

# **LEGAL DEPARTMENT**

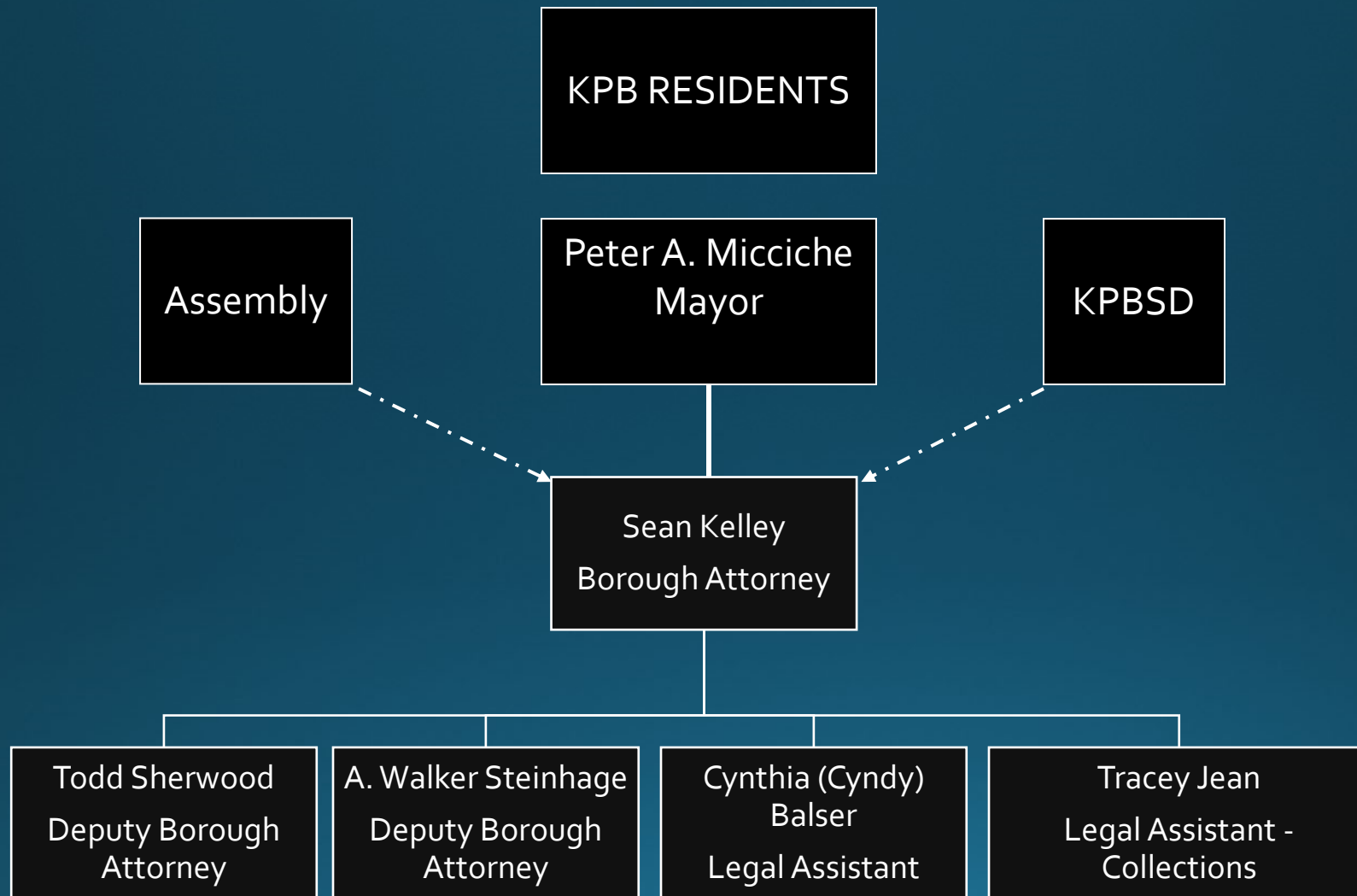
## **FY2025 Proposed Budget**

**Operations Pages 102-105**

## Background Information

- The Legal Department's mission statement is: "To provide legal services for the KPB and School District in an ethical, timely, professional, and cost-effective manner."
- The Legal Department is a support department within the KPB and as such provides advice, counsel, and guidance to the Assembly, KPB Administration, School District, and all departments and services areas of the KPB.

# Organization Chart



## FY2024 Key Accomplishments

- Assisted Road Service Area and Purchasing & Contracting with standardizing contracts and general conditions template documents.
- Provided Open Meeting Act and Conflicts of Interest training opportunity, in collaboration with the Clerk's Office and Planning Department, to all members of the Planning Commission, Advisory Planning Commission, and Service Area Boards.
- Supported Assembly and Administration throughout multi-year process to rewrite KPB Chapter 21.29 – Material Sites.

## FY2024 Key Accomplishments - Continued

- Worked with Clerk's Office and other stakeholders on KPB Chapter 2.54 updates and amendments related to public record requests
- Drafted KPB Chapter 21.20 code amendments for conformance with current laws and practice, and to provide the cost efficient process possible in view of the limited time afforded the citizen volunteers who act as commissioners, while at the same time ensuring the due process rights of the appellant.
- Developed filming in public areas memorandum and training for employees, and helped the Mayor with a corresponding policy.

# FY2025 Objectives and Budget Highlights

- Emphasis on preventive law with a priority need to update certain chapters of Borough Code to lessen liability exposure to the Borough and School District.
- Update KPB Code Chapters 3.04 (Employee Classification & Pay System), 5.28 (Procurement & Purchasing) and 17.10 (Borough Land & Resources).
- Continue work with Planning Department to create uniform template forms and permits to provide consistency and uniformity, reduction in errors, costs and staff time.
- Increase training opportunities for staff, volunteer boards, and elected officials to remain current with ever-changing laws, regulations, mandates, the environment, and societal changes and trends, for liability mitigation and public assurance.
- FY25 budget is up 1.09% from FY24, largely due to:  
Increase in personnel, utilities and litigation costs associated with in-house handling of cases and collection costs.

# Expenditure Summary

	FY2024 Original Budget	FY2025 Proposed Budget	Change
Personnel	\$922,817	\$949,982	\$27,165
Supplies	3,410	2,920	(490)
Services	260,170	247,555	(12,615)
Capital Outlay	3,000	1,921	(1,079)
Transfers	-	-	-
Interdepartmental Charges	-	-	-
<b>Total</b>	<b>\$1,189,397</b>	<b>\$1,202,378</b>	<b>\$12,981</b>
<b>Change</b>			<b>1.09%</b>

# Significant Budgetary Items

- \$27,165 increase in personnel costs
- Overall reduction in all other expenditure categories (Supplies, Services & Capital Outlay)
- 1.09% increase from FY24



## Long-Term Issues and Concerns

- Ongoing review of KPB code to revise or repeal outdated or conflicting sections of the code.
- Continuing emphasis on preventive law; including increasing Open Meetings Act, Conflicts of Interest, Local Government 101 training opportunities for elected and appointed officials, as well as provide training on specific legal issues or related matters for staff.
- Strategizing and cross-collaborating with KPB & KPBSD administrations, departments, and stakeholders for the future direction of KPB & KPBSD.

# Thank you to our dynamic & talented team



Love Your Lawyer Day = November 1, 2024