



# DEPARTMENT SUMMARY

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## City Attorney

*Provide accurate, timely and cost-effective legal representation and advice to the City Council and City departments in matters of law pertaining to their offices.*

### About City Attorney

The City Attorney Department is responsible for representation and advice to the City Council, the Redevelopment Agency, Boards, Commissions and all City officers in all matters of law pertaining to their offices.

These responsibilities include, but are not limited to: attending City Council, Planning Commission and other board and commission meetings as needed; annually handling over one thousand opinion requests and other assignments involving necessary legal work; and weekly agenda preparation and review of items that come before City Council and Planning Commission. In addition, the office is responsible for code enforcement and litigation services.

The office is staffed by six attorneys (the City Attorney and five assistants) and four clerical staff, which function as a close team. Many assignments cross over into several departments (e.g., Public Works, Community Development, Risk Management, Parks and Recreation, Police and Fire departments). Attorneys work cooperatively on complex matters such as the negotiations for Airport property development, major land use and water law issues, and complex litigation.

### Fiscal Year 2004 Budget Highlights

The City Attorney's Office will provide legal support to the City Council, City Administrator and departments in pursuit of their objectives, among other things:

- Housing Element Update.
- Airport Aviation Facilities Plan.
- Granada Garage Construction.
- Code Enforcement.
- Zoning Law Revisions.
- Defenses of Litigation Claims and Prosecution of City Claims.
- Planning Issues.
- Employment Law Issues.



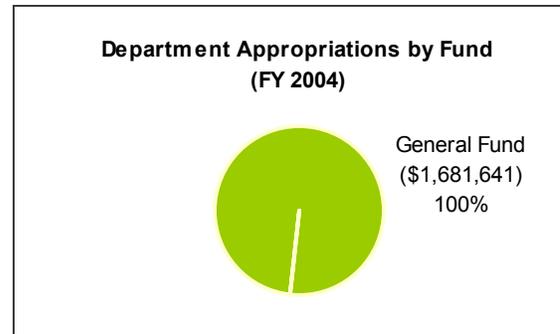
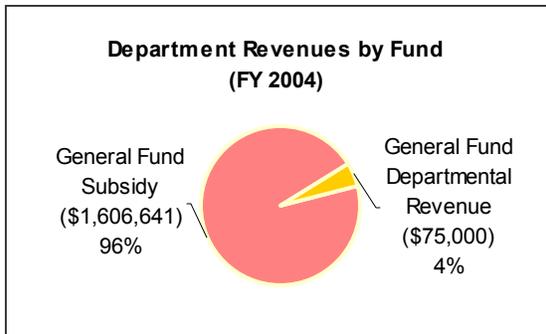
# DEPARTMENT SUMMARY

## City Attorney

### Department Financial and Staffing Summary

	Actual FY 2002	Adopted FY 2003	Adopted FY 2004
<b>Authorized Positions (FTEs)</b>	<b>12.50</b>	<b>12.50</b>	<b>11.50</b>
<b>Revenues</b>			
Inter-Fund Reimbursement	54,915	53,045	75,000
General Fund Subsidy	1,433,105	1,610,051	1,606,641
Other	54,287	-	-
<b>Total Department Revenue</b>	<b>\$ 1,542,307</b>	<b>\$ 1,663,096</b>	<b>\$ 1,681,641</b>
<b>Expenditures</b>			
Salaries and Benefits	1,200,904	1,298,673	1,266,514
Supplies and Services	334,057	364,423	415,127
Non-Capital Equipment	7,346	-	-
<b>Total Department Expenditures</b>	<b>\$ 1,542,307</b>	<b>\$ 1,663,096</b>	<b>\$ 1,681,641</b>

### Department Fund Composition



## CITY ATTORNEY

➤ City Attorney

## City Attorney

(Program No. 1211)

### Mission Statement

Provide accurate, timely and cost effective legal representation and advice to the City Council and all City officers in all matters of law pertaining to their offices.

### Program Activities

- Represent and advise the City Council, the Redevelopment Agency, Boards, Commissions and all City officers in all matters of law pertaining to their offices.
- Attend all meetings of the City Council, and give advice or opinions orally or in writing whenever requested to do so by the City Council or by any of the commissions, boards or officers of the City.
- Represent and appear for the City in all actions or proceedings in which the City is concerned or is a party, and represent and appear for any City officer or employee, or former City officer or employee, in all civil actions for any act arising out of his/her employment or by reasons of his/her official capacity.
- Prosecute on behalf of the people all criminal cases arising from violation of the provisions of the City Charter or of City ordinances.
- Approve the form of all City contracts and bonds issued by the City.
- Prepare proposed ordinances and City Council resolutions and related amendments.
- Perform such legal functions and duties pertaining to the execution of responsibilities mandated by the City Charter.

### Objectives for Fiscal Year 2004

- Provide accurate, timely and cost effective legal advice to the City Council and City departments.
- Respond to all legal challenges and emergencies as they occur.
- Provide litigation services related to all city activities.
- Continue code enforcement activities of the City.
- Continue water rights and development support.
- Advise Community Development staff, Planning Commission and City Council concerning the implementation of the City Housing Task Recommendation and the update of the City's Housing Element.



### RECENT PROGRAM ACHIEVEMENTS

The City Attorney's Office continued cost effective, legal services concerning all redevelopment and city issues (i.e., water law, personnel issues, code enforcement, election matters, taxation and assessment issues, police litigation, etc.).

## Financial and Staffing Information

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## Program Performance Measures

	Adopted FY 2003	Projected FY 2003	Adopted FY 2004
City Council and Planning Commission meetings attended	n/a	80	80
Percent of litigation involving the City receiving a response	n/a	100%	100%
Percent of City claims reviewed as appropriate	n/a	100%	100%
Percent of City departments supported in pursuit of their goals	n/a	100%	100%
Percent of Council Agenda and Planning Commission Reports reviewed	n/a	100%	100%
Requests for opinions and legal assistance reviewed and receiving a response	n/a	920	950

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