



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 six attorneys (the City Attorney, four assistants and one deputy) and seven 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 2012 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:

- Municipal Code revisions, particularly those necessary to implement the General Plan Update.
- Defense of tort litigation claims and prosecution of city claims;
- Employment law issues, especially employee training regarding state fair employment laws.



DEPARTMENT SUMMARY

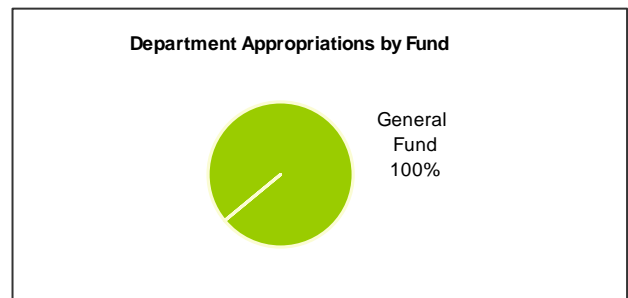
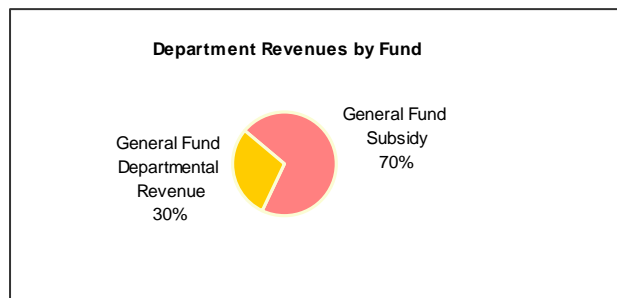
City Attorney

Department Financial and Staffing Summary

	Actual FY 2010	Amended FY 2011	Projected FY 2011	Adopted FY 2012	Proposed FY 2013
Authorized Positions	12.20	11.40	11.40	11.40	11.40
Hourly Employee Hours	0	0	0	0	0
Revenues					
Other Revenue	\$ 41,685	\$ 25,900	\$ 60,000	\$ 29,528	\$ 33,228
RDA Reimbursement	165,853	154,058	154,058	154,058	154,058
Overhead Allocation Recovery	539,131	479,301	479,301	388,855	400,520
General Fund Subsidy	1,316,030	1,208,641	1,213,331	1,358,199	1,454,118
Total Department Revenue	\$ 2,062,699	\$ 1,867,900	\$ 1,906,690	\$ 1,930,640	\$ 2,041,924
Expenditures					
Salaries and Benefits	\$ 1,751,513	\$ 1,572,021	\$ 1,607,916	\$ 1,637,762	\$ 1,745,089
Supplies and Services	311,186	295,879	298,774	292,878	296,835
Total Department Expenditures	\$ 2,062,699	\$ 1,867,900	\$ 1,906,690	\$ 1,930,640	\$ 2,041,924

The City Attorney Department is budgeted in the General Fund.

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.

Key Objectives for Fiscal Year 2012

- 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

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Program Performance Measures

Performance Measures	Actual FY 2010	Projected FY 2011	Adopted FY 2012
Percent of code enforcement referrals resolved within 180 days of referral	80%	80%	80%

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