



# DEPARTMENT SUMMARY

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## 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 representation and advice to 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 2016 Budget Highlights

The City Attorney's Office has been reorganized for Fiscal Year 2016 to include four functional areas: Administration, Advisory, Civil Litigation and Code Enforcement. Moreover, for the first time, the City Attorney's Office has developed important performance objectives and milestones. The highlights include:

- Conducting a customer service survey
- Monitoring response times on all documented work requests
- Implementation of new case management software
- Emphasizing code enforcement
- Reducing staffing in favor of flexible funding for outside counsel and hourly assistance



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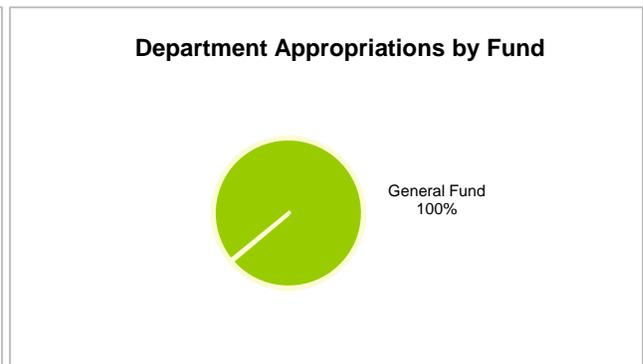
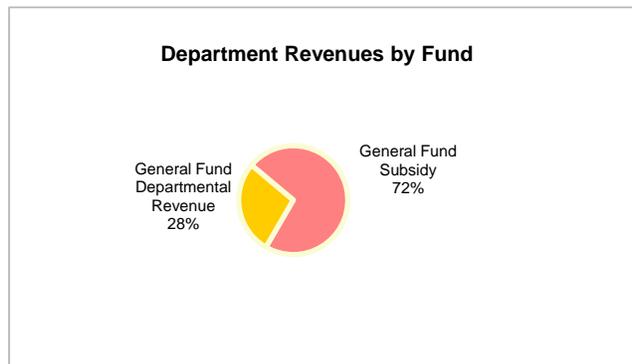
## City Attorney

### Department Financial and Staffing Summary

	Actual FY 2014	Amended FY 2015	Projected FY 2015	Adopted FY 2016	Proposed FY 2017
<b>Authorized Positions</b>	<b>11.30</b>	<b>11.60</b>	<b>11.60</b>	<b>11.00</b>	<b>11.00</b>
<b>Hourly Employee Hours</b>	<b>1,230</b>	<b>1,230</b>	<b>1,230</b>	<b>1,230</b>	<b>1,230</b>
<b>Revenues</b>					
Other Revenue	\$ 46,794	\$ 65,208	\$ 115,208	\$ 85,212	\$ 50,216
Successor Agency Reimb.	77,434	50,000	30,000	30,000	30,000
Overhead Allocation Recovery	467,563	476,839	476,839	542,570	564,268
General Fund Subsidy	1,491,659	2,611,648	1,702,980	1,707,013	1,778,468
<b>Total Department Revenue</b>	<b>\$ 2,083,451</b>	<b>\$ 3,203,695</b>	<b>\$ 2,325,027</b>	<b>\$ 2,364,795</b>	<b>\$ 2,422,952</b>
<b>Expenditures</b>					
Salaries and Benefits	\$ 1,786,074	\$ 1,869,492	\$ 1,912,492	\$ 1,971,707	\$ 2,056,468
Supplies and Services	297,376	674,270	412,535	393,088	366,484
Special Projects	-	625,000	-	-	-
Capital Equipment	-	34,933	-	-	-
<b>Total Department Expenditures</b>	<b>\$ 2,083,451</b>	<b>\$ 3,203,695</b>	<b>\$ 2,325,027</b>	<b>\$ 2,364,795</b>	<b>\$ 2,422,952</b>

The City Attorney Department is budgeted in the General Fund.

### Department Fund Composition



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## CITY ATTORNEY PROGRAMS

➤ City Attorney



### RECENT PROGRAM ACHIEVEMENTS

The City Attorney's Office reorganized and developed four newly defined functional areas: Administration, Advisory, Civil Litigation and Code Enforcement.

## City Attorney (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.
- Prosecute on behalf of the People all criminal cases arising from violation of the provisions of the City Charter or the City Municipal Code.
- 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 2016

- Ensure all program budgets are within Fiscal Year 2016 expenditure and revenue budget appropriations.
- By September 30, 2015, circulate City Attorney's Office customer service survey.
- By September 30, 2015, implement transition to new case management software system.

## Financial and Staffing Information

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## Measurable Objectives for Fiscal Year 2016

	Actual FY 2014	Budget FY 2015	Projected FY 2015	Adopted FY 2016
<b>Complete 80% of City Attorney advisory work requests within 15 working days.</b>				
Complete 80% of City Attorney advisory work requests within 15 working days	N/A	N/A	N/A	80.0%
<b>Secure defense verdicts or settle within established reserves in 85% of cases.</b>				
Secure defense verdicts or settle within established reserves in 85% of cases	N/A	N/A	N/A	85.0%
<b>Resolve 80% of code enforcement referrals within 6 months.</b>				
Resolve 80% of code enforcement referrals within 6 months	N/A	N/A	N/A	80.0%

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