

# **Legal Department**

## ***MISSION STATEMENT***

It is the mission of the Legal Department to act as the legal representative for the City of Rockford, its officers, and its employees.

## **PRIMARY FUNCTIONS**

The primary function of the Legal Department is to provide a variety of legal services for administrative issues, legislative issues, land acquisition programs, and support the City's EEO and diversity procurement functions.

## **OBJECTIVES FOR FISCAL YEAR 2014**

- Increase economic activity by supporting development projects.
- Pursue right of way acquisition for Churchill Park storm water management, West State, South Main and other infrastructure improvement projects.
- Support Community and Economic Development Department through effective drafting and review of development and incentive agreements.
- Reduce crime by effective ordinance adoption and enforcement and support of Parolee and Probationer Re-entry initiatives.
- Support transition to geographic policing.
- Increase living wage jobs by continuing expansion of Minority Procurement Policy to include workforce data.
- Create a qualified and educated workforce by supporting Community Education Partnership Initiatives.
- Create vibrant neighborhoods by supporting Code Enforcement and Neighborhood Associations.
- Continue annual negotiation of animal control services intergovernmental agreement and reduction of City costs for animal services.
- Maintain efficient services and control costs through support of labor negotiations.
- Explore outsourcing opportunities within the Legal Department and support outsourcing activities throughout the organization.
- Stewardship of the Elected and Appointed Officials Open Meetings Act Training, Open Meetings Act compliance and Freedom of Information Act compliance.
- Manage internal and external litigation matters and continue integration of third party claims processes.
- Promote and support the planning for the automation of the City Council agenda and docketing system.
- Support the City's direct lobbying efforts and the Illinois Municipal League legislative initiatives.

# Legal Department

## LEGAL DEPARTMENT BUDGET SUMMARY

APPROPRIATION	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2013 <u>ESTIMATED</u>	2014 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$1,248,557	\$1,344,386	\$1,326,738	\$1,347,442	\$3,056
CONTRACTUAL	289,721	247,150	214,195	294,870	47,720
SUPPLIES	<u>18,446</u>	<u>21,900</u>	<u>19,731</u>	<u>23,700</u>	<u>1,800</u>
TOTAL	<u>\$1,556,724</u>	<u>\$1,613,436</u>	<u>\$1,560,664</u>	<u>\$1,666,012</u>	<u>\$52,576</u>

FUNDING SOURCE	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>	INCREASE (DECREASE)
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENT	\$179,846	\$174,252	\$184,370	\$201,541	\$17,171
MAGISTRATE FINES	665,000	645,412	650,000	275,000	(375,000)
PURCHASE OF SERVICES	534,100	666,100	701,700	743,844	42,144
GENERAL REVENUES	<u>196,211</u>	<u>70,960</u>	<u>77,366</u>	<u>445,627</u>	<u>368,261</u>
TOTAL	<u>\$1,631,175</u>	<u>\$1,556,724</u>	<u>\$1,613,436</u>	<u>\$1,666,012</u>	<u>\$52,576</u>

## LEGAL DEPARTMENT AUTHORIZED POSITIONS

POSITION TITLE	POSITION <u>RANGE</u>	2013 <u>EMPLOYEES</u>	2014 <u>EMPLOYEES</u>	INCREASE/ (DECREASE)
LEGAL DIRECTOR	E-14	1.00	1.00	0.00
CITY ATTORNEY	E-11	3.00	3.00	0.00
LAND TRANSACTIONS OFFICER	E-7	1.00	1.00	0.00
ASSISTANT CITY ATTORNEY I	E-8	1.00	1.00	0.00
DIVERSITY PROCUREMENT OFFICER	E-8	1.00	1.00	0.00
ADMINISTRATIVE ASSISTANT	E-5	4.00	4.00	0.00
OFFICE ASSISTANT	E-2	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<b><u>12.00</u></b>	<b><u>12.00</u></b>	<b><u>0.00</u></b>

## BUDGET HIGHLIGHTS

- Personnel budget numbers reflect a 2% wage increase and recommended salary study adjustments to pay bands, offset by reductions in health and worker's compensation rates.
- Contractual expenses increased by \$47,720 as a result of increases to professional legal fees.

# Legal Department

## LEGAL DEPARTMENT PERFORMANCE MEASUREMENTS

	2012 ACTUAL	2013 BUDGET	2013 ACTUAL	2014 BUDGET
CLAIMS FILED	81	150	327	250
CLAIMS APPROVED	17	20	31	20
\$ VALUE OF APPROVED CLAIMS	29,087	35,000	44,171	30,000
AVG DAYS TO APPROVE CLAIMS	36.25	35.00	79.00	60.00
CLAIMS DENIED	61	150	296	230
AVG DAYS TO DENY CLAIMS	13.50	14.00	72.00	45.00
AVG DAYS TO INVESTIGATE CLAIMS	18.25	13.00	N/A	N/A