



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; 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 all City code enforcement and litigation services.

The office is staffed by six attorneys (the City Attorney and five assistants) and 5 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 2005 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 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.



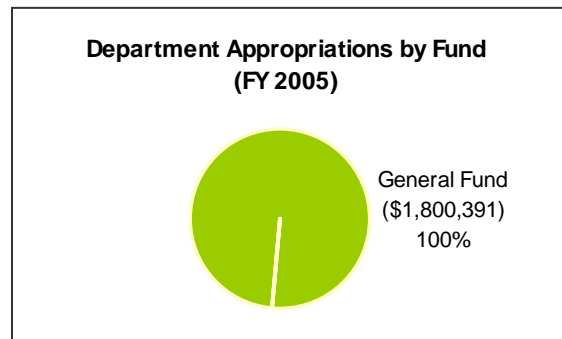
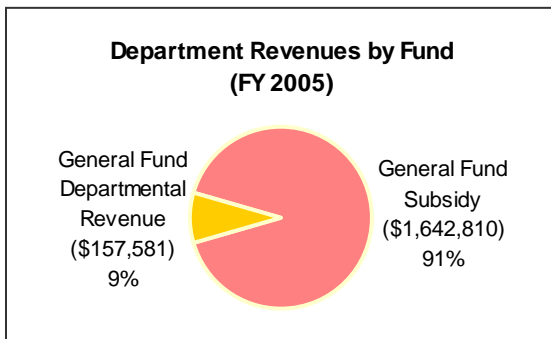
DEPARTMENT SUMMARY

City Attorney

Department Financial and Staffing Summary

	Actual FY 2003	Amended FY 2004	Projected FY 2004	Adopted FY 2005
Authorized Positions	12.00	12.00	12.00	12.00
Non-Permanent Employee Hours	n/a	n/a	n/a	832
Revenues				
Interfund Reimbursement	53,025	75,000	75,000	157,581
General Fund Subsidy	1,389,071	1,714,693	1,175,351	1,642,810
Other	10,088	-	73,893	-
Total Department Revenue	\$ 1,452,184	\$ 1,789,693	\$ 1,324,244	\$ 1,800,391
Expenditures				
Salaries and Benefits	1,133,049	1,266,514	1,197,656	1,404,805
Supplies and Services	318,607	523,179	126,588	395,586
Non-Capital Equipment	528	-	-	-
Total Department Expenditures	\$ 1,452,184	\$ 1,789,693	\$ 1,324,244	\$ 1,800,391

Department Fund Composition



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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.

Objectives for Fiscal Year 2005

- Resolve 80% of all Code Enforcement referrals within 120 days of receipt of referral.
- Summarize all new State and Federal laws and regulations, which may impact the City and provide the summary to all Departments prior to March 31, 2005.
- Prepare instructional memos on various aspects of the following State laws regarding municipalities: the Brown Act, the Public Records Act, the Political Reform Act, Government Code Section 1090 et seq., CEQA, and Prop 218.
- Provide staff seminars on the requirements of the following state laws regarding municipalities: the Brown Act, the Public Records Act, the Political Reform Act, Government Code Section 1090 et seq., CEQA, and Prop 218.

RECENT PROGRAM ACHIEVEMENTS

The City Attorney's Office continued to provide 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.).

Objectives for Fiscal Year 2005 (continued)

- Develop a standardized City contract format for the following contract situations: a. long-term leases (retail and non-retail situations), b. professional services contracts for State licensed professionals, c. professional services contracts for non-licensed professionals, d. utility franchises, e. grant agreements, f. loan agreements, g. affordability covenants.
- Work with Community Development and Public Works Land Development Team to develop various sets of standardized City conditions of approval for each of the different types of Title 28 Development Plan and other project approval situations.
- Provide legal advice and code enforcement staffing for the Neighborhood Improvement Task Force.

Financial and Staffing Information

	Actual FY 2003	Amended FY 2004	Projected FY 2004	Adopted FY 2005
Authorized Positions	12.50	11.50	11.50	12.00
Non-Permanent Employee Hours	n/a	n/a	n/a	832
Revenues				
Interfund Reimbursement	53,025	75,000	75,000	157,581
General Fund Subsidy	1,389,071	1,714,693	1,175,351	1,642,810
Other	\$ 10,088	\$ -	\$ 73,893	\$ -
Total Revenue	\$ 1,452,184	\$ 1,789,693	\$ 1,324,244	\$ 1,800,391
Expenditures				
Salaries and Benefits	1,133,049	1,266,514	1,197,656	1,404,805
Supplies and Services	318,607	523,179	126,588	395,586
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Total Expenditures	\$ 1,452,184	\$ 1,789,693	\$ 1,324,244	\$ 1,800,391

Program Performance Measures

	Adopted FY 2004	Projected FY 2004	Adopted FY 2005
Percent of code enforcement referrals resolved within 120 days of referral	n/a	n/a	80%

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