



CITY OF RICHMOND
OFFICE OF THE CITY ATTORNEY
900 EAST BROAD STREET, SUITE 400
RICHMOND, VIRGINIA 23219

TELEPHONE 804-646-0350
TELECOPIER 804-646-6653

ALLEN L. JACKSON
CITY ATTORNEY

November 9, 2016

The Honorable Dwight C. Jones
Mayor of the City of Richmond

The Honorable Michelle R. Mosby
President of Richmond City Council

The Honorable Christopher A. Hilbert
Vice President of Richmond City Council

The Honorable Jonathan T. Baliles
The Honorable Charles R. Samuels
The Honorable Kathy C. Graziano
The Honorable Parker C. Agelasto
The Honorable Ellen F. Robertson
The Honorable Cynthia I. Newbille
The Honorable Reva M. Trammell
Members of Richmond City Council

RE: Annual Report of the Office of the City Attorney

Mr. Mayor and Members of Council:

I am providing this report as an annual review so that it can be available as the process of preparing the FY2017-2018 budget gets under way. The contents will summarize the activities of the Office during the twelve-month period ending September 30, 2016 (hereafter simply "2016").

Overview of the Office

Section 4.17 of the City Charter sets out the fundamental mission of the City Attorney's Office to provide legal services to the City Council, the Mayor, the Chief Administrative Officer and all departments, boards, commissions and agencies of the City in all matters affecting the legal interests of the City. In conjunction with this mission, the Office provides advice in connection with day-to-day operational matters, renders formal legal opinions, and prepares ordinances and resolutions on behalf of members of the Council and the Mayor for introduction and consideration by the Council, including rendering legal opinions as to their form and legality. The Office also defends the City, the City Council and its members, officers and employees of the City, and certain other persons in legal proceedings in which they are named as defendants.

The Office enjoyed a year of stability, with the same staff of lawyers on board since July, 2015. It is currently organized with attorneys and staff across five divisions. I have attached the current organizational chart and describe the functions of each division below.

The Civil Litigation Division provides legal representation to the City or its employees in the defense of claims, i.e. general civil litigation, and represents the City in workers' compensation claims and disciplinary proceedings. It also provides general counsel services to the Department of Human Resources and the Fire Department, plus the Retirement Board and the Library Board.

The Governance and Finance Division prepares Council legislation whether its patron is a member of the Council or the Mayor, and monitors actions of the General Assembly that may require or permit changes to the City Code. It provides direct representation to legislative branch agencies (City Assessor, City Clerk and Council Chief of Staff), to most of the City's internal services departments (Budget and Strategic Planning, Finance, Information Technology and Procurement Services), and to the Registrar. It is also assigned primary responsibility for Conflict of Interests Act issues.

The Human Services Division provides legal representation to the Department of Social Services, primarily in the litigation of cases involving child abuse and neglect and adult protective services but also by acting as the Department's general counsel. The group also acts as general counsel to the Department of Parks, Recreation and Community Facilities and the Department of Justice Services.

The Operations and Development Division provides direct representation to several executive branch, "line" agencies (Economic & Community Development, Planning & Development Review, Public Utilities and Public Works) plus, pursuant to Council's authorization in section 2-112 of the City Code (2015), the Economic Development Authority and Greater Richmond Transit Company. Substantively, this division has responsibility in such diverse subject matter areas as real estate transactions and the preparation and review of the various types of grant agreements (e.g., agreements governing non-departmental appropriations pursuant to section 12-13 of the City Code (2015); Affordable Housing Trust Fund, CDBG, and HOME loans and grants; and still others administered by the Office of the DCAO for Human Services). It also has primary responsibility for assisting with public records requests under the Freedom of Information Act and for environmental law issues.

The Special Litigation and Public Safety Division handles unusual or complex litigation on a case by case basis and oversees the Office's practice in appeals courts. It provides direct representation to the City Auditor, and is also responsible for the legal services demanded by the City's focus on tax sales, code enforcement and other tasks related to blight abatement.

The Office designates a specific attorney as the primary contact for every department and agency it represents and for certain specialized subject matter areas. I have attached the current primary contact charts.

Demand For Services Provided by the Office

In the ordinary course of business, the use of legal services by different parts of City government varies over time. Especially over brief periods, these variations can be substantial. However, based on time records for 2016 compared to earlier years, the Office's top consumers of services appear to be reasonably consistent consumers from year to year.¹ For 2014, 2015 and 2016 they consist of the following:

	<u>2016</u>	<u>2015</u>	<u>2014</u>
Social Services	19%	17%	21%
Public Utilities	15%	16%	19%
Economic & Community Development	10%	8%	7%
Finance	8%	6%	4%
Legislation & City Council Meetings	6%	7%	7%
Procurement Services	5%	4%	5%
Planning & Development Review	5%	6%	5%
Public Works	4%	6%	6%
Council Offices	2%	2%	3%
Police	2%	3%	2%
Human Resources	2%	1%	<1%
Assessor	1%	2%	1%
Human Services	1%	1%	<1%
Chief Administrative Officer	1%	1%	<1%
GRTC	1%	3%	1%
All Others	18%	17%	19%

It is worth noting that the number of hours of legal services provided to the Department of Public Utilities remained constant in 2016. Meanwhile, the number of hours consumed by other large users rose significantly, by as much as 25%, resulting in DPU's share of the Office's total resources falling slightly.

The preparation of legislation also provides a discrete measure of which parts of City government make use of the Office's resources. For 2016, with comparison shown to 2014 and 2015, the major sources of requests for legislation were:

2016 **2015** **2014**

¹ Note that all of the calculations used in this report rely on unaudited, un-normed time records. In other words, because some lawyers are more diligent timekeepers than others, the relative contribution of lawyers engaged in certain areas can become skewed. We have chosen not to try to "fix" these records. Instead, we have focused on encouraging continued improvement in accounting for time so that, over time, these calculations will most accurately reflect the Office's workload. This year, the Office recorded approximately 8% more hours than the twelve months ending September 30, 2015, after a 5% increase 2015 over 2014 and a 14% increase 2014 over 2013. Notwithstanding these reservations, the figures presented here do in fact provide a basic sense of how the Office spends its time.

City Council	31%	42%	53%
Planning & Development Review	14%	13%	12%
Public Works	13%	8%	8%
Economic & Community Development	11%	11%	7%
Budget & Strategic Planning	7%	10%	5%
Public Utilities	5%	<1%	3%
Parks, Recreation & Community Fac.	3%	3%	<1%
Finance	3%	2%	2%
Social Services	3%	<1%	<1%
Chief Administrative Officer	1%	2%	1%
Fire	<1%	2%	1%
All others	8%	7%	9%

The chart reflects that the City Council's share as a percentage of all papers generated has trended down consistently, from more than half of all legislation during 2014 (and in 2013) to 42% in 2015 and just 31% in 2016. A 16% decline in the total number of papers prepared in 2015 over 2014 was followed by a 4% decline in 2016 over 2015; however, the number prepared at the request of the Administration increased in 2016 by nearly 15%.

The total number of papers prepared (445) also represents a volume of legislative work far greater than in most local government law offices. For example, the number of papers that we prepared that were actually introduced in calendar year 2015 (340) was just about double the number of new papers considered by the City Council of the City of Virginia Beach, a locality more than double the size of Richmond.

Value of Services Provided by the Office

One basic measure of performance often considered by government law offices is the value of having legal services performed "in-house." Such a value can be calculated by projecting a hypothetical cost as though the services had been procured from a private law firm. A statewide legal publication reported in December, 2013, that average hourly rates in the private sector in Richmond for lawyers performing work comparable to the work performed by this Office range from \$200 to \$400 per hour, with a median of \$543 per hour for lawyers with 21 years or more experience. Richmond area rates increased between 2010 and 2012 by 8% to 11% overall, with senior lawyers seeing an average increase of almost 19%.

For comparison purposes, the City's total annual budget for this Office in 2016, allocated across our 17 full-time lawyers and assuming the minimum 40-hour workweek, equates to a cost to the City of approximately \$118.00 per hour.

Much of the work performed by the Office consists of repetitively handling "routine" matters whose burden becomes apparent only when considered in the aggregate. Using a hypothetical, bottom end rate of \$200.00 per hour, the following practice areas each, in ascending order, would have cost in excess of the indicated amounts if they had been handled by outside counsel instead of our own attorneys:

\$50,000.00 to \$100,000.00 (250 to 500 hours)

- Freedom of Information Act
- Defense of tax claims
- Land use regulation

\$100,000.00 to \$250,000.00 (500 to 1,250 hours)

- Employment litigation & workers' compensation claims
- Real estate transactions

\$250,000.00 to \$500,000.00 (1,250 to 2,500 hours)

- Council legislation and meetings
- Procurement and contracts
- Tax sales & code enforcement

\$500,000.00 to \$750,000.00 (2,500 to 3,750 hours)

- Public utilities
- Liability litigation

More than \$750,000.00 (more than 3,750 hours)

- Social services litigation
- General counsel to City departments and officials

Still using the hypothetical \$200.00 per hour rate, the following list (much of which overlaps the practice areas listed above) reports files that would have cost in excess of the indicated amounts if placed in the hands of outside counsel, again in ascending order.

\$25,000.00 to \$50,000.00 (125 to 250 hours)

- Lockgreen Court dispute
- Fulton Hill Studios development project
- Manchester Canal / South Canal LLC development project
- 2016 General Assembly
- Bus rapid transit
- Miller & Rhoads Residential Condo., LLC vs. City Of Richmond (dispute over calculation of tax abatement for rehabilitated structures)
- Rocketts Landing utilities extension agreement
- FY2016-2017 City Budget
- 12th Street water main break claims (damage to VCU's Sanger Hall)
- Cephas vs. City of Richmond (FLSA claims by social workers in DSS)

\$50,000.00 and more (more than 250 hours)

- Natural gas supply and asset management procurements
- Altamira-Rojas vs. City Of Richmond (Fair Housing Act litigation)

Note that many of these matters are ongoing as this report is written and several already have extended over multiple years. I have set out below some of the larger multi-year projects from the list and the total time invested by this Office in all years for your information.

\$50,000.00 to \$100,000.00 (250 to 500 hours)

Rocketts Landing utilities extension agreement

Cephas vs. City of Richmond (FLSA claims by social workers in DSS)

Fulton Hill Studios development project

12th Street water main break claims

\$100,000.00 to \$250,000.00 (500 to 1,250 hours)

Manchester Canal / South Canal LLC development project

Natural gas supply and asset management procurements

Miller & Rhoads Building, LLC vs. City Of Richmond & companion case

Altamira-Rojas vs. City Of Richmond (Fair Housing Act litigation)

Litigation Services Provided by the Office

Performance measures in government law offices often focus on metrics that may do little to inform about the actual quality of legal services. For example, a lawyer handling two cases of substantial complexity could be working harder and doing better work than a lawyer handling two hundred cases of minimal complexity, or vice versa. Nevertheless, certain traditional statistical reports can provide some insight into the legal services provided by a government law office. Consider the following:

- A total of 46 new liability defense files were opened in 2016, as compared to 52 new files in 2015, 60 new files in 2014 and 80 new files in 2013. Currently pending lawsuits demand approximately \$82.6 million, although our opinion is that the City's actual exposure to liability is far, far less. In my experience, the number of filings tends over longer periods of time to fluctuate wildly and without apparent explanation. Thus, although the experience over the last three years has trended downward each year, it would not be unusual to see a trend or even a spike upward over the next three years.
- In 2016, the Office defended six "new major cases" (usually, cases where the amount sued for is \$1 million or more), as opposed to eight in 2015 and six in 2014. These new cases collectively seek damages of just over \$37 million; all were previously reported to you. Of the cases seeking damages, four involve one or more RPD officers and one involves allegations arising from a collision with a public works truck. One potentially significant case, PCI of VA, LLC vs. City Of Richmond, did not seek damages; in substance, the claim challenges the award of a long-term lease of the Port of Richmond to the Virginia Port Authority.

- In 2016, the City closed a total of 46 liability defense files seeking damages of just under \$175 million, with payments by way of judgment or settlement totaling just over \$968,000.00.
- Defined in terms either of the amount sued for (\$1 million or more) or of the amount paid (\$100,000.00 or more), the Office closed just three “major cases” in 2016, as contrasted with nine in 2015 and eleven in 2014. Giddens-Thomas vs. City Of Richmond arose from allegations involving (among other things) conditions at the since-demolished City Jail. The plaintiff sought \$35.6 million in damages. The City contributed \$500,000 to a settlement involving multiple defendants. Harcum vs. Sigmund, a claim arising from an automobile collision, sought \$1.5 million and was settled for \$60,000. Pearson vs. Waller involved a grass-cutting operation in which, allegedly, a rock was thrown through the window of a passing car; the plaintiff sought \$2 million and accepted a settlement in the amount of just under \$152,000.
- We opened 487 files for the Department of Social Services in 2016, as compared to 474 in 2015, 446 in 2014 and 329 in 2013. Our lawyers appeared for 2,078 hearings, as compared to 1,506 in 2015, 1,663 in 2014 and 1,008 in 2013, or on average eight hearings per day every work day of the year.
- 19 new charges were brought by current or former employees to the Equal Employment Opportunity Commission, the same number as in 2015 versus 14 new charges in 2014 and 18 in 2013. Three matters were dismissed and the remainder are still pending.
- 33 new workers compensation cases were filed (versus 38 in 2015, 40 in 2014 and 41 in 2013) with 35 being closed.
- Only two hearings were held before the Personnel Board to review disciplinary actions against employees, versus six in 2015, three in 2014 and seven in 2013.

Blight Abatement

For more than a year, we have engaged in discussions with the Department of Economic and Community Development to coordinate the cases expected to arise from its new special fund with its neighborhood by neighborhood focus. To make room on our docket, in 2015, we returned about 300 files to the Department of Finance to pursue traditional collection methods while we make this transition. As this report is written, but after September 30, the Office has finally been authorized to expand its support staff, and thereby expand its caseload of vacant and tax delinquent properties, all as contemplated by Council’s approval of ECD’s new special fund in FY2015 and FY2016.

Nevertheless, using existing staff, we altered our practices such that, beginning in August, 2016, we will be able to conduct auction sales on a quarterly basis rather than semi-annually, with a goal of doubling the number of properties annually returned to the tax rolls. With the additional staff referred to above, we would anticipate another doubling, such that more than 200 properties could be returned to the tax rolls each year.

Cases pursued in 2016 caused delinquent taxes to be recovered on 65 parcels, either through auction sale or through owner action, as opposed to 46 parcels in 2015, 61 in 2014 and 29 in 2013. Delinquent taxes paid on tax sale parcels in 2016 amounted to approximately \$607,000.00, versus approximately \$194,000.00 in 2015, just under \$992,000.00 in 2014 and about \$350,000.00 in 2013. The assessed value of properties returned to the tax rolls in 2016 was \$2.96 million, versus \$2.1 million each in 2015 and 2014; we do not have comparable figures for 2013 properties.

In the area of building and zoning code enforcement, our work varies directly with the vigor with which code enforcement officials take action. Our days in court for 2016 remained stable at 115 versus 128 in 2015, 135 in 2014 and 115 in 2013. The number of separate properties involved similarly remained stable, at 267 in 2016 versus 274 in 2015, 232 in 2014 and 157 in 2013. The number of charges and motions prosecuted ranged from 322 in 2013, 300 in 2014, 524 in 2015 and 587 in 2016, distributed among the major categories of offenses as follows:

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
▪ Building Code:	453	382	167	170
▪ Environmental:	47	36	41	40
▪ Finance (tax & BPOL):	57	30	6	39
▪ Fire:	4	2	2	19
▪ Zoning:	9	9	4	13

I have indicated in prior reports that we have the capacity to handle additional code enforcement matters. Even with the increases noted above, that remains the case.

Representation of "Outside Agencies"

Greater Richmond Transit Company. GRTC is a public service corporation whose Board consists of an equal number of members selected by the City and by Chesterfield County. In accordance with section 2-112 of the City Code, this Office provides representation to GRTC, primarily acting as general counsel to its Board and in defending claims against the company and its employees. The company's overall consumption of legal services is relatively small, in 2016 only about 1% of our time.

Economic Development Authority. The EDA is an independent political subdivision created in accordance with the state law governing industrial development authorities. The Office serves as general counsel to the EDA Board, again pursuant to section 2-112 of the City Code. Although direct services to the EDA are minor, less than 1% of our time, the role played by the

EDA in City economic development projects, and our participation in those activities, has been substantial and is captured in connection with the projects themselves.

Use of Outside Counsel

As a general rule, this Office employs outside counsel in only three circumstances: because a matter requires significant expertise that is too rarely needed to maintain in-house, because a matter requires resources greater than can be handled by a staff the size of this Office, or because of a conflict of interests, usually between the City and an employee who is also named as a defendant in litigation.

In 2016, exclusive of bond counsel and attorneys assisting DPU with CSO and FERC issues, the City employed attorneys from eleven law firms. The total expended amounted to just over \$850,000, down from \$1.1 million in 2015, 2014 and 2013. Half of that amount arose in three "conflict" cases, two involving allegations of police misconduct and the third involving allegations of defamation by the City Auditor. Another 30% was incurred in two resource intensive cases, one involving allegedly unpaid overtime in the Department of Social Services and the other involving alleged violations of the Fair Housing Act by residents of mobile home parks.

Additional Matters Affecting the Office in 2015

Staff compensation. In February, 2013, and again in October, 2014, I asked the Department of Human Resources to conduct a market study of the salaries of attorneys in the Office. In each instance, the study showed significant differences between the average salary levels in the relevant marketplace for local government lawyers and the salary levels in our Office. The most recent study showed disparities ranging from an average of 6% for Assistant City Attorneys I to 19% for Assistant City Attorneys II (working title Senior Assistant City Attorney) and 27% for Senior Assistant City Attorneys (working title Deputy City Attorney).

During the budget processes for FY2013-2014 and FY2014-2015, the Council agreed to use a multi-year phased approach to address the disparities and begin to bring the average salary level of each group of attorneys to 95% of the indicated market average. During the budget processes for FY2015-2016 and FY 2016-2017, the Council made additional appropriations seeking to ensure that this Office can be competitive in hiring and retaining skilled attorneys. These funds having been allocated among our attorneys, the City now pays its attorneys on average within 10% of our competitive market and as previously noted our staff seems to have stabilized.

On behalf of the Office, I thank the Council for its support.

FOIA training. For the fourth consecutive year, in early 2016 we presented a series of training sessions for City staff responsible for responding to records requests under the Freedom of Information Act. For the past two years, we added sessions including an instructional component on FOIA's open meetings requirements for interested members of boards and commissions.

General Assembly. Our Office has traditionally monitored the actions of the General Assembly each year for legislation that requires or permits changes to local laws. In 2016, we implemented a more rigorous approach in an effort to ensure that all mandatory actions were taken prior to July 1, which is the effective date for most state legislation. In 2017, we intend to expand our reviews to include matters that require changes in policies or practices as well as those that require changes to city ordinances. We will also seek to work more closely with those specifically charged with the responsibility to represent the City's interests in the General Assembly.

Relocation of office space and consolidation. Beginning in April, 2012, we began working with the CAO's office to analyze this Office's utilization of space in City Hall and its needs for additional space. Our primary goal throughout the process was the relocation of the Office's Human Services Division – four lawyers and four support staff – to City Hall from rented space elsewhere. In November, 2012, Council tentatively approved a plan to relocate the entire Office to the 4th floor of City Hall, subject to availability of funding. We met on multiple occasions with the architects and the Administration's project coordinators and had initially hoped to conclude the move sometime during calendar 2013. Due to delays in relocating 4th floor occupants, we were pushed back to calendar 2014 and then 2015. Finally, and happily, on December 7, 2015, we relocated to the 4th floor of City Hall.

On behalf of the Office, I again thank the Council for its support and I thank the Administration for its exemplary design of a space that meets our needs and for its support in moving and otherwise making the transition.

Continuing legal education. The Virginia State Bar mandates that every licensed attorney must obtain twelve hours of continuing education credits each year. Our attorneys' law practices consist of subject matter unique to municipal lawyers and the unique application of generalized subject matter to municipal governments. As a consequence, local government lawyers face limitations on the availability of relevant training, which often requires travel outside the City. In addition to training provided by the Office to City officials, our attorneys are regularly called upon to provide training to attorneys in the public and private sector bars. Fulfilling such requests, meeting mandatory minimum "CLE" requirements and other training consumed nearly 300 hours of attorney time during 2016.

Ethics review. We continue to hold regular all-staff meetings on a quarterly basis. A permanent feature of the agendas of these meetings involves a review of some aspect of the rules of the Virginia Supreme Court governing the professional conduct of attorneys and staff. For obvious reasons, we focus on how these rules apply in the special setting of a local government law office, and on the conditions presented by Richmond's unique form of government. We regularly discuss the difficult issues presented by the City Charter's requirement that we represent all constituent parts of City government and our obligation to maintain the confidentiality of communications among those disparate interests.

Issues For 2017

Need for additional attorneys. As long ago as 2012, we identified a need for a new position by reason of sustained excess demands for legal services in connection with economic development, real estate and land use matters. Moreover, since FY2016, we have been unable to fill the position of the attorney who previously had primary responsibility for the Department of Finance. For the last two fiscal years, we absorbed that work by allocating various components of the practice among four lawyers.

In both of these cases, we have been able to provide needed services. In both of these cases, however, we have done so only at a cost of delay, either in the provision of the services required in these two areas or in the provision of services in other areas that we were forced to set aside.

Representation of Richmond Police Department. In the early 1990s, the City authorized RPD to create a position reporting directly to the Chief of Police which is technically called “executive advisor” but which is commonly known as “general counsel.” The position description as last revised in 2008 requires a licensed attorney at law, whose job is to provide advice to the Chief of Police and the Department on “legal, policy, legislative and personnel matters.”

RPD’s “general counsel” has no reporting relationship to the City Attorney, but rather is expected to “coordinate” all “non-internal matters” with the City Attorney’s office. Note that this Office’s legal representation of the Police Department as reported above consists almost entirely of litigation services, i.e. defending liability claims against the department or its officers and handling various human resources matters.

In establishing this position, the City created a de facto split in the legal representation of RPD. Unfortunately, because the provision of legal services in a municipal government encompasses such a broad range of activities, a division of responsibility like this one inevitably creates an environment where the responsibility for providing advice on important legal issues can fall on no specific person.

Further, this system poses a fundamental flaw in Richmond’s basic government, where one of the largest and most important departments in City government receives the bulk of its legal advice from attorneys charged with professional duties of loyalty and confidentiality to the department rather than to the City as a whole.

Accordingly, based on concerns about ensuring accountability and the desired focus of professional advice, I once again recommend that the City consider whether it is in its best interests to continue with this dual system.

Conclusion

The Office looks forward to the challenges that it will face in 2017, and I hope you have found this report to be useful. If you have ideas for improvement in the report, or if you have questions about any of its contents, please let me know. On behalf of the Office, we look forward to working with you over the coming year.

Sincerely,

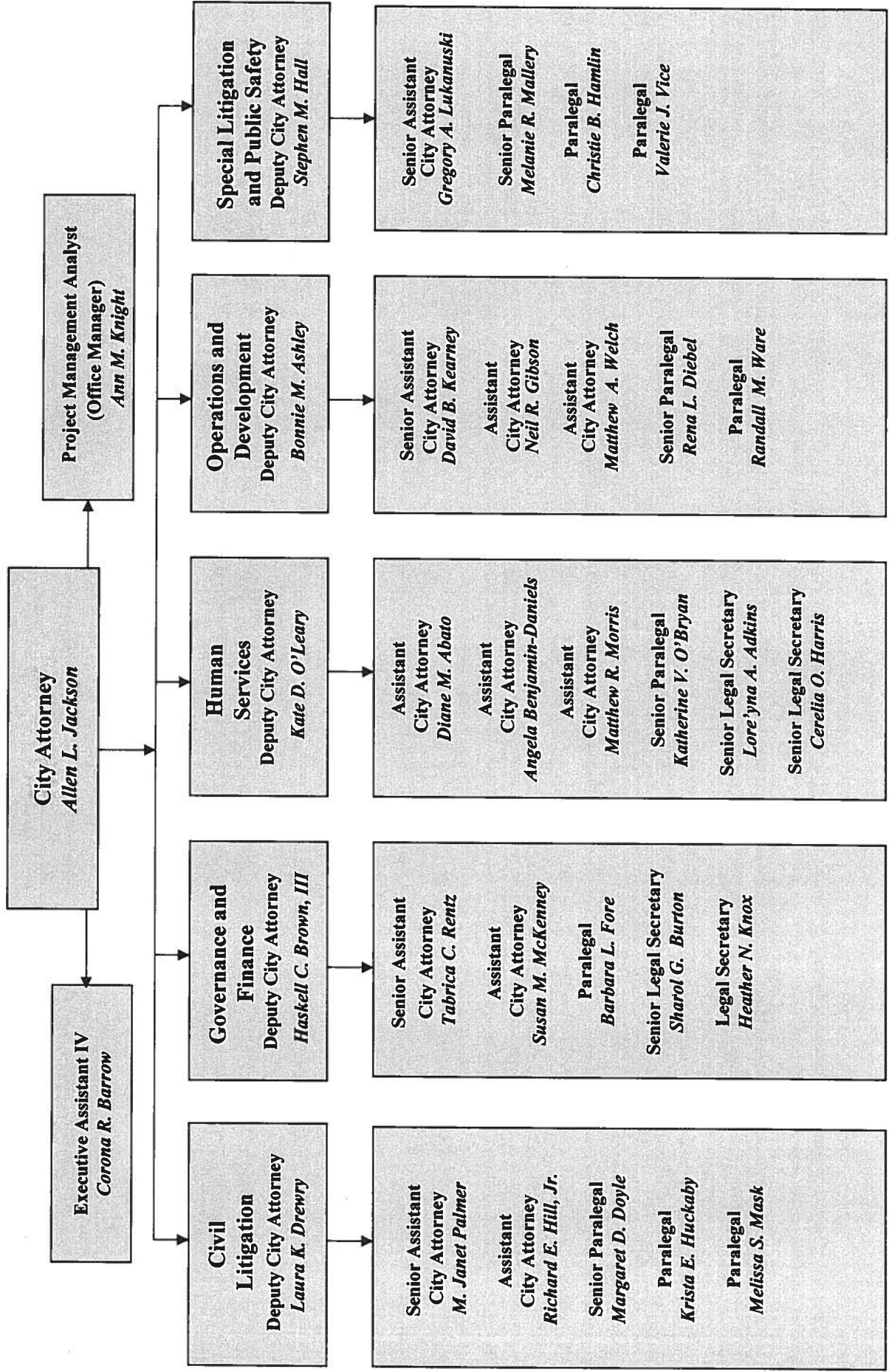


Allen L. Jackson
City Attorney

Attachments – 2

cc: Selena Cuffee-Glenn, Chief Administrative Officer

CITY ATTORNEY'S OFFICE



Office of the Richmond City Attorney

Departmental Primary Contacts

August 29, 2016

Primary Contact	Attorney
Animal Control	Mr. Lukanuski
Assessor	Ms. Rentz
Auditor	Mr. Hall
Budget	Mr. Brown
Chief Administrative Officer	Mr. Jackson
City Clerk	Mr. Brown
City Council	Mr. Jackson
Council Chief of Staff	Mr. Brown
DCAO for Economic Development and Planning	Ms. Ashley
DCAO for Finance and Administration	Mr. Brown
DCAO for Human Services	Ms. Drewry
DCAO for Operations	Ms. Ashley
Economic Development	Ms. Ashley
Economic Development Authority	Ms. Ashley
Emergency Communications	Ms. Drewry
Finance	Mr. Brown
Fire	Ms. Drewry
GRTC (Board & Administration)	Ms. Ashley
Human Resources	Ms. Drewry
Information Technology	Ms. McKenney
Justice Services	Ms. Abato
Library Board	Ms. Drewry
Mayor	Mr. Jackson
OMBD	Ms. Ashley
Parks, Recreation and Community Facilities	Ms. Benjamin-Daniels
Personnel Board	Ms. Drewry
Planning & Development Review	Mr. Welch
Police	Mr. Lukanuski
Procurement Services	Mr. Brown
Public Utilities	Mr. Kearney
Public Works	Mr. Welch
Registrar	Ms. Rentz
Retirement Board	Ms. Drewry
Risk Management	Ms. Palmer
Social Services	Ms. O'Leary
Towing Advisory Board	Mr. Lukanuski

Primary Practice Area Responsibilities

ABC	Mr. Lukanuski
Bankruptcy	Ms. Rentz
CAPS	Mr. Lukanuski
CDBG Programs	Ms. Ashley
Code Enforcement	Mr. Lukanuski
Conflict of Interests Act	Mr. Brown
Collections	Mr. Lukanuski
Contract Review	Mr. Brown Ms. McKenney
Council Legislation	Mr. Brown Ms. Rentz
DSS Litigation	Ms. O'Leary Ms. Abato Ms. Benjamin-Daniels Mr. Morris
Employment Litigation (administrative)	Ms. Drewry
Environmental Law Matters	Mr. Kearney
FOIA – Records	Mr. Welch
FOIA - Meetings	Mr. Brown
General Assembly	Mr. Brown Ms. Rentz
Land Use & Planning	Mr. Welch
Liability Litigation	Mr. Hall Ms. Palmer Mr. Hill
Parking & Towing	Mr. Lukanuski
Permits, Property Maintenance & Zoning Enforcement	Mr. Lukanuski
Real Estate Transactions	Ms. Ashley Mr. Welch
Tax Delinquent Sales	Mr. Lukanuski
Workers Compensation	Ms. Drewry