

# City of Stamford Budget Presentation FY 2016-2017

Office of Legal Affairs  
March 22, 2016





# *Office of Legal Affairs*

The Office of Legal Affairs is comprised of the Law Department and the Human Resources Department. This presentation will cover the Law Department and will be followed by a separate presentation by the Human Resources Department.

## ■ **Mission**

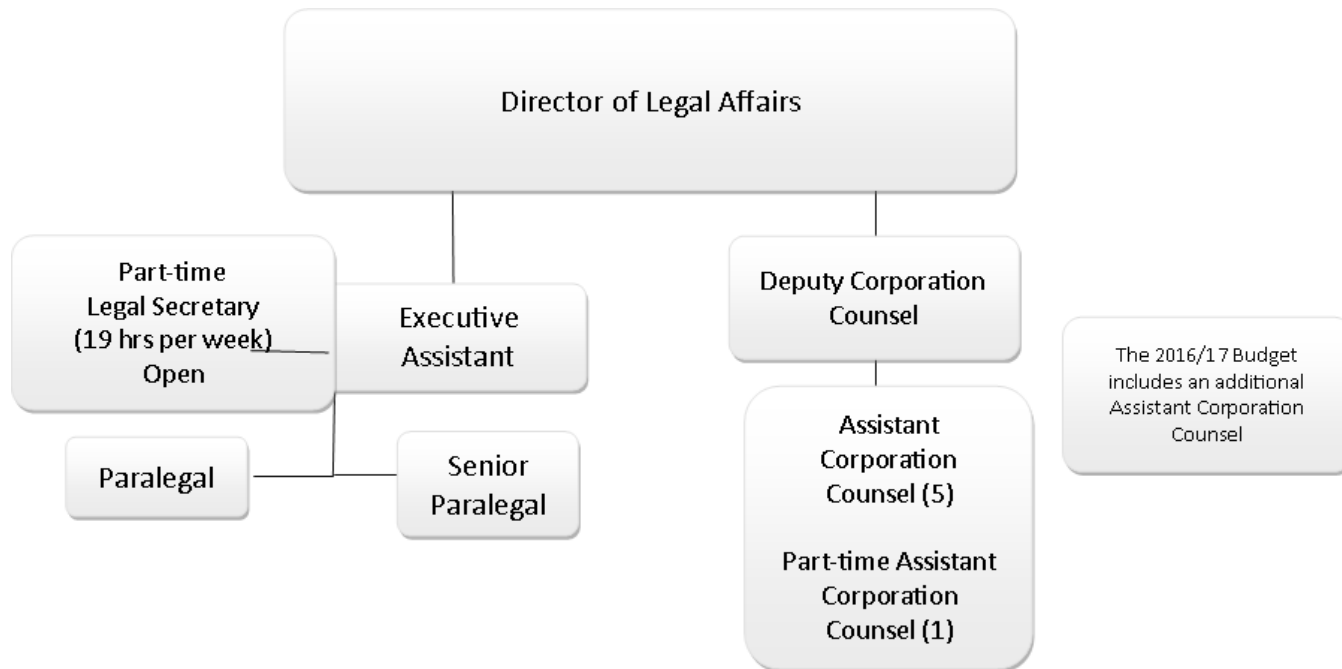
The Office of Legal Affairs provides legal services to all City officials, departments, boards, commissions and agencies. The Office of Legal Affairs also provides the professional human resources administration for the City of Stamford.

# Services Provided

(to citizens or departments)

Program	Services Provided (include Volume - if applicable)
Legal Services	Provide required legal services to city officials, departments, boards, commissions and agencies
Litigation	Represent city officials, departments, boards, commissions and agencies in litigation: <ul style="list-style-type: none"> <li>• 267 Pending lawsuits as of 3/2015</li> <li>• 61 lawsuits were filed in 2014/2015</li> </ul>
Claims	Manage claims against the City (i.e., pothole, city vehicle hit parked car, slip & fall): <ul style="list-style-type: none"> <li>• 235 Claims were filed in 2014/2015</li> </ul>
Property Damage Collection & Other Collection	Collect damages on behalf of the City for damage to City property: <ul style="list-style-type: none"> <li>• \$67,946 in 2014/2015</li> </ul> Collect damages for illegal tipping and unpaid dumping fees <ul style="list-style-type: none"> <li>• \$115,500 collected in 2014/15</li> </ul>
Delinquent Tax Accounts	Collect delinquent tax revenue: <ul style="list-style-type: none"> <li>• \$2,214,661 in 2014/2015</li> </ul>
Freedom of Information Requests	Respond to Freedom of Information requests: <ul style="list-style-type: none"> <li>• 355 requests in 2014 up by 35% over 2013/14</li> </ul>
Legal Opinions	Respond to requests for legal opinions: <ul style="list-style-type: none"> <li>• 18 written legal opinions</li> <li>• hundreds of informal legal opinions</li> </ul>
Contract Process	Review, approve and process contracts, agreements, RFP'S & bid waivers: <ul style="list-style-type: none"> <li>• more than 500 in 2014/2015</li> </ul>
Other	Conduct training on legal issues including: document retention, freedom of information, police practices and contracting procedures. Draft ordinances/resolutions

# Department Organization, Personnel and Resources



*The Law Department utilizes outside counsel when conflicts exist or when the need arises for counsel with specialized expertise in a particular area of law (e.g., labor negotiations, education law for Board of Education, complex contracting and land use).*



# ***2015-16 Highlights***

***What are the most significant accomplishments made or challenges faced by the department in the last FY?***

- Managed legal aspects in transfer of Smith House
- Coordinated with Board of Education to improve legal services provided to the Board of Education
- Identified and rectified problematic fire test process
- Implemented new RFP process to identify appropriate testing company for public safety testing
- Established a 501C(3) to accept donations for the Animal Control Center for the benefit of the animals and the ACC
- Worked with the Access 4 All Committee to amend outdoor dining ordinance and initiate the federally required self evaluation
- Managed high volume of legal services with relatively small staff



# 2016-2017 Goals

## *What are the goals and plans that you have for your department this year?*

- Improve coordination of Law Department's provision of legal services to Board of Education
- Investigate and, if feasible, implement regional public safety testing procedures
- Develop in house capabilities to reduce use of outside counsel e.g., implement AIA contracting for complex construction projects such as 200 Strawberry Hill and the new police station
- Improve enforcement in land use matters
- Identify/support legislative priorities including legal claims e.g., require centralized notice for workers compensation claims, codify reimbursement for housing of displaced tenants

Addition of a full-time attorney & part-time legal secretary will significantly increase the effectiveness & efficiency of the Law Department by improving the Department's capacity for:

- Land use enforcement
- In house representation
- Risk Management
- Contract Management
- Identification of City legal issues that should be addressed

# *Changes and Challenges*

## ■ *Major changes planned*

- **Add a full-time Attorney**
  - Provide Land Use advice
  - Pursue enforcement regarding land use matters
  - Increase capacity to permit expanded interface with Board of Education regarding legal work
- **Add a part-time Legal Secretary 19 hours per week**
  - The Law Department does not have a Legal Secretary
  - Legal Secretary is needed to handle management of documents in Citylaw (the Law Department database) including coding of electronic files, scanning of documents, maintaining attorneys calendars, maintain legal files & pleadings, coordinating depositions, as well as general office duties such as filing, document preparation.
  - A Legal Secretary will improve the skill-based productivity of the legal staff and the efficiency & effectiveness of the Department



# Performance Measures

## Law Department Performance Measures

Performance Data	FY 11-12	FY 12-13	FY 13-14	FY 14-15
Litigation Pending	523	557	582	310
Claims filed	133	92	140	235*
Property Damage collection	\$ 105,470	\$ 59,931	\$ 15,853	\$ 67,946
Delinquent Tax Collection	\$2,408,507	\$2,711,706	\$2,657,602	\$2,214,661
Freedom of Information Requests			264	355
Review/Prepare contracts				500
Legal Opinions	17	7	10	18



\*includes 78 Pothole claims

Benchmark Against other towns	Stamford (pop 125k)	New Haven (pop. 130k)	Hartford (pop 125K)	Bridgeport (pop 146k)	Waterbury (pop 110K)	Greenwich (pop 61K)	Norwalk (pop 87k)
Corporation Counsel	1	1	1	1	1	1	1
Deputy Corporation Counsel	1	2	1	1	1		1
Assistant Corporation Counsel	5	6	9	10	8	4	3
P/T Assistant Corporation Counsel	1	1					1
Executive Assistant	1	1	1		1		
Paralegal	2	4	2	2	2	4	
Legal Secretary		1	1	2	2	3	3
Other Staff			6	2		1	
<b>Total</b>	<b>11</b>	<b>16</b>	<b>20</b>	<b>16</b>	<b>15</b>	<b>12</b>	<b>9</b>
Budget for outside Professional Legal services	\$600,000 (FY 15/16)	\$375,000 (FY 12/13)	?	\$650,000 (FY 2013)	\$545,000 (FY 2013)	\$945,000 (FY 13/14)	\$161,793 (FY 13/14)



# Summary of Operating Budget

## Fiscal Year 2016/2017 - Program Report

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Fund: 0001 General Fund  
 Office: 004 Legal Affairs  
 Dept/Div: 0401 Legal Affairs  
 Program: 4010 Legal Department

### Program Description:

The Office of the Corporation Counsel represents the City in all actions and proceedings brought by or against the City. The Corporation Counsel's office reviews and approves, as to form, all contracts, leases and agreements so that requirements for all legal services from city officials, departments, boards and commissions are met. It represents the City in all actions and proceedings brought by or against the City. The office also renders formal and informal opinions.

Description	FY 14/15 Actual	FY 15/16			FY 16/17					FY 17/18 Estimate	FY 18/19 Estimate
		Adopted Budget	Revised Budget	Projected Exp & Enc	Department Request	Mayor's Proposed	% of Total	\$ Var Projected	% Var Projected		
<b>Expenditures</b>											
Full Time Salary	1,201,740	1,237,182	1,237,182	1,239,801	1,363,383	1,363,383	51.25%	123,582	10.0%	1,383,834	1,404,591
Other Salary	88,619	115,895	115,895	101,478	123,705	123,705	4.65%	22,227	21.9%	125,560	127,444
Overtime	1,686	1,000	1,000	1,000	1,000	1,000	0.04%	0	0.0%	1,015	1,030
Employee Benefits	326,376	306,678	306,678	307,645	349,902	349,902	13.15%	42,257	13.7%	371,984	396,075
Retirement Benefits	277,442	294,567	294,567	288,088	123,562	123,562	4.65%	-164,526	-57.1%	129,740	136,227
Payments to Insurance Fund	3,078	3,018	3,018	3,018	2,593	2,593	0.10%	-425	-14.1%	2,671	2,751
Purchased Other Services	1,990	2,806	2,806	2,806	2,806	2,806	0.11%	0	0.0%	2,862	2,919
Purchased Professional Services	624,156	598,000	598,000	598,000	628,000	628,000	23.61%	30,000	5.0%	640,560	653,371
Purchased Property Services	12,356	12,080	12,080	12,080	12,080	12,080	0.45%	0	0.0%	12,322	12,568
Professional Development	3,054	2,500	2,500	2,500	2,500	2,500	0.09%	0	0.0%	2,550	2,601
Utilities & Commodities	5,186	3,612	3,612	5,187	5,187	5,187	0.19%	0	0.0%	5,291	5,397
Supplies	29,245	42,500	42,500	42,500	42,500	42,500	1.60%	0	0.0%	43,350	44,217
Other	1,279	2,850	2,850	2,850	2,850	2,850	0.11%	0	0.0%	2,907	2,965
<b>Total Expenditures</b>	<b>2,576,205</b>	<b>2,622,688</b>	<b>2,622,688</b>	<b>2,606,953</b>	<b>2,660,068</b>	<b>2,660,068</b>	<b>100.00%</b>	<b>53,115</b>	<b>2.0%</b>	<b>2,724,646</b>	<b>2,792,156</b>
<b>Revenue</b>											
Legal Miscellaneous	0	0	0	0	0	0	0.00%	0	0.0%	0	0
Claims & Settlements	815,156	0	0	283	0	0	0.00%	-283	-100.0%	0	0
Reimbursement-Legal Services	124,338	59,000	59,000	59,000	150,000	150,000	100.00%	91,000	154.2%	150,000	150,000
<b>Total Revenue</b>	<b>939,494</b>	<b>59,000</b>	<b>59,000</b>	<b>59,283</b>	<b>150,000</b>	<b>150,000</b>	<b>100.00%</b>	<b>90,717</b>	<b>153.0%</b>	<b>150,000</b>	<b>150,000</b>
<b>Net Operating Cost</b>	<b>1,636,711</b>	<b>2,563,688</b>	<b>2,563,688</b>	<b>2,547,670</b>	<b>2,510,068</b>	<b>2,510,068</b>		<b>(37,602)</b>	<b>-2.1%</b>	<b>2,574,646</b>	<b>2,642,156</b>