

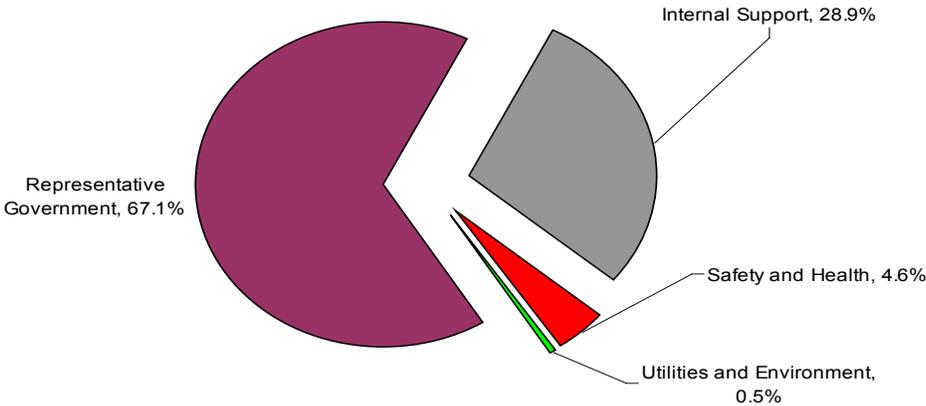
Administrative, Judicial, and Legal Services

Mission Statement

Provide executive leadership and management for the City of Renton government to act strategically, implement decisions efficiently and accurately, apply City policies uniformly, and achieve City goals expeditiously.

| | 2006 Actual | 2007 Actual | 2008 Budget | 2009 Budget |
|--------------------------|----------------|----------------|----------------|----------------|
| Operating Budget Summary | \$4,395,080 | \$5,187,129 | \$5,477,906 | \$5,486,672 |
| Position Summary | 27.5 | 38.0 | 33.5 | 42.5 |

Renton Results City Services Allocation – Administrative, Judicial, and Legal Services Department



The pie chart above illustrates the City Service Areas supported by this department as described in Section Three of this document. See each division page for specific Renton Results Program information.

Highlight of Budget Changes

| Description | Eqpmt | FTE | | Budget | |
|--|-------|---------------|--------------|------------------|---------------|
| | | Cuts | Adds | Cuts | Adds |
| Intermittent Wages, Supplies, Training, Dues - Court | | | | (46,300) | |
| Position - Court Probation Officer | | (0.50) | | (59,054) | |
| Intermittent Wages - Executive | | | | (8,434) | |
| Supplies - Executive | | | | (1,570) | |
| Contracted Services - Executive | | | | (10,200) | |
| Community Relations - Executive | | | | (38,420) | |
| Cell Phones/Pagers - Executive | | | | (960) | |
| Travel - Executive | | | | (9,280) | |
| Training - Executive | | | | (4,965) | |
| Repairs and Maint. - Executive | | | | (306) | |
| Memberships and Registrations - Executive | | | | (2,580) | |
| Publications - Executive | | | | (510) | |
| Miscellaneous - Executive | | | | (2,060) | |
| Contracted Services - Hearing Examiner | | | | (19,015) | |
| Position - Hearing Examiner Secretary | | (0.50) | | (52,040) | |
| Supplies - Clerk | | | | (1,000) | |
| Small Tools - Clerk | | | | (500) | |
| Travel - Clerk | | | | (500) | |
| Volunteer Meal Allowance - Clerk | | | | (500) | |
| Repairs and Maint. - Clerk | | | | (1,000) | |
| Memberships and Registrations - Clerk | | | | (500) | |
| Publications - Clerk | | | | (500) | |
| Legal Recording Fees - Clerk | | | | (918) | |
| Miscellaneous - Clerk | | | | (3,070) | |
| Position - Records Mgmt Coord. and Multimedia Specialist | | (1.50) | | (118,826) | |
| Total Budget Reductions | | (2.50) | - | (383,008) | - |
| Budget Additions: | | | | | |
| Voter's Registration - Clerk | | | | | 20,000 |
| Contracted Records Service - Clerk | | | | | 12,500 |
| Move Legal In House | | | 11.50 | | 29,541 |
| Total Budget Additions | | | 11.50 | - | 62,041 |
| Total Budget Changes | | (2.50) | 11.50 | (383,008) | 62,041 |

Expenditure Budget by Division - Administrative, Judicial, and Legal Services Department

| | 2006 Actual | 2007 Actual | 2008 Budget | 2009 Budget | Change 08/09 |
|------------------------|------------------|------------------|------------------|------------------|-----------------|
| Mayor's Office | 916,278 | 885,147 | 1,039,843 | 1,080,663 | 3.9% |
| City Clerk | 519,807 | 588,110 | 760,779 | 731,472 | -3.9% |
| City Attorney | 1,287,545 | 1,371,376 | 1,634,615 | 1,696,096 | 3.8% |
| Hearing Examiner | 148,850 | 157,200 | 238,578 | 199,328 | -16.5% |
| Court Services | 1,522,600 | 1,836,834 | 1,804,091 | 1,779,113 | -1.4% |
| Operating Total | 4,395,080 | 4,838,667 | 5,477,906 | 5,486,672 | 0.2% |

Expenditure Budget by Category - Administrative, Judicial, and Legal Services Department

| | 2006 Actual | 2007 Actual | 2008 Budget | 2009 Budget | Change 08/09 |
|----------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|
| Regular Salaries | 1,734,233 | 1,856,630 | 2,180,921 | 3,094,564 | 41.9% |
| Part-Time Salaries | 112,858 | 41,135 | 20,304 | 0 | -100.0% |
| Overtime | 21,877 | 11,370 | 5,750 | 10,964 | 90.7% |
| Personnel Benefits | 467,670 | 552,745 | 824,796 | 1,320,991 | 60.2% |
| Supplies | 32,235 | 25,496 | 29,420 | 64,115 | 117.9% |
| Other Services and Charges | 1,751,948 | 2,020,187 | 2,050,847 | 551,649 | -73.1% |
| Intergovernmental Services | 53,795 | 61,114 | 70,000 | 91,400 | 30.6% |
| Capital Outlay | 0 | 12,289 | 0 | 25,000 | 100.0% |
| Interfund Payments | 220,464 | 257,701 | 295,868 | 327,989 | 10.9% |
| Operating Total | 4,395,080 | 4,838,667 | 5,477,906 | 5,486,672 | 0.2% |

Staffing Levels by Division - Administrative, Judicial, and Legal Services Department

| | 2006 Actual | 2007 Actual | 2008 Budget | 2009 Budget | Change 08/09 |
|-----------------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|
| Mayor's Office | 7.0 | 6.0 | 7.0 | 7.0 | 0.0% |
| City Clerk | 5.0 | 5.5 | 7.0 | 5.5 | -21.4% |
| City Attorney | 0.0 | 0.0 | 0.0 | 11.5 | 100.0% |
| Hearing Examiner | 1.5 | 1.5 | 2.0 | 1.5 | -25.0% |
| Court Services | 14.0 | 14.0 | 17.5 | 17.0 | -2.9% |
| Total FTE | 27.5 | 27.0 | 33.5 | 42.5 | 26.9% |
| Temp/Intermit Salaries & Benefits | \$125,269 | \$45,042 | \$20,304 | \$0 | -100.0% |

Department by Fund

The Administrative, Judicial, and Legal Services Department manages the following:

Operating Section:

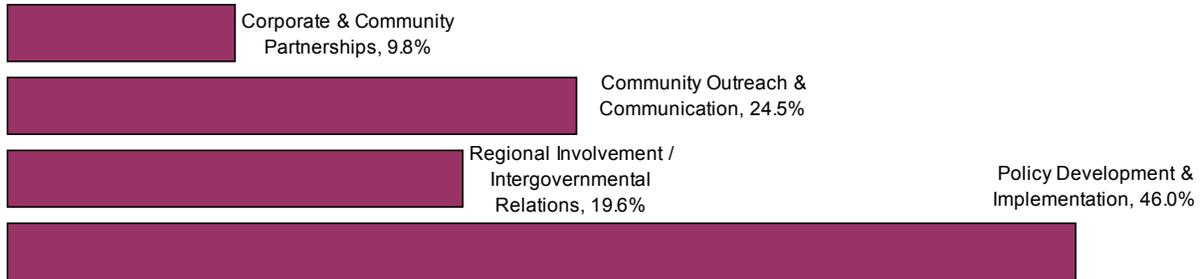
| Fund/Dept | | |
|-----------|--------------|------------------|
| 000/003 | General Fund | Mayor's Office |
| 000/012 | General Fund | City Clerk |
| 000/006 | General Fund | City Attorney |
| 000/011 | General Fund | Hearing Examiner |
| 000/002 | General Fund | Court Services |

Mayor's Office

Mission Statement

Provide executive leadership and management for the City of Renton government to act strategically, implement decisions efficiently and accurately, apply City policies uniformly, and achieve City goals expeditiously.

Renton Results Program Allocation – Mayor's Office



The horizontal bar chart above illustrates the Renton Results Programs supported by this division as described in Section Three of this document. The programs illustrated may be implemented jointly with other divisions of the City. Refer to the Renton Results chapter of the budget for a complete explanation of each program.

2008 Accomplishments

Administration

- Conducted workshops involving the Mayor, Council, Department Administrators to review and refine the City's Vision, Mission, and Business Plan Goals, budget priorities, and prepare for emerging issues.
- Provided executive management to implement the 2008 elements of the City's Business Plan as funded in the City's annual operating budget.
- Worked with State and Federal legislators to shape laws and regulations aligned with Renton's interests.
- Provided strategic direction and oversight for City operations including the annual Comprehensive Plan update and 2009 budget preparation.
- Provided leadership and direction on major initiatives and regional issues including The Landing development, local and regional transportation improvements, and potential annexations.
- Worked with communities in the City's potential annexation areas to understand their interest in becoming part of Renton, and implemented annexation interlocal agreements with King County and other special purpose districts related to the Benson Hill annexation.
- Provided citywide communications leadership and counsel on key issues, ranging in emphasis from speaking points and guidance, to coordinating aspects of the response.

-
- Provided leadership and strategic direction to ensure accurate and relevant communications to Renton residents, businesses, key stakeholders, and the community.
 - Provided timely information to residents and made them aware of opportunities to be involved in their government and community.
 - Improved the City's website with interactive and user-friendly features, refining the site to better reflect Renton's image, vision, mission, and messages.
 - Partnered with the Court, Police Department, public defender and prosecutors to seek business process improvements in the city's criminal justice system.
 - Extended the City's cable television franchise with Comcast for five years, through 2013.

Mayor's Office

- Coordinated and disseminated public information to internal and external customers through direct mail, print, and electronic communications including the City newsletter (Renton Now), daily electronic news for employees (e-Grapevine), and the City's website. Provided in-house consultation to staff on public information dissemination, brochure and newsletter production.
- Ensured responsiveness to and resolution of citizen concerns on a broad range of issues. Responded to an estimated 5,000 combined phone calls and office visits, responded to written correspondence, and sent out "New Resident Welcome" packets at the request of hundreds of residents.

2009 Goals

Administration

- Support the Mayor and Council, and coordinate input of Department Administrators, in continuous refinement of the City's Business Plan.
- Ensure achievement of the City's goals and objectives by appropriately placing authority, assigning accountability, and monitoring performance.
- Provide strategic leadership and oversight for the City's annual budget, Comprehensive Plan, and business and operational plans scheduled for implementation during 2009.
- Inform State and Federal legislators about Renton's needs and interests to gain maximum legislative and funding assistance for the City.
- Provide strategic leadership and direction on regional, state, and national issues, including transportation, land use, annexation, and sales tax streamlining.
- Coordinate effective interdepartmental planning and intergovernmental agreements related to potential annexations.
- Implement Renton Results internally, a community accountability effort designed to creating a results-oriented performance measurement program.

Mayor's Office

- Provide direction and coordination for all Departments/Divisions to articulate desired outcomes for core services, based on citizen understanding and input and on best management practices; manage City operations toward achievement of those outcomes.
- Provide excellent service to internal and external customers. Ensure that citizen concerns are addressed accurately, sensitively, and in a timely manner.
- Seek input from City residents and potential annexation areas to understand the desired level and quality of City services.
- Assess the character of City services and programs and prepare recommendations to City Council to guide decisions on level of effort and resource allocation.
- Disseminate public information through press releases, community news sources, employee news sources, the City's website, and other media.
- Continue the redesign of the City's website with a user-centered navigation, unified image, and increased ability to interact with the City using up-to-date technology.
- Coordinate the City's messages and standardize formats and styles; find ways to reduce cost while maintaining high quality.

Expenditure Budget by Category - Mayor's Office

| | Actual | Actual | Budget | Budget | 08/09 |
|----------------------------|----------------|----------------|----------------|----------------|--------------|
| Regular Salaries | 529,261 | 595,689 | 670,708 | 714,146 | 6.5% |
| Part-Time Salaries | 103,861 | 29,390 | 8,268 | 0 | -100.0% |
| Overtime | 17,479 | 685 | 0 | 0 | N/A |
| Personnel Benefits | 118,554 | 139,366 | 185,040 | 211,978 | 14.6% |
| Supplies | 1,868 | 2,705 | 3,500 | 2,430 | -30.6% |
| Other Services and Charges | 90,642 | 51,159 | 111,668 | 44,790 | -59.9% |
| Interfund Payments | 54,613 | 66,153 | 60,659 | 107,319 | 76.9% |
| Operating Total | 916,278 | 885,147 | 1,039,843 | 1,080,663 | 3.9% |

Staffing Levels (Full-Time Equivalent Employees - FTE) - Mayor's Office

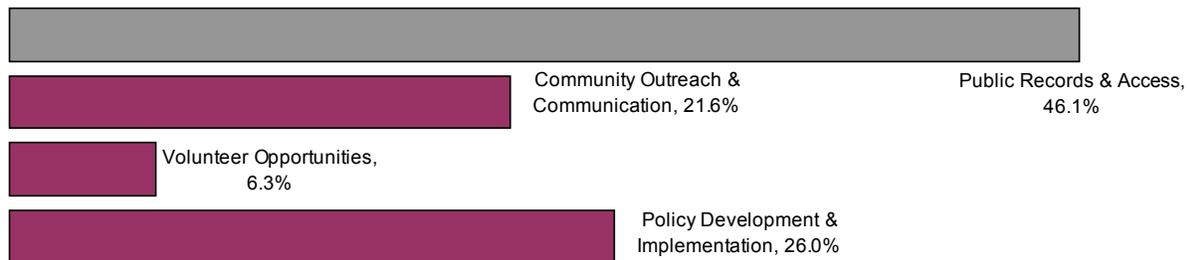
| | Actual | Actual | Budget | Budget | 08/09 |
|-----------------------------------|---------------|---------------|---------------|---------------|--------------|
| Regular | 7.0 | 6.0 | 7.0 | 7.0 | 0.0% |
| Total FTE | 7.0 | 6.0 | 7.0 | 7.0 | 0.0% |
| Temp/Intermit Salaries & Benefits | \$115,107 | \$32,021 | \$8,268 | \$0 | -100.0% |

City Clerk

Mission Statement

The Office of the City Clerk is dedicated to supporting the legislative process, making City government accessible to the public, preserving the City's official records, and maintaining and providing accurate and timely information through a variety of media to meet the requirements of law, and the needs of the citizens, the Mayor, the City Council, and City administrative staff.

Renton Results Program Allocation –City Clerk



The horizontal bar chart above illustrates the Renton Results Programs supported by this division as described in Section Three of this document. The programs illustrated may be implemented jointly with other divisions of the City. Refer to the Renton Results chapter of the budget for a complete explanation of each program.

2008 Accomplishments

- Conducted training sessions for City staff on public records disclosure, the agenda bill process, and public records management.
- Staffed all regular City Council, Committee of the Whole, and Special Council meetings.
- Provided assistance and direction to new City employees as needed.
- Updated the City Council Desk Manuals.
- Improved access to public information and open public government by making City ordinances, resolutions, and minutes available and searchable on the City web site.
- Implemented a public records request documenting and tracking system available to staff.
- Continued to pursue adoption of electronic records management policies and procedures.
- Hired and began training of new Deputy City Clerk and Records Management Coordinator.
- Issued Request For Proposal for video producer for *CityView*, the City-produced video newsmagazine, and other productions for Channel 21.

2009 Goals

- Implement electronic system to support agenda bill process.
- Transfer records to the Regional Archives.
- Stay current with microfilming to fulfill state requirements.
- Refine public records management policies and processes.
- Provide excellent services to internal and external customers.

- Disseminate public information through Cable Channel 21, the City’s web site, the Information Desk and the Clerk’s office.
- Update and add to the City Clerk’s website pages.
- Evaluate older files that need review and categorization.
- Continue staff training on records management processes, the agenda bill process, and public records disclosure.
- Adopt the State’s Model Rules for records management.

Expenditure Budget by Category - City Clerk

| | 2006 Actual | 2007 Actual | 2008 Budget | 2009 Budget | Change 08/09 |
|----------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|
| Regular Salaries | 276,639 | 295,738 | 366,861 | 321,044 | -12.5% |
| Part-Time Salaries | 2,550 | 0 | 0 | 0 | N/A |
| Personnel Benefits | 87,682 | 104,801 | 188,468 | 165,181 | -12.4% |
| Supplies | 5,856 | 5,378 | 12,250 | 10,995 | -10.2% |
| Other Services and Charges | 36,203 | 36,496 | 65,447 | 72,268 | 10.4% |
| Intergovernmental Services | 53,795 | 61,114 | 70,000 | 91,400 | 30.6% |
| Interfund Payments | 57,082 | 72,088 | 57,753 | 70,584 | 22.2% |
| Operating Total | 519,807 | 588,110 | 760,779 | 731,472 | -3.9% |

Staffing Levels (Full-Time Equivalent Employees - FTE) - City Clerk

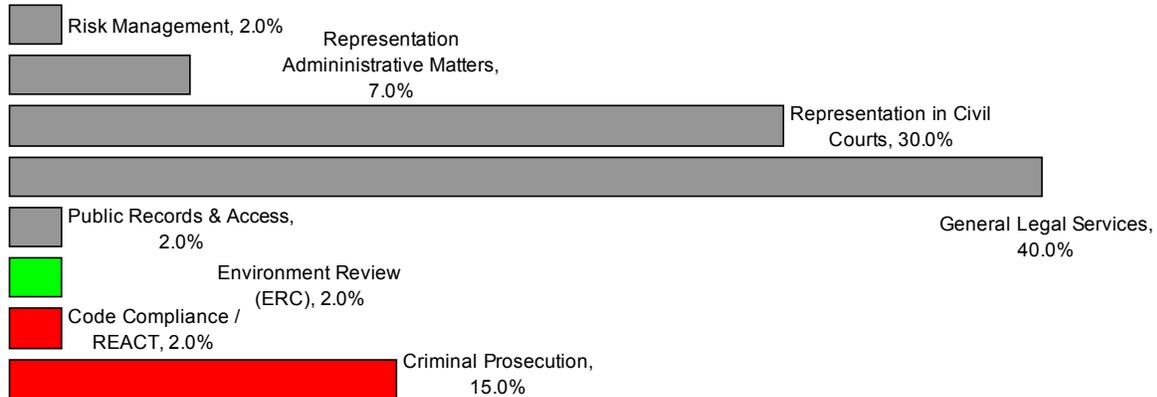
| | 2006 Actual | 2007 Actual | 2008 Budget | 2009 Budget | Change 08/09 |
|-----------------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|
| Regular | 5.0 | 5.5 | 7.0 | 5.5 | -21.4% |
| Total FTE | 5.0 | 5.5 | 7.0 | 5.5 | -21.4% |
| Temp/Intermit Salaries & Benefits | \$3,042 | \$113 | \$0 | \$0 | N/A |

City Attorney

Mission Statement

Provide quality legal representation to the City and its employees in a timely, effective, and positive manner.

Renton Results Program Allocation – City Attorney



The horizontal bar chart above illustrates the Renton Results Programs supported by this division as described in Section Three of this document. The programs illustrated may be implemented jointly with other divisions of the City. Refer to the Renton Results chapter of the budget for a complete explanation of each program.

2008 Accomplishments

- Provided ordinance drafting and contract review, in general, on the first day after the materials were submitted to the City Attorney's office.
- Kept up with changes in the law and forwarded copies of the relevant cases or statutes along with recommendations to the department administrator for dissemination within that department.
- Successfully supported the airport staff and council committee in finalizing the Airport Leasing Policies.
- Drafted ordinances to support REACT, and negotiated compliance or successfully prosecuted infractions and misdemeanors for REACT.
- Supported REACT and the Fire and Emergency Services Department with training.
- Completed review and re-drafting of the new Fire Code.
- Handled the increased workload in Municipal Court without adding staff.
- Successfully handled a wide variety of administrative appeals.
- Successfully concluded two FAA Part 16 Complaints.

2009 Goals

- Transition City Attorney services from contract to City employee status.
- Provide ordinance drafting and contract review for routine matters on the first day after receipt by the City Attorney's Office. Provide service on more complicated matters within the week. Provide service on very complicated or extensive matters by a prearranged date.
- Support the City Council and its committees with prompt research, legal opinions, draft ordinances, and attendance at committee meetings.
- Successfully defend on appeal the challenge to the City's Comprehensive Plan.
- Provide training to a city department on a substantive area of the law at least twice.
- Keep up with changes in statutory and case law and provide information concerning the changes to the department administrator for dissemination. And, if needed, make recommendations for the department administrator's consideration.
- Aggressively defend and prevail on administrative appeals.
- Finalize the Minimum Property Maintenance Code.
- Revise the Business License Code.
- Provide continued legal advice to code compliance inspectors.
- Handle the increased caseload in Renton Municipal Court created by the Benson Hill Annexation.
- Reduce reliance on paper by using technology, where possible.
- Switch to electronic files for municipal court case management.

Expenditure Budget by Category - City Attorney

| | Actual | Actual | Budget | Budget | 08/09 |
|----------------------------|---------------|---------------|---------------|---------------|--------------|
| Regular Salaries | 0 | 0 | 0 | 890,900 | 100.0% |
| Part-Time Salaries | 0 | 0 | 0 | 0 | N/A |
| Overtime | 0 | 0 | 0 | 1,000 | 100.0% |
| Personnel Benefits | 0 | 0 | 0 | 486,075 | 100.0% |
| Supplies | 5,008 | 8,877 | 3,399 | 42,000 | 1135.7% |
| Other Services and Charges | 1,277,093 | 1,360,800 | 1,627,887 | 239,200 | -85.3% |
| Intergovernmental Services | 0 | 0 | 0 | 0 | N/A |
| Capital Outlay | 0 | 0 | 0 | 25,000 | 100.0% |
| Debt Service | 0 | 0 | 0 | 0 | N/A |
| Interfund Payments | 5,444 | 1,699 | 3,329 | 11,921 | 258.1% |
| Operating Total | 1,287,545 | 1,371,376 | 1,634,615 | 1,696,096 | 3.8% |

Staffing Levels (Full-Time Equivalent Employees - FTE) - City Attorney

| | 2006 | 2007 | 2008 | 2008 | Change |
|------------------|---------------|---------------|---------------|---------------|---------------|
| | Actual | Actual | Budget | Budget | 08/09 |
| Regular | 0.0 | 0.0 | 0.0 | 11.5 | 100.0% |
| Total FTE | 0.0 | 0.0 | 0.0 | 11.5 | 100.0% |

Hearing Examiner

Mission Statement

Provide decisions and recommendations for the public and City Council through a fair, impartial, and open legal process. Provide compliance with laws, policies, and mandates. Provide a public process that results in informed decision-making.

Renton Results Program Allocation – Hearing Examiner



The horizontal bar chart above illustrates the Renton Results Programs supported by this division as described in Section Three of this document. The programs illustrated may be implemented jointly with other divisions of the City. Refer to the Renton Results chapter of the budget for a complete explanation of each program.

2008 Accomplishments

- Reported out decisions in a timely fashion on land use permits.
- Reported out decisions in a timely fashion on other administrative subjects, including forfeiture and impoundment proceedings.

2009 Goals

- Consider and apply land use regulatory codes.
- Hear appeals regarding SEPA or Administrative decisions.

Expenditure Budget by Category - Hearing Examiner

| | 2006 Actual | 2007 Actual | 2008 Budget | 2009 Budget | Change 08/09 |
|----------------------------|----------------|----------------|----------------|----------------|-----------------|
| Regular Salaries | 118,638 | 122,742 | 139,156 | 130,599 | -6.1% |
| Personnel Benefits | 20,184 | 24,595 | 43,618 | 30,985 | -29.0% |
| Supplies | 116 | 84 | 971 | 990 | 2.0% |
| Other Services and Charges | 1,241 | 650 | 45,145 | 27,033 | -40.1% |
| Interfund Payments | 8,275 | 8,754 | 9,688 | 9,721 | 0.3% |
| Operating Total | 148,850 | 157,200 | 238,578 | 199,328 | -16.5% |

Staffing Levels (Full-Time Equivalent Employees - FTE) - Hearing Examiner

| | 2006 Actual | 2007 Actual | 2008 Budget | 2009 Budget | Change 08/09 |
|------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|
| Total FTE | 1.5 | 1.5 | 2.0 | 1.5 | -25.0% |

Court Services

Mission Statement

Perform all court functions in accordance with national standards for the benefit of court users and the general public.

Renton Results Program Allocation – Court Services



The horizontal bar chart above illustrates the Renton Results Programs supported by this division as described in Section Three of this document. The programs illustrated may be implemented jointly with other divisions of the City. Refer to the Renton Results chapter of the budget for a complete explanation of each program.

2008 Accomplishments

- Implemented photo enforcement infraction processing in Municipal Court. This includes filing cases and scheduling and conducting hearings using a computer program new to the court.
- Partnered with Finance Department in cashiering and accounting for fines and fees from photo enforcement citations.
- Balanced service levels and schedule of tasks to absorb increased demand resulting from annexation of the Benson Hill area. This includes utilizing and staffing a second courtroom three days per week.
- Provided for staff training in excess of 250 hours.

2009 Goals

- Continue staff training in response to changes in the City Code and the Revised Code of Washington and available technology.
- Upgrade court sound system in order to increase recording clarity to enable defense of appeals by City Attorney.
- Explore models for scanning court records in order to gain the efficiencies of dealing with fewer paper files and documents.
- Partner with law enforcement, the prosecutor and to begin processing “eTickets.” These electronically produced tickets will eliminate double data entry, reduce filing time, and reduce errors of all parties.

Expenditure Budget by Category - Court Services

| | 2006 Actual | 2007 Actual | 2008 Budget | 2009 Budget | Change 08/09 |
|----------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|
| Regular Salaries | 809,695 | 842,461 | 1,004,196 | 1,037,875 | 3.4% |
| Part-Time Salaries | 6,447 | 11,745 | 12,036 | 0 | -100.0% |
| Overtime | 4,002 | 10,104 | 5,750 | 9,964 | 73.3% |
| Personnel Benefits | 241,250 | 283,983 | 407,670 | 426,772 | 4.7% |
| Supplies | 19,387 | 8,452 | 9,300 | 7,700 | -17.2% |
| Other Services and Charges | 346,769 | 571,082 | 200,700 | 168,358 | -16.1% |
| Capital Outlay | 0 | 0 | 0 | 0 | N/A |
| Interfund Payments | 95,050 | 109,007 | 164,439 | 128,444 | -21.9% |
| Operating Total | 1,522,600 | 1,836,834 | 1,804,091 | 1,779,113 | -1.4% |

Staffing Levels (Full-Time Equivalent Employees - FTE) - Court Services

| | 2006 Actual | 2007 Actual | 2008 Budget | 2009 Budget | Change 08/09 |
|-----------------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|
| Total FTE | 14.0 | 14.0 | 17.5 | 17.0 | -2.9% |
| Temp/Intermit Salaries & Benefits | \$7,120 | \$12,908 | \$12,036 | \$0 | -100.0% |

Administrative, Judicial, and Legal Services Position Listing (1 of 2)

| Grade | Title | 2006 Actual | 2007 Actual | 2008 Budget | 2009 Budget |
|---|---|------------------------|------------------------|------------------------|------------------------|
| Mayor's Office | | | | | |
| E10 | Mayor (Elected) | 1.0 | 1.0 | 1.0 | 1.0 |
| M53 | Chief Administrative Officer | 1.0 | 1.0 | 1.0 | 1.0 |
| M45 | Assistant Chief Administrative Officer | 1.0 | 1.0 | 1.0 | 1.0 |
| M38 | Communications Director | 1.0 | 1.0 | 1.0 | 1.0 |
| M30 | Assistant to Chief Administrative Officer | 0.0 | 0.0 | 0.0 | 0.0 |
| M25 | Community Relations Manager | 0.0 | 0.0 | 0.0 | 0.0 |
| M21 | Communications Specialist II | 0.0 | 0.0 | 1.0 | 1.0 |
| M17 | Executive Secretary | 1.0 | 1.0 | 1.0 | 1.0 |
| N15 | Community Relations Specialist | 1.0 | 0.0 | 0.0 | 0.0 |
| N07 | Secretary II | 1.0 | 1.0 | 1.0 | 1.0 |
| N05 | Secretary I | 0.0 | 0.0 | 0.0 | 0.0 |
| Total Mayor's Office | | 7.0 | 6.0 | 7.0 | 7.0 |
| City Clerk Division | | | | | |
| M30 | City Clerk/Cable Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| M17 | Deputy City Clerk | 1.0 | 1.0 | 1.0 | 1.0 |
| A12 | Multimedia/Records Specialist | 1.0 | 1.0 | 1.5 | 1.0 |
| A11 | Records Management Coordinator | 1.0 | 1.0 | 1.0 | 0.0 |
| A09 | Records Management Specialist | 1.0 | 1.5 | 2.5 | 2.5 |
| Total City Clerk Division | | 5.0 | 5.5 | 7.0 | 5.5 |
| Hearing Examiner Services Division | | | | | |
| M35 | Hearing Examiner | 1.0 | 1.0 | 1.0 | 1.0 |
| A07 | Hearing Examiner's Secretary | 0.5 | 0.5 | 1.0 | 0.5 |
| Total Hearing Examiner Division | | 1.5 | 1.5 | 2.0 | 1.5 |
| Court Services | | | | | |
| E11 | Municipal Court Judge (Elected) | 1.0 | 1.0 | 1.0 | 1.0 |
| M38 | Court Services Director | 1.0 | 1.0 | 1.0 | 1.0 |
| A18 | Probation Officer | 1.0 | 1.0 | 1.5 | 1.0 |
| A15 | Judicial Specialist (Lead) | 2.0 | 2.0 | 2.0 | 2.0 |
| A10 | Judicial Specialist/Trainer | 1.0 | 1.0 | 1.0 | 1.0 |
| A08 | Judicial Specialist | 7.0 | 7.0 | 10.0 | 10.0 |
| A08 | Probation Clerk | 1.0 | 1.0 | 1.0 | 1.0 |
| Total Court Services Division | | 14.0 | 14.0 | 17.5 | 17.0 |

| Grade | Title | 2006 Actual | 2007 Actual | 2008 Budget | 2009 Budget |
|---|---|--------------------------|------------------------|------------------------|------------------------|
| | | City Attorney | | | |
| TBD | City Attorney | 0.0 | 0.0 | 0.0 | 1.0 |
| TBD | Sr Assistant City Attorney | 0.0 | 0.0 | 0.0 | 1.0 |
| TBD | Sr Assistant City Attorney | 0.0 | 0.0 | 0.0 | 1.0 |
| TBD | Sr Prosecuting City Attorney | 0.0 | 0.0 | 0.0 | 1.0 |
| TBD | Deputy Prosecuting City Attorney | 0.0 | 0.0 | 0.0 | 1.0 |
| TBD | Deputy Prosecuting City Attorney | 0.0 | 0.0 | 0.0 | 1.0 |
| TBD | Assistant City Attorney | 0.0 | 0.0 | 0.0 | 1.0 |
| TBD | Sr Paralegal / Administrative Assistant | 0.0 | 0.0 | 0.0 | 1.0 |
| TBD | Sr Paralegal | 0.0 | 0.0 | 0.0 | 1.0 |
| TBD | Sr Paralegal | 0.0 | 0.0 | 0.0 | 0.5 |
| TBD | Sr Prosecution Legal Assistant | 0.0 | 0.0 | 0.0 | 1.0 |
| TBD | Prosecution Legal Assistant / Secretary | 0.0 | 0.0 | 0.0 | 1.0 |
| Total City Attorney | | | 0.0 | 0.0 | 11.5 |
| Total Administrative, Judicial, and Legal Services | | 27.5 | 27.0 | 33.5 | 42.5 |

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