Department New Request Form
Fiscal Year 2026

Program	**Central Services**	***Title of New Request:***	***Rank:*** 3
Department	Attorney	Reclassification for an Assistant City Attorney - Prosecution	
Request Category	**Baseline Adjustment**		
Request Rating	**Maintain Level of Service**		
Department Goal	Maintain level of services and improvement overall office management	***# of FTE's in this request***	

1. How will request assist in achieving Department Goal and benefit the customer?

The department is large enough (18 employees) and the administrative duties significant enough that there is a strong need for an Assistant City Attorney for Prosecution. This position would supervise the deputy city attorneys and the law school clinical intern, providing mentorship and training. This position would also require training on and knowledge of the administrative/management duties, including budget, case management systems, workflow, and office-wide operations, allowing that person to provide back-up in the absence of the City Attorney for Prosecution. Many tasks are currently being delegated and having the work concentrated in one employee with the title and job description for these duites will improve responsiveness to other departments and the public, and will improve overall office operations.

2. What specifically is needed to achieve this goal?

This request is not for a new position. This request would fund reclassificatoin of a current Senior Deputy City Attorney position into an Assistant City Attorney - Prosecution position. This is necessary to improve officer operation, which in turn improves our work product and relationships with the public and other departments.

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2026 Unfunded	FY 2026 Funded	Proposed FY 2027 Ongoing
Ongoing Expenses								
1000.270.411125.110	Salary	1	4758		4,758	4,758	—	
1000.270.411125.140	Fringe	1	2000		2,000	2,000	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
One-time Expenses								
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
			Expense Sub-Total	**—**	**6,758**	**6,758**	**—**	**—**

Revenue Offset:

Account #		Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000.000.311000.00	T	Tax funded		6,758
		Revenue Sub-Total	**-**	**6,758**

4. What sort of data will be used to report results and outcomes of request?

Monitoring of comp time accrued and ability to respond to communicatoins and complete projects within set time frames.

Requested/Proposed Funding Source

	One-time	Ongoing
Tax or Assessment	-	**6,758**
Non-tax	-	-
Fund Balance	-	-
Total	-	**6,758**