



DEPARTMENT SUMMARY

City Attorney

Provide high quality, responsive and cost-effective legal representation and advice to the City Council, Boards, Commissions and City departments.

About City Attorney

The City Attorney's Office is responsible for all legal representation and advice for the City Council, 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 legal work assignments; 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 nine attorneys (the City Attorney, seven assistants and one deputy) and six support and paraprofessional staff, who work as a close team managing the City's legal affairs. 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 Measure C-funded Police Station project, Montecito Water District Water Sales Agreement and various major development projects. The office provides specialty services in litigation and water rights.

Fiscal Year 2020 Budget Highlights

The City Attorney's Office operates in four functional areas: Administration, Advisory, Civil Litigation and Code Enforcement. The City Attorney's Office has developed important performance objectives and milestones. The highlights include:

- Conducting an annual customer service survey to evaluate our performance
- Monitoring response times on all documented work requests
- Development of new Code Enforcement and Criminal Prosecution division with Assistant City Prosecutor
- Support implementation and enforcement of state housing laws



DEPARTMENT SUMMARY

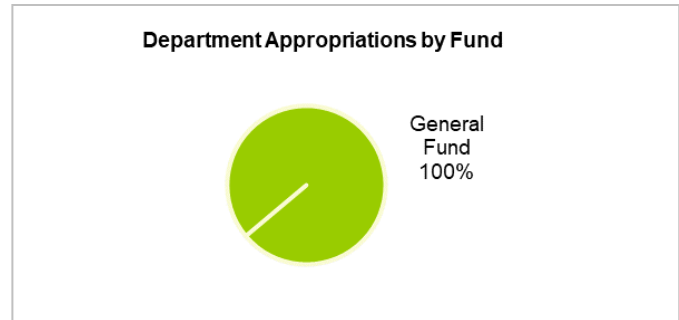
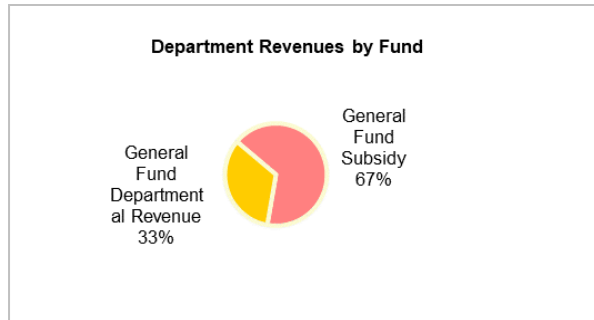
City Attorney

Department Financial and Staffing Summary

| | Actual FY 2018 | Amended FY 2019 | Projected FY 2019 | Adopted FY 2020 | Proposed FY 2021 |
|--------------------------------------|---------------------|---------------------|----------------------|---------------------|---------------------|
| Authorized Positions | 13.75 | 15.75 | 15.75 | 15.75 | 15.75 |
| Hourly Employee Hours | 402 | 1,049 | 234 | 242 | 245 |
| Revenues | | | | | |
| Inter-fund Reimbursement | \$ - | \$ 95,162 | \$ - | \$ - | \$ - |
| Other Revenue | 20,824 | 331,527 | 12,286 | 331,302 | 331,302 |
| Successor Agency Reimb. | 16,605 | 30,000 | 13,347 | 30,000 | - |
| Overhead Allocation Recovery | 1,252,763 | 1,296,115 | 1,296,115 | 904,229 | 939,012 |
| General Fund Subsidy | 2,799,673 | 2,403,410 | 2,403,495 | 2,526,701 | 2,635,609 |
| Total Department Revenue | \$ 4,089,865 | \$ 4,156,214 | \$ 3,725,243 | \$ 3,792,232 | \$ 3,905,923 |
| Expenditures | | | | | |
| Salaries and Benefits | \$ 2,411,416 | \$ 3,145,370 | \$ 2,724,292 | \$ 3,289,221 | \$ 3,399,769 |
| Supplies and Services | 1,633,113 | 1,010,844 | 1,000,706 | 503,011 | 506,154 |
| Non-Capital Equipment | 45,336 | - | 245 | - | - |
| Total Department Expenditures | \$ 4,089,865 | \$ 4,156,214 | \$ 3,725,243 | \$ 3,792,232 | \$ 3,905,923 |

The City Attorney Department is budgeted in the General Fund.

Department Fund Composition





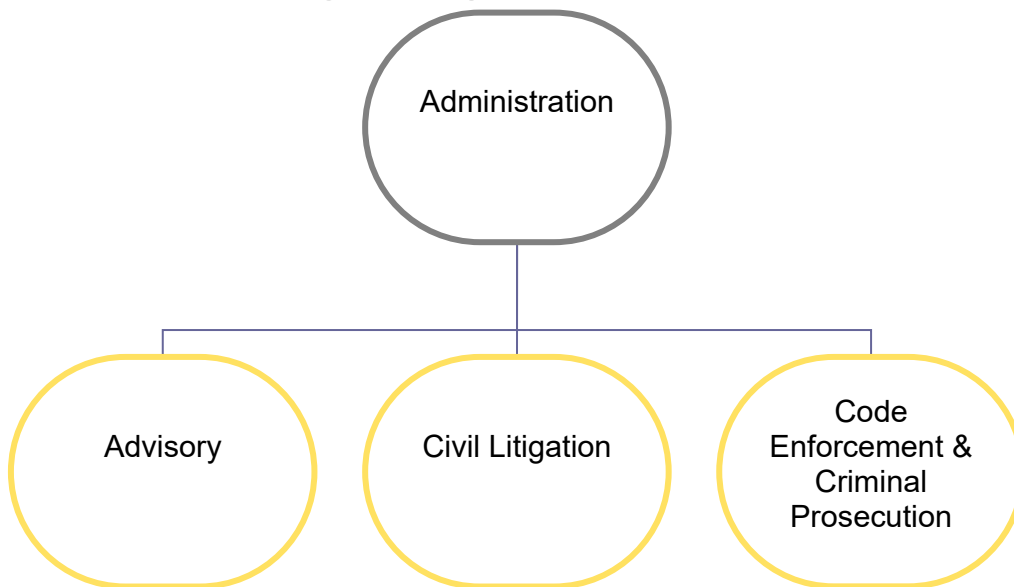
DEPARTMENT SUMMARY

City Attorney

Other Department Legal Expenditures

| Department | Purpose | FY 2020 | FY 2021 |
|-------------------------|------------------|-------------------|-------------------|
| Administrative Services | Labor Relations | \$ 35,375 | \$ 35,375 |
| Airport | Litigation | 35,000 | 35,000 |
| Community Development | Special Services | 58,172 | - |
| Public Works | Litigation | 105,000 | 75,000 |
| Total | | \$ 233,547 | \$ 145,375 |

Program Organizational Chart



CITY ATTORNEY PROGRAMS

➤ City Attorney's Office



RECENT PROGRAM ACHIEVEMENTS

Completion of the Cannabis Lottery as well as Mobilehome Park Conversion Regulations Update and Tenant Protection Ordinances.

City Attorney's Office (Program No. 1212 - 1215)

Mission Statement

Provide high quality, responsive and cost-effective legal representation to the City Council, Boards, Commissions and all City departments.

Program Activities

- Represent and advise the City Council, Boards, Commissions and all City officers and departments on legal issues.
- 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 City officers.
- 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 their employment or by reason of their
- Prosecute on behalf of the People all criminal cases arising from violation of the provisions of the City Charter or the City Municipal Code.
- Assure implementation of General Plan Housing Element policies and programs.
- Approve the form of all City contracts and bonds issued by the City.
- Prepare and review proposed ordinances and City Council resolutions and related amendments.
- Perform all legal functions and duties required the City Charter.

Project Objectives for Fiscal Year 2020

- By September 30, 2019, circulate City Attorney's Office customer service survey (Administration - 1212).
- By December 31, 2019, prepare and distribute Legislative Report. (Administration - 1212).

Financial and Staffing Information

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| Supplies and Services | 1,633,113 | 1,010,844 | 1,000,706 | 503,011 | 506,154 |
| Non-Capital Equipment | 45,336 | - | 245 | - | - |
| Total Expenditures | \$ 4,089,865 | \$ 4,156,214 | \$ 3,725,243 | \$ 3,792,232 | \$ 3,905,923 |

Measurable Objectives for Fiscal Year 2020

| | Actual FY 2018 | Budget FY 2019 | Projected FY 2019 | Adopted FY 2020 |
|--|-------------------|-------------------|----------------------|--------------------|
| Complete 80% of City Attorney advisory work requests within 15 working days (Advisory - 1213). | | | | |
| Complete 80% of City Attorney advisory work requests within 15 working days. | 82% | 80% | 87% | 80% |
| Conduct civil litigation in a zealous, effective manner in order to win or settle cases 100% of the time (Civil Litigation - 1214). | | | | |
| Conduct civil litigation in a zealous, effective manner in order to win or settle cases 100% of the time. | 100% | 100% | 100% | 100% |
| File complaints based upon code enforcement referrals within 90 days unless otherwise resolved (Code Enforcement - 1215). | | | | |
| Percentage of code enforcement referrals filed within 90 days unless otherwise resolved. | 73% | 80% | 80% | 80% |
| Achieve favorable court decisions in 99% of all litigation. | | | | |
| Favorable court decisions | N/A | N/A | N/A | 99% |

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