

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, land acquisition programs, and support the City's EEO and diversity procurement functions.

2012 Accomplishments →

- Transitioned City to municipal liability insurance with Travelers with a \$500,000 self-insured retention. Performed all aspects of major litigation and obtained a directed verdict in a jury trial that exonerated the City's conduct in an employee's claim of race and gender discrimination. Obtained summary judgment and/or dismissals in the following major litigation matters: Beach [excessive force], Auto Owners [SWAT property damage], Curtis [excessive force], Gordon [excessive force], Secrets Apparel [zoning], Wiggins [failure to protect] and an employee's claim of race discrimination. Obtained desirable settlements in three additional employment cases.
- Supervised the City-wide system for Freedom of Information Requests in compliance with the revised FOIA statute of 2010 using SharePoint. The City-wide system processed nearly 2,500 requests during 2011 and may exceed 3,000 in 2012. Researched and drafted responses to Requests for Review to Public Access Counselor.
- Provided staffing and administrative support for the hearing process for towing and impoundment of vehicles resulting in increased public safety and additional revenue.
- Continuing implementation of "Leads Online" for the recovery of stolen property from pawnbrokers and secondhand goods dealers.
- Completed revision of the General Order for the Evidence Division of the Rockford Police Department. Trained all evidence support staff in the new General Order.
- Processed in-house over 100 liability claims against the City. After November 2011, transitioned claims to the Travelers TPA. Added online claim initiation through the City website.
- Served in a risk management capacity for all departments. Assisted in selection of new Worker's Compensation Counsel and Third Party Administrator.
- Supervised the police subpoena process and provided court representation when issues arose in the subpoena process.
- Served as conflicts counsel for the State's Attorney's Office in DUI and major traffic cases.
- Prosecuted municipal ordinance violations in Circuit Court.
- On a daily interactive basis, performed function as City-wide Freedom Of Information Act officer, Open Meetings Act Officer and Local Records Act Officer.
- Advised all departments in Abortion Clinic/Protest/First Amendment matters. Facilitated issues surrounding the mobile ultrasound unit with the Traffic Commission and other day to day clinic/free speech matters.

Legal Department

- Representation of the City disciplinary and contract grievances, interest arbitration and continuing labor relations matters with all City bargaining units.
- Continuing participation in the 17th Judicial Circuit Court's Truancy Advisory Board.
- Assisted the State's acquisitions for the Main Street and Auburn intersection project.
- Drafted and assisted in the implementation of new outdoor design guidelines and festival zone vendors.
- Drafted and obtained several administrative search warrants to allow inspectors to secure dangerous properties and abate nuisances.
- Staffed the executive committees of each Weed and Seed site.
- Co-chaired Rockford Alliance Against Sexual Exploitation aimed at reducing prostitution and the demand for purchased sex in our community.
- Participated in crime free multi housing training of land lords.
- Developed ordinance modifications and administrative support for the licensing of video gaming machines.

2013 Goals and Objectives →

- Increase economic activity by supporting development projects.
- Finalize right of way acquisition for North Main, Churchill Park storm water management and other infrastructure improvement projects.
- Support Community Development Department through effective drafting and review of development and incentive agreements.
- 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.
- 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.
- Implementation of the Elected and Appointed Officials OMA Training.
- Implement new Westlaw Next software West KM, Case Notebook and West Document Drafting Software.

Legal Department

Budget Summary

LEGAL DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$1,623,498	\$1,362,464	\$1,220,965	\$1,273,526	\$52,561
CONTRACTUAL	198,609	197,916	364,220	309,350	(54,870)
SUPPLIES	16,293	14,777	23,700	23,700	0
OTHER	0	0	0	0	0
CAPITAL	0	0	0	0	0
TOTAL	<u>\$1,838,400</u>	<u>\$1,575,157</u>	<u>\$1,608,885</u>	<u>\$1,606,576</u>	<u>(\$2,309)</u>

STAFFING REVIEW	2010	2011	2012	2013	INCREASE (DECREASE)
TOTAL	17.00	12.00	12.00	12.00	0.00

FUNDING SOURCE	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS	\$229,451	\$179,846	\$169,365	\$184,370	\$15,005
MAGISTRATE FINES	650,000	665,000	665,000	650,000	(\$15,000)
PURCHASE OF SERVICES	497,100	534,100	666,100	701,700	\$35,600
GENERAL REVENUES	<u>461,849</u>	<u>252,229</u>	<u>108,420</u>	<u>70,506</u>	<u>(\$37,914)</u>
TOTAL	<u>\$1,838,400</u>	<u>\$1,631,175</u>	<u>\$1,608,885</u>	<u>\$1,606,576</u>	<u>\$1,608,888</u>

Budget Analysis

- A 2% wage increase is budgeted for all department staff for a total of \$16,533.
- Overtime increased \$6,000 as a result of council meetings attended by staff.
- Health Insurance decreased \$15,550 primarily due to changes in coverage.
- Contractual expenses decreased \$59,470 in risk management purchase of service.

Capital Equipment

There are no capital items budgeted for 2013.

Legal Department

Personnel Review

LEGAL DEPARTMENT				
BENEFITS AND SALARIES		2012	2013	INCREASE/ (DECREASE)
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	
PERMANENT		\$792,064	\$820,643	\$28,579
TEMPORARY		0	0	0
SEVERANCE		0	0	0
OVERTIME		0	6,000	6,000
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>16,533</u>	<u>16,533</u>
TOTAL SALARIES		<u>\$792,064</u>	<u>\$843,176</u>	<u>\$51,112</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$164,987	\$179,765	\$14,778
UNEMPLOYMENT TAX		2,160	2,160	0
WORKER'S COMPENSATION		2,218	2,445	227
HEALTH INSURANCE		231,504	215,956	(15,548)
LIFE INSURANCE		936	936	0
RETIREE HEALTH INSURANCE		16,848	16,848	0
PARKING BENEFITS		10,248	12,240	1,992
TOTAL BENEFITS		<u>\$428,901</u>	<u>\$430,350</u>	<u>\$1,449</u>
TOTAL COMPENSATION		<u>\$1,220,965</u>	<u>\$1,273,526</u>	<u>\$52,561</u>
	POSITION	2012	2013	INCREASE/ (DECREASE)
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	
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
SR. ADMINISTRATIVE ASSISTANT	E-6	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT	E-5	4.00	4.00	0.00
OFFICE ASSISTANT	E-2	1.00	1.00	0.00
PERSONNEL ADJUSTMENT		0.00	0.00	0.00
TOTAL PERSONNEL		<u>12.00</u>	<u>12.00</u>	<u>0.00</u>

**LEGAL DEPARTMENT
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

	2011 ACTUAL	2012 BUDGET	7 MO ACTUAL	2013 BUDGET	BUDGET CHANGE 12-13
71112 Permanent	926,889	792,064	481,948	820,643	28,579
71113 Temporary	-	-	-	6,000	6,000
71122 Sal OT Perm	1,828	-	3,416	-	-
71129 Salary Adjustment	-	-	-	16,533	16,533
71251 IMRF	185,751	164,987	99,788	179,765	14,778
71253 Unemployment	4,202	2,160	1,811	2,160	-
71262 Worker's Comp	2,145	2,218	1,359	2,445	227
71263 Health Insurance	227,085	231,504	125,406	215,956	(15,548)
71264 Life Insurance	1,004	936	541	936	-
71265 Retiree Health Insurance	-	16,848	9,828	16,848	-
71271 Parking	13,560	10,248	5,978	12,240	1,992
TOTAL PERSONNEL	1,362,464	1,220,965	730,075	1,273,526	52,561
72211 Printing & Publication	4,963	8,450	1,865	6,800	(1,650)
72212 Postage	793	2,000	211	2,000	-
72213 Telephone	12,206	9,940	3,732	9,940	-
72203 Wireless	-	1,200	359	1,200	-
72214 Travel	5,435	5,700	877	5,700	-
72215 Dues	6,584	9,160	4,202	9,160	-
72216 Subscriptions	5,165	1,680	49	1,680	-
72217 Advertising	614	2,500	-	2,500	-
72218 Service Contracts	27,772	41,620	12,951	44,620	3,000
72241 Insurance	100	100	-	100	-
72255 Maintenance-Office & Furn	210	730	150	730	-
72263 Microcomputer	60,700	59,680	34,813	62,200	2,520
72267 Risk Management	8,650	64,820	37,812	5,350	(59,470)
72271 Rental Equipment	1,818	-	150	1,800	1,800
72272 Building Rental	42,140	51,940	30,298	55,370	3,430
72281 Professional Fee-Legal	17,999	91,700	9,214	87,200	(4,500)
72290 Education & Training	2,767	13,000	195	13,000	-
TOTAL CONTRACTUAL	197,916	364,220	136,878	309,350	(54,870)
75509 Books	10,080	7,500	6,185	7,500	-
75520 Small Equipment	536	750	69	750	-
75525 Food	196	500	12	500	-
75560 Office General Supply	3,867	12,000	2,508	12,000	-
75570 Computer, Non-Capital	98	2,950	2,562	2,950	-
TOTAL SUPPLIES	14,777	23,700	11,336	23,700	-
TOTAL LEGAL DEPARTMENT	1,575,157	1,608,885	878,289	1,606,576	(2,309)