

Mission

The mission of the City Attorney's Office is to provide timely, cost-efficient, quality services and advice to support the City Council, the City Manager, and the City departments, boards and agencies in fulfilling their missions and goals; and to advance, advocate and safeguard the interests of the City within the bounds of the law.

Program Description

The City Attorney's Office provides timely, cost-efficient, quality services and advice to support the City Council, the City Manager, and all city departments, boards and agencies in fulfilling their missions and goals; and to advance, advocate and safeguard the interests of the city within the bounds of the law.

- ❖ **Litigation** - Handles the defense of lawsuits against the City and the prosecution of city lawsuits against others. Also included in this function are matters involving land use/zoning, code violations, employee issues and civil forfeitures.
- ❖ **Transactional** - Assist departments in drafting or reviewing agreements and contracts, real estate transactions, and purchasing issues and procedures.
- ❖ **Legislation** - Drafts or assists city staff in drafting ordinances and resolutions and performs any research associated therewith.
- ❖ **Legal Advice** - Advises city staff on all legal issues including city code and state statute interpretation, employee matters, police advice and training, and general legal questions.

Performance Measures

<u>Measure</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
Average number of hours of annual continuing professional education for attorneys and paralegals to maintain proficiency.	10	10	10
Number of ordinances prepared or reviewed for Council	na	na	175
Number of resolutions prepared or reviewed for Council	na	na	45

Program Summary					
	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>	<i>%</i>
	<i>2002/03</i>	<i>2003/04</i>	<i>2004/05</i>	<i>2005/06</i>	<i>Change</i>
Personnel	836,172	910,296	941,560	998,690	6.1%
Operating	307,828	120,906	382,470	378,420	-1.1%
Internal Services	116,568	112,212	106,880	113,690	6.4%
Capital	-	13,058	20,000	15,000	-25.0%
Total	1,260,568	1,156,472	1,450,910	1,505,800	3.8%
Department Full-Time Equivalent Positions	11.5	11.7	11.7	12.0	

Program Highlights

- ❖ The City Attorney's Office is supported by twelve full-time equivalent (FTE) positions, an increase of 0.3 FTE over the 2004/2005 budget due to the conversion of a part-time staff assistant to full-time, as approved by the Council 12/16/2004.
- ❖ Outside professional services in the amount of \$275,000 is budgeted in the City Attorney's Office, the same level of funding as the 2004/05 budget. This includes funding for the support of outside counsel, expert witnesses, legal research, and court reporter services.
- ❖ Capital expenditures for books and publications have been reduced by \$5,000 or 25% for fiscal year 2005/06.
- ❖ There have been no other significant changes in the City Attorney's Office in this fiscal year. The City Attorney's Office 2005/06 budget reflects a net increase of 3.8% from the previous year's budget.