

**LAW DEPARTMENT
FISCAL YEAR 2019 BUDGET TESTIMONY
APRIL 24, 2018**

INTRODUCTION

Good Afternoon, President Clarke and Members of City Council. I am Marcel Pratt, City Solicitor. Joining me today are Craig Straw, First Deputy City Solicitor, Donna Mouzayck, Deputy Administrative Solicitor, Valerie Robinson, Chair of Corporate and Tax Group, Vanessa Garrett Harley, Chair of Social Services Group, Steve Ludovico, Director of Administrative Services and Frances Beckley, Chief Counsel to the Department of Revenue, in addition to other members of my staff. I am pleased to provide testimony on the Law Department's Fiscal Year 2019 Operating Budget.

DEPARTMENT MISSION & PLANS

Mission: The Law Department represents the City in litigation and in contractual and regulatory matters, including: representing the City's interests in litigation; negotiating drafts, and approving City contracts; assisting the City in collecting unpaid taxes, fines, and other debts; counseling City departments, agencies, boards, and commissions on regulatory compliance; representing the City in child welfare and health matters; and preparing legislation for introduction by City Council.

Plans for Fiscal Year 2019:

Philadelphia Beverage Tax: Law continues to defend the Philadelphia Beverage Tax (PBT). In 2016, the PBT was enacted to fund free, quality pre-Kindergarten (pre-K) education for children; expand community schools in high-needs neighborhoods; and launch Rebuild, a capital improvement program for the City's parks, recreation centers, and libraries. On September 14, 2016, a lawsuit challenging the PBT was filed by the American Beverage Association and other co-plaintiffs in the Court of Common Pleas. Working closely with outside counsel, Law defended the tax and the City prevailed in Commonwealth Court, which affirmed the trial court's ruling and upheld the authority of City Council to enact the tax. On July 13, 2017, the American Beverage Association and other co-plaintiffs filed for permission to appeal this decision to the Supreme Court of Pennsylvania. On January 30, 2018, the Supreme Court said it would hear the appeal. Law will continue defending the City's authority to impose the tax.

Federal Funding and Immigration-related Conditions: In 2017, the City filed suit to prohibit the Attorney General of the United States from imposing new and unprecedented immigration-related conditions on the federal Edward Byrne Memorial Justice Assistance Grant ("Byrne JAG"), which the City relies on to fund critical criminal justice programming and initiatives. Specifically, the U.S. Department of Justice (DOJ) notified Philadelphia that, as a condition to receiving any Byrne JAG funds in FY17, Philadelphia must: (1) permit Immigration and Customs Enforcement (ICE) agents unfettered access to the City's jails; (2) provide at least 48 hours' advance notice of the release date of any immigrant ICE seeks information for; and (3) certify compliance with Section 1373, a statute which bars states and localities from adopting policies that restrict immigration-related communications between state and local officials and the federal government. A federal court in Chicago had prohibited the DOJ from imposing the first two conditions nationally; in Philadelphia's lawsuit, the Court found that the City complies substantially with Section 1373 and prohibited DOJ from withholding the City's Byrne JAG 2017 award. The DOJ has appealed the ruling, and Law will vigorously defend the court's well-reasoned decision.

Diversity & Inclusion: The Law Department remains committed to diversity through our hiring by both ensuring that diverse candidates are part of the pool of potential candidates and ensuring that hiring panels are diverse. Law's increased diversity reflects our efforts to recruit diverse attorneys from law schools, law firms, and other areas.

The Law Department plans to hire its first-ever Director of Professional Development, Diversity & Inclusion, whose general duties will be to: (1) develop training curricula and programs for Law Department attorneys covering all substantive practice areas, client service, ethics, and office management; (2) ensure the Law Department's recruitment, hiring, and retention efforts for attorneys and staff consistently reflect the City of Philadelphia's commitment to diversity and inclusion; and (3) identify opportunities to increase the Law Department's engagement within City government and the Philadelphia legal community.

Public Policy Litigation: The Law Department continues to emphasize the use of litigation to combat systemic public nuisances and other unlawful conduct that significantly threaten the City's public health and safety. During the upcoming year, we will work on the following litigation:

Wells Fargo: On May 15, 2017, the City filed its lawsuit against Wells Fargo for violating the Fair Housing Act by engaging in discriminatory mortgage lending-practices against African-American and Latino residents of Philadelphia. Wells Fargo's alleged practices constitute "reverse redlining," which involves targeting minorities and minority communities with exploitative loan products that have higher costs and worse terms than those offered to similarly-situated white borrowers. On January 16, 2018, the Court denied Wells Fargo's motion to dismiss the City's case. As a result, the case is moving forward and the Law Department will seek further evidence of Wells Fargo's alleged discriminatory practices.

Opioid Litigation: On January 17, 2018, the City of Philadelphia filed a lawsuit against several manufacturers of prescription opioids for causing and fueling the opioid epidemic through decades of deceptive marketing that convinced doctors and medical professionals that opioids were safe and effective for long-term daily treatment of chronic pain and that risks for addiction after long-term use were minimal. The lawsuits seek to, among other things, end the ongoing deceptive marketing practices and recover money from the manufacturers to pay for the treatment of City residents suffering from opioid addiction, injuries to the City, and other consequences of the defendants' unlawful conduct.

Census Litigation: Earlier in the month, on April 3, 2018, the City, via the Law Department, joined a coalition of eighteen states (including Pennsylvania) and five other cities in filing a lawsuit in the US District Court for the Southern District of New York seeking to block the proposed addition of a citizenship question to the 2020 census. The suit alleges that the addition of a citizenship question will substantially depress participation in the census due to fears of possible deportation, resulting in severe underfunding of government services and resources for any area, such as the City, in which undocumented immigrants may reside, including funds allocated for infrastructure, Medicaid, and other services, as well as undercounting for redistricting for Congressional and state legislative districts. The case was assigned to the Honorable Jesse Furman, and an initial pretrial conference has been scheduled for April 20, 2018.

In addition to this litigation, the Law Department expects to utilize the False Claims Ordinance, § 19-3600, to recover damages and penalties from persons who violate the ordinance and cause the City financial harm.

Code Enforcement: The Law Department will continue to strengthen enforcement against nuisance take-out beer and alcohol sellers through enhanced monitoring and review of businesses licenses to determine whether the licenses are permissible under a new food licensing law.

NICS Litigation: On December 22, 2017, the City, in combination with the City of New York and the City and County of San Francisco, filed a lawsuit against the US Department of Defense (the “DOD”) and several other federal agencies seeking an injunction to compel defendants to comply with their statutory obligation to report to the FBI information for inclusion in the National Instant Criminal Background Check System (“NICS”) about members of the military services convicted of crimes that disqualify them from firearms possession. Reports of the DOD’s Inspector General reflect that as far back as 1997, and continuing through the present, defendants have systematically and knowingly failed to fulfill that statutory obligation. The City, specifically the Philadelphia Police Department, regularly conducts background checks that include searches of NICS in order to process applications for licenses to carry a firearm, and must rely upon the accuracy of the NICS database in determining eligibility.

BUDGET SUMMARY & OTHER BUDGET DRIVERS

Staff Demographics Summary (as of December 2017): All Law Staff				
	Total	Minority	White	Female
Number of Full-Time Staff	319	139	180	194
Number of Exempt Staff	283	113	170	164
Number of Executive Staff (deputy level and above)	8	4	4	3
Average Salary, Full-Time Staff	\$66,102	\$56,900	\$72,509	\$61,402
Average Salary, Exempt Staff	\$69,643	\$62,136	\$74,633	\$66,173
Average Salary, Executive Staff	\$129,021	\$144,000	\$114,041	\$135,333
Median Salary, Full-Time Staff	\$59,798	\$51,867	\$68,022	\$55,580
Median Salary, Exempt Staff	\$63,808	\$55,983	\$70,315	\$59,798
Median Salary, Executive Staff	\$134,000	\$134,000	\$112,750	\$135,000

Staff Demographics Summary (as of December 2017): All Law-Funded Staff				
	Total	Minority	White	Female
Number of Full-Time Staff	172	74	98	92
Number of Exempt Staff	140	52	88	66
Number of Executive Staff (deputy level and above)	7	3	4	2
Average Salary, Full-Time Staff	\$68,771	\$56,313	\$78,178	\$61,638
Average Salary, Exempt Staff	\$75,593	\$63,600	\$82,680	\$70,285
Average Salary, Executive Staff	\$128,166	\$147,000	\$114,041	\$135,500
Median Salary, Full-Time Staff	\$63,207	\$47,574	\$73,293	\$53,800
Median Salary, Exempt Staff	\$68,022	\$57,188	\$76,461	\$64,495
Median Salary, Executive Staff	\$133,000	\$133,000	\$112,750	\$135,500

Employment Levels (as of December 2017): All Law Staff		
	Budgeted	Filled
Number of Full-Time Positions	299	319
Number of Exempt Positions	266	283
Number of Executive Positions (deputy level and above)	8	8
Average Salary of All Full-Time Positions	\$66,522	\$66,102
Median Salary of All Full-Time Positions	\$59,595	\$59,798

Employment Levels (as of December 2017): All Law-Funded Staff		
	Budgeted	Filled
Number of Full-Time Positions	176	172
Number of Exempt Positions	147	140
Number of Executive Positions (deputy level and above)	7	7
Average Salary of All Full-Time Positions	\$68,345	\$68,771
Median Salary of All Full-Time Positions	\$60,197	\$63,207

Staff Demographics Summary (as of December 2017): General Fund Staff				
	Total	Minority	White	Female
Number of Full-Time Staff	119	54	65	63
Number of Exempt Staff	92	34	58	41
Number of Executive Staff (deputy level and above)	5	1	4	1
Average Salary, Full-Time Staff	\$65,423	\$51,087	\$77,332	\$58,627
Average Salary, Exempt Staff	\$73,309	\$58,088	\$82,231	\$68,916
Average Salary, Executive Staff	\$126,233	\$154,000	\$114,041	\$138,000
Median Salary, Full-Time Staff	\$60,197	\$41,867	\$72,237	\$50,565
Median Salary, Exempt Staff	\$66,602	\$56,586	\$75,481	\$65,182
Median Salary, Executive Staff	\$138,000	\$154,000	\$112,750	\$138,000

Employment Levels (as of December 2017): General Fund Staff		
	Budgeted	Filled
Number of Full-Time Positions	120	119
Number of Exempt Positions	93	92
Number of Executive Positions (deputy level and above)	5	5
Average Salary of All Full-Time Positions	\$66,177	\$65,423
Median Salary of All Full-Time Positions	\$59,044	\$60,197

General Fund Financial Summary by Class						
	FY17 Original Appropriations	FY17 Actual Obligations	FY18 Original Appropriations	FY18 Estimated Obligations	FY19 Proposed Appropriations	Difference: FY19-FY18
Class 100 - Employee Compensation	\$7,934,005	\$8,085,037	\$8,484,481	\$8,411,840	\$8,663,318	\$251,478
Class 200 - Purchase of Services	\$8,410,034	\$7,887,866	\$7,010,034	\$6,579,170	\$6,579,170	\$0
Class 300/400 - Materials, Supplies & Equipment	\$248,676	\$241,490	\$248,676	\$224,676	\$248,676	\$24,000
Class 500 - Contributions	\$0	\$251,339	\$0	\$0	\$0	\$0
	\$16,592,715	\$16,465,732	\$15,743,191	\$15,215,686	\$15,491,164	\$275,478

Contracts Summary (Professional Services only)						
	FY13	FY14	FY15	FY16	FY17	FY18 YTD (Q1 & Q2)
Total amount of contracts	\$5,588,387	\$4,829,328	\$4,089,567	\$4,932,700	\$14,281,284	\$8,909,670
Total amount to M/W/DSBE	\$2,527,745	\$1,970,130	\$2,014,838	\$1,498,029	\$4,606,295	\$3,596,790
Participation Rate	45%	41%	49%	30%	32%	40%

Total M/W/DSBE Contract Participation Goal (Public Works; Services, Supplies & Equipment; and Professional Services combined)			
	FY17	FY18	FY19
M/W/DSBE Contract Participation Goal	35%	35%	32%

PROPOSED BUDGET OVERVIEW

Proposed Funding Request:

The proposed Fiscal Year 2019 General Fund budget totals \$15,491,164, an increase of \$275,478 over Fiscal Year 2018 estimated obligation levels. This increase is primarily due to 4 new positions, DC#33 pay increases, and the reinstatement of the class 300/400 target budget cuts. The four new positions include a Special Assistant responsible for professional development, diversity and inclusion; an Assistant City Solicitor who will be assigned to the Commercial Law Unit to assist with transactional work; a Legal Assistant who will work on Public Property matters including real estate and economic development projects; and a HIPAA Compliance Manager expected to develop an annual workplan to execute the HIPAA/Privacy Compliance Program, build an effective partnership with departmental HIPAA privacy liaisons to implement compliance activities, and oversee the monitoring and reporting of privacy compliance measures.

The proposed budget includes:

- \$8,663,318 in Class 100, a \$251,478 increase over FY18. This funding will cover 4 new positions and DC#33 pay increases.
- \$6,579,170 in Class 200, the same amount as in FY18.
- \$248,676 in Class 300/400, an \$24,000 increase over FY18. This funding will reinstate the class 300/400 target budget cuts.

STAFFING LEVELS

The department is requesting 129 budgeted General Fund positions for FY19, an increase of 9 positions over FY18.

The increase is attributed to 4 new positions and filling 5 positions that were created during the current fiscal year with existing funds.

NEW HIRES

New Hires (from 7/1/2017 to December 2017): All Law Staff		
	Total Number of New Hires	Filipino
Black or African American	5	0
Asian	1	1
Hispanic or Latino	1	0
White	9	0
Other	1	0
Total	17	1

PERFORMANCE, CHALLENGES, AND INITIATIVES

Corporate and Tax:

FY19 Strategic Goals				
<ul style="list-style-type: none"> Provide legal support for the replacement of IT systems. Provide legal support to maximize funds being made available through the national Volkswagen diesel vehicle emissions settlement. Decrease median time for contracts (Law Draft) approve as to form by one day. 				
FY19 Performance Measures				
Measure	FY17 Actual	FY18 YTD (Q1 + Q2)	FY18 Target	FY19 Target
Median time for contracts law draft approve as to form (in days) ¹	9	11	9	8

¹ "Law draft" contracts are professional services contracts drafted by Law Department staff, as opposed to legal staff within other City departments. "Approval as to Form" is the step in the conformance process where a Law Department attorney, pursuant to Section 8-200(2)(d) of the Home Rule Charter, signs off on the contract as meeting all City requirements. The median time for this process is high in the first half of FY18 because most contracts are processed during the first half of the fiscal year.

Executive and Administrative Resources:

FY19 Strategic Goals				
<ul style="list-style-type: none"> Continue hiring practices to achieve a diverse, qualified workforce. Continue management training programming. Increase minority participation on Law contracts from 35% to 37%. 				
FY19 Performance Measures				
Measure	FY17 Actual	FY18 YTD (Q1 + Q2)	FY18 Target	FY19 Target
M/W/DSBE participation rate in Law contracts ¹	37%	N/A	35%	37%

¹ This is an annual measure, and it is tabulated at year-end. Contracts are conformed throughout the year, and the rate may vary across quarters, depending on the value of contracts conformed to date.

Legislation:

FY19 Strategic Goals				
<ul style="list-style-type: none"> Develop local legislation and state enforcement solutions to problem of nuisance take-out beer/alcohol sellers. Provide an initial response to 95% of requests that require processing under the Pennsylvania Right-to-Know (RTK) Law within five business days of receipt of the request. 				
FY19 Performance Measures				
Measure	FY17 Actual	FY18 YTD (Q1 + Q2)	FY18 Target	FY19 Target
Percent of PA RTK Requests requiring processing for which initial response is provided within five business days of receipt of request ¹		N/A	95%	95%
Number of RTK requests ²	1,795	458	N/A	

¹ This is a new measure for Law Department for FY19 and historical data is not available.

² For FY19, the Law Department would like to replace this measure with the measure above it, as the preceding measure is a better indicator of the Department's ability to respond to requests in a timely manner.

Litigation:

FY19 Strategic Goals				
<ul style="list-style-type: none"> • Increase the Claims percent cost to Risk Assessment ratio by 3%. • Increase the number of Civil Rights Motion to Dismiss wins by 2%. 				
FY19 Performance Measures				
Measure	FY17 Actual	FY18 YTD (Q1 + Q2)	FY18 Target	FY19 Target
Claims percent cost to Risk Assessment ¹	N/A		69.76%	69.79%
Civil Rights Motion to Dismiss wins ²	N/A		80	82
Labor and Employment Motion to Dismiss wins ²	N/A		10	10
Revenue generated from affirmative and general litigation ³	\$39,424	\$4,086,686	N/A	

¹ New measure for FY18. Prior year data not available. This is an annual measure, meaning that data will be available at year-end. "Percent Cost to Risk Assessment" reflects the percentage of cases that resolved for less than the amount of reserve that was placed on the files. Risk assessment is the estimate of costs based on legal liability, available defenses and the claimed damages.

² New measure for FY18. Prior year data not available. This is an annual measure, meaning that data will be available at year-end.

³ Affirmative litigation cases often last multiple years and the amount of revenue generated can vary from quarter to quarter and year to year, depending on the timing of a settlement or verdict. Opportunities to pursue litigation are often not known years in advance, making it hard to establish targets for future fiscal years.

Social Services:

FY19 Strategic Goals				
<ul style="list-style-type: none"> • Enhance training, auditing, and incident response upon the hiring of a HIPAA Compliance Manager. • Increase the number of finalizations of adoptions. • Redeploy staff to the Accelerated Adoption Review Court (AARC) for better representation of DHS in AARC. 				
FY19 Performance Measures				
Measure	FY17 Actual	FY18 YTD (Q1 + Q2)	FY18 Target	FY19 Target
Child welfare: number of adoptions ¹	682	N/A	668	701

¹ This measure will be reported annually.

OTHER BUDGETARY IMPACTS

Federal and State (Where Applicable)

N/A

CONTRACTING EXPERIENCE

M/W/DSBE Participation on Large Professional Services Contracts											
Top Five Largest Contracts, FY18											
Vendor Name	Service Provided	Dollar Amount of Contract	RFP Issue Date	Contract Start Date	Ranges in RFP	% of M/W/DSBE Participation Achieved	\$ Value of M/W/DSBE Participation	Total % Participation - All DSBEs	Total \$ Value Participation - All DSBEs	Local Business (principal place of business located within City limits) [yes / no]	Waiver for Living Wage Compliance? [yes / no]
Hangley Aronchick Segal & Pudlin	Legal Services	\$550,000	Exempt	8/2/2016	MBE: 0	0%	\$0	0%	\$0	yes	no
					WBE: 0		\$0				
					DSBE: 0		\$0				
Ballard Spahr LLP	Legal Services	\$450,000	5/20/2015	11/1/2015	MBE: 10-15	10%	\$45,000	100%	\$450,000	yes	no
					WBE: 10-15	90%	\$405,000				
					DSBE: 0		\$0				
Marshall Dennehey Warner Coleman & Goggin	Legal Services	\$400,000	5/28/2014	12/5/2014	MBE: 10-15	0%	\$0	10%	\$40,000	yes	no
					WBE: 10-15	10%	\$40,000				
					DSBE: 0		\$0				
Center City Legal Reproductions, Inc.	General Cons. Servs	\$250,000	4/30/2015	9/1/2015	MBE: 5-10	3%	\$6,250	5%	\$12,500	yes	no
					WBE: 5-10	3%	\$6,250				
					DSBE: 0		\$0				
T2C Ltd d/b/a TimeCycle Inc.	General Cons. Servs	\$210,000	10/1/2015	2/1/2016	MBE: 0	0%	\$0	0%	\$0	yes	no
					WBE: 0		\$0				
					DSBE: 0		\$0				

EMPLOYEE DATA

Staff Demographics (as of December 2017): All Law Staff					
Full-Time Staff			Executive Staff		
	Male	Female		Male	Female
	African-American	African-American		African-American	African-American
<i>Total</i>	16	81	<i>Total</i>	2	2
<i>% of Total</i>	5%	25%	<i>% of Total</i>	25%	25%
<i>Average Salary</i>	\$71,633	\$55,578	<i>Average Salary</i>	\$154,000	\$134,000
<i>Median Salary</i>	\$58,693	\$50,000	<i>Median Salary</i>	\$154,000	\$134,000
	White	White		White	White
<i>Total</i>	93	87	<i>Total</i>	3	1
<i>% of Total</i>	29%	27%	<i>% of Total</i>	38%	13%
<i>Average Salary</i>	\$75,487	\$69,575	<i>Average Salary</i>	\$106,055	\$138,000
<i>Median Salary</i>	\$68,022	\$63,808	<i>Median Salary</i>	\$87,500	\$138,000
	Hispanic	Hispanic		Hispanic	Hispanic
<i>Total</i>	4	11	<i>Total</i>	-	-
<i>% of Total</i>	1%	3%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$57,488	\$55,362	<i>Average Salary</i>	N/A	N/A
<i>Median Salary</i>	\$58,693	\$57,188	<i>Median Salary</i>	N/A	N/A
	Asian	Asian		Asian	Asian
<i>Total</i>	8	11	<i>Total</i>	-	-
<i>% of Total</i>	3%	3%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$60,549	\$52,936	<i>Average Salary</i>	N/A	N/A
<i>Median Salary</i>	\$62,830	\$53,422	<i>Median Salary</i>	N/A	N/A
	Other	Other		Other	Other
<i>Total</i>	4	4	<i>Total</i>	-	-
<i>% of Total</i>	1%	1%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$47,406	\$67,475	<i>Average Salary</i>	N/A	N/A
<i>Median Salary</i>	\$48,459	\$65,615	<i>Median Salary</i>	N/A	N/A
	Bilingual	Bilingual		Bilingual	Bilingual
<i>Total</i>	15	14	<i>Total</i>	-	-
<i>% of Total</i>	5%	4%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$80,272	\$58,600	<i>Average Salary</i>	N/A	N/A
<i>Median Salary</i>	\$68,022	\$57,188	<i>Median Salary</i>	N/A	N/A
	Male	Female		Male	Female
<i>Total</i>	125	194	<i>Total</i>	5	3
<i>% of Total</i>	39%	61%	<i>% of Total</i>	63%	38%
<i>Average Salary</i>	\$72,563	\$61,402	<i>Average Salary</i>	\$125,233	\$135,333
<i>Median Salary</i>	\$63,808	\$55,580	<i>Median Salary</i>	\$133,000	\$135,000

Staff Demographics (as of December 2017): All Law-Funded Staff					
Full-Time Staff			Executive Staff		
	Male	Female		Male	Female
	African-American	African-American		African-American	African-American
<i>Total</i>	11	43	<i>Total</i>	2	1
<i>% of Total</i>	6%	25%	<i>% of Total</i>	29%	14%
<i>Average Salary</i>	\$78,281	\$49,697	<i>Average Salary</i>	\$154,000	\$133,000
<i>Median Salary</i>	\$60,197	\$41,355	<i>Median Salary</i>	\$154,000	\$133,000
	White	White		White	White
<i>Total</i>	59	39	<i>Total</i>	3	1
<i>% of Total</i>	34%	23%	<i>% of Total</i>	43%	14%
<i>Average Salary</i>	\$80,811	\$74,196	<i>Average Salary</i>	\$106,055	\$138,000
<i>Median Salary</i>	\$76,461	\$72,237	<i>Median Salary</i>	\$87,500	\$138,000
	Hispanic	Hispanic		Hispanic	Hispanic
<i>Total</i>	3	3	<i>Total</i>	0	0
<i>% of Total</i>	2%	2%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$60,398	\$67,214	<i>Average Salary</i>	\$0	\$0
<i>Median Salary</i>	\$60,197	\$65,182	<i>Median Salary</i>	\$0	\$0
	Asian	Asian		Asian	Asian
<i>Total</i>	3	4	<i>Total</i>	0	0
<i>% of Total</i>	2%	2%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$52,722	\$57,938	<i>Average Salary</i>	\$0	\$0
<i>Median Salary</i>	\$53,422	\$56,528	<i>Median Salary</i>	\$0	\$0
	Other	Other		Other	Other
<i>Total</i>	4	3	<i>Total</i>	0	0
<i>% of Total</i>	2%	2%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$47,406	\$68,897	<i>Average Salary</i>	\$0	\$0
<i>Median Salary</i>	\$48,459	\$68,022	<i>Median Salary</i>	\$0	\$0
	Bilingual	Bilingual		Bilingual	Bilingual
<i>Total</i>	9	9	<i>Total</i>		
<i>% of Total</i>	5%	5%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$89,943	\$58,048	<i>Average Salary</i>		
<i>Median Salary</i>	\$84,877	\$57,188	<i>Median Salary</i>		
	Male	Female		Male	Female
<i>Total</i>	80	92	<i>Total</i>	5	2
<i>% of Total</i>	47%	53%	<i>% of Total</i>	71%	29%
<i>Average Salary</i>	\$76,974	\$61,638	<i>Average Salary</i>	\$125,233	\$135,500
<i>Median Salary</i>	\$68,022	\$53,800	<i>Median Salary</i>	\$133,000	\$135,500

Staff Demographics (as of December 2017): General Fund Staff					
Full-Time Staff			Executive Staff		
	Male	Female		Male	Female
	African-American	African-American		African-American	African-American
<i>Total</i>	8	29	<i>Total</i>	1	-
<i>% of Total</i>	7%	24%	<i>% of Total</i>	20%	0%
<i>Average Salary</i>	\$74,119	\$42,360	<i>Average Salary</i>	\$175,000	N/A
<i>Median Salary</i>	\$58,693	\$38,767	<i>Median Salary</i>	\$175,000	N/A
	White	White		White	White
<i>Total</i>	38	27	<i>Total</i>	3	1
<i>% of Total</i>	32%	23%	<i>% of Total</i>	60%	20%
<i>Average Salary</i>	\$78,946	\$75,061	<i>Average Salary</i>	\$106,055	\$138,000
<i>Median Salary</i>	\$70,130	\$74,349	<i>Median Salary</i>	\$87,500	\$138,000
	Hispanic	Hispanic		Hispanic	Hispanic
<i>Total</i>	3	3	<i>Total</i>	-	-
<i>% of Total</i>	3%	3%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$60,398	\$67,214	<i>Average Salary</i>	N/A	N/A
<i>Median Salary</i>	\$60,197	\$65,182	<i>Median Salary</i>	N/A	N/A
	Asian	Asian		Asian	Asian
<i>Total</i>	3	3	<i>Total</i>	-	-
<i>% of Total</i>	3%	3%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$52,722	\$51,764	<i>Average Salary</i>	N/A	N/A
<i>Median Salary</i>	\$53,422	\$36,594	<i>Median Salary</i>	N/A	N/A
	Other	Other		Other	Other
<i>Total</i>	4	1	<i>Total</i>	-	-
<i>% of Total</i>	3%	1%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$47,406	\$81,482	<i>Average Salary</i>	N/A	N/A
<i>Median Salary</i>	\$48,459	\$81,482	<i>Median Salary</i>	N/A	N/A
	Bilingual	Bilingual		Bilingual	Bilingual
<i>Total</i>	6	5	<i>Total</i>	-	-
<i>% of Total</i>	5%	4%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$80,336	\$59,336	<i>Average Salary</i>	N/A	N/A
<i>Median Salary</i>	\$64,110	\$57,188	<i>Median Salary</i>	N/A	N/A
	Male	Female		Male	Female
<i>Total</i>	56	63	<i>Total</i>	4	1
<i>% of Total</i>	47%	53%	<i>% of Total</i>	80%	20%
<i>Average Salary</i>	\$73,068	\$58,627	<i>Average Salary</i>	\$123,291	\$138,000
<i>Median Salary</i>	\$63,808	\$50,565	<i>Median Salary</i>	\$118,750	\$138,000

LANGUAGE ACCESS

1) Has your leadership received language access training?

Yes. The Deputy Administrative Solicitor (DAS) who serves as the Language Access Coordinator and four other Law Department employees have received training. In addition, 66 employees working the Tax-Revenue Unit who regularly assist taxpayers were also trained. The DAS presented highlights from the training to the management team of the Law Department.

2) Do you currently have a language access coordinator?

Yes – Donna Mouzayck, Deputy Administrative Solicitor.

3) Has your department written a language access plan and is it posted online?

Yes. (<https://beta.phila.gov/media/20161223115811/Scanned-and-Redacted-Law-Department-LA-Plan.pdf>)

4) Explain what your department has done to improve language access services over the past year.

Law has provided language identification signs for all reception areas to assist staff in serving members of the public who visit the Law Department and who may need language assistance. It has also translated the FAQ section of its website and signs in the Tax Unit into Spanish for the benefit of the public. In addition, 13 vital tax documents were translated into Spanish. Employees in the Tax Unit have communicated LEP capabilities to stakeholders in the state and local bar association and in the Water Advocates Committee. Finally, telephones of receptionists and key managers were posted with stickers providing the telephone number to obtain telephonic interpretation services for nearly all languages.