

Emmerline Foote
INTERIM CITY ATTORNEY

CITY ATTORNEY

STATEMENT OF OBJECTIVES

GENERAL OBJECTIVES

Provide legal assistance to the City Council, Redevelopment Agency and all other Joint Powers of authority of which the City is a member, as well as to all of the various City departments. Draft all legal documents as necessary in the conduct of City business and affairs. Conduct or supervise all litigation involving the City. Prosecute all state and local misdemeanors occurring within the City.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Provide legal services necessary to undertake City programs as formulated and approved by the City Council; (2) advise all City officers as to legal procedures and methods to accomplish their assignments and duties; (3) assist in the development of processes which will minimize the City's liability in the many and varied areas where such liabilities arise; (4) defend and prosecute the City's interest in litigation including appeal where necessary; and (5) prosecute state and local misdemeanors occurring in the City.

FINANCIAL SUMMARY RECAP

<u>ORGANIZATION-TITLE</u>	<u>2000/01 ACTUALS</u>	<u>2001/02 ACTUALS</u>	<u>2002/03 CURR MOD</u>	<u>2003/04 APPROVED</u>
1510-CITY ATTORNEY	435,775	543,124	479,686	520,429
1521-CIVIL	586,553	524,296	588,462	574,870
1530-CRIMINAL	305,451	349,443	394,623	296,232
AGENCY 015 TOTALS	1,327,779	1,416,863	1,462,771	1,391,531

POSITION SUMMARY RECAP

<u>ORGANIZATION-TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
1510-CITY ATTORNEY	3	0	0	3	1,040	0	0	1,040	0
1521-CIVIL	4	0	0	4	0	0	0	0	0
1530-CRIMINAL	4	0	0	4	0	0	0	0	0
AGENCY 015 TOTALS	11	0	0	11	1,040	0	0	1,040	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 001 - GENERAL
AGENCY: 015 - CITY ATTORNEY
ORGANIZATION: 1510 - CITY ATTORNEY

GENERAL OBJECTIVES

Serves as Legal Advisor to elected City officials, Boards, Commissions, City Agencies and all Departments. The City Attorney attends all City Council meetings, approves all legal documents, including: opinions, ordinances, resolutions, contracts, bonds and policies. The City Attorney controls the prosecution of all misdemeanors committed within the City and supervises all litigation to which the City or City Agency is a party.

FY 2003-2004 PROGRAM OBJECTIVES

(1) To administer all legal affairs of the City.

FINANCIAL SUMMARY

	2000/01 <u>ACTUALS</u>	2001/02 <u>ACTUALS</u>	2002/03 <u>CURR MOD</u>	2003/04 <u>APPROVED</u>
PERSONNEL SERVICES	311,370	415,407	346,234	351,576
MAINTENANCE & OPERATIONS	121,040	123,088	133,452	168,853
CAPITAL OUTLAY	3,365	4,629	0	0
ORGANIZATION TOTAL	435,775	543,124	479,686	520,429

POSITION SUMMARY

CLASS - TITLE	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
916-CITY ATTORNEY	1	0	0	1	0	0	0	0	0
657-LEGAL SERVICES SUPERVISOR	1	0	0	1	0	0	0	0	0
603-ADMINISTRATIVE ANALYST	1	0	0	1	0	0	0	0	0
228-TYPIST CLERK	0	0	0	0	1,040	0	0	1,040	0
ORGANIZATION TOTAL	3	0	0	3	1,040	0	0	1,040	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

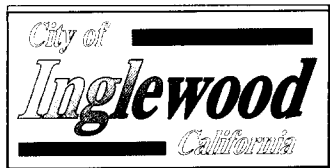
- (1) 1040 part-time hours for a Typist Clerk were added for document management purposes.
- (2) Item 4815: Provides funds for outside legal counsel, litigation matters, depositions, polygraphs, witness fees, document production and other legal expenses. Decrease due to a lesser use of outside legal services.
- (3) Item 5015: Provides funds for law library updates, periodicals and Continuing Education of Bar (CEB) materials.

**2003-2004
ANNUAL
BUDGET**

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
3	4	3		Authorized Positions	3	0.0%
0	0	0		Part-Time Hours	1,040	***0
244,333	316,858	262,044	1001	Salaries	255,192	-2.6%
0	0	0	1300	Part-Time	13,752	***0
244,333	316,858	262,044		TTL SALARIES & WAGES	268,944	2.6%
0	0	0	1501	Retirement	9,348	***0
18,301	24,234	19,628	1503	Employee/City P.E.R.S.	19,116	-2.6%
0	0	0	1515	Part Time Retirement	276	***0
3,605	5,237	3,800	1611	FICA Medicare	3,900	2.6%
22,207	34,785	31,968	1701	Health Insurance	24,840	-22.3%
928	2,316	1,296	1702	Life Insurance	384	-70.4%
2,653	5,311	3,295	1703	Workers Compensation	4,536	37.7%
2,642	4,234	3,162	1704	Dental/Vision Insurance	4,428	40.0%
0	0	0	1715	Disability Insurance	2,496	***0
252	336	468	1805	Unemployment Insurance Reserve	624	33.3%
3,767	4,359	4,836	1807	Sick Leave Reserve	4,704	-2.7%
8,417	9,037	9,677	1808	Vacation Reserve	7,980	-17.5%
4,265	8,700	6,060	1902	Car Allowance	0	-100.0%
67,037	98,549	84,190		TTL BENEFITS	82,632	-1.9%
311,370	415,407	346,234		TTL FOR PERSONNEL SERVICES	351,576	1.5%
2,082	1,728	2,000	3600	Office Supplies	6,500	225.0%
662	999	1,450	3700	Postage	1,450	0.0%
0	0	0	4050	Mileage Expense	250	***0
91,371	79,811	100,000	4815	Contract Services-Legal Dept	80,000	-20.0%
0	0	0	5015	Special Expense-Legal Dept	50,000	***0
9,504	4,550	5,000	5501	Lease/Rental Charges	5,000	0.0%
17,421	36,000	25,002	5998	ITC Charges	25,653	2.6%
121,040	123,088	133,452		TTL MAINTENANCE & OPERATIONS	168,853	26.5%
3,365	4,629	0	6000	Office Equipment/Furniture	0	***0
3,365	4,629	0		TTL CAPITAL OUTLAY/IMP	0	***0
435,775	543,124	479,686		TOTAL FOR ORGANIZATION	520,429	8.5%



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 001 - GENERAL
AGENCY: 015 - CITY ATTORNEY
ORGANIZATION: 1521 - CIVIL

GENERAL OBJECTIVES

Serve as legal counsel on all civil matters. Draft contracts, leases, deeds, ordinances, resolutions and other legal documents. Advise City Agencies, Board and Commissions. File and defend civil suits, and provide legal services to all departments and City Agencies.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Anticipate and resolve legal difficulties in all City activities; (2) keep abreast of the ever developing municipal law; and (3) inform City officers and City Council of the legal status and implications of existing and proposed programs.

FINANCIAL SUMMARY

	<u>2000/01</u> <u>ACTUALS</u>	<u>2001/02</u> <u>ACTUALS</u>	<u>2002/03</u> <u>CURR MOD</u>	<u>2003/04</u> <u>APPROVED</u>
PERSONNEL SERVICES	480,876	449,544	459,628	535,776
MAINTENANCE & OPERATIONS	105,677	74,752	128,834	39,094
CAPITAL OUTLAY	0	0	0	0
ORGANIZATION TOTAL	586,553	524,296	588,462	574,870

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
940-CHIEF ASSISTANT CITY ATTORNEY	1	0	0	1	0	0	0	0	0
832-EXECUTIVE SECRETARY	1	0	0	1	0	0	0	0	0
681-SR ASSISTANT CITY ATTORNEY	2	0	0	2	0	0	0	0	0
ORGANIZATION TOTAL	4	0	0	4	0	0	0	0	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

(1) Items 3600 - 5015: Consolidated with section 1510 to allow for better tracking of these costs.

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
5	4	4		Authorized Positions	4	0.0%
380,400	348,603	389,417	1001	Salaries	406,775	4.5%
3,657	4,780	0	1300	Part-Time	0	***0
0	0	-47,000	9001	Salary Savings	0	-100.0%
384,057	353,383	342,417		TTL SALARIES & WAGES	406,775	18.8%
0	0	0	1501	Retirement	14,903	***0
28,492	26,637	29,167	1503	Employee/City P.E.R.S.	30,464	4.4%
73	96	0	1515	Part Time Retirement	0	***0
3,803	4,217	5,646	1611	FICA Medicare	5,889	4.3%
26,550	25,583	43,968	1701	Health Insurance	35,868	-18.4%
1,098	2,124	1,384	1702	Life Insurance	492	-64.5%
6,005	6,704	6,988	1703	Workers Compensation	6,874	-1.6%
3,660	3,895	4,216	1704	Dental/Vision Insurance	5,904	40.0%
0	0	0	1715	Disability Insurance	3,360	***0
387	356	624	1805	Unemployment Insurance Reserve	624	0.0%
5,853	6,346	7,186	1807	Sick Leave Reserve	7,508	4.5%
14,046	13,830	10,076	1808	Vacation Reserve	11,055	9.7%
6,852	6,373	7,956	1902	Car Allowance	6,060	-23.8%
96,819	96,161	117,211		TTL BENEFITS	129,001	10.1%
480,876	449,544	459,628		TTL FOR PERSONNEL SERVICES	535,776	16.6%
1,298	2,294	2,000	3600	Office Supplies	0	-100.0%
0	72	250	4050	Mileage Expense	0	-100.0%
48,472	28,546	75,000	4815	Contract Services-Legal Dept	0	-100.0%
14,371	37	15,000	5015	Special Expense-Legal Dept	0	-100.0%
41,536	43,803	36,584	5998	ITC Charges	39,094	6.9%
105,677	74,752	128,834		TTL MAINTENANCE & OPERATIONS	39,094	-69.7%
586,553	524,296	588,462		TOTAL FOR ORGANIZATION	574,870	-2.3%



PROGRAM DESCRIPTION

**2003-2004
ANNUAL
BUDGET**

FUND: 001 - GENERAL
AGENCY: 015 - CITY ATTORNEY
ORGANIZATION: 1530 - CRIMINAL

GENERAL OBJECTIVES

Prosecutes all misdemeanor municipal code and state law violations occurring within the City. File complaints, and conduct court and jury trials in Municipal Court and on appeal to Superior and Appellate Courts.

FY 2003-2004 PROGRAM OBJECTIVES

(1) Stay abreast of the ever increasing caseload and assist training police in legal matters; and (2) aggressively address the problem of violent crimes.

FINANCIAL SUMMARY

	2000/01 <u>ACTUALS</u>	2001/02 <u>ACTUALS</u>	2002/03 <u>CURR MOD</u>	2003/04 <u>APPROVED</u>
PERSONNEL SERVICES	266,853	310,598	358,997	276,087
MAINTENANCE & OPERATIONS	38,598	38,845	35,626	20,145
CAPITAL OUTLAY	0	0	0	0
ORGANIZATION TOTAL	305,451	349,443	394,623	296,232

POSITION SUMMARY

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
640-DEPUTY CITY ATTORNEY	0	0	0	2	0	0	2	0	0
608-ASSISTANT CITY ATTORNEY	2	0	0	0	0	0	-2	0	0
373-SR CRIMINAL COMPLAINT CLERK	1	0	0	1	0	0	0	0	0
243-CRIMINAL COMPLAINT CLERK	1	0	0	1	0	0	0	0	0
ORGANIZATION TOTAL	4	0	0	4	0	0	0	0	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

HIGHLIGHTS

- (1) The Assistant City Attorney positions have been reclassified to Deputy City Attorney positions to better reflect the current duties of this classification.
- (2) Items 3600 & 5015: Consolidated with section 1510 to allow for better tracking of these costs.

**2003-2004
ANNUAL
BUDGET**

EXPENDITURES & APPROPRIATIONS



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
4	4	4		Authorized Positions	4	0.0%
182,390	238,148	263,417	1001	Salaries	214,637	-18.5%
0	700	0	1003	Supplemental Pay	0	***0
0	428	0	1100	Regular Overtime	0	***0
29,667	0	0	1300	Part-Time	0	***0
212,057	239,276	263,417		TTL SALARIES & WAGES	214,637	-18.5%
0	0	0	1501	Retirement	7,870	***0
12,629	16,022	19,332	1503	Employee/City P.E.R.S.	14,036	-27.4%
291	0	0	1515	Part Time Retirement	0	***0
3,133	3,636	3,820	1611	FICA Medicare	3,113	-18.5%
19,809	28,082	42,756	1701	Health Insurance	17,040	-60.1%
588	1,561	1,301	1702	Life Insurance	480	-63.1%
4,616	5,233	6,366	1703	Workers Compensation	3,628	-43.0%
2,736	3,979	3,958	1704	Dental/Vision Insurance	5,520	39.5%
0	0	0	1715	Disability Insurance	2,688	***0
395	336	624	1805	Unemployment Insurance Reserve	624	0.0%
2,774	3,904	4,862	1807	Sick Leave Reserve	3,967	-18.4%
5,173	5,972	7,257	1808	Vacation Reserve	2,484	-65.8%
2,652	2,597	5,304	1902	Car Allowance	0	-100.0%
54,796	71,322	95,580		TTL BENEFITS	61,450	-35.7%
266,853	310,598	358,997		TTL FOR PERSONNEL SERVICES	276,087	-23.1%
940	1,494	1,700	3600	Office Supplies	0	-100.0%
13,193	8,000	8,000	5015	Special Expense-Legal Dept	0	-100.0%
24,465	29,351	25,926	5998	ITC Charges	20,145	-22.3%
38,598	38,845	35,626		TTL MAINTENANCE & OPERATIONS	20,145	-43.5%
305,451	349,443	394,623		TOTAL FOR ORGANIZATION	296,232	-24.9%