



DEPARTMENT SUMMARY

City Attorney

Provide correct, helpful, timely and cost-effective legal representation and advice to the City Council and City departments in matters of law pertaining to the functioning of the City.

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 and staff in all matters of law pertaining to the City.

These responsibilities include, but are not limited to: attending City Council, Planning Commission and other board and commission meetings as needed; handling over 1,000 annual 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 all City code enforcement and litigation services.

The office is staffed by five attorneys (the City Attorney and four assistants) and five 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, environmental and water law issues, and complex litigation.

Fiscal Year 2011 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:

- General Plan Update;
- Airport Terminal Expansion Project;
- Neighborhood Improvement Task Force and code enforcement;
- Municipal Code revisions, particularly those necessary to implement the General Plan Update.
- Defenses of litigation claims and prosecution of city claims;
- Employment law issues, especially employee training regarding state fair employment laws.



DEPARTMENT SUMMARY

City Attorney

Department Financial and Staffing Summary

	Actual FY 2009	Amended FY 2010	Projected FY 2010	Adopted FY 2011
Authorized Positions	13.00	12.20	12.20	11.10
Hourly Employee Hours	103	0	0	0
Revenues				
Fees and Service Charges	\$ -	\$ -	\$ 255	\$ -
Other Revenue	38,509	25,900	27,625	25,900
RDA Reimbursement	172,870	154,058	154,058	154,058
Overhead Allocation Recovery	310,776	539,131	539,131	479,301
General Fund Subsidy	1,608,378	1,380,269	1,378,826	1,208,641
Total Department Revenue	\$ 2,130,533	\$ 2,099,358	\$ 2,099,895	\$ 1,867,900
Expenditures				
Salaries and Benefits	\$ 1,800,472	\$ 1,795,758	\$ 1,796,295	\$ 1,572,021
Supplies and Services	330,061	303,600	303,600	295,879
Total Department Expenditures	\$ 2,130,533	\$ 2,099,358	\$ 2,099,895	\$ 1,867,900

The City Attorney Department is budgeted in the General Fund.



DEPARTMENT SUMMARY

City Attorney

Response to Economic Crisis

The City Attorney Department's strategy to generate savings of \$223,412 includes reductions in workforce as follows:

Workforce Reductions (\$223,412)

The following workforce reduction measures are included:

- Elimination of full-time, Assistant City Attorney III position (\$214,411)
- Reduce Law Clerk position to 90% (\$9,001)

Impacts to Programs and Services

The elimination of an Assistant City Attorney III position will result in increased workload to the other attorneys at a time when the number of legal issues and concerns facing the City is increasing. The loss of an attorney could affect response times to department requests and staff capacity to perform legal research.

The reduction in hours for the Law Clerk position was implemented in the current fiscal year and is not anticipated to impact the office.

PROGRAMS & SERVICES

CITY ATTORNEY PROGRAM

➤ City Attorney

City Attorney

(Program No. 1211)

Mission Statement

Provide correct, helpful, timely and cost-effective legal representation and advice to the City Council and all City officers and staff in all matters of law pertaining to the functioning of the City.

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, in all civil actions for any act arising out of his or her employment or by reasons of their 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.

Key Objectives for Fiscal Year 2011

- Implementation of Ordinances for General Plan Update.
- Possible Charter Amendments in response to General Plan Update.
- Code Enforcement, especially for violations within the Central Business District and the Waterfront Area.
- Close cooperation with Risk Management and Department heads on the prevention of tort liability.
- Continued reductions of printed legal documents by increasing use of scan and email technologies.



RECENT PROGRAM ACHIEVEMENTS

The City Attorney's Office continued to provide cost effective legal services concerning all City and Redevelopment Agency issues.

Financial and Staffing Information

	Actual FY 2009	Amended FY 2010	Projected FY 2010	Adopted FY 2011
Authorized Positions	13.00	12.20	12.20	11.10
Hourly Employee Hours	103	0	0	0
Revenues				
Fees and Service Charges	\$ -	\$ -	\$ 255	\$ -
Other Revenue	38,509	25,900	27,625	25,900
RDA Reimbursement	172,870	154,058	154,058	154,058
Overhead Allocation Recovery	310,776	539,131	539,131	479,301
General Fund Subsidy	1,608,378	1,380,269	1,378,826	1,208,641
Total Revenue	\$ 2,130,533	\$ 2,099,358	\$ 2,099,895	\$ 1,867,900
Expenditures				
Salaries and Benefits	\$ 1,800,472	\$ 1,795,758	\$ 1,796,295	\$ 1,572,021
Supplies and Services	330,061	303,600	303,600	295,879
Total Expenditures	\$ 2,130,533	\$ 2,099,358	\$ 2,099,895	\$ 1,867,900

Program Performance Measures

Performance Measures	Actual FY 2009	Projected FY 2010	Adopted FY 2011
Percent of code enforcement referrals resolved within 180 days of referral	80%	80%	80%

[This page intentionally left blank.]