

2024 Budget Requests - City Attorney's Office

| Request Title | Request Priority | 2024 Cost |
|---|-------------------------|------------------|
| Legal | | |
| Software for legal document and matter management | 1 | 48,229 |
| Office Renovation/Expansion | 2 | 115,000 |
| LE - Legal Total | | 163,229 |



Initial Budget Request PDF

| Request Info | | | |
|----------------------------------|--|------------------------------|----------------------------|
| Request Title: | Software for legal document and matter management | Workflow Instance ID: | IT Request_ID48_05-18-2023 |
| Request Type: | IT Request | Submitter: | Sarah Geiger |
| Department: | LE - Legal | Submission Date: | 5/18/2023 4:51 PM |
| Division: | LE_222 - Legal/City Attorney | Priority Rank: | 1 |
| Budget Year: | 2024 | | |
| Budget Year Cost: | 48,229 | | |
| Ongoing Maintenance Cost: | 29,280 | | |
| Description: | <p>Cloud-based legal management software for saving, tracking and organizing matters and documents. The software would streamline, centralize, and automate legal service requests by having departments enter requests directly into the software. The Budget Year Cost above is for the purchase, set up, and training for the software. The Ongoing Maintenance Cost is the yearly cost of the monthly users' fee (initially \$2440/mo) which will increase in 2025 and 2026 by 5% each year.</p> | | |
| Justification: | <p>As the City grows, so does the need for legal review and advice. Legal has no efficient way to store, manage and search for documents. This has lead to attorneys reinventing the wheel rather than building on prior advice or templates. To be able to assign attorneys to specific projects in an efficient manner would enable projects to move forward</p> | | |

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|-----------------------------|---|
| | <p>more quickly and allow the legal staff to provide better service to City staff members. The legal division provides service to every department in the City, as well as to the City Council. Having a system that moves legal review and advice more efficiently when more than on</p> |
| Alternative Options: | None. |
| City Council Goal: | 6 - Lead in managerial best practices through strong stewardship of public funds, being an employer of choice, and providing technologically innovative and transparent public service |
| Link to Attachments: | https://c3gov.sharepoint.com/func/budget/Budget%20List%20PDFs/IT Request_ID48_05-18-2023 |

| IT Department Review | |
|---|---|
| Outcome: | |
| Comment: | It is unclear if the requested budget amount is adequate. The estimated IT staff time to implement this project including vendor evaluations, contracting, planning, implementation, integration setup, training and project management is 80 hours. IT staff recommends evaluating multiple software vendors if this request is approved to include a potential RFP. |
| Revised IT Initial Estimated Cost: | |
| Revised IT Ongoing Maintenance Cost: | |
| Submitter Name: | Sarah Geiger |
| Submitter Email: | sgeiger@c3gov.com |

| 2024 Budget Request Quadrant Scoring Sheet | | | |
|--|---|---------------------------|--------------------|
| Fill in all Grey Boxes | | | |
| Request Title: | Legal Document Management/Matter Management System | Department: | Legal |
| | | Priority: | 1 |
| City Council Goals | | | |
| 1 | 2 | 3 | 4 |
| Does Not Apply | Somewhat Applies | Mostly Applies | Fully Applies |
| | | | Score |
| 1. Promote a balanced, thriving, and inclusive city economy that cultivates, attracts, and retains business | | | 4.00 |
| 2. Protect resident health, safety, and education by promoting public safety, environmental health, and sustainability | | | 4.00 |
| 3. Develop and maintain public infrastructure, facilities, and transportation to improve community appearance and encourage continued development | | | 1.00 |
| 4. Address the full spectrum of housing needs, encourage sustainable development, and protect residents through enhanced oversight and balanced residential growth | | | 2.00 |
| 5. Promote City unity and support our diverse community by encouraging community connectivity, fostering civic pride, and improving resident health and wellness | | | 4.00 |
| 6. Provide innovative, responsive, and transparent service to the community across all City departments by assessing and meeting service levels and demonstrating efficacy through key performance indicators and other metrics. | | | 4.00 |
| Subtotal - Council Goals | | | 19.00 |
| Cost Recovery | | | |
| 1 | 2 | 3 | 4 |
| No Cost Recovery | Some Cost Recovery | Significant Cost Recovery | Full Cost Recovery |
| | | | Score |
| Does this request expect to show any cost recovery, by either lowering future expenses (maintenance, etc.) or increasing revenues? | | | 3.00 |
| Justification: | We have already provided the justification in the request itself, but the implementation of a document management and matter tracking system will increase efficiency of services across the organization by giving our office the ability to intake, assign, and store completed work product in an organized fashion. The system should be able to allow other client departments to input requests, track those requests, and communicate to legal staff. The office will not "lose" work or "reinvent the wheel" because the system will allow administrative and legal staff to easily locate documents and requests. This will save brain power, time, and significant resources. | | |
| Portion of Community Served | | | |
| 1 | 2 | 3 | 4 |
| 25% | 50% | 75% | 100% |
| | | | Score |
| What percentage of the community would be served or benefit? | | | 4.00 |
| Justification: | The City cannot run without appropriate and competent legal services. | | |
| | | | 252 |

2024 Budget Requests - City Attorney's Office

| Change in Demand for Service | | | | |
|--|----------------|--|----------------|--------------|
| 1 | 2 | 3 | 4 | |
| No Increase | Small Increase | Significant Increase | Major Increase | Score |
| Has this program area recently experienced an increase in the demand for service, either internally from the citizens or from council? | | | | 4.00 |
| Justification: | | Legal has received a number of projects emanating from the CMO's office and Council, as well as had more involvement in both the CD and PW departments' projects than in the past. | | |
| Equity/Diversity | | | | |
| 1 | 2 | 3 | 4 | |
| No | Somewhat | Significantly | Fully | Score |
| Will the Request increase equitable access to the City's broad socio-economic community? | | | | 2.00 |
| Justification: | | | | |
| Total Score (highest possible score = 40) | | | | 32.00 |



Initial Budget Request PDF

| Request Info | | | |
|----------------------------------|---|------------------------------|-------------------------------------|
| Request Title: | Office Renovation/Expansion | Workflow Instance ID: | Facility Renovation_ID59_05-19-2023 |
| Request Type: | Facility Renovation | Submitter: | Sarah Geiger |
| Department: | LE - Legal | Submission Date: | 5/19/2023 4:31 PM |
| Division: | LE_222 - Legal/City Attorney | Priority Rank: | 2 |
| Budget Year: | 2024 | | |
| Budget Year Cost: | 115,000 | | |
| Ongoing Maintenance Cost: | | | |
| Description: | <p>We have three legal vacancies at present, one of which is for an assistance city attorney position for which we are currently interviewing, and a legal assistant position I have not posted yet. All of our offices and even storage space is used for employee working space, with the exception of the future City Attorney office in the corner of the vestibule. I asked facilities to work with Pear on three potential designs for new office space--most of which involve splitting current office space. I can upload those potential designs, but I have to estimate the actual construction/renovation costs.</p> | | |
| Justification: | We have at least two positions without an office to work in. | | |
| Alternative Options: | Transfer my team to another place in the Civic Center or to Adams Tower once the space is renovated. Alternatively, build out the Civic Center in general to offer more space for all employees and vacant positions. | | |
| City Council Goal: | 6 - Lead in managerial best practices through strong stewardship of public funds, being an employer of choice, and providing technologically innovative and transparent public service | | |
| Link to Attachments: | https://c3gov.sharepoint.com/func/budget/Budget%20List%20PDFs/Facility Renovation_ID59_05-19-2023 | | |

| | | | |
|-----------------------------|------------------|---------------------------|-------------------|
| Facility Renovation | | | |
| Proposed Start Date: | 7/1/2023 6:00 AM | Proposed End Date: | 8/21/2023 6:00 AM |
| Project Location: | Civic Center | | |

IT Equipment

| Equipment: | Item Cost: |
|--|------------|
| Standard laptop with docking station and one monitor | 2000 |

Estimated Total Cost: \$ 2000

IT Comments

- LE-Office Renovation
 - o IT costs for option A or B would be \$2,000 in IT wiring.
 - o IT has reviewed the options and would recommend option A or B. Option C would require removing all AV equipment from the Council workroom which is used for study sessions and executive sessions and would cost a lot more.

***Still Need Facility Review

| 2024 Budget Request Quadrant Scoring Sheet | | | |
|--|--|---------------------------|--------------------|
| Fill in all Grey Boxes | | | |
| Request Title: | Facilities Office Renovation | Department: | Legal |
| | | Priority: | 2 |
| City Council Goals | | | |
| 1 | 2 | 3 | 4 |
| Does Not Apply | Somewhat Applies | Mostly Applies | Fully Applies |
| | | | Score |
| 1. Promote a balanced, thriving, and inclusive city economy that cultivates, attracts, and retains business | | | 4.00 |
| 2. Protect resident health, safety, and education by promoting public safety, environmental health, and sustainability | | | 4.00 |
| 3. Develop and maintain public infrastructure, facilities, and transportation to improve community appearance and encourage continued development | | | 4.00 |
| 4. Address the full spectrum of housing needs, encourage sustainable development, and protect residents through enhanced oversight and balanced residential growth | | | 4.00 |
| 5. Promote City unity and support our diverse community by encouraging community connectivity, fostering civic pride, and improving resident health and wellness | | | 4.00 |
| 6. Provide innovative, responsive, and transparent service to the community across all City departments by assessing and meeting service levels and demonstrating efficacy through key performance indicators and other metrics. | | | 4.00 |
| Subtotal - Council Goals | | | 24.00 |
| Cost Recovery | | | |
| 1 | 2 | 3 | 4 |
| No Cost Recovery | Some Cost Recovery | Significant Cost Recovery | Full Cost Recovery |
| | | | Score |
| Does this request expect to show any cost recovery, by either lowering future expenses (maintenance, etc.) or increasing revenues? | | | 2.00 |
| Justification: | I am not sure how to measure the cost recovery here, but an additional office(s) will give the Legal Department the ability to increase service levels and house our additional admin and attorney. These are budgeted positions with no office. | | |
| Portion of Community Served | | | |
| 1 | 2 | 3 | 4 |
| 25% | 50% | 75% | 100% |
| | | | Score |
| What percentage of the community would be served or benefit? | | | 4.00 |
| Justification: | The legal office will be able to service more client department who then service the community. | | |
| | | | 257 |

2024 Budget Requests - City Attorney's Office

| Change in Demand for Service | | | | |
|--|----------------|----------------------|----------------|--------------|
| 1 | 2 | 3 | 4 | |
| No Increase | Small Increase | Significant Increase | Major Increase | Score |
| Has this program area recently experienced an increase in the demand for service, either internally from the citizens or from council? | | | | 3.00 |
| Justification: The need for another attorney and admin staff arose from the growth of the city departments, CMO projects, and Council projects. | | | | |
| Equity/Diversity | | | | |
| 1 | 2 | 3 | 4 | |
| No | Somewhat | Significantly | Fully | Score |
| Will the Request increase equitable access to the City's broad socio-economic community? | | | | 3.00 |
| Justification: The city will be able to service the community better, as well as provide equitable access to work spaces for Legal employees. | | | | |
| Total Score (highest possible score = 40) | | | | 36.00 |