



# Common Council 2025 Budget Hearing

Department of Law  
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## 2025 Department Overview

### Provide a high-quality partnership with other departments

- 9 attorneys: 1 Corporation Counsel, 1 City Attorney, 1 Senior Assistant City Attorney, 6 Assistant City Attorneys
- 1 Paralegal
  - Claims Manager
- 1 Director of Legal Administration
  - Paralegal, OVB Clerk's Supervisor, Administrative Assistants' Supervisor, Office Manager, Payroll Clerk, Legal DFO Account Expert
- 2 Administrative Assistants

### Manage Ordinance Violation Bureau operations

- 1 OVB Clerk
  - OVB DFO Account Expert, highly knowledgeable regarding fines and how to pay them (and how to avoid receiving them), troubleshoots parking enforcement equipment issues

### Provide day-to-day supervision of Human Rights Commission Executive Director



# 2025 Legal Budget Overview

## Expenditure Summary

*Includes only City-controlled funds and excludes interfund transfers/allocations*

	2022 Actuals	2023 Actuals	2024 Amended	2025 Budget	% change YOY	Notes
<b>Legal Department</b>	<b>1,302,909</b>	<b>1,441,171</b>	<b>1,731,678</b>	<b>1,807,343</b>	<b>4.4%</b>	
<b>Legal Department</b>	<b>1,302,909</b>	<b>1,441,171</b>	<b>1,731,678</b>	<b>1,807,343</b>	<b>4.4%</b>	
Salaries & Wages	952,878	1,042,113	1,225,209	1,258,928	2.8%	
Fringe Benefits	307,331	337,653	436,669	462,075	5.8%	
Supplies	4,919	3,312	5,000	9,000	80.0%	
Education & Training	9,450	17,518	16,000	15,000	-6.3%	
Other Services & Charges	21,798	36,632	26,600	40,500	52.3%	
Printing & Advertising	170	0	1,000	1,140	14.0%	
Professional Services	3,780	884.49	10,000	10,000	0.0%	
Repairs & Maintenance	0	0	700	200	-71.4%	
Travel	2,583	3,057	10,500	10,500	0.0%	
<b>Grand Total</b>	<b>1,302,909</b>	<b>1,441,171</b>	<b>1,731,678</b>	<b>1,807,343</b>	<b>4.4%</b>	



## Legal Budget Overall Increase 4.4% from 2024 Highlights



Increase in supplies (80%, +\$4,000) due to need for specialized paper for parking tickets and template for address change for OVB



Increase in other services and charges (52.3%, +\$13,900) due to increase in subscription costs for Westlaw and licensing fees



Increase in printing and advertising (14.0%, +\$140) accounts for updated address for business cards and envelopes



# 2024 – Strategic Initiatives Update



## Matter management: Legal Department transitioned to Clio from Practicemaster

- New system reduces storage – matter management software is hosted on the cloud – resulting in long term savings
- Efficient record keeping and task management
- Lowest choice option for the features we wanted



## Funds Recovery: We continue to pursue amounts owed to the City

- Damage to City property
- Mortgage Foreclosures
- Bankruptcy
- OVB
- Collections



# 2025 Strategic Initiatives



Continue to Revise Municipal Ordinances



SBFD and SBPD Collective Bargaining Negotiations



Strategies to Reduce Legal Spending



# Questions?