

Law

Shauna R. Billingsley, City Attorney

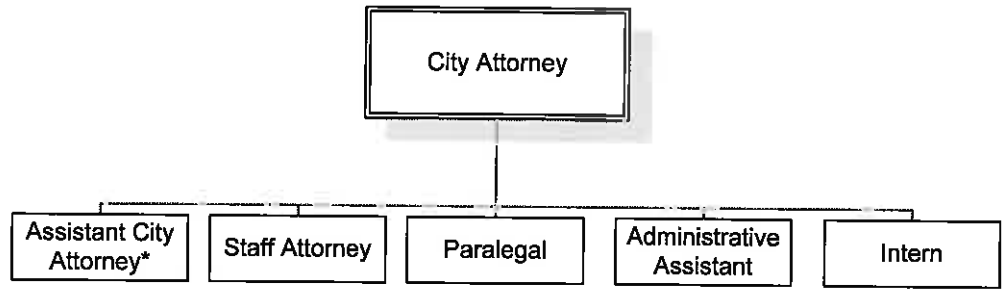
The Law Department provides legal advice to the Mayor, Aldermen, City Administrator, department directors, boards, commissions, committees, and other city officials. These duties include:

1. to direct professional and other employees in the Law Department in the provision of legal services to the City,
2. to supervise preparation and review of contracts, deeds, bonds, ordinances, resolutions, real estate transactions and agreements for the City by rendering opinions relative to substance, form and propriety of such documents,
3. to attend and provide legal counsel to Board of Mayor and Aldermen meetings and committee meetings as may be required,
4. to direct the management of all litigation in which the City is a party or is interested, including the functions of prosecuting attorney in City Court appeals,
5. to apply in the name of the City for injunctive or other extraordinary relief as authorized by law,
6. to assist in development of administrative policies, rules and regulations,
7. to represent the City in legal issues at administrative hearings, in meetings with government officials and in professional educational organizations, and
8. to recommend and arrange for retention of special counsel in cases involving extensive or specialized litigation.

Measurement/Goal	FY 13 (as of April 1, 2013)	FY 14 March 2013- March 2014	FY 15 (Goals)
Number of Ordinances/Resolutions Drafted or Reviewed	21/34	29/59	<i>all</i>
Number of Contracts Drafted and/or Reviewed	140	197	<i>all</i>
Legal Opinions Distributed (Goal: Distribute one every month)	9 *3 more will go out this FY	9	12
Total Number of Hours "Billed"	2,483.40 hours "billed"	N/A ¹	N/A
Total Number of Litigation Cases Opened	97	154	<i>As many as needed</i>
Number of Tasks Created/Completed	802	607/540	<i>As many as needed</i>

¹ The Law Department no longer tracks hours "billed" as the employees of the Department only work for the City. Every hour worked is for the City. At minimum each employee "bills" 40 hours per week. City Attorney and Staff Attorney, the exempt employees, would "bill" a minimum of 50-60 hours per week.

Organizational Chart



* = Unfunded

Staffing by Position

City of Franklin
2014-2015 Fiscal Year
Budget

General Fund - Legal

Personnel by Position

Position	Pay Grade	FY 2014			FY 2015		
		Full-Time	Part-Time	Not Funded	Full-Time	Part-Time	Not Funded
City Attorney	M	1	0	0	1	0	0
Asst City Attorney	K	1	0	1	1	0	1
Staff Attorney	J	1	0	0	1	0	0
Paralegal	F	1	0	0	1	0	0
Administrative Assistant	D	1	0	0	1	0	0
Intern		0	1	0	0	1	0
	TOTALS	5	1	1	5	1	1

Narrative of Personnel Changes	New Position		Reclassification		
	Title	Pay Grade	From Job Title	To Job Title	Anticipated Pay Grade (if reclassification creates new job title)
Asst City Attorney - Not funded					

Departmental Career Development Path	Pay Grade	Requirements		
		Degree	Experience	Certifications

Budget Notes/Objectives

Law

- Contractual Services – legal costs for FY 13-14 are expected to be over budget and are contemplated to remain relatively the same in FY 14-15. The legislative consultant fees are requested again for FY 14-15. It is believed that the legislative consultant was beneficial during the 2014 Legislative Session and will continue to be beneficial.
- Court Reporter fees have been increased due to the increased number of employee disciplinary appeals and appeals to our appeal boards. Additionally, the City is active in several lawsuits which will require depositions over time.
- All other costs remain relatively the same.



2015 Budget (Read Only) - 11041400 LEGAL
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Account	Label	A 2012 Actual 2012	A 2013 Actual 2013	B 2014 Budget 2014	YTD @ 03/25/14	A 2014 Est'd 2014	EA 2014 Est'd 2014	B 2015 Budget 2015	F 2016 Forecast 2016	F 2017 Forecast 2017	F 2018 Forecast 2018
	Personnel										
=	81110 REGULAR PAY	195,848	198,635	233,103	162,552	236,172	282,411	254,768	270,283	270,283	278,382
	81120 OVERTIME PAY	199	12	2,060	10	65	2,200	2,000	2,200	2,200	2,200
	81150 TEMPORARY WORK BY NON-CITY EMPLOYEES			1,030			1,060		1,060	1,060	1,060
	81199 VACANCY ADJUSTMENT			(6,159)			(9,184)	(8,917)	(9,460)	(9,460)	(9,744)
=	XWAGE TOTAL WAGES	196,047	198,647	228,034	162,562	236,237	256,487	247,851	264,083	264,083	271,908
=	81410 FICA (EMPLOYER'S SHARE)	13,798	13,951	17,832	11,422	16,691	20,075	19,490	20,877	20,877	21,297
=	81420 MEDICAL PREMIUMS	24,365	36,285	42,589	28,635	43,466	45,831	44,496	47,206	47,206	48,622
=	81430 GROUP INSURANCE PREMIUMS	3,298	3,263	3,778	2,570	3,625	3,993	3,877	4,113	4,113	4,237
=	81440 EMPLOYEE INSURANCE CONTRIBUTIONS	(7,478)	(7,372)	(9,368)	(6,211)	(8,750)	(9,648)	(9,367)	(9,937)	(9,937)	(10,236)
	81450 RETIREMENT CONTRIBUTIONS	23,167	17,008	23,656	23,656	23,656	24,366	23,656	25,087	25,087	25,850
	81455 DEFERRED COMP MATCH	2,040	1,990	2,060	1,191	1,988	2,048	1,988	2,108	2,108	2,122
	81470 WORKERS COMPENSATION PREMIUMS	30	189	36	41	41	42	41	43	43	44
	81475 WORKERS COMPENSATION CLAIMS										
	81482 CAR ALLOWANCE	2,446	2,400	2,500	1,661	2,400	2,400	2,400	2,400	2,400	2,400
=	XBEN TOTAL BENEFITS	75,567	67,694	83,095	62,965	83,117	89,107	86,580	91,706	91,706	94,366
=	XPER TOTAL PERSONNEL	271,614	266,341	311,129	225,527	321,354	345,594	334,430	355,791	355,791	366,294
	Operations										
	82110 MAILING & OUTBOUND SHIPPING SERVICES	367	612	1,340	394	800	1,400	1,340	1,400	1,380	1,380
	82120 FREIGHT FOR INBOUND PURCHASED ITEMS		17								
=	XTRC TOTAL TRANSPORTATION CHARGES	367	629	1,340	394	800	1,400	1,340	1,400	1,380	1,380
	82210 PRINTING & COPYING SERVICES, OUTSOURCED			520		500	540	500	540	540	540
	82230 ARCHIVING/RECORDS MANAGEMENT SERVICES	70	1,654	1,700		1,500	1,500	1,500	1,500	1,500	1,500
	82240 TRANSCRIPTION FEES	1,615	3,258	5,000	5,240	6,000	7,000	7,000	7,000	7,000	7,000
	82250 TESTING & PHYSICALS		127	250	69	60	260	250	260	260	260
=	XOPSV TOTAL OPERATING SERVICES	1,685	5,039	7,470	5,309	6,569	9,300	9,250	9,300	9,300	9,300
	82310 LEGAL NOTICES			4,000	50	1,000	1,000	1,000	1,000	1,000	1,000
	82350 DUES FOR MEMBERSHIPS	2,658	4,324	4,000	1,296	2,500	4,000	4,000	4,000	4,000	4,000
	82370 PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	551	250	250		250	270	250	270	270	270
	82380 PUBLICATIONS, NON-TRAINING	9,493	9,946	13,000	6,628	13,000	13,000	13,000	13,000	13,000	13,000
=	XNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	12,702	14,520	21,250	7,974	16,750	18,270	18,250	18,270	18,270	18,270
	82450 TELEPHONE SERVICE	206	213	300	139	300	320	300	320	320	320
	82455 CELLULAR TELEPHONE SERVICE	1,577	1,363	3,000	760	2,000	3,000	3,000	3,000	3,000	3,000
	82470 INTERNET & RELATED SERVICES	277	285	310	177	310	320	310	320	320	320
=	XUTIL TOTAL UTILITIES	2,060	1,861	3,610	1,076	2,610	3,640	3,610	3,640	3,640	3,640
	82510 COMPUTER SERVICES			410			420	400	420	420	420
	82520 LEGAL SERVICES	75,497	48,186	60,000	52,843	90,000	90,000	90,000	90,000	90,000	90,000
	82560 CONSULTANT SERVICES			15,000		25,000	15,000	25,000	15,000	15,000	16,000
	82599 OTHER CONTRACTUAL SERVICES				5,500		5,500	5,500	5,500	5,500	5,500
=	XCTS TOTAL CONTRACTUAL SERVICES	75,497	48,186	75,410	58,343	115,000	110,920	120,900	110,920	110,920	110,920
	82750 EMPLOYEE RECOGNITION/RECEPTIONS	140	190	200	309	309	250	250	250	250	250
	82780 TRAINING, OUTSIDE	2,095	2,700	2,700		2,500	2,500	2,500	2,500	2,500	2,500

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82790	TRAINING, IN-HOUSE			2,500		1,000	1,000	1,000	1,000	1,000
=	TOTAL EMPLOYEE PROGRAMS	2,235	2,890	5,400	309	3,809	3,750	3,750	3,750	3,750
82810	REGISTRATIONS	2,463	4,751	4,200	275	4,200	4,200	4,200	4,200	4,200
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	711	533	1,500	231	500	500	500	500	500
82830	AIR TRAVEL		2,241	3,500	503	2,500	2,500	2,500	2,500	2,500
82840	LODGING	2,485	3,347	3,500	2,773	3,500	3,500	3,500	3,500	3,500
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	516	214	2,100	438	1,000	1,000	1,000	1,000	1,000
=	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	6,185	11,086	14,800	4,220	11,700	11,700	11,700	11,700	11,700
83110	OFFICE SUPPLIES	1,478	3,342	3,500	913	3,500	3,500	3,500	3,500	3,500
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		52	250		250	250	250	250	250
83130	EMPLOYEE BENEVOLENCE ITEMS	249		400	171	400	400	400	400	400
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	225	472	450	366	450	450	450	450	450
=	TOTAL OFFICE SUPPLIES	1,952	3,869	4,600	1,450	4,600	4,600	4,600	4,600	4,600
83210	TRAINING SUPPLIES		431	500		500	500	500	500	500
83260	UNIFORMS PURCHASED			150		150	150	150	150	150
83299	OTHER OPERATING SUPPLIES	20								
=	TOTAL OPERATING SUPPLIES	20	431	650		650	650	650	650	650
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)		24	400		100	400	420	420	420
=	TOTAL FUEL & MILEAGE	23	24	400		100	400	420	420	420
83510	FURNITURE, FIXTURES (<\$25,000)	775	2,284	3,000	3,534	3,534	3,000	3,180	3,180	3,180
83530	MACHINERY & EQUIPMENT (<\$25,000)		467	2,000			2,000	2,000	2,000	2,000
83540	COMPUTER HARDWARE (<\$25,000)	1,239	2,892	3,000	2,864	3,000	3,000	3,180	3,180	3,180
83550	COMPUTER SOFTWARE (<\$25,000)	8,280								
=	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	10,294	5,643	8,000	6,398	6,534	8,000	6,360	6,360	6,360
83620	EQUIPMENT PARTS & SUPPLIES	280			10	10	150	150	150	150
=	TOTAL REPAIR & MAINTENANCE SUPPLIES	280			10	10	150	150	150	150
85110	PROPERTY INSURANCE	1,388	337	776	746	750	770	776	1,380	1,380
85111	FRAUD INSURANCE		11							
85112	INLAND MARINE INSURANCE		151	36	6	36	36	38	40	42
85113	AUTO PHYSICAL DAMAGE		59							
85115	LIABILITY INSURANCE	285	285	305	1,027	1,027	1,027	1,078	1,132	1,189
85116	E&O LIABILITY INSURANCE	222	222	539	311	311	311	327	343	360
85119	UMBRELLA LIABILITY		(545)							
85120	PROPERTY DAMAGE COSTS		500	500		500	500	500	500	500
85140	SURETY/NOTARY BONDS		1,126	2,156	2,090	2,624	2,650	2,719	3,395	3,471
=	TOTAL PROPERTY & LIABILITY COSTS	1,489	1,126	2,156	2,090	2,624	2,650	2,719	3,395	3,471
85320	STATE FEES	800	1,354	1,240		800	1,200	1,280	1,280	1,280
85325	FEDERAL FEES			250			200	270	270	270
85340	RECORDING & FILING FEES	155	(142)	4,000	329	500	4,000	4,240	4,240	4,240
=	TOTAL PERMITS	955	1,212	5,490	329	1,300	5,400	5,790	5,790	5,790

