CITY ATTORNEY
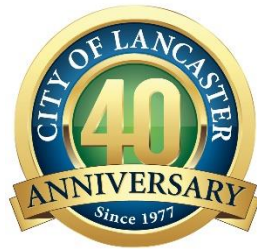
CITY OF LANCASTER

City Attorney

Budget Summary

	Actuals FY 2016	Year End Estimates FY 2017	Adopted Budget FY 2018
Dollars by Division			
City Attorney	**$ 952,396**	**$ 1,020,745**	**$ 1,140,300**
Dollars by Category			
Personnel	176,237	195,920	340,300
Operations & Maintenance	776,159	824,825	800,000
Total Dollars by Category	**$ 952,396**	**$ 1,020,745**	**$ 1,140,300**
Dollars by Funding Source			
General Fund	**$ 952,396**	**$ 1,020,745**	**$ 1,140,300**

Description:

The City Attorney's office is responsible for Legal Services and Risk Management. The City Attorney works under contract to the City Council. Legal services include attending all City Council Meetings, Planning Commission Meetings, and other commission meetings, and providing legal advice to the City Council, City Manager, commissions and City departments. The office represents the City in court cases, drafts ordinances and resolutions, develops legal opinions on contracts and other legal documents, and is responsible for claims administration. Special legal services may be provided through this department by other, outside counsel.

Risk Management responsibilities include procuring and maintaining the City's insurance policies, managing the certificate tracking program for vendors, reviewing insurance requirements and certificates for contracts, and making recommendations to departments to reduce the City's liability exposures.

Accomplishments:

- Prepared City Ordinances and Resolutions as requested by City Council and City Manager
- Provided special counsel on specific issues related to City development projects and employee relations
- Reviewed Request for Proposals (RFPs), Request for Qualifications (RFQs), and contracts and agreements for City
- Worked with Code Enforcement, Public Safety and Development Services to bring properties and businesses into compliance with the Municipal Code
- Prepared defenses for legal actions initiated against the City
- Coordinated all claims-related activities to ensure the proper and efficient handling of claims, as well as resolving bona fide claims with the least possible impact to the City
- Recouped $65,000 through the claims process for damage to City property
- Expanded responsibilities by overseeing the City's Risk Management Program

Budget Goals/Performance Objectives:

- Continue to provide legal advice and prepare legal documents to City Council and staff.
- Represent the City in legal actions initiated against City government.
- Increase coordination with executive staff through participation in weekly executive staff meetings.
- Continue to streamline the insurance compliance and contracting processes.
- Develop strategies to mitigate costs and minimize risks, in coordination with other City departments, based on thorough analysis of previous claims.
- Continue to provide code enforcement legal services.
- Create enhanced interdepartmental cooperation to address problem properties and businesses in the city.

Org Detail- City Attorney

Division no. 4400

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Budget Detail- City Attorney

Division no. 4400

Div.	Obj.	Obj. Description	Actuals FY 2016	Year End Estimates FY 2017	Adopted Budget FY 2018
Personnel					
4400	101	SALARIES-PERMANENT	120,030	132,180	217,835
4400	121	FRINGE BENEFITS	6,127	7,110	8,775
4400	122	PERS	25,201	30,030	61,160
4400	124	HEALTH INSURANCE	11,260	11,560	24,260
4400	125	WORKER'S COMP	5,217	5,790	11,240
4400	129	DEFERRED COMP	8,402	9,250	17,030
		Personnel Costs Subtotal	**$ 176,237**	**$ 195,920**	**$ 340,300**
Operations & Maintenance					
4400	200	REGISTRATION	625	200	-
4400	201	TRAVEL EXPENSE	1,323	-	-
4400	206	PUBLICATIONS & DUES	3,128	2,300	-
4400	259	OFFICE SUPPLIES	122	40	-
4400	291	FURN & OFFICE EQUIP (NON CAP)	-	1,900	-
4400	303	LEGAL SERVICES	761,542	800,000	800,000
		Operations & Maintenance Subtotal	**$ 776,159**	**$ 824,825**	**$ 800,000**
		GRAND TOTAL	**$ 952,396**	**$1,020,745**	**$1,140,300**
Funding Sources					
	101	GENERAL FUND	952,396	1,020,745	1,140,300
		GRAND TOTAL	**$ 952,396**	**$1,020,745**	**$1,140,300**