



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 2010 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 Terminal Expansion Project;
- Neighborhood Improvement Task Force and code enforcement;
- Municipal Code revisions, particularly the City Purchasing Ordinance and Tree and Landscaping Enforcement;
- Defenses of litigation claims and prosecution of city claims;
- Proposed Charter Amendments; and
- Employment law issues.



DEPARTMENT SUMMARY

City Attorney

Department Financial and Staffing Summary

	Actual FY 2008	Amended FY 2009	Projected FY 2009	Adopted FY 2010
Authorized Positions	13.00	13.00	13.00	12.20
Hourly Employee Hours	532	532	105	0
Revenues				
RDA Reimbursement	\$ 184,083	\$ 185,731	\$ 154,000	\$ 154,058
Overhead Allocation Recovery	297,393	310,776	310,776	539,131
Other Revenue	11,443	25,900	25,900	25,900
General Fund Subsidy	1,616,187	1,707,618	1,684,236	1,380,269
Total Department Revenue	\$ 2,109,106	\$ 2,230,025	\$ 2,174,912	\$ 2,099,358
Expenditures				
Salaries and Benefits	\$ 1,744,010	\$ 1,888,174	\$ 1,857,453	\$ 1,795,758
Supplies and Services	364,976	341,851	317,459	303,600
Non-Capital Equipment	120	-	-	-
Total Department Expenditures	\$ 2,109,106	\$ 2,230,025	\$ 2,174,912	\$ 2,099,358

The City Attorney Department is budgeted in the General Fund.



DEPARTMENT SUMMARY

City Attorney

Response to Economic Crisis

Amount Needed to Balance

All City departments were asked to identify expenditure cuts or new revenues totaling \$7.4 million. The City Attorney's share of the \$7.4 million reduction was \$232,265.

Balancing Strategy

Reductions in Non-Personnel Costs (\$32,308)

Miscellaneous line-item expenditures, such as Meeting & Travel, Training and Publications in Supplies and Services, were reduced by a total of \$32,308.

Workforce Reductions (\$131,169)

The City Attorney's office met its target by reducing \$199,957 in salaries by eliminating an hourly position and reducing five full-time positions to part-time. Three of the positions reductions, totaling \$68,788, were restored to the budget as a result of negotiated labor concessions designed to avoid layoffs.

Service Level Impacts

The primary purpose of the City Attorney's office is to represent and advise the City Council, the Redevelopment Agency, Boards and all City officers and staff in all matters of law pertaining to the City. The elimination and reduction of positions, and the reduction of the many supplies and services line-items to this department, will have a measurable but indeterminate impact on the City Attorney's level of service.

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 2010

- Implementation Ordinances for General Plan Update.
- Possible Charter Amendments in response to General Plan Update.
- Code Enforcement, especially for violations within the CBD 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.
- 🍃 Lowering the thermostat on a daily basis.
- 🍃 Encourage staff to turn off lights and electrical equipment when leaving an office.



RECENT PROGRAM ACHIEVEMENTS

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

Key Objectives for Fiscal Year 2010 (cont'd)

 Ensure that staff recycle 100% of recyclable products.

Financial and Staffing Information

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Program Performance Measures

Performance Measures	Actual FY 2008	Projected FY 2009	Adopted FY 2010
Percent of code enforcement referrals resolved within 180 days of referral	78%	80%	80%

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