

# 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 2018
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Eliminate or minimize potential litigation against the City by providing legal advice and training on an ongoing basis.</li> <li>• 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.</li> <li>• 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.</li> <li>• Assist all departments in carrying out State and Federal law applicable to the City.</li> <li>• Provide legal counsel and representation regarding the City’s business and economic development, neighborhood planning initiatives, and issues involving environmental impacts.</li> <li>• Draft legislation to revise the City Charter and City Code to improve the operational efficiency of the City.</li> </ul>

## SUMMARY OF FUNDING FOR THE LAW DEPARTMENT

TOTAL ALL FUNDS	ACTUAL	ACTUAL	BUDGET	PROPOSED
LAW DEPARTMENT	FY 2015	FY 2016	FY 2017	FY 2018
Personal Services	2,191,766	2,257,397	2,231,854	2,033,801
Materials, Supplies & Equipment	675,727	463,939	484,165	487,220
Internal Services	211,700	198,153	214,867	206,158
<b>TOTAL</b>	<b>3,079,193</b>	<b>2,919,489</b>	<b>2,930,886</b>	<b>2,727,179</b>
<b>STAFFING LEVELS</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>18.00</b>

<b>GENERAL FUND</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>
<b>LAW DEPARTMENT</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>
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#### MAJOR FUNDING CHANGES FROM PRIOR YEAR

- A comprehensive reorganization of personnel, especially among appointed attorney positions, will result in a net decrease of 2.00 FTEs. Additionally, the Legal Assistant III position received an upgrade through the biennial appeal process, and was upgraded further to Legal Office Administrator during the budget process. The position will now have more responsibilities and oversight over the rest of the administrative staff. The net effect of these personnel changes is a reduction of nearly \$335,000 in salary and benefits for FY 2018.
- Personal Services decreased a net total of \$198,053. Savings generated by the reorganization were eroded by equitable salary adjustments for the remaining solicitors, general increases in hospitalization costs, regular step increases, a 1% COLA and a \$500 one-time payment for all personnel.
- Total Materials, Supplies & Equipment increased a net \$3,055. A reduction of \$15,000 in expected Court Costs and Notary Fees was offset by a \$20,000 increase in outside Legal charges to assist the Office of Economic Development. There was also a reduction in Electronic Legal Research of roughly \$3,700.
- Internal Service expenses decreased \$8709, due primarily to Data and Word Processing costs.