



City Attorney's Office – 11.5 FTE's

## 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 advances, advocates and safeguards 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** – Assists 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.

Department Summary					
	Actual 2012/13	Actual 2013/14	Budget 2014/15	Budget 2015/16	% Change
Personnel	1,156,547	1,220,151	1,206,140	1,234,530	2%
Operating	75,176	292,969	309,670	303,210	-2%
Internal Services	104,600	113,370	111,050	112,620	1%
Capital	1,257	1,153	2,500	2,000	-20%
<b>Total City Attorney's Office</b>	<b>1,337,580</b>	<b>1,627,643</b>	<b>1,629,360</b>	<b>1,652,360</b>	<b>1%</b>
<b>Full Time Equivalent Positions</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.5</b>	<b>0.5</b>

## Program Highlights

- ◆ The City Attorney's Office is supported by 11.5 full time equivalent positions, an increase of 0.5 FTE's from the 2014/15 budget. During fiscal year 2014/15, management approved the transfer of a part time position from the Police Department to fund a Paralegal position.
- ◆ Personnel costs represent 75% of this program's budget.
- ◆ Capital expenditures represent funding for books and publications for \$2,000, this is a reduction of 20% from the 2014/15 budget.
- ◆ Other operating expenditures include \$233,000 for outside professional services, a 2% decrease from the 2014/15 budget.
- ◆ There have been no other significant changes in the City Attorney's Office. The budget for this Department reflects a 1% increase from the 2014/15 budget.

