

Law Department

Summary of Expenditures	2006 Budget	2006 Projected	2007 Budget
Personal Services	\$300,488	\$298,076	\$310,510
Fringe Benefits	61,756	67,368	79,126
Materials & Supplies	16,080	19,060	19,080
Contractual Services	287,600	266,100	266,100
Total	643,924	650,604	674,816

Department Description

The Law Department provides legal assistance and services to the Village Board and to the various operating departments, and represents the Village in all matters of litigation. The Village Attorney serves in an advisory capacity by interpreting federal, state and local laws as they pertain to the conduct of Village business. The department interacts with all outside legal firms and coordinates the risk management function of the Village relating to general liability and worker's compensation. Representatives of the department attend all local court proceedings related to Traffic and Housing matters.

Authorized Positions

	<u>2006</u>	<u>2007</u>
Village Attorney	1	1
Assistant Village Attorney	1	1
Legal Secretary	<u>1</u>	<u>1</u>
Total	3	3

GREEN INITIATIVES PROPOSED FOR 2007

- The in-house legal staff will use two-sided copying whenever possible in Law Department day-to-day work. We will also make the use of recyclable materials a priority in all Law Department and Risk purchasing.
- The Law Department will also contact each of the law firms providing legal services to the Village and ask that they use two-sided copying whenever possible with regard to their work product for the Village and encourage and inquire about each firm's initiatives with regard to the use of recycled products

**VILLAGE OF OAK PARK 2007 BUDGET
DEPARTMENT SUMMARY**

Fund: General
Fund Code: 1001
Department Code: 41070
Department: Legal

Expenditure Title	Account Number	2004 Actual	2005 Actual	2006 Budget	2006 Projected	2007 Budget
Full-Time Salaries	510501	\$ 273,301	\$ 295,267	\$ 300,488	\$ 298,076	\$ 308,510
Part-Time Salaries	510502	-	-	-	-	-
Overtime	510503	294	3,492	-	-	2,000
Personal Services		273,595	298,759	300,488	298,076	310,510
Life Insurance	520520	366	626	615	257	258
Health Insurance	520521	15,627	15,986	17,511	30,683	30,525
Pension Contributions	520522	28,786	40,285	43,630	36,428	48,343
Fringe Benefits		44,779	56,897	61,756	67,368	79,126
Printing	550601	-	-	80	60	80
Dues & Subscriptions	550602	20,002	21,832	12,500	15,000	15,000
Postage	550603	1,176	1,191	1,500	1,500	1,500
Mileage Reimbursement	550605	1,191	978	1,000	1,000	1,000
Office Supplies	560620	769	1,293	1,500	1,500	1,500
Materials & Supplies		23,138	25,294	16,580	19,060	19,080
Conferences & Training	530650	4,103	4,278	5,000	6,000	6,000
Consultant Fees	530655	259,186	283,783	250,000	250,000	250,000
External Support	530656	4,279	7,375	10,000	10,000	10,000
Office Machine Service	550671	6,382	-	100	100	100
Contractual Services		273,950	295,436	265,100	266,100	266,100
Software	570711	-	-	-	-	-
Equipment	570720	-	-	-	-	-
Reference Material	570730	-	-	-	-	-
Furnishings	570740	-	-	-	-	-
Capital Outlay		-	-	-	-	-
Department Total		\$ 615,462	\$ 676,386	\$ 643,924	\$ 650,604	\$ 674,816

VILLAGE OF OAK PARK 2006 BUDGET
PROGRAM EXPENDITURE SUMMARY

<u>Program No.</u>	<u>Program Name</u>
101	Base
161	Legal Counsel
162	Doc Prep and Review
163	Litigation
164	R.E. and Development

Fund: **General**
Fund Code: **1001**
Department Code: **41070**
Department: **Legal**

<u>Expenditure Title</u>	<u>Program 101</u>	<u>Program 161</u>	<u>Program 162</u>	<u>Program 163</u>	<u>Program 164</u>	<u>Program</u>
Full-Time Salaries	\$ -	\$ 96,603	\$ 110,698	\$ 53,767	\$ 47,442	\$ -
Part-Time Salaries	-	-	-	-	-	-
Overtime	-	500	500	500	500	-
<i>Personal Services</i>	-	97,103	111,198	54,267	47,942	-
Life Insurance	-	81	92	45	40	-
Health Insurance	-	10,963	11,864	2,600	5,098	-
Pension Contributions	-	15,138	17,346	8,425	7,434	-
<i>Fringe Benefits</i>	-	26,182	29,302	11,070	12,572	-
Printing	80	-	-	-	-	-
Dues & Subscriptions	15,000	-	-	-	-	-
Postage	1,500	-	-	-	-	-
Mileage Reimbursement	1,000	-	-	-	-	-
Office Supplies	1,500	-	-	-	-	-
<i>Materials & Supplies</i>	19,080	-	-	-	-	-
Conferences & Training	6,000	-	-	-	-	-
Consultant Fees	250,000	-	-	-	-	-
External Support	10,000	-	-	-	-	-
Office Machine Service	100	-	-	-	-	-
<i>Contractual Services</i>	266,100	-	-	-	-	-
Software	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Reference Material	-	-	-	-	-	-
Furnishings	-	-	-	-	-	-
<i>Capital Outlay</i>	-	-	-	-	-	-
Department Total	\$ 285,180	\$ 123,285	\$ 140,500	\$ 65,337	\$ 60,514	\$ -

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Legal
PROGRAM: Base
PROGRAM ID: 101

Program Description:

The Base program in the Law Department budget contains portion of the department's dues and subscriptions, postage, office supplies and mileage reimbursement for employee vehicle use as well as task training for support staff. Consultant Fees contains those costs associated with outside legal counsel in defense of claims or actions against the Village.

Account Description	Account No.	Narrative Description	2007 Budget Request
Printing	550601	Miscellaneous department printing	\$ 80
Dues and Subscriptions	550602	Pro rata share of base dues and subscriptions	15,000
Postage	550603	Pro rata share of department postage	1,500
Mileage Reimbursement	550605	Reimbursement for employee vehicle use	1,000
Office Supplies	560620	Central store for department supplies	1,500
Conferences and Training	530650	Specific conference and task training for support staff	6,000
Consultant Fees	530655	Legal counsel consultants	250,000
External Support	530656	Legal counsel external support	10,000
Office Machine Services	550671	Pro rata share of office machine service	100
TOTAL			\$ 285,180

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Legal
PROGRAM: Legal Counsel
PROGRAM ID: 161

Program Description:

The program Legal Counsel encompasses the function of internal legal support to the Village in a number of venues (i.e., property acquisitions, code violations, labor contract negotiations, etc.) and contains a portion of the salaries and benefits of Law Department personnel.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Portion of the salaries of the Village Attorney (28%), Asst Village Attorney (33%) and Legal Secretary (33%)	\$ 96,603
Overtime	510503	Anticipated overtime for support staff	500
Life Insurance	520520	Village cost for employees' life insurance	81
Health Insurance	520521	Village cost for employees' health insurance	10,963
Pension Contributions	520522	Village cost for employees' pension contributions	15,138
TOTAL			\$ 123,285

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Legal
PROGRAM: Document Preparation and Review
PROGRAM ID: 162

Program Description:

The Document Preparation and Review program contains a portion of the salaries and benefits of three full-time Law Department personnel whose work is focused on document preparation and review in a number of areas. Partner Agency contract preparation and review is an example of the type of work performed.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Portion of the salaries of the Village Attorney (35%), Asst Village Attorney (35%) and Legal Secretary (35%)	\$ 110,698
Overtime	510503	Anticipated overtime for support staff	500
Life Insurance	520520	Village cost for employees' life insurance	92
Health Insurance	520521	Village cost for employees' health insurance	11,864
Pension Contributions	520522	Village cost for employees' pension contributions	17,346
TOTAL			\$ 140,500

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Legal
PROGRAM: Litigation
PROGRAM ID: 163

Program Description:

The program Litigation is primarily focused on the defense of claims and actions brought against the Village of Oak Park and contains a portions of the salaries and benefits of three full-time Law Department personnel, as well as a portion of task training for support staff

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Portion of the salaries of the Village Attorney (17%), Asst. Village Attorney (17%) and Legal Secretary (17%)	\$ 53,767
Overtime	510503	Anticipated overtime for support staff	500
Life Insurance	520520	Village cost for employees' life insurance	45
Health Insurance	520521	Village cost for employees' health insurance	2,600
Pension Contributions	520522	Village cost for employees' pension contributions	8,425
TOTAL			\$ 65,337

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Legal
PROGRAM: Real Estate and Development
PROGRAM ID: 164

Program Description:

The Real Estate and Development program covers work performed in the area of land acquisitions, lease negotiations, etc., in the area of community and economic development within the Village. A portion of the salaries and benefits of Law Department personnel are contained within this program budget as well as a small portion of dues related to association membership.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Portion of the salaries of the Village Attorney (15%) Asst Village Attorney (15%) and Legal Secretary (15%)	\$ 47,442
Overtime	510503	Anticipated overtime for support staff	500
Life Insurance	520520	Village cost for employees' life insurance	40
Health Insurance	520521	Village cost for employees' health insurance	5,098
Pension Contributions	520522	Village cost for employees' pension contributions	7,434
TOTAL			\$ 60,514