

CITY ATTORNEY
FUND NO. 001
ACCOUNT NO. 0301

DESCRIPTION

The City Attorney is appointed by the City Council and acts as legal advisor and counsel for legal issues involving City and Redevelopment Agency matters. The City Attorney represents the City Council, City Manager, City administrative staff, Redevelopment Agency, and others as required to represent the City in litigation and to direct the City's legal service.

MISSION

The City Attorney's office provides expert legal advice and advocacy to and on behalf of the City Council, the Redevelopment Agency, and their committees and commissions, as well as to the City Manager and all city departments, so that policies are established and programs administered within the guidelines established by city, state, and federal laws.

GOALS

- ◇ Maximize efficiency of risk management services.
- ◇ Prosecute and defend all legal actions involving the City and Redevelopment Agency, including workers' compensation matters.
- ◇ Enforce the Municipal Code through prosecution and other legally appropriate processes.
- ◇ Analyze legislation affecting the City and Redevelopment Agency.
- ◇ Prepare legislation, contracts, agreements, and other legal documents.
- ◇ Review various documents as to their legality and sufficiency.
- ◇ Assist Support Services in updating the Personnel Rules.
- ◇ Protect municipal revenue sources and review existing City Charter and documents for efficient and effective use of resources.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

1. Prepare recommendation for City Manager, Director of Support Services, and City Council on continuing with private insurance or joining a risk management pool.

Submission of written analysis with recommendations on the same.

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| 2. Review General Plan update—including CEQA document for legal adequacy. | Active support and participation in development of General Plan update—including, CEQA documentation. |
| 3. Provide legal advice and guidance regarding infrastructure development and funding mechanism. | Legal compliance review of infrastructure development. |
| 4. Review state proposals and actions impacting municipal revenues. | Prepare legal comments and recommendations regarding state revenue deductions. |
| 5. Prosecute and defend all legal actions involving the City and Redevelopment Agency, including workers' compensation matters. | Obtain favorable results in 60 percent of cases that go to trial.

Resolve at least 50 percent of cases by pre-trial evaluation and/or non-binding arbitration.

Settle at least 30 percent of pre-litigation claims. |
| 6. Conduct training sessions for City staff on contracting process. | Completion of training sessions with each group as identified. |
| 7. Enforce Municipal Code. | Present additional code enforcement tools to complement criminal enforcement, prepare necessary legislative amendments, conduct a workshop on the same with the City Council, and train code enforcement staff on the use of these new tools. |
| 8. Analyze federal, state, and local legislation and administrative rules and regulations affecting the City and Agency. | Written and/or oral reports on results of analysis made available within 10 work days of request (average). |

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| 9. Review City Charter and other City documents for measures to promote efficiency and effectiveness. | Prepare recommendations for City Council review on Charter amendments in Public Works and publication.

Review and update as appropriate existing form public works contracts and agreements. |
| 10. Facilitate the revision and distribution of the Municipal Code Book and distribute on a quarterly basis. | Distribute in-house code book revisions at least four times a year. |
| 11. Determine appropriateness of automated electronic document management system, and file management system. | Prepare a written analysis of each of these important office and records management areas. |
| 12. Review and comment on existing personnel rules and provisions and review and comment on revisions from staff. | Prepare written comments on proposed revisions to personnel rules. |

2003-2004 BUDGET HIGHLIGHTS

The proposed budget goals and objectives were developed focusing on the City Council's goals and further implementing the recommendations of the Management Study of this office prepared by the Interim City Attorney. The proposed budget also reflects moderate enhancements to the education and training expense to provide the City Attorney staff with the appropriate legal resources and expertise to address the wide range of legal issues that are handled by the Office. During the 2003-04 fiscal year, a Deputy Attorney was reclassified to Chief Deputy Attorney to reflect the responsibilities of of the position. Finally, the City Attorney's Office will be developing new tools for code enforcement, updating the form public works contract, and assisting Support Services in updating the Personnel Rules.