Employee Satisfaction							
	2006-07 Results	2007-08 Results	2008-09 Target	2009-10 Target	2010-11 Target	2011-12 Target	2012-13 Target
Conduct annual employee satisfaction survey. Improve level of employee overall job satisfaction.	78%	TBD	50%	50%	50%	50%	50%
Initiate and implement an employee recognition and rewards program. Annually increase number of recognitions awarded.	N/A	TBD	+20	+25	+30	+30	+30
<i>Workforce Quality Perspective</i>							
<i>Objective</i>							
Improve Employee Job Skills and Knowledge: Provide training opportunities on specific issues as needed.							
	2006-07 Results	2007-08 Results	2008-09 Target	2009-10 Target	2010-11 Target	2011-12 Target	2012-13 Target
Provide continuing legal education to meet Utah State Bar requirements (Two year cycle).	50%	TBD	50%	50%	50%	50%	50%
<i>Objective</i>							
Increase Diversity: Encourage job applications from the minority and female community. Involve Employees in Performance Planning and Goal Setting. Measure and Evaluate Employee's Performance.							
Assure that employment notices are sent to the Minority Bar Association and Women Lawyers of Utah. Strive for 10% minority applicants and 30% female applicants.	10/30%	TBD	10/30%	10/30%	10/30%	10/30%	10/30%
Conduct semi-annual job performance evaluations and document discussions.	75%	TBD	100%	100%	100%	100%	100%