



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 and five assistants) and five 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 2006 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.

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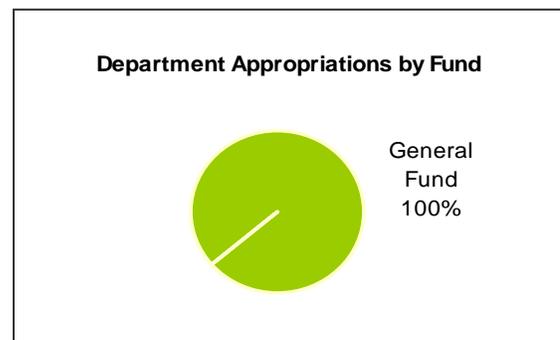
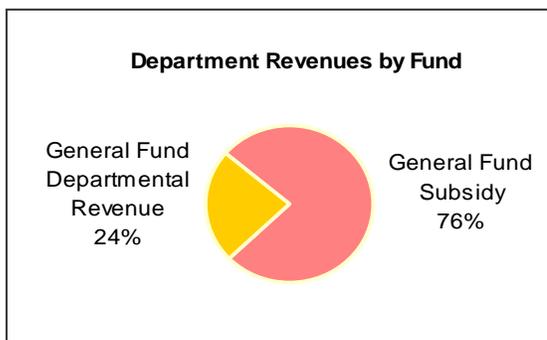
DEPARTMENT SUMMARY

City Attorney

Department Financial and Staffing Summary

	Actual FY 2004	Amended FY 2005	Projected FY 2005	Adopted FY 2006	Proposed FY 2007
Authorized Positions	11.50	12.00	12.00	12.00	12.00
Hourly Employee Hours	N/A	832	2,680	832	832
Revenues					
RDA Reimbursement	\$ 67,568	\$ 157,581	\$ 205,525	\$ 175,589	\$ 182,613
Overhead Allocation Recovery	N/A	322,636	322,636	296,445	308,304
Other Revenue	95,826	-	30,300	-	-
General Fund Subsidy	1,434,725	1,397,361	1,150,849	1,533,592	1,631,250
Total Department Revenue	\$ 1,598,119	\$ 1,877,578	\$ 1,709,310	\$ 2,005,626	\$ 2,122,167
Expenditures					
Salaries and Benefits	\$ 1,182,700	\$ 1,405,074	\$ 1,255,656	\$ 1,595,368	\$ 1,709,771
Supplies and Services	415,419	472,504	453,654	405,258	412,396
Non-Capital Equipment	-	-	-	5,000	-
Total Department Expenditures	\$ 1,598,119	\$ 1,877,578	\$ 1,709,310	\$ 2,005,626	\$ 2,122,167

Department Fund Composition



CITY ATTORNEY PROGRAM

➤ City Attorney



RECENT PROGRAM ACHIEVEMENTS

The City Attorney's Office continued to provide cost effective, legal services concerning all City and Redevelopment issues.

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 2006

- 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, 2006.
- 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.

Key Objectives for Fiscal Year 2006 (continued)

- o 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, and g) affordability covenants.
- o 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.
- o Provide legal advice and code enforcement staffing for the Neighborhood Improvement Task Force.

Financial and Staffing Information

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Program Performance Measures

	Actual FY 2004	Projected FY 2005	Adopted FY 2006
Percent of code enforcement referrals resolved within 120 days of referral	N/A	80%	80%

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