



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 eight attorneys (the City Attorney, six 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, State Street Promenade, and code enforcement. The office provides specialty services in litigation and water rights, as well as dedicated code enforcement and criminal prosecution services.

Fiscal Year 2022 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
- Successfully assuring timely responses on all documented work requests
- Continuing development of Code Enforcement and Criminal Prosecution division with Assistant City Prosecutor and City Attorney Investigator
- Support implementation and enforcement of state housing laws



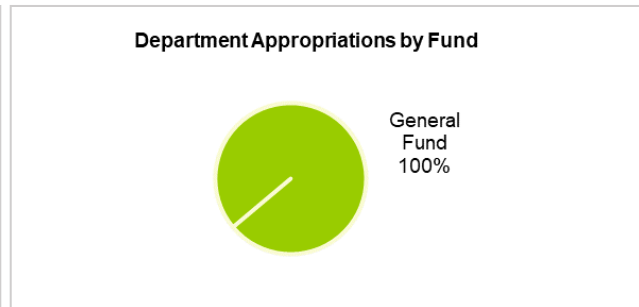
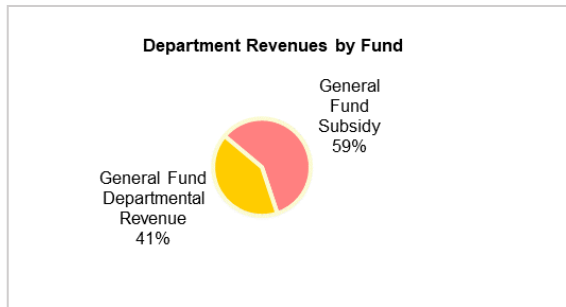
DEPARTMENT SUMMARY

City Attorney

	Actual FY 2020	Amended FY 2021	Projected FY 2021	Recommended FY 2022	Proposed FY 2023
Authorized Positions	15.75	15.75	15.75	16.75	16.75
Hourly Employee Hours	133	61	248	61	61
Revenues					
Other Revenue	220,154	331,302	96,106	331,302	311,302
Overhead Allocation Recovery	904,229	939,012	939,012	933,771	960,757
General Fund Subsidy	3,369,112	3,153,731	3,210,878	1,804,242	2,048,906
Total Department Revenue	\$ 4,493,495	\$ 4,424,045	\$ 4,245,996	\$ 3,069,315	\$ 3,320,965
Expenditures					
Salaries and Benefits	\$ 3,158,571	\$ 3,298,675	\$ 3,113,347	\$ 3,701,700	\$ 3,774,985
Supplies and Services	1,333,379	1,125,370	1,131,590	497,641	506,737
Departmental Reductions	-	-	-	(196,255)	-
Non-Capital Equipment	1,545	-	1,059	-	-
Total Department Expenditures	\$ 4,493,495	\$ 4,424,045	\$ 4,245,996	\$ 4,003,086	\$ 4,281,722

The City Attorney Department is budgeted in the General Fund.

Department Fund Composition





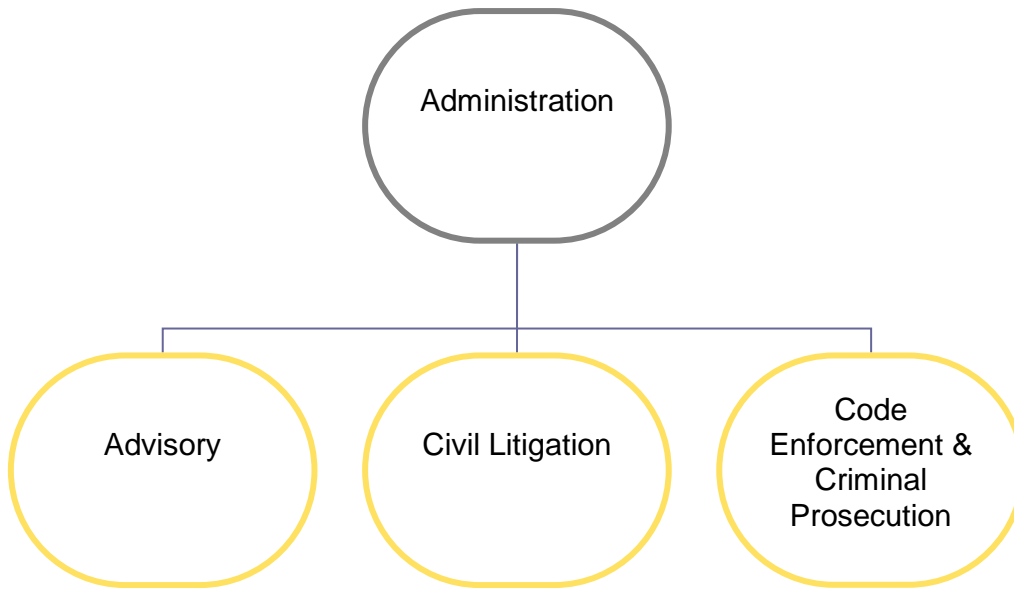
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Other Department Legal Expenditures

Department	Purpose	FY 2022	FY 2023
Airport	Litigation	\$ 34,000	\$ 34,000
City Administrator's Office	Labor Relations	\$ 35,375	\$ 35,375
Community Development	Special Services	\$ 25,000	\$ -
Public Works	Litigation	\$ 55,000	\$ 55,000
Total		\$ 149,375	\$ 124,375

Program Organizational Chart



CITY ATTORNEY PROGRAMS

➤ City Attorney's Office

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 2022

- By September 30, 2021, circulate City Attorney's Office customer service survey (Administration - 1212).
- By December 31, 2021, prepare and distribute Legislative Report. (Administration - 1212).



RECENT PROGRAM ACHIEVEMENTS

Prepared and implemented both the Emergency Economic Recovery Ordinance (EERO) and the Temporary Eviction Moratorium Ordinance (TEMO) due to Covid-19.

Financial and Staffing Information

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Authorized Positions	15.75	15.75	15.75	16.75	16.75
Hourly Employee Hours	133	61	248	61	61
Revenues					
Other Revenue	\$ 220,154	\$ 331,302	\$ 96,106	\$ 331,302	\$ 311,302
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Departmental Reductions	-	-	-	(196,255)	-
Non-Capital Equipment	1,545	-	1,059	-	-
Total Expenditures	\$ 4,493,495	\$ 4,424,045	\$ 4,245,996	\$ 4,003,086	\$ 4,281,722
Addition to (Use of) Reserve:	\$ 0	\$ 0	\$ (0)	\$ (933,771)	\$ (960,757)

Measurable Objectives for Fiscal Year 2022

	Actual FY 2020	Budget FY 2021	Projected FY 2021	Proposed FY 2022
Complete 80% of City Attorney work requests within 15 working days (Advisory - 1213).				
Complete 80% of City Attorney advisory work requests within 15 working days.	90%	80%	80%	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.	76%	100%	100%	100%
Conduct 100% of all Office Hearings and Mediations within 30 days of a Code Enforcement/Law Enforcement Agency's Request.				
Percentage of hearings conducted by the deadline	N/A	100%	100%	100%
Review, prepare, and, if necessary, file petitions for Work Place Violence Restraining Orders and Gun Violence Restraining Orders within 30 days of receiving request.				
Percentage of actions taken within 30 days of request.	N/A	100%	100%	100%
Review and make charging decisions on all cases referred for filing within 30 days of receipt.				
Percentage of charging decisions filed by deadline	N/A	100%	100%	100%

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