

# Legal

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**LEGAL DEPARTMENT**

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	729,485	783,976	810,665	3.4 %
Supplies and Services	267,585	202,703	214,970	6.1 %
Machinery and Equipment	239	9,717	525	(94.6)%
Total	997,309	996,396	1,026,160	3.0 %
<u>Resources</u>				
Administrative Overhead Recharges	456,307	502,196	516,722	2.9 %
Reimbursements	27	—	—	0.0 %
County Revenue	6,791	3,000	3,000	0.0 %
Total	463,125	505,196	519,722	2.9 %
Property Tax Support	534,184	491,200	506,438	15,238
Percent Increase (Decrease)				3.1 %
<b>Personnel - Authorized FTE</b>	<b>4.62</b>	<b>5.62</b>	<b>5.62</b>	

**Improvement Package Summary**

**1 of 1**

This improvement level decision package request is for education and training funds for the Civil Rights Specialist position, which was a newly created position in FY20. Training would assist the Civil Rights Specialist in performing and enhancing her duties of accepting, reviewing and investigating complaints of discrimination in employment, public accommodations, housing, credit, and education, and other areas within the city organization and community at-large, as well as internal and community education activities related to civil rights. This request supports the City Council goal of a "Financially Responsible, High-Performance City Organization."

Related Cost:	\$ 4,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 2,013	Administrative Overhead	Recurring	
Total Cost:	\$ 1,987			
Property Tax Impact:	\$ 0.0008	0.01%		

Activity: Information Services

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$5,624 or 9.99%.
4. Overtime expense is unchanged from \$3,000 in FY 2020 to \$3,000 in FY 2021. FY 2019 Actual was \$2,548.
5. Five-Year Retiree Sick leave payout is unchanged from \$14,968 in FY 2020 to \$14,968 in FY 2021.

### Supplies & Services

6. Subscriptions decreased from \$15,695 in FY 2020 to \$15,167 in FY 2021 based on FY 2019 Actual plus 2%.
7. Damage Claims increased from \$91,380 in FY 2020 to \$100,624 in FY 2021 based on a three year average of actual claims paid. The City reimburses Iowa Communities Assurance Pool (ICAAP) up to \$20,000 per claim.
8. Education and Training is unchanged from \$13,500 in FY 2020 to \$13,500 in FY 2021 based on actual estimated cost of conferences.
9. Administrative Judge is unchanged from \$14,724 in FY 2020 to \$14,724 in FY 2021. This line item represents the cost for human rights complaint investigations including the public hearing expense for an administrative law judge.
10. Rental of Space increased from \$24,688 in FY 2020 to \$27,078 in FY 2021 due to an increase of 512 square feet for the additional office for the Civil Rights Specialist. This line item includes parking for the City Attorney, Assistant City Attorney, Senior Counsel, and Civil Rights Specialist (\$2,904) and office rent (\$24,174).

### Machinery & Equipment

1. Purchase of equipment for FY 2021 includes (\$525):

Legal Services	
Desk Chair (1)	\$ 425
Chair Mats (1)	\$ 100
<b>Total Equipment</b>	<b>\$ 525</b>

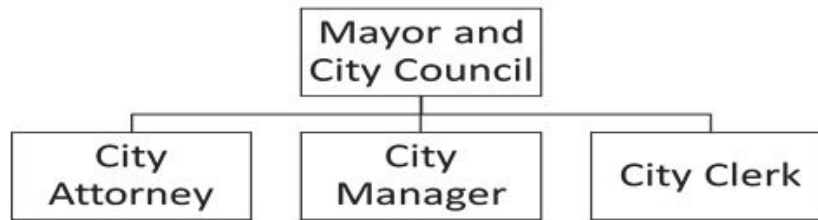
## Revenue

11. Revenue received from Enterprise Funds for administrative overhead charges increased from \$502,196 in FY 2020 to \$516,722 in FY 2021.

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# CITY ATTORNEY'S OFFICE

The mission of the City Attorney's Office is to provide legal counsel to the City Council, City Manager, and all officials and departments of the City in matters relating to their official duties so that the City delivers excellent municipal services that support urban living and a sustainable City plan for the community's future and that facilitate access to critical human services which result in financially sound City government and citizens getting services and value for their tax dollar.



## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS, AND PEOPLE LEADING TO OUTCOMES

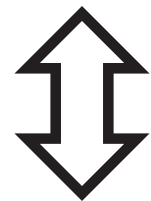
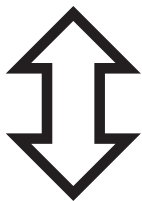
### People

Cross-training among the City Attorney's Office staff delivers quality customer service and allows staff to deliver services that exceed citizen expectations. Investment in training allows a high-quality, knowledgeable, and informed workforce.



### Planning

The City Attorney's Office provides counsel and direction to all City departments so that they may perform duties and responsibilities to ensure economic prosperity, environmental/ecological integrity, and social/cultural vibrancy throughout the community.



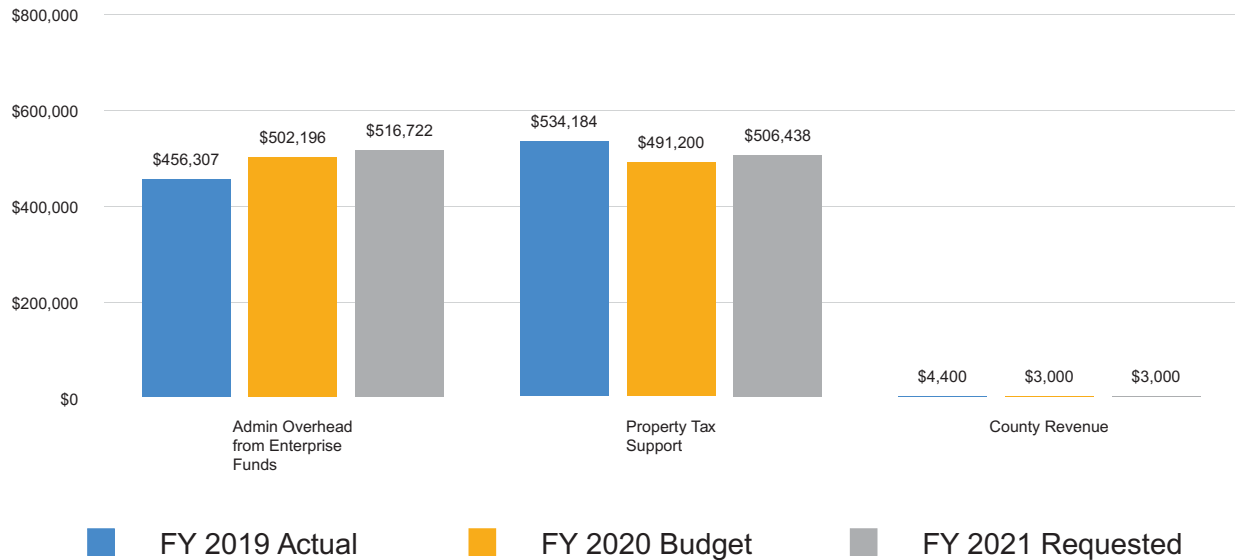
### Partnerships

Staff of the City Attorney's Office volunteer with numerous local and state partnerships to implement the City Council's community vision. Staff also develops and implements processes that help provide solutions for community challenges and opportunities.

# CITY ATTORNEY'S OFFICE

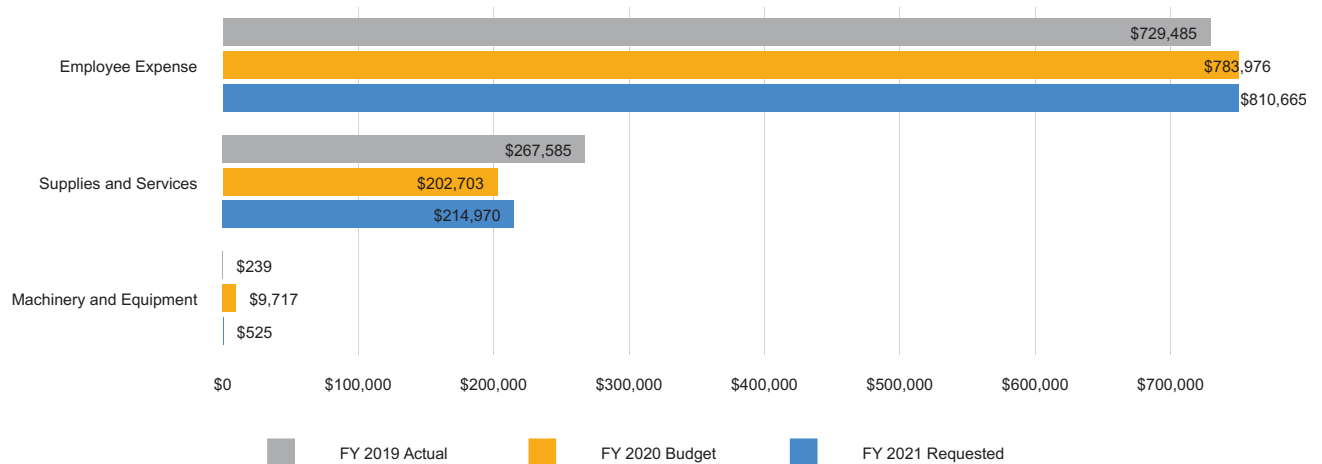
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	4.62	5.62	5.62

## Resources and Property Tax Support



The City Attorney's Office is supported by 5.62 full-time equivalent employees. Overall, the department's expenses are expected to increase by 3.0% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year





# CITY ATTORNEY'S OFFICE

## Mission & Services



The [City Attorney's Office](#) represents the City in all cases and processes all claims and suits for and against the City and provides written opinions to the City Council, boards and commissions, the City Manager, and City departments. The City Attorney's Office assists in the preparation and review of legal documents, legislation, and other matters in which there is a City interest. The City Attorney's Office provides legal counsel to the City Council, City Manager, and all officials and departments of the City in matters relating to their official duties. The CAO also prosecutes ordinance and traffic violations, represents City boards and commissions, provides advice on legal opinions to officials, department managers, and City employees, and drafts legal documents, memoranda, and opinions.

Position Summary	
	FY 2021
PARALEGAL	2.00
ASSISTANT CITY ATTORNEY	1.00
CITY ATTORNEY	1.00
SENIOR COUNSEL	0.62
CIVIL RIGHTS SPECIALIST	1.00
<b>Total FT Equivalent Employees</b>	<b>5.62</b>




## Performance Measures

### City Council Goal: Financially Responsible, High-Performing Government

**1 Dept. Objective: Provide timely, cost-efficient, quality services to residents and assist businesses and organizations with promoting workplace diversity.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Human Rights Cases - # of businesses/organizations affected	N/A	12	17	15	
Municipal Infractions - % of Defendants who admit violations	80%	68%	66%	70%	
Claims	N/A	91	94	100	N/A

**2 Dept. Objective: Provide timely, cost-efficient, and quality counsel, legal assistance and representation, and protection of human rights within City departments and divisions.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Continuing Legal Education - # annual hours attended	100	112	114	110	
Petition Properties - # of properties acquired	4	4	3	4	
Development Agreements	7	5*	8**	7	

**\*FY18 Development Agreements:** 3000 Jackson, LC (Dubuque Brewing & Malting), 3000 Jackson Street-capital investment of \$30M to improve the Property; Medline-purchase price \$2,456,400, capital investment \$18.4M; MetX, 1690 Elm Street-purchase price \$49,887.84, capital investment \$9M; Rouse & Dean, 990 Washington Street-capital investment of \$1.8M to improve the Property; SS Event Center, 101 E. 15<sup>th</sup> Street-capital investment of \$10M to improve the Property

**\*\*FY19 Development Agreements:** CARich Properties, 278 W. 17<sup>th</sup> Street-capital investment of \$400,000; Dupaco Voices, 100 Jackson Street-capital investment of \$38M to improve the Property; Marquette Hall, 222 Queen Street-capital investment of \$6M to improve the Property; Merge, LLC, 5<sup>th</sup> & Bell Streets, purchase price of approximately \$970,000, capital investment \$18M; Prairie Farms, 3510 Central Avenue, capital investment \$8M; Three Amigos, 898 Jackson Street-capital investment of \$750,000 to improve the Property; Walter Development, LLC (Hodge), Chavenelle Road, purchase price of approximately \$1,069,800, capital investment \$9M; Walter Development, LLC (Unison), Chavenelle Road, purchase price of approximately \$840,000, capital investment \$1.4M

**Total purchase price paid to City: \$5,386,087.00                      Total capital investments: \$150,750,000.00**

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**Recommended Operating Revenue Budget - Department Total  
76 - LEGAL SERVICES**

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	46205	COUNTY SHARE	4,400	6,791	3,000	3,000
<b>46</b>	<b>LOCAL GRANT AND REIMBURSE - Total</b>		<b>4,400</b>	<b>6,791</b>	<b>3,000</b>	<b>3,000</b>
100	53201	REFUNDS	776	0	0	0
100	53620	REIMBURSEMENTS-GENERAL	529	94	0	0
<b>53</b>	<b>MISCELLANEOUS - Total</b>		<b>1,305</b>	<b>94</b>	<b>0</b>	<b>0</b>
100	59280	FR SECTION 8 HOUSING	820	0	0	0
100	59290	FR CABLE TV	573	0	0	0
100	59610	FR WPC OPERATING	157,415	159,985	165,986	171,100
100	59620	FR STORMWATER OPERATING	36,268	37,468	45,895	51,330
100	59630	FR PARKING OPERATING	18,111	18,318	21,553	22,243
100	59640	FR WATER UTILITY	9,627	28,797	35,970	27,376
100	59670	FR REFUSE COLLECTION	128,529	131,747	149,802	159,123
100	59940	FR DMASWA	78,707	79,992	82,990	85,550
<b>59</b>	<b>TRANSFER IN AND INTERNAL - Total</b>		<b>430,050</b>	<b>456,307</b>	<b>502,196</b>	<b>516,722</b>
<b>LEGAL SERVICES - Total</b>			<b>435,755</b>	<b>463,192</b>	<b>505,196</b>	<b>519,722</b>

## Recommended Operating Expenditure Budget - Department Total 76 - LEGAL SERVICES

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	417,673	427,496	498,119	507,521
100	61020	PART-TIME EMPLOYEES	111,108	118,637	112,234	113,483
100	61030	SEASONAL EMPLOYEES	—	8,937	—	—
100	61050	OVERTIME PAY	1,770	2,548	3,000	3,000
100	61091	SICK LEAVE PAYOFF	14,968	14,968	14,968	14,968
100	61096	50% SICK LEAVE PAYOUT	—	—	—	1,453
100	61310	IPERS	47,485	51,795	58,483	59,498
100	61320	SOCIAL SECURITY	39,590	39,769	45,656	53,231
100	61410	HEALTH INSURANCE	63,600	57,240	43,560	49,184
100	61415	WORKMENS' COMPENSATION	1,974	1,627	1,511	1,629
100	61416	LIFE INSURANCE	257	257	281	311
100	61655	CAR ALLOWANCE	5,988	6,080	6,164	6,256
100	61660	EMPLOYEE PHYSICALS	—	131	—	131
<b>61 - WAGES AND BENEFITS</b>			<b>704,413</b>	<b>729,485</b>	<b>783,976</b>	<b>810,665</b>
100	62010	OFFICE SUPPLIES	1,063	899	500	1,079
100	62030	POSTAGE AND SHIPPING	639	690	658	759
100	62031	PROCESSING MATERIALS	175	150	175	150
100	62050	OFFICE EQUIPMENT MAINT	226	223	226	228
100	62061	DP EQUIP. MAINT CONTRACTS	4,399	4,326	4,497	4,913
100	62062	JANITORIAL SUPPLIES	—	—	50	50
100	62110	COPYING/REPRODUCTION	1,958	1,513	2,615	1,513
100	62130	LEGAL NOTICES & ADS	—	618	—	150
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	14,042	14,869	15,695	15,167
100	62190	DUES & MEMBERSHIPS	2,851	2,810	2,908	2,866
100	62206	PROPERTY INSURANCE	132	—	—	—
100	62208	GENERAL LIABILITY INSURAN	2,293	1,947	2,079	2,044
100	62211	PROPERTY TAX	6,484	7,236	7,236	7,881
100	62221	DAMAGE CLAIMS	108,231	158,232	91,380	100,624
100	62230	COURT COSTS & RECORD FEES	45	73	45	73
100	62310	TRAVEL-CONFERENCES	4,808	6,200	8,950	8,950
100	62320	TRAVEL-CITY BUSINESS	991	37	1,000	1,000
100	62340	MILEAGE/LOCAL TRANSP	257	273	288	283
100	62360	EDUCATION & TRAINING	12,581	14,764	13,500	13,500
100	62411	UTILITY EXP-ELECTRICITY	1,586	1,441	1,586	1,557
100	62412	UTILITY EXP-GAS	506	493	506	493
100	62421	TELEPHONE	3,574	3,781	4,198	4,405
100	62424	RADIO/PAGER FEE	301	309	313	324
100	62433	CUSTODIAL SERVICES	4,004	4,082	4,160	4,485
100	62436	RENTAL OF SPACE	23,316	23,650	24,688	27,078
100	62663	SOFTWARE LICENSE EXP	47	39	50	41
100	62667	DATA SERVICES	456	403	576	533
100	62713	LEGAL SERVICES	5,489	15,925	—	—
100	62714	ADMINISTRATIVE JUDGE	963	2,600	14,724	14,724
100	62756	EMPLOYEE RECOGNITION	—	—	100	100
<b>62 - SUPPLIES AND SERVICES</b>			<b>201,418</b>	<b>267,585</b>	<b>202,703</b>	<b>214,970</b>
100	71120	PERIPHERALS, COMPUTER	—	—	950	—
100	71123	SOFTWARE	311	—	—	—
100	71124	COMPUTER	—	—	2,275	—
100	71211	DESKS/CHAIRS	—	—	4,350	525

100	72418	TELEPHONE RELATED	1,386	239	2,142	—
<b>71 - EQUIPMENT</b>			<b>\$1,697</b>	<b>\$239</b>	<b>\$9,717</b>	<b>\$525</b>
<b>76 - LEGAL SERVICES TOTAL</b>			<b>\$907,528</b>	<b>\$997,309</b>	<b>\$996,396</b>	<b>\$1,026,160</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 76 - LEGAL SERVICES

<b>LEGAL SERVICES</b>	<b>- 76100</b>
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**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	239	9,717	525
SUPPLIES AND SERVICES	267,585	202,703	214,970
WAGES AND BENEFITS	729,485	783,976	810,665
<b>LEGAL SERVICES</b>	<b>997,309</b>	<b>996,396</b>	<b>1,026,160</b>
<b>LEGAL SERVICES TOTAL</b>	<b>\$997,309</b>	<b>\$996,396</b>	<b>\$1,026,160</b>

**CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT**

**76 LEGAL DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	430	GE-29	PARALEGAL	2.00	\$120,201	2.00	\$123,491	2.00	\$125,517
100	600	GE-42	ASSISTANT CITY ATTORNEY	1.00	\$139,787	1.00	\$142,980	1.00	\$144,563
100	625	Contract	CITY ATTORNEY	1.00	\$170,917	1.00	\$174,721	1.00	\$174,054
100	625	GE-32	CIVIL RIGHTS SPECIALIST	0.00	\$ —	1.00	\$ 56,927	1.00	\$ 63,387
<b>TOTAL FULL TIME EMPLOYEES</b>				<b>4.00</b>	<b>\$430,905</b>	<b>5.00</b>	<b>\$498,119</b>	<b>5.00</b>	<b>\$507,521</b>
<b>61020 Part Time Employee Expense</b>									
100	4477	Contract	SENIOR COUNSEL	0.62	\$109,734	0.62	\$112,234	0.62	\$113,483
<b>TOTAL PART TIME EMPLOYEES</b>				<b>0.62</b>	<b>\$109,734</b>	<b>0.62</b>	<b>\$112,234</b>	<b>0.62</b>	<b>\$113,483</b>
<b>TOTAL LEGAL DEPARTMENT</b>				<b>4.62</b>	<b>\$540,639</b>	<b>5.62</b>	<b>\$610,353</b>	<b>5.62</b>	<b>\$621,004</b>

**CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
<b>Legal Services-FT</b>											
10076100	61010	100	625	CONT	CITY ATTORNEY	1.00	\$ 170,917	1.00	\$ 174,721	1.00	\$ 174,054
10076100	61010	100	600	GE-42	ASSISTANT CITY ATTORNEY	1.00	\$ 139,787	1.00	\$ 142,980	1.00	\$ 144,563
10076100	61010	100	3600	GE-29	PARALEGAL	2.00	\$ 120,201	2.00	\$ 123,491	2.00	\$ 125,517
10076100	61010	100		GE-32	CIVIL RIGHTS SPECIALIST	0.00	\$ —	1.00	\$ 56,927	1.00	\$ 63,387
10076100	61010	100	4440	GE-25	LEGAL ASSISTANT	0.00	\$ —	0.00	\$ —	0.00	\$ —
<b>Total</b>						4.00	\$ 430,905	5.00	\$ 498,119	5.00	\$ 507,521
<b>Legal Services - PT</b>											
10076100	61020	100	4477	CONT	SENIOR COUNSEL	0.62	\$ 109,734	0.62	\$ 112,234	0.62	\$ 113,483
<b>Total</b>						0.62	\$ 109,734	0.62	\$ 112,234	0.62	\$ 113,483
<b>TOTAL LEGAL DEPARTMENT</b>						<b>4.62</b>	<b>\$ 540,639</b>	<b>5.62</b>	<b>\$ 610,353</b>	<b>5.62</b>	<b>\$ 621,004</b>