



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 six attorneys (the City Attorney, four assistants and one deputy) and five 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 negotiations for Airport and Harbor property development, major land use, environmental and water law issues, and complex litigation.

Fiscal Year 2018 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.
- Increasing staffing by 2.75 FTE to allow performance improvements for water resources, airport, human resources, civil litigation, and code enforcement work.
- Consolidating other departmental legal expenditures to show the full amount of the City's legal expenditures.



DEPARTMENT SUMMARY

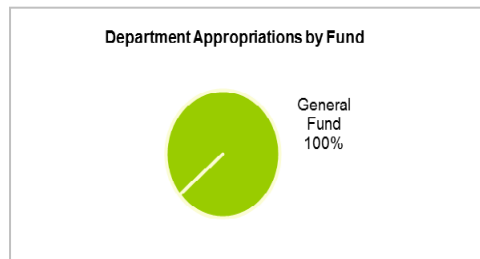
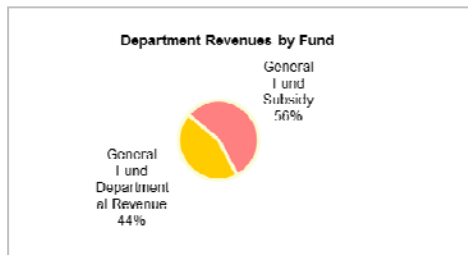
City Attorney

Department Financial and Staffing Summary

	Actual FY 2016	Amended FY 2017	Projected FY 2017	Adopted FY 2018	Proposed FY 2019
Authorized Positions	11.00	11.00	11.00	13.75	13.75
Hourly Employee Hours	207	391	395	954	954
Revenues					
Inter-fund Reimbursement	\$ -	\$ -	\$ -	\$ 91,152	\$ 95,162
Other Revenue	57,215	50,216	5,000	50,220	50,225
Successor Agency Reimb.	70,142	30,000	30,000	30,000	30,000
Overhead Allocation Recovery	543,335	562,709	562,709	1,252,763	1,307,885
General Fund Subsidy	1,723,275	2,022,535	2,085,313	1,827,955	1,852,750
Total Department Revenue	\$ 2,393,967	\$ 2,665,460	\$ 2,683,022	\$ 3,252,090	\$ 3,336,022
Expenditures					
Salaries and Benefits	\$ 1,971,026	\$ 2,068,968	\$ 2,076,031	\$ 2,756,377	\$ 2,833,718
Supplies and Services	384,673	596,492	606,991	495,713	502,304
Capital Equipment	22,572	-	-	-	-
Miscellaneous	15,696	-	-	-	-
Total Department Expenditures	\$ 2,393,967	\$ 2,665,460	\$ 2,683,022	\$ 3,252,090	\$ 3,336,022

The City Attorney Department is budgeted in the General Fund.

Department Fund Composition





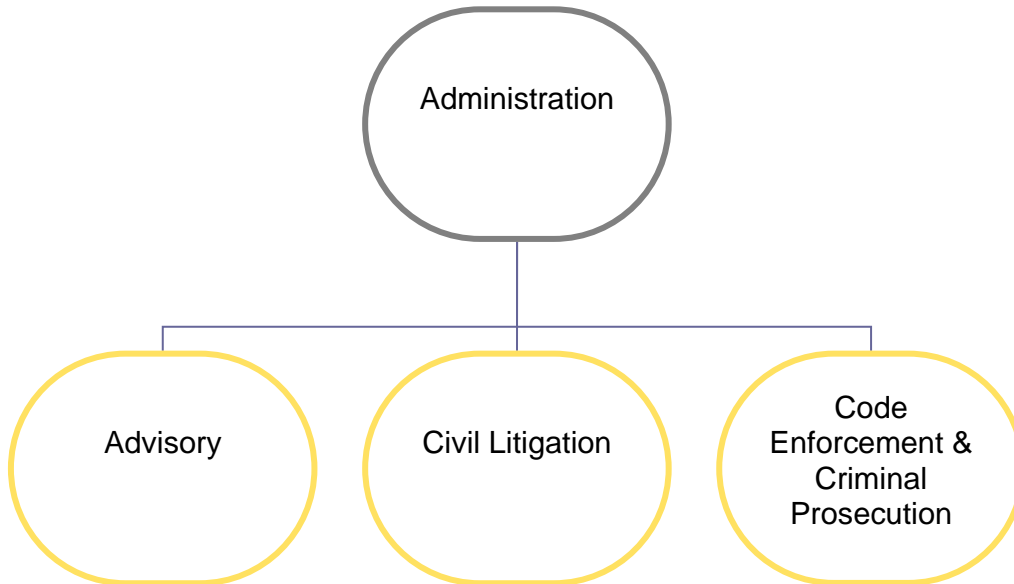
DEPARTMENT SUMMARY

City Attorney

Other Department Legal Expenditures

Department	Purpose	FY 2018	FY 2019
Administrative Services	Labor Relations	\$ 38,375	\$ 38,375
Airport	Litigation	100,000	100,000
Community Development	Special Services	89,233	83,172
Public Works	Litigation	325,000	75,000
Total		\$ 552,608	\$ 296,547

Program Organizational Chart



CITY ATTORNEY PROGRAMS

- Administration
 - Advisory
 - Civil Litigation
 - Code Enforcement & Criminal Prosecution

City Attorney (Program No. 1212)

Mission Statement

Achieve timely, accurate and complete departmental administration and results reporting.

Program Activities

- Departmental administration including budget, personnel, facilities and outside counsel.

Project Objectives for Fiscal Year 2018

- By September 30, 2017, circulate City Attorney's Office customer service survey.



RECENT PROGRAM ACHIEVEMENTS

Completed second citywide customer service survey. Started Collaborative Legal Budgeting system to improve cost-effective delivery of legal services.

Financial and Staffing Information

	Actual FY 2016	Amended FY 2017	Projected FY 2017	Adopted FY 2018	Proposed FY 2019
Authorized Positions	2.05	1.40	1.40	1.40	1.40
Hourly Employee Hours	0	41	41	0	0
Revenues					
Other Revenue	\$ 215	\$ 216	\$ -	\$ 220	\$ 225
Successor Agency Reimb.	70,142	30,000	30,000	30,000	30,000
Overhead Allocation Recovery	139,900	126,264	127,531	110,322	115,175
General Fund Subsidy	406,993	441,611	450,542	482,723	490,027
Total Revenue	\$ 617,250	\$ 598,091	\$ 608,073	\$ 623,265	\$ 635,427
Expenditures					
Salaries and Benefits	\$ 317,967	\$ 239,311	\$ 246,073	\$ 262,165	\$ 268,190
Supplies and Services	261,015	358,780	362,000	361,100	367,237
Capital Equipment	22,572	-	-	-	-
Miscellaneous	15,696	-	-	-	-
Total Expenditures	\$ 617,250	\$ 598,091	\$ 608,073	\$ 623,265	\$ 635,427

CITY ATTORNEY PROGRAMS

- Administration
- **Advisory**
- Civil Litigation
- Code Enforcement & Criminal Prosecution

City Attorney (Program No. 1213)

Mission Statement

Provide timely, innovative and responsive legal advice and legal documents.

Program Activities

- Advise the City Council, Boards, Commissions and all City officers and departments on legal matters.
- Attend all meetings of the City Council and Planning Commission, and provide advice on procedures, meeting administration, and substantive law.
- Approve the form of all City contracts and bonds issued by the City.
- Prepare and review proposed ordinances, resolutions and other legislative actions.
- Perform all legal functions and duties required the City Charter and state law.

Project Objectives for Fiscal Year 2018

- By December 31, 2017, prepare and distribute Legislative Report.



RECENT PROGRAM ACHIEVEMENTS

Drafted successful Marijuana Tax Measure, Oversized Vehicle regulations, and supported New Zoning Ordinance efforts.

Financial and Staffing Information

	Actual FY 2016	Amended FY 2017	Projected FY 2017	Adopted FY 2018	Proposed FY 2019
Authorized Positions	3.70	4.10	4.10	5.30	5.30
Hourly Employee Hours	0	191	191	200	200
Revenues					
Overhead Allocation Recovery	\$ 199,296	\$ 209,928	\$ 208,554	\$ 606,206	\$ 632,880
General Fund Subsidy	678,399	784,468	785,842	664,440	673,107
Total Revenue	\$ 877,695	\$ 994,396	\$ 994,396	\$ 1,270,646	\$ 1,305,987
Expenditures					
Salaries and Benefits	\$ 825,356	\$ 933,049	\$ 933,049	\$ 1,247,700	\$ 1,282,810
Supplies and Services	52,339	61,347	61,347	22,946	23,177
Total Expenditures	\$ 877,695	\$ 994,396	\$ 994,396	\$ 1,270,646	\$ 1,305,987

Measurable Objectives for Fiscal Year 2018

	Actual FY 2016	Budget FY 2017	Projected FY 2017	Adopted FY 2018
Complete 80% of City Attorney advisory work requests within 15 working days (Advisory - 1213).	51.8%	80.0%	80.0%	80.0%

CITY ATTORNEY PROGRAMS

- Administration
- Advisory
- **Civil Litigation**
- Code Enforcement & Criminal
Prosecution

City Attorney (Program No. 1214)

Mission Statement

Represent the City zealously and effectively in all forms of civil and administrative litigation.

Program Activities

- Represent the City, its officers and employees in all legal actions or proceedings.



RECENT PROGRAM ACHIEVEMENTS

Achieved zero litigation loss goal and review of major tax case by California Supreme Court.
Defended recreational vehicle regulations in the Court of Appeal.

Financial and Staffing Information

	Actual FY 2016	Amended FY 2017	Projected FY 2017	Adopted FY 2018	Proposed FY 2019
Authorized Positions	4.25	4.40	4.40	5.95	5.95
Hourly Employee Hours	153	133	133	479	479
Revenues					
Inter-fund Reimbursement	\$ -	\$ -	\$ -	\$ 91,152	\$ 95,162
Overhead Allocation Recovery	167,975	162,167	162,627	469,345	489,997
General Fund Subsidy	571,783	605,990	612,785	550,540	555,279
Total Revenue	\$ 739,758	\$ 768,157	\$ 775,412	\$ 1,111,037	\$ 1,140,438
Expenditures					
Salaries and Benefits	\$ 685,186	\$ 736,579	\$ 736,579	\$ 1,081,847	\$ 1,111,096
Supplies and Services	54,572	31,578	38,833	29,190	29,342
Total Expenditures	\$ 739,758	\$ 768,157	\$ 775,412	\$ 1,111,037	\$ 1,140,438

CITY ATTORNEY PROGRAMS

- Administration
- Advisory
- Civil Litigation
- Code Enforcement & Criminal Prosecution



RECENT PROGRAM ACHIEVEMENTS

The City Attorney's Office has made significant progress in enforcement of City short-term vacation rental laws and safe housing code compliance.

City Attorney (Program No. 1215)

Mission Statement

Independently and fairly represent the People and the City by enforcing the municipal code and state law thorough civil abatement and criminal prosecution cases as the interests of justice may require.

Program Activities

- Independently prosecute on behalf of the People all criminal cases arising from violation of the provisions of the City Charter or the Municipal Code.
- Independently pursue and enforce nuisance abatement and civil actions to enforce the Municipal Code and related state law.

Financial and Staffing Information

	Actual FY 2016	Amended FY 2017	Projected FY 2017	Adopted FY 2018	Proposed FY 2019
Authorized Positions	1.00	1.10	1.10	1.10	1.10
Hourly Employee Hours	55	27	30	275	275
Revenues					
Other Revenue	\$ 57,000	\$ 50,000	\$ 5,000	\$ 50,000	\$ 50,000
Overhead Allocation Recovery	36,164	64,350	63,997	66,890	69,833
General Fund Subsidy	66,100	190,466	236,144	130,252	134,337
Total Revenue	\$ 159,264	\$ 304,816	\$ 305,141	\$ 247,142	\$ 254,170
Expenditures					
Salaries and Benefits	\$ 142,517	\$ 160,029	\$ 160,330	\$ 164,665	\$ 171,622
Supplies and Services	16,747	144,787	144,811	82,477	82,548
Total Expenditures	\$ 159,264	\$ 304,816	\$ 305,141	\$ 247,142	\$ 254,170

Measurable Objectives for Fiscal Year 2018

	Actual FY 2016	Budget FY 2017	Projected FY 2017	Adopted FY 2018
File complaints based upon code enforcement referrals within 90 days unless otherwise resolved (Code Enforcement - 1215).	N/A	N/A	N/A	80%

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