

# **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.

### **2009 Accomplishments** →

- Successful Weed and Seed grant cycle and support of expansion of resident led activities in the designated areas.
- Internal training and improvement in the City's procurement practices which expanded opportunity for minority and women owned businesses.
- Completed negotiations on cable franchise renewal.
- Completed development agreement for Renaissance project as West State and Springfield.
- Completed incentive agreements leading to the Wainxiang solar panel production facility, which is under construction.
- Implemented live-scan technology for liquor license applicants which reduced delays by up to 60 days per application.
- Participation in Housing Task Force which established improvements in the landlord tenant arena in partnership with Rockford Apartment Association.
- Successful renegotiation of the Police Discipline article of the Collective Bargaining Agreement.
- 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.
- Created environment supporting new development opportunities through Broadway TIF District.
- Established Artist Redevelopment District.
- Successful negotiation of Collective Bargaining Agreement for 2009 through 2011 with IAFF 413.

## Legal Department

- Achieved recognition from the Federal Highway Administration for Mark Rose's creative acquisition of property which will serve as a template for acquisitions of churches in distressed areas.

### 2010 Goals and Objectives →

- Increase economic activity by supporting development projects.
- Reduce crime by effective ordinance adoption and enforcement and support of Weed and Seed initiatives.
- 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	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$1,791,125	\$1,645,421	\$1,667,594	\$1,620,773	(\$24,648)
CONTRACTUAL	247,626	197,665	184,447	201,890	4,225
SUPPLIES	48,303	18,750	15,261	18,750	0
OTHER	0	0	0	0	0
CAPITAL	0	0	0	0	0
TOTAL	<u>\$2,087,054</u>	<u>\$1,861,836</u>	<u>\$1,867,302</u>	<u>\$1,841,413</u>	<u>(\$20,423)</u>
STAFFING REVIEW	2007	2008	2009	2010	INCREASE (DECREASE)
TOTAL	19.00	20.00	20.00	17.00	(3.00)
FUNDING SOURCE	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS	\$146,755	8.1	\$229,451	12.5	
MAGISTRATE FINES	650,000	36.1	650,000	35.3	
PURCHASE OF SERVICES	552,130	30.6	497,100	27.0	
GENERAL REVENUES	<u>452,570</u>	<u>25.2</u>	<u>464,862</u>	<u>25.2</u>	
TOTAL	<u>\$1,801,455</u>	<u>100.0</u>	<u>\$1,841,413</u>	<u>100.0</u>	

# **Legal Department**

## **Budget Analysis**

The 2010 budget of \$1,841,413 is a \$20,423 (1.1%) decrease from the 2009 budget. Personnel costs decreased \$24,600 due to the removal of a City Attorney, an Assistant City Attorney, and the Truancy Clerk (\$123,000), overtime (\$3,000), health insurance (\$13,000), unemployment (\$200), workers compensation (\$400), and life insurance (\$200).

Overall contractual expenses increased \$4,225. Increases consisted of building rental (\$6,000) and were partially offset by a decrease in dues (\$1,600).

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 was best recognized as in-kind. For the 2009-2010 school year, the School District is focusing more on intervention for truants and their parents. As a result, combined with budget cuts, the City's truancy hearings have been put on hold.

In 2009, the Legal Department spent \$1,867,301, or 100.3% 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 2010.

# Legal Department

## Personnel Review

LEGAL DEPARTMENT				
<b>BENEFITS AND SALARIES</b>				
<b>SALARY</b>	<b>2009</b>	<b>2010</b>	<b>INCREASE/</b>	
	<b>BUDGET</b>	<b>BUDGET</b>	<b>(DECREASE)</b>	
PERMANENT	\$1,247,219	\$1,119,506	(\$127,713)	
TEMPORARY	0	0	0	
OVERTIME	3,000	0	(3,000)	
MERIT PAY	0	0	0	
SALARY ADJUSTMENT	(111,840)	0	111,840	
<b>TOTAL SALARIES</b>	<b>\$1,138,379</b>	<b>\$1,119,506</b>	<b>(\$18,873)</b>	
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT	\$221,233	\$225,916	\$4,683	
UNEMPLOYMENT TAX	1,260	1,071	(189)	
WORKER'S COMPENSATION	2,856	2,464	(392)	
HEALTH INSURANCE	269,334	255,970	(13,364)	
LIFE INSURANCE	1,560	1,326	(234)	
PARKING BENEFITS	10,799	14,520	3,721	
<b>TOTAL BENEFITS</b>	<b>\$507,042</b>	<b>\$501,267</b>	<b>(\$5,775)</b>	
<b>TOTAL COMPENSATION</b>	<b>\$1,645,421</b>	<b>\$1,620,773</b>	<b>(\$24,648)</b>	
<b>PERSONNEL</b>				
<b>POSITION TITLE</b>	<b>POSITION</b>	<b>2009</b>	<b>2010</b>	<b>INCREASE/</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	4.00	4.00	0.00
LAND TRANSACTIONS OFFICER	E-7	1.00	1.00	0.00
ASSISTANT CITY ATTORNEY I	E-8	4.00	2.00	(2.00)
DIVERSITY PROCUREMENT OFFICER	E-8	1.00	1.00	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	E-3	1.00	0.00	(1.00)
OFFICE ASSISTANT	E-2	2.00	2.00	0.00
<b>TOTAL PERSONNEL</b>		<b>20.00</b>	<b>17.00</b>	<b>(3.00)</b>

## Performance Measurements

	2007 Actual	2008 Actual	2009 Actual	2010 Estimate
Claims filed	219	568	310	300
Fines collected	\$1,328,917	\$1,229,982	\$1,252,606	\$1,335,000
Ordinance/traffic tickets issued/prosecuted	24,705	24,997	23,946	24,382
Ordinances drafted/presented	278	260	243	300
Resolutions drafted/presented	128	120	128	150