

LAW DEPARTMENT

The Law Department provides counsel and representation to the Mayor, City Council, and all City departments, boards, and commissions. The Law Department's primary responsibilities include representing the City in litigation and employment issues, collecting debts and taxes due to the City, preparing and approving all contracts, bonds and other written instruments, preparing legislation, and investigating and prosecuting violations of law occurring within City Government.

PRIORITIES FOR FISCAL YEAR 2016
<ul style="list-style-type: none"> • Provide legal counsel to City departments, boards and commissions and to City Council, and ensure all aspects of City Government are serving the public as mandated by City Code. • Eliminate or minimize potential litigation against the City by providing legal advice and training on an ongoing basis. • Ensure the enforcement of Ordinances and other City laws within the City's jurisdiction, including the Housing, Building and Sanitation Codes and nuisance laws, and ensure collection of all debts, taxes and accounts due the City. • Encourage City departments to seek the advice and counsel of the Law Department on a regular basis to minimize the costs associated with litigation claims against the City. • Assist all departments in carrying out State and Federal law applicable to the City. • Provide legal counsel and representation regarding the City's business and economic development, neighborhood planning initiatives, and issues involving environmental impacts. • Draft legislation to revise the City Charter and City Code to improve the operational efficiency of the City.

SUMMARY OF FUNDING FOR THE LAW DEPARTMENT

TOTAL ALL FUNDS	ACTUAL	ACTUAL	BUDGET	PROPOSED
LAW DEPARTMENT	FY2013	FY2014	FY2015	FY2016
Personal Services	2,376,888	2,257,618	2,195,117	2,224,012
Materials, Supplies & Equipment	485,166	354,337	496,185	401,400
Internal Services	184,770	208,438	204,596	209,933
TOTAL	3,046,824	2,820,393	2,895,898	2,835,345
STAFFING LEVELS	21.00	21.00	20.00	20.00

GENERAL FUND	ACTUAL	ACTUAL	BUDGET	PROPOSED
LAW DEPARTMENT	FY2013	FY2014	FY2015	FY2016
Personal Services	2,376,888	2,257,618	2,195,117	2,224,012
Materials, Supplies & Equipment	485,166	354,337	496,185	401,400
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MAJOR FUNDING CHANGES FROM PRIOR YEAR

- Personal Services increased \$28,895. Three positions were upgraded during the biennial Classification Appeal Process in FY 2015, and the Legal Research Attorney is requesting a salary increase through the budget process, for a combined salary and benefit increase of \$9,707. While employee turnover caused savings in Pension contributions (down \$18,908), this was more than offset by increases in Hospitalization (up \$53,407). A FY 2015 Personal Service Adjustment of \$27,000 has been reduced to zero. The remaining increase is due to required step increases for merit positions.
- Total Materials, Supplies & Equipment decreased \$94,785. The majority of the decrease is due to expected savings in Court Costs and Notary Fees (down \$26,000), and a reduction in Professional Fees (down \$70,000). For Professional Fees, savings from no longer funding the Operation Heat program (down \$100,000) were slightly offset by increases in outside Legal fees (up \$30,000).
- Internal Service expenses increased \$5,337, due primarily to the rise in Data Processing costs.