

FY20 BUDGET PRESENTATION



Legal Department

Presented by: Sandra Nickols, City Attorney

Legal Department

- The Legal Department is charged with (1) providing legal advice to the Mayor, Board of Aldermen, City staff, and City boards and commissions; (2) litigating suits to which the City is a party; (3) preparing ordinances and resolutions for introduction to the Board of Aldermen; and (4) preparing or approving for legal sufficiency all contracts and other documents to be signed by the Mayor.
- The Legal Department staff currently consists of 3 Attorneys, 1 Legislative Clerk, 1 Paralegal, and 1 Office Manager. 86% of the Legal Department budget is comprised of salaries and benefits. The Mayor's Proposed Budget for FY20 includes 1 new attorney position.

• Total Budget FY19

\$884,017

• Proposed Budget FY20

\$1,025,825

FY 2019 Accomplishments

- Provided thorough and timely legal services to the City staff, boards, commissions, and elected officials
- Onboarding and initial implementation of Docusign (paperless document review)
- Legislation approved:
 - Senior Citizen Tax Credit
 - Sign Ordinance
 - Telecommunication Facilities in the Right of Way
 - Safety in Parks
 - Horse-drawn Vehicles
 - Land Management Code amendments

FY 2020 Strategic Plan Initiatives

Advancing thoughtfully managed sustainable growth, Strengthening Historic Downtown, Inspiring dynamic modern neighborhood centers:

- Support Planning Commission, Historic Preservation Commission, Zoning Board of Appeals
- Interpret the City Code and Land Management Code, preparing amendments as needed
- Provide assistance to Code Enforcement and prosecute violations
- Draft legislation - quality of life issues, tax credits

FY 2020 Strategic Plan Initiatives

Provide competitive employment opportunities (internal):

- Support Human Resources Department by providing advice on Policies & Procedures and employee personnel matters
- Represent City Management on Personnel Board matters, advise Personnel Board
- Assist Police Department on personnel matters
- Work with Safety, Risk and Compliance Department to ensure Workplace Safety Policies are enforced
- Support Ethics Commission

FY 2020 Strategic Plan Initiatives

Encouraging housing, employment, and cultural opportunities for all:

- Review contracts and City procurement for compliance with City policies
- Review personnel matters for compliance with City policies
- Support Fair Housing Commission
- Draft PILOT agreements for low income and senior housing
- Review contracts for Weinberg Center for the Arts

FY 2020 Strategic Plan Initiatives

Fostering Civic Engagement:

- Coordinate, prepare, and distribute Board of Aldermen public meeting agendas and back up
- Custodian of ordinances, resolutions, contracts, agreements, and Board of Aldermen meeting records
- Oversee the City's Records Retention and Disposal Schedules to ensure compliance
- Support Board of Supervisors of Elections

FY 2020 Goals

- Expand implementation of DocuSign
- Complete City wide Records Retention and Disposal Schedule updates
- APFO revisions
- Review Short Term Rentals and draft any necessary legislation
- Regulation of Dockless Scooters