

# **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 Function** → The primary function of the Legal Department is to provide a variety of legal services for administrative issues, legislative issues, and land acquisition programs.

### **2008 Accomplishments** →

- Support of Truancy Reduction legislation, which has passed both the Illinois House and Senate.
- Support of citation on sight for in school truancy, providing for safer schools.
- Resolution of School liaison officer contract with District 205 for 2007-2009.
- Successful Weed and Seed grant cycle.
- Passage of Solicitors and Peddlers Ordinance.
- Seizure and management agreement for Mobil Station at College and 3<sup>rd</sup>.
- Conducted negotiations and public hearing on franchise renewal, with completion and presentation to City Council likely in early 2009.
- Revisions to the right-of-way ordinance passed by City Council.
- On-line seminars provided more cost effective opportunities for some continuing education.
- All attorneys subject to mid-year compliance with the Illinois Bar were certified MCLE compliant.
- Update case/ document storage software with integrated digitalization of records and documents.
- Hardware update completed during the fourth quarter of 2008, with software update and training to follow.
- New development agreements for South Main Riverwood, and Valencia are completed.
- Initial Artist District Marketing initiative is progressing.
- Support pursuit of low-cost state sponsored financing of Water Rehabilitation Projects is completed.

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## 2009 Goals and Objectives →

- Increase economic activity by supporting TIF development.
- Reduce crime by establishing truancy referral system with District 205.
- Support transition to geographic policing.
- Increase living wage jobs by continuing expansion of Minority Procurement Policy.
- Create a qualified and educated workforce by supporting Community Education Partnership Initiatives.
- Create vibrant neighborhoods by supporting Code Enforcement, Weed and Seed Programs and Neighborhood Associations.

## Budget Summary

LEGAL DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$1,692,552	\$1,813,925	\$1,791,125	\$1,645,421	(\$168,504)
CONTRACTUAL	233,268	261,522	247,626	197,665	(63,857)
SUPPLIES	39,781	35,000	48,303	18,750	(16,250)
OTHER	0	0	0	0	0
CAPITAL	0	0	0	0	0
TOTAL	<u>\$1,965,601</u>	<u>\$2,110,447</u>	<u>\$2,087,054</u>	<u>\$1,861,836</u>	<u>(\$248,611)</u>
STAFFING REVIEW					
TOTAL	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	INCREASE <u>(DECREASE)</u>
	17.00	19.00	20.00	20.00	0.00
FUNDING SOURCE					
		2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS		\$222,821	10.6	\$225,349	12.1
MAGISTRATE FINES		650,000	30.8	650,000	34.9
PURCHASE OF SERVICES		490,477	23.2	581,254	31.2
GENERAL REVENUES		<u>747,149</u>	<u>35.4</u>	<u>405,233</u>	<u>21.8</u>
TOTAL		<u>\$2,110,447</u>	<u>100.0</u>	<u>\$1,861,836</u>	<u>100.0</u>

## Budget Analysis

The 2009 budget of \$1,861,836 is a \$248,611 (11.8%) decrease from the 2008 budget. Personnel costs in 2009 decreased by \$168,504 due to reductions in temporary worker expenses (\$8,000), overtime (\$6,000), merit pay (\$27,400), health insurance (\$25,100), and a negative salary adjustment (\$138,000) as a result of a vacant Assistant City Attorney position and the implementation of furlough days.

Contractual expenses in the Legal Department decreased \$63,857, primarily as a result of a decrease in budgeted dollars for service contracts (\$26,300) and building rental (\$19,000). This is

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due to the \$45,100 that was added to the Legal budget in 2008 service contracts for truancy hearings and building rental. Without this adjustment, the 2009 budget is a \$203,500 decrease from 2008. Remaining decreases include education & training (\$9,300), travel (\$5,500), telephone (\$3,700), microcomputer (\$2,300), and postage (\$1,000). Cuts were made to meet budget restraints.

Supplies decreased by \$16,250 due to reductions in book expenses (\$6,000), computer non-capital (\$7,000), and small equipment (\$3,200). In 2008, Legal made a one time purchase of new desktops for the department.

In 2007, the Mayor's Office began adjudicative truancy hearings as part of an intergovernmental agreement with Winnebago County, Rockford School District #205, and the United Way of Rock River Valley. The program is designed to decrease truancy rates among district #205 students and is funded at different levels by all parties mentioned in the intergovernmental agreement, as well as by private donation. Fines collected for truancy violations are recognized as program revenue and subsequently used to fund media, marketing, and public relations expenses. The City of Rockford's contribution is best recognized as in-kind. For 2009, the City will seek reimbursement from District #205 for services provided.

In 2008, the Legal Department spent \$2,087,054, or 98.9% of its budget allocation. Over the past several years, 96% to 104% of the budget has been spent.

### **Capital Equipment**

There are no capital items budgeted for 2009.

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## Personnel Review

LEGAL DEPARTMENT				
<b>BENEFITS AND SALARIES</b>		<b>2008</b>	<b>2009</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b>BUDGET</b>	<b>BUDGET</b>	<b>(DECREASE)</b>
PERMANENT		\$1,209,010	\$1,242,903	\$33,893
TEMPORARY		8,000	0	(8,000)
OVERTIME		9,000	3,000	(6,000)
MERIT PAY		27,448	0	(27,448)
SALARY ADJUSTMENT		30,450	(107,524)	(137,974)
<b>TOTAL SALARIES</b>		<b>\$1,283,908</b>	<b>\$1,138,379</b>	<b>(\$145,529)</b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$219,027	\$221,233	\$2,206
UNEMPLOYMENT TAX		1,260	1,260	0
WORKER'S COMPENSATION		2,534	2,856	322
HEALTH INSURANCE		294,476	269,334	(25,142)
LIFE INSURANCE		1,560	1,560	0
PARKING BENEFITS		11,160	10,799	(361)
<b>TOTAL BENEFITS</b>		<b>\$530,017</b>	<b>\$507,042</b>	<b>(\$22,975)</b>
<b>TOTAL COMPENSATION</b>		<b>\$1,813,925</b>	<b>\$1,645,421</b>	<b>(\$168,504)</b>
	<b>POSITION</b>	<b>2008</b>	<b>2009</b>	<b>INCREASE/ (DECREASE)</b>
<b>POSITION TITLE</b>	<b>RANGE</b>	<b>EMPLOYEES</b>	<b>EMPLOYEES</b>	<b>(DECREASE)</b>
LEGAL DIRECTOR	E-14	1.00	1.00	0.00
CITY ATTORNEY	E-11	5.00	4.00	(1.00)
LAND TRANSACTIONS OFFICER	E-7	1.00	1.00	0.00
ASSISTANT CITY ATTORNEY II	E-10	1.00	0.00	(1.00)
ASSISTANT CITY ATTORNEY I	E-8	2.00	4.00	2.00
DIVERSITY PROCUREMENT OFFICER	E-8	1.00	1.00	0.00
COUNCIL CLK/CITY EVENTS COORD.	E-7	0.00	0.00	0.00
SR. ADMINISTRATIVE ASSISTANT	E-6	1.00	1.00	0.00
ADMINISTRATIVE ASSISTANT	E-5	5.00	5.00	0.00
TRUANCY CLERK	0	0.00	1.00	1.00
OFFICE ASSISTANT	E-2	3.00	2.00	(1.00)
<b>TOTAL PERSONNEL</b>		<b>20.00</b>	<b>20.00</b>	<b>0.00</b>

## Performance Measurements

	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
Claims filed	147	219	568	400
Fines collected	\$1,266,863	\$1,328,917	\$1,229,982	\$1,335,000
Ordinance/traffic tickets issued/prosecuted	28,744	24,705	24,997	27,010
Ordinances drafted/presented	219	278	260	300
Resolutions drafted/presented	135	128	120	150