

Legal

LEGAL DEPARTMENT

Budget Highlights	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2014/15 Amended	FY 2015/16 Recomm'd	% Change from Adopted FY 2014/15
Employee Expense	629,782	650,757	645,860	649,252	-0.2%
Supplies and Services	238,591	175,941	176,126	189,928	7.9%
Machinery and Equipment	-	<u>3,967</u>	<u>3,967</u>	<u>688</u>	<u>-82.7%</u>
Total	868,373	830,665	825,953	839,868	1.1%
Administrative Overhead					
Charges to Enterprise Fds.	330,809	353,323	353,323	267,001	-24.4%
Section 8 -Legal Services	820	820	820	820	0.0%
Cable TV -Legal Services	573	573	573	573	0.0%
County Revenue	<u>4,463</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>0.0%</u>
Total	336,665	355,716	355,716	269,394	-24.4%
Property Tax Support	531,708	474,949	470,237	570,474	95,525
Percent Increase (Decrease)					20.1%
Personnel - Authorized FTE	5.00	5.00	5.00	5.00	

Significant Line Items at Maintenance Level
(Without Recommended Improvement Package)

Employee Expense

1. The City wage plan for non-bargaining unit employees will not increase and bargaining unit employees will receive a 2.25% wage increase in FY 2016.
2. The Iowa Public Employee Retirement System (IPERS) City contribution remains at 8.93% and the employee contribution remains at 6.18% in FY 2016.
3. The City portion of health insurance expense decreased from \$1,190 in FY 2015 to \$1,040 in FY 2016 per month per contract, resulting in a savings of \$8,100.
4. Overtime expense remained at \$3,000 in FY 2016.

Supplies & Services

5. Subscriptions increased from \$14,364 in FY 2015 to \$16,228 in FY 2016 based on FY 2015 actual plus 9%.

6. Damage Claims increased from \$72,834 in FY 2015 to \$84,392 in FY 2016 based on a four year average (FY 2010 – FY 2013; FY 2014 was excluded from the average as claims were unusually high due to the harsh winter) of actual claims paid.
7. Education and Training decreased from \$11,421 in FY 2015 to \$10,000 in FY 2016 based on actual estimated cost of conferences.

Machinery & Equipment

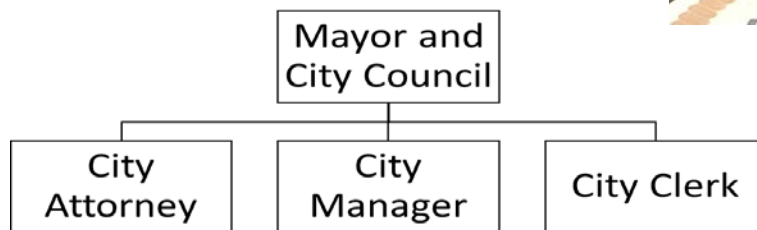
8. Purchase of equipment for FY 2016 includes \$688 for the replacement of a desktop scanner.

Revenue

9. Revenue received from Enterprise Funds for administrative overhead charges and has decreased from \$353,323 in FY 2015 to \$267,001 in FY 2016.

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.



Expenditures and Resources by Department and Category

Budget Highlights	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2014/15 Amended	FY 2015/16 Recomm'd	% Change from Adopted FY 2014/15
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CITY ATTORNEY'S OFFICE

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

PLANNING

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.

PEOPLE

Cross-training among 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.



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

Overview

The chief legal officer of the City of Dubuque is the City Attorney, who provides counsel and direction to the City by attending meetings of the City Council and selected boards and commissions. The City Attorney is assisted by two full-time Assistant City Attorneys, a Paralegal, and a Legal Assistant. The City Attorney's Office represents the City in all cases before the federal and state courts and administrative agencies where the City has an interest.

The City Attorney's Office 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 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.

Funding Summary			
	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Recommended
Expenditures	\$868,373	\$830,665	\$839,868
Resources	\$336,665	\$355,716	\$269,394
Position Summary			
	FY 2015/16 FTE's		
City Attorney	1.00		
Assistant City Attorney	2.00		
Paralegal	1.00		
Legal Assistant	1.00		
Total FTE's	5.00		

CITY ATTORNEY'S OFFICE

Supporting City, Organization, and Community Goals

Five-Year Community Goals for a Sustainable Dubuque

- Economic Prosperity – Provide counsel on development agreements such as Rockfarm Holdings, Inc. and Tri-State Quality Metals which helps establish jobs, businesses, transportation, and affordable places to live to create a strong local economy that benefits simultaneously.
- Environmental Integrity – Review legislation and recent changes in law so the City can continue to make strides towards enhancing the quality of community assets such as public transit and water quality.
- Social/Cultural Vibrancy – By volunteering for organizations such as the Multicultural Family Center and the Foundation for Dubuque Public Schools, support the current and greatest needs in the community.

Five-Year City Goals

- Planned and Managed Growth – Work with businesses/individuals to create development agreements which ensure that there are services available to meet the population demand as it grows.
- Partnering for a Better Dubuque – Train boards and commissions so that they may better communicate with the public and attend meetings with the Landlord Association and other neighborhood associations.
- Improved Connectivity: Transportation and Telecommunications – Continue to enhance the quality of public transit.

Top Priorities

- Arts and Culture Master Plan – Participate on the Arts Council which brings performers and opportunities to the community involving arts.
- Central Iowa Water Association – Conduct legal research on state and federal laws related to rural water providers, participate in amendments to state law, prepare projects and annexation and water service agreements, and coordinate extension of utilities outside the City limits.
- Inclusive Community – Attend regular meetings involving the surrounding Inclusive Dubuque; attendance at the Government Alliance on Race and Equity; investigation of human rights complaints; and attendance at neighborhood meetings.
- Police – Prosecute simple misdemeanors, prepare administrative search warrants, attend landlord meetings, present at the Crime Free Multi-Housing Program, and work with the Problem Properties Project.

High Priorities

- Annexation – Negotiate property acquisition documents and conduct closings of transactions.
- Emerald Ash Borer – Review and help draft policy.
- Housing Code and Inspections – Prosecute ordinance violations and civil infractions in state court and monitor compliance with City Code. Assist with development of internal nuisance process evaluation.
- Indoor Aquatic Center – Support staff for purposes of document creation and review.

CITY ATTORNEY'S OFFICE

Performance Measures

City Attorney's Office – Activity Statement

Provide legal counsel to the City Council, City Manager, and all officials and departments of the City in matters relating to their official duties.

Goals

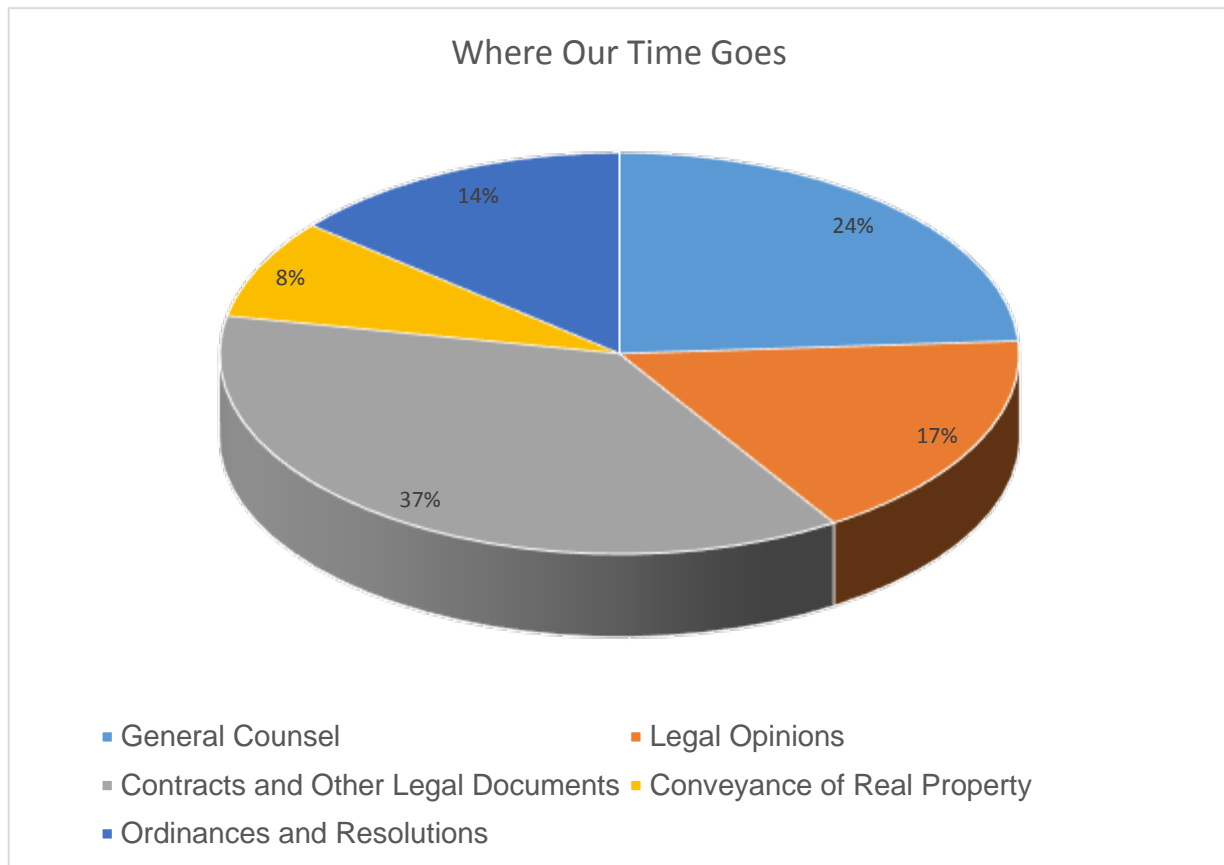
- Provide timely, cost-efficient, quality services, and advice to support the City Council, City Manager, and all City departments in fulfilling their missions and goals.
- Advance, advocate, and safeguard the interests of the City within the bounds of the law and sustain City operations by assuring the City operates in accordance with municipal law.
- Maintain a work environment which fosters teamwork, excellence, and professional development.
- Remain knowledgeable regarding advances and developments in the law.

Objective 1: Furnish legal advice, counsel, and assistance to the Mayor, City Council, and all other City officers, and boards and commissions in relation to their duties and the business of the City.

By providing general counsel, the City Attorney's Office reduces the City's cost from having to consult with outside counsel and provides timely and effective legal advice to departments and partner agencies. It also allows the City to respond to citizens, City staff, and community needs and projects in an expedited and effective manner.

- GENERAL COUNSEL - Provide day-to-day legal advice to City Council, the City Manager, administration, and boards and commissions of the City; attend meetings, conferences, and City Council meetings/work sessions.
- LEGAL OPINIONS - Research and draft opinions on legal matters in response to requests of City Council and other City officials.
- CONTRACTS AND OTHER LEGAL DOCUMENTS - Draft and/or review contracts and other legal documents to which the City is a party.
- CONVEYANCE OF REAL PROPERTY - Prepare deeds, examine titles, and conduct closings necessary for acquisition and disposition of real property.
- ORDINANCES AND RESOLUTIONS - Research relevant law and prepare measures to implement policy decisions of City staff.

CITY ATTORNEY'S OFFICE



Objective 2: To handle legal matters concerning the City in accordance with law and in a timely and efficient manner.

The City Attorney's Office provides timely and effective legal advice on all legal issues and disputes. This helps reduce the costs of services by preventing future lawsuits and claims.

- LITIGATION / LAWSUITS - Handle civil cases initiated by the City or brought against the City and provide a defense from lawsuits for the City and City employees and protects public taxpayers from lawsuits and assures the City operates according to law.
- HUMAN RIGHTS CASES – Administration, screening, review, and investigation of third party complaints of discrimination filed under Title 8 of the City Code.
- SIMPLE MISDEMEANOR COURT – Responsible for the prosecution of all violations of City criminal and civil codes before the Iowa District Court for Dubuque County.
- CLAIMS – Process and investigate all claims filed against the City of Dubuque and collaborate with Public Entity Risk Services for those in excess of the deductible.
- GRIEVANCE ARBITRATIONS AND CIVIL SERVICE APPEALS – Represent the City in grievance arbitrations and hearings before the Civil Service Commission.

CITY ATTORNEY'S OFFICE



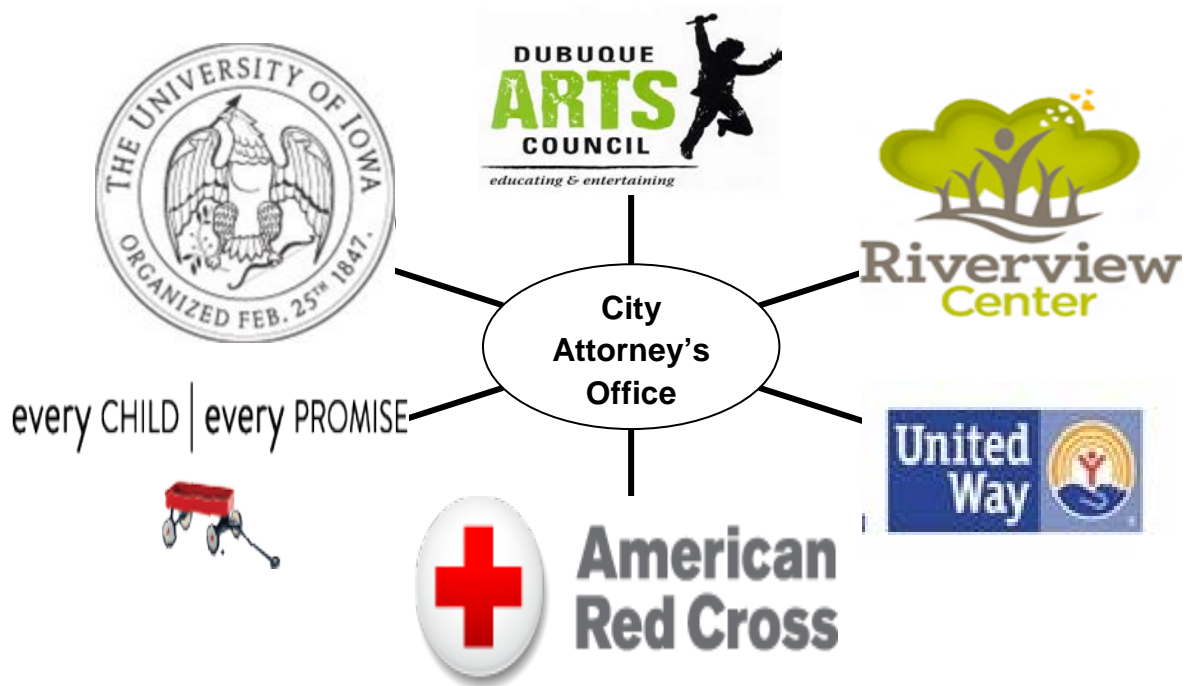
Objective 3: Provide excellent customer service and promote workplace diversity.

The City Attorney's Office acquires information that is useful to the City Attorney's Office in performing its services and cooperates with local organizations to provide timely and effective services, and also allows the City Attorney's Office to operate more effectively.

- TRAINING – Provide training and advice to assist in implementation of City policies on workplace diversity.
- CUSTOMER SERVICE - Provide courteous and timely referrals and response to citizen inquiries.
- COMMUNITY INVOLVEMENT –
 - City Attorney Barry Lindahl is Co-Chair of the Iowa Supreme Court Advisory Committee on the Rules of Civil Procedure, a member of the Iowa League of Cities Environmental Coordinating Committee, and an Adjunct Lecturer at the University of Iowa College of Law.
 - Assistant City Attorney Crenna Brumwell serves as a mentor to Jaylyn and on the boards for Mentor Dubuque (formerly known as Big Brothers/Big Sisters), Dubuque Arts Council, Every Child/Every Promise, Foundation for Dubuque Community Schools, Project Concern, Hillcrest Board of Trustees and the Foster Grandparents. She also participates on the City's Prescott School

CITY ATTORNEY'S OFFICE

- o Partnership, is 2nd Vice Chair of Hillcrest Board of Trustees, volunteers for the Riverview Center Crisis Hotline, and serves on the Judicial Nominating Commission. She has also recently been appointed to the United Way Board, participating on behalf of Hillcrest.
- o Assistant City Attorney Maureen Quann serves on the Iowa Municipal Attorney Association Executive Board as a District 1 Representative, is a mentor at the Multicultural Family Center, Chair of the Riverview Center Board of Directors, member of the Board of Directors of the American Red Cross Tri-State Chapter, member of the Young Lawyers Division, and serves on the Dubuque Museum of Art Special Events Committee.

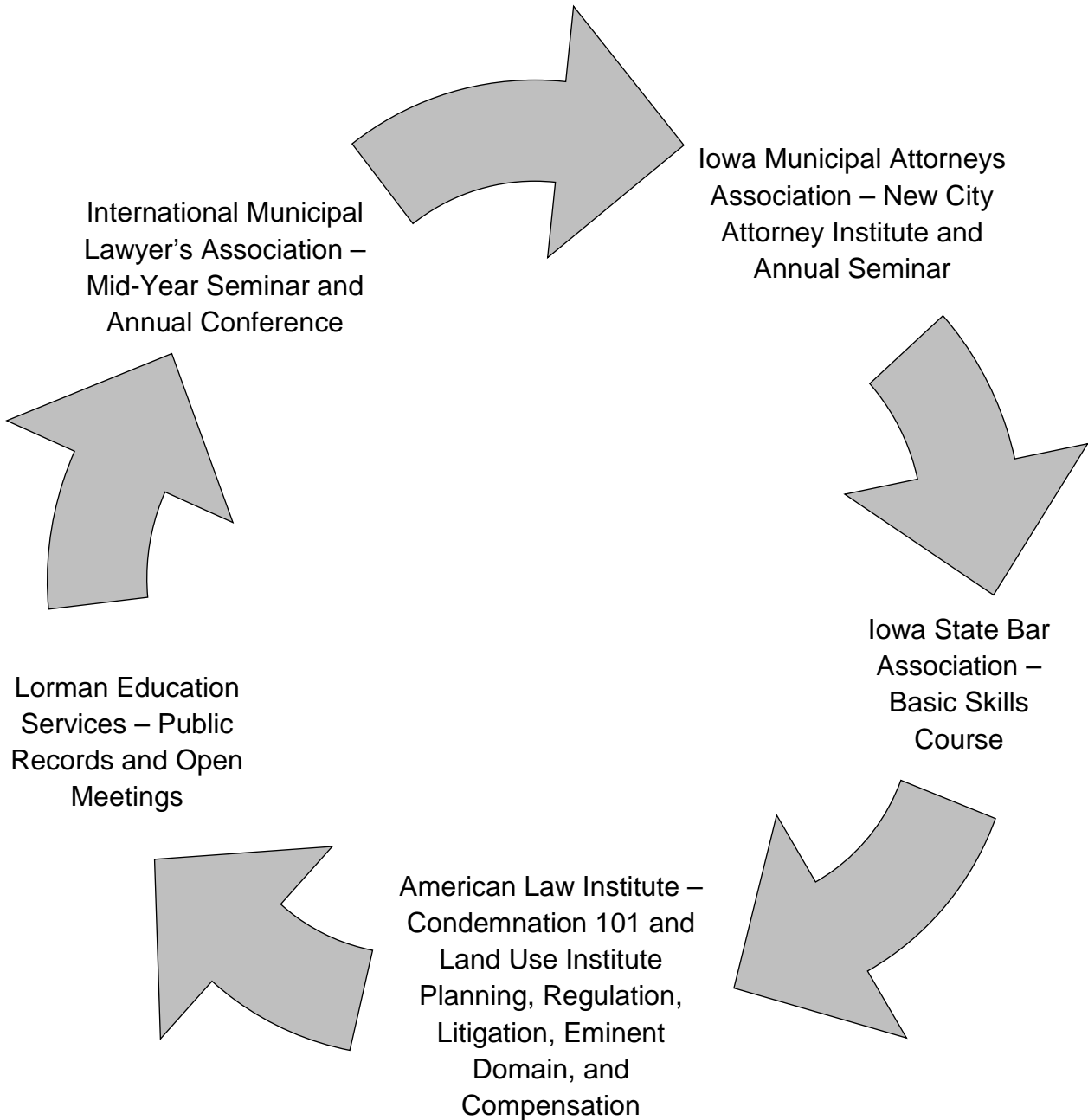


Objective 4: Operate a highly ethical, efficient, and effective office by maintaining a well-trained and experienced staff.

Staff of the City Attorney's Office attends annual conferences which provide advances and developments to the law so that staff can effectively communicate the changes to other City staff.

- CONTINUING LEGAL EDUCATION - City Attorney Barry Lindahl and Assistant City Attorneys Crenna Brumwell and Maureen Quann attended a total of 102 hours of continuing legal education during 2013; a sample of which is indicated below.

CITY ATTORNEY'S OFFICE



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

Fund	Account	Account Title	FY13 Actual Revenue	FY14 Actual Revenue	FY15 Adopted Budget	FY16 Recomm'd Budget
100	46205	COUNTY SHARE	5,358	4,463	1,000	1,000
46 - LOCAL GRANT AND REIMBURSE			5,358	4,463	1,000	1,000
100	53605	MISCELLANEOUS REVENUE	5	253	0	0
100	53610	INSURANCE CLAIMS	0	1,061	0	0
100	53615	DAMAGE CLAIMS	0	17,500	0	0
100	53620	REIMBURSEMENTS-GENERAL	78	0	0	0
53 - MISCELLANEOUS			83	18,814	0	0
100	59280	FR SECTION 8 HOUSING	820	820	820	820
100	59290	FR CABLE TV	573	573	573	573
100	59610	FR WPC OPERATING	64,834	74,954	83,092	44,670
100	59620	FR STORMWATER OPERATING	2,726	2,888	16,475	31,178
100	59630	FR PARKING OPERATING	19,841	13,271	14,750	16,085
100	59640	FR WATER UTILITY	0	72,348	80,678	0
100	59670	FR REFUSE COLLECTION	66,289	101,416	107,556	121,161
100	59810	FR GARAGE SERVICE FUND	4,134	4,134	4,134	4,134
100	59940	FR DMASWA	40,269	42,984	46,638	49,773
59 - TRANSFER IN AND INTERNAL			199,486	313,388	354,716	268,394
76 - LEGAL SERVICES TOTAL			204,927	336,665	355,716	269,394

Recommended Operating Expenditure Budget - Department Total 76 - LEGAL SERVICES

Fund	Account	Account Title	FY13 Actual Expense	FY14 Actual Expense	FY15 Adopted Budget	FY 16 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	459,564	479,686	485,628	500,392
100	61050	OVERTIME PAY	565	1,407	3,000	3,000
100	61099	WAGE ADJUSTMENT	0	0	9,744	0
100	61310	IPERS	39,893	42,961	44,899	45,453
100	61320	SOCIAL SECURITY	31,736	32,943	34,794	35,822
100	61410	HEALTH INSURANCE	49,685	64,983	64,260	56,160
100	61415	WORKMENS' COMPENSATION	1,681	1,811	1,805	1,826
100	61416	LIFE INSURANCE	332	330	988	1,002
100	61655	CAR ALLOWANCE	5,501	5,660	5,639	5,597
61 - WAGES AND BENEFITS			588,957	629,781	650,757	649,252
100	62010	OFFICE SUPPLIES	1,393	1,297	1,420	1,322
100	62030	POSTAGE AND SHIPPING	916	709	962	744
100	62050	OFFICE EQUIPMENT MAINT	0	0	0	184
100	62061	DP EQUIP. MAINT CONTRACTS	2,691	3,108	3,243	4,202
100	62110	COPYING/REPRODUCTION	2,838	4,276	2,838	2,993
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	12,966	13,909	14,364	16,228
100	62190	DUES & MEMBERSHIPS	2,345	2,625	2,720	2,964
100	62206	PROPERTY INSURANCE	92	151	149	178
100	62208	GENERAL LIABILITY INSURAN	2,661	2,679	2,759	2,671
100	62211	PROPERTY TAX	4,883	4,833	5,026	4,910
100	62221	DAMAGE CLAIMS	63,116	151,485	72,834	84,392
100	62230	COURT COSTS & RECORD FEES	91	1,108	1,000	1,130
100	62310	TRAVEL-CONFERENCES	7,980	7,574	8,377	8,022
100	62320	TRAVEL-CITY BUSINESS	554	939	1,000	1,000
100	62340	MILEAGE/LOCAL TRANSP	242	257	272	268
100	62360	EDUCATION & TRAINING	9,802	5,538	11,421	10,000
100	62411	UTILITY EXP-ELECTRICITY	1,677	1,768	1,811	1,811
100	62412	UTILITY EXP-GAS	480	562	494	395
100	62421	TELEPHONE	5,421	4,430	4,109	4,430
100	62424	RADIO/PAGER FEE	224	274	280	286
100	62433	CUSTODIAL SERVICES	3,861	3,767	4,240	4,696
100	62436	RENTAL OF SPACE	20,881	21,210	21,446	21,446
100	62667	INTERNET SERVICES	0	0	960	1,440
100	62713	LEGAL SERVICES	28,939	3,898	0	0
100	62714	ADMINISTRATIVE JUDGE	3,998	2,194	13,966	13,966
100	62756	SPIRIT RELATED EXPENSE	0	0	250	250
62 - SUPPLIES AND SERVICES			178,050	238,591	175,941	189,928
100	71120	PERIPHERALS, COMPUTER	1,016	0	2,167	0
100	71129	SCANNER	0	0	0	688
100	71211	DESKS/CHAIRS	0	0	600	0
100	72410	PAGER/RADIO EQUIPMENT	4,532	0	0	0
100	72418	TELEPHONE RELATED	0	0	1,200	0
71 - EQUIPMENT			5,548	0	3,967	688

Recommended Operating Expenditure Budget - Department Total
76 - LEGAL SERVICES

Fund	Account	Account Title	FY13 Actual Expense	FY14 Actual Expense	FY15 Adopted Budget	FY 16 Recomm'd Budget
76 - LEGAL SERVICES TOTAL			772,555	868,373	830,665	839,868

Recommended Expenditure Budget Report by Activity & Funding Source 76 - LEGAL SERVICES

LEGAL SERVICES - 76100

FUNDING SOURCE: GENERAL

Account	FY13 Actual Expense	FY14 Actual Expense	FY15 Adopted Budget	FY16 Recomm'd Budget
EQUIPMENT	5,548	0	3,967	688
SUPPLIES AND SERVICES	178,050	238,591	175,941	189,928
WAGES AND BENEFITS	588,957	629,781	650,757	649,252
LEGAL SERVICES	772,555	868,373	830,665	839,868
LEGAL SERVICES TOTAL	\$772,555.10	\$868,372.66	\$830,665.00	\$839,868.00

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

76 LEGAL DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2014		FY 2015		FY 2016	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	0430	GE-29	PARALEGAL	1.00	56,304	1.00	57,704	1.00	57,897
100	0600	GE-42	ASSISTANT CITY ATTORNEY	2.00	209,458	2.00	218,153	2.00	224,636
100	0625	Contract	CITY ATTORNEY	1.00	167,853	1.00	170,371	1.00	167,264
100	0225	GE-25	SECRETARY	1.00	49,251	1.00	50,430	1.00	50,595
		TOTAL FULL TIME EMPLOYEES		5.00	482,866	5.00	496,658	5.00	500,392
		TOTAL LEGAL DEPARTMENT		5.00	482,866	5.00	496,658	5.00	500,392

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

Run Date: 01/15/15

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2014		FY 2015		FY 2016		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Legal Services-FT											
10076100	61010	100	0625	GE-45	CITY ATTORNEY	1.00	167,853	1.00	170,371	1.00	167,264
10076100	61010	100	0600	GE-42	ASSISTANT CITY ATTORNEY	2.00	209,458	2.00	218,153	2.00	224,636
10076100	61010	100	0430	GE-29	PARALEGAL	1.00	56,304	1.00	57,704	1.00	57,897
10076100	61010	100		GE-25	SECRETARY	1.00	49,251	1.00	50,430	1.00	50,595
					Total	5.00	482,866	5.00	496,658	5.00	500,392
TOTAL LEGAL DEPARTMENT						5.00	482,866	5.00	496,658	5.00	500,392

