

# 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.

<b>PRIORITIES FOR FISCAL YEAR 2017</b>
<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

<b>TOTAL ALL FUNDS</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>
<b>LAW DEPARTMENT</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
Personal Services	2,257,618	2,191,766	2,224,012	2,231,854
Materials, Supplies & Equipment	354,337	675,727	501,400	484,165
Internal Services	208,438	211,700	209,933	214,867
<b>TOTAL</b>	<b>2,820,393</b>	<b>3,079,193</b>	<b>2,935,345</b>	<b>2,930,886</b>
<b>STAFFING LEVELS</b>	<b>21.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>

<b>GENERAL FUND</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>
<b>LAW DEPARTMENT</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
Personal Services	2,257,618	2,191,766	2,224,012	2,231,854
Materials, Supplies & Equipment	354,337	675,727	501,400	484,165
Internal Services	208,438	211,700	209,933	214,867
<b>TOTAL</b>	<b>2,820,393</b>	<b>3,079,193</b>	<b>2,935,345</b>	<b>2,930,886</b>
<b>STAFFING LEVELS</b>	<b>21.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>

#### **MAJOR FUNDING CHANGES FROM PRIOR YEAR**

- Personal Services increased \$7,841. An increase in Regular Salaries (\$31,057) from steps and COLAs was offset by savings in Pension Contribution (net reduction of \$24,275) and Hospitalization (\$7,154). The Hospitalization savings are a result of new hires utilizing a lower cost healthcare plan than previously budgeted.
- Total Materials, Supplies & Equipment decreased \$17,235. The majority of the decrease is due to a High Intensity Drug Trafficking Area (HIDTA) grant for Operation Heat. As a result, the account was reduced \$16,967. Several smaller savings in the areas of Court and Notary Fees, Subscriptions and Books, and Miscellaneous Services were mostly offset by a \$10,000 increase in Legal Fees for expected union negotiations.
- Internal Service expenses increased \$4,934, due primarily to the rise in Data Processing costs.