

**CITY
ATTORNEY**



Emmerline Foote
INTERIM CITY ATTORNEY

CITY ATTORNEY

STATEMENT OF OBJECTIVES

GENERAL OBJECTIVES

Provides legal assistance to the City Council, Redevelopment Agency and all joint powers authorities of which the City is a member, as well as to all City departments. Answers inquiries from all boards and commissions. Drafts all legal correspondence as necessary in the conduct of City business. Conducts or supervises all litigation involving the City, and represents the City's interests before legislative and administrative bodies considering matters of interest to the City. Prosecutes state and local misdemeanors occurring within the City.

FY 2004-2005 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; (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>	2001/02 <u>ACTUALS</u>	2002/03 <u>ACTUALS</u>	2003/04 <u>CURR MOD</u>	2004/05 <u>RECOMMND</u>
1510-CITY ATTORNEY	543,124	236,962	520,429	515,554
1521-CIVIL	524,296	612,762	574,870	592,550
1530-CRIMINAL	349,443	324,078	296,232	283,257
AGENCY 015 TOTALS	1,416,863	1,173,802	1,391,531	1,391,361

POSITION SUMMARY RECAP

<u>ORGANIZATION-TITLE</u>	<u>FY 03/04</u>			<u>FY 04/05</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	1,040	0	3	0	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	1,040	0	11	0	0	0	(1,040)	0

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

EXPENDITURES AND APPROPRIATIONS



FUND: 001 - General Fund

AGCY: 015-Legal

ORGN: 1510 - City Attorney

2001-2002 Actuals	2002-2003 Actuals	2003-2004 Cur Modified Budget	CODE	EXPENSE OBJECT DESC	2004-2005 Budget with Allocations	Percent Change
4.00	3.00	3.00	FT_FTE	Full Time FTE	3.00	***0
0.00	0.00	1,040.00	PT_FTE	Part Time FTE	0.00	-100.0%
316,858	118,651	255,192	1001	Salaries	258,252	1.2%
0	1,777	13,752	1300	Part-Time	0	-100.0%
316,858	120,428	268,944		TTL Salaries and Wages	258,252	-4.0%
0	0	9,348	1501	Retirement	25,512	172.9%
24,234	8,804	19,116	1503	Employee/City P.E.R.S.	19,524	2.1%
0	0	276	1515	Part Time Retirement	0	-100.0%
5,237	1,736	3,900	1611	FICA Medicare	3,732	-4.3%
34,785	14,485	24,840	1701	Health Insurance	23,016	-7.3%
2,316	1,429	384	1702	Life Insurance	384	***0
5,311	2,454	4,536	1703	Workers Compensation	4,356	-4.0%
4,234	2,876	4,428	1704	Dental/Vision Insurance	4,428	***0
0	0	2,496	1715	Disability Insurance	2,496	***0
336	0	624	1805	Unemployment Insurance Rese	468	-25.0%
4,359	2,169	4,704	1807	Sick Leave Reserve	2,388	-49.2%
9,037	3,975	7,980	1808	Vacation Reserve	8,064	1.1%
8,700	1,162	0	1902	Car Allowance	3,036	***0
98,549	39,090	82,632		TTL Benefits	97,404	17.9%
1,728	2,524	6,500	3600	Office Supplies	7,000	7.7%
999	1,099	1,450	3700	Postage	1,450	***0
0	0	250	4050	Mileage Expense	1,100	340.0%
79,811	41,034	80,000	4815	Contract Services-Legal Dept	75,000	-6.3%
0	0	50,000	5015	Special Expense-Legal Dept	50,000	***0
4,550	4,550	5,000	5501	Lease/Rental Charges	5,700	14.0%
36,000	25,002	25,653	5998	ITC Charges	19,648	-23.4%
123,088	74,209	168,853		TTL Maintenance & Operatio	159,898	-5.3%
4,629	3,235	0	6000	Office Equipment/Furniture	0	***0
4,629	3,235	0		TTL Capital Outlay/Improver	0	****
543,124	236,962	520,429		Total for Organization	515,554	-0.9%

EXPENDITURES AND APPROPRIATIONS



FUND: 001 - General Fund

AGCY: 015-Legal

ORGN: 1521 - Civil

2001-2002 Actuals	2002-2003 Actuals	2003-2004 Cur Modified Budget	CODE	EXPENSE OBJECT DESC	2004-2005 Budget with Allocations	Percent Change
4.00	4.00	4.00	FT_FTE	Full Time FTE	4.00	***0
348,603	411,894	406,775	1001	Salaries	412,056	1.3%
4,780	0	0	1300	Part-Time	0	***0
0	0	0	9001	Salary Savings	0	***0
353,383	411,894	406,775		TTL Salaries and Wages	412,056	1.3%
0	0	14,903	1501	Retirement	40,704	173.1%
26,637	31,049	30,464	1503	Employee/City P.E.R.S.	31,152	2.3%
96	0	0	1515	Part Time Retirement	0	***0
4,217	6,204	5,889	1611	FICA Medicare	5,964	1.3%
25,583	38,752	35,868	1701	Health Insurance	34,836	-2.9%
2,124	4,065	492	1702	Life Insurance	504	2.4%
6,704	9,175	6,874	1703	Workers Compensation	6,960	1.3%
3,895	5,780	5,904	1704	Dental/Vision Insurance	5,904	***0
0	0	3,360	1715	Disability Insurance	3,336	-0.7%
356	0	624	1805	Unemployment Insurance Rese	624	***0
6,346	6,815	7,508	1807	Sick Leave Reserve	3,804	-49.3%
13,830	14,385	11,055	1808	Vacation Reserve	12,648	14.4%
6,373	11,397	6,060	1902	Car Allowance	3,036	-49.9%
96,161	127,622	129,001		TTL Benefits	149,472	15.9%
0	0	0	3401	Utilities-Communications	0	***0
2,294	1,771	0	3600	Office Supplies	0	***0
72	64	0	4050	Mileage Expense	0	***0
28,546	33,032	0	4815	Contract Services-Legal Dept	0	***0
37	1,795	0	5015	Special Expense-Legal Dept	0	***0
43,803	36,584	39,094	5998	ITC Charges	31,022	-20.6%
74,752	73,246	39,094		TTL Maintenance & Operatio	31,022	-20.6%
524,296	612,762	574,870		Total for Organization	592,550	3.1%

EXPENDITURES AND APPROPRIATIONS



FUND: 001 - General Fund

AGCY: 015-Legal

ORGN: 1530 - Criminal

2001-2002 Actuals	2002-2003 Actuals	2003-2004 Cur Modified Budget	CODE	EXPENSE OBJECT DESC	2004-2005 Budget with Allocations	Percent Change
4.00	4.00	4.00	FT_FTE	Full Time FTE	4.00	***0
238,148	209,668	214,637	1001	Salaries	200,724	-6.5%
700	0	0	1003	Supplemental Pay	0	***0
428	0	0	1100	Regular Overtime	0	***0
0	0	0	1102	Holiday Pay	0	***0
0	17,496	0	1300	Part-Time	0	***0
239,276	227,164	214,637		TTL Salaries and Wages	200,724	-6.5%
0	0	7,870	1501	Retirement	19,200	144.0%
16,022	14,519	14,036	1503	Employee/City P.E.R.S.	14,712	4.8%
3,636	3,295	3,113	1611	FICA Medicare	2,916	-6.3%
28,082	22,728	17,040	1701	Health Insurance	13,932	-18.2%
1,561	2,356	480	1702	Life Insurance	240	-50.0%
5,233	4,288	3,628	1703	Workers Compensation	3,384	-6.7%
3,979	5,214	5,520	1704	Dental/Vision Insurance	2,832	-48.7%
0	0	2,688	1715	Disability Insurance	3,024	12.5%
336	0	624	1805	Unemployment Insurance Rese	624	***0
3,904	3,709	3,967	1807	Sick Leave Reserve	1,836	-53.7%
5,972	4,932	2,484	1808	Vacation Reserve	5,004	101.4%
2,597	0	0	1902	Car Allowance	0	***0
71,322	61,041	61,450		TTL Benefits	67,704	10.2%
1,494	1,450	0	3600	Office Supplies	0	***0
8,000	8,497	0	5015	Special Expense-Legal Dept	0	***0
29,351	25,926	20,145	5998	ITC Charges	14,829	-26.4%
38,845	35,873	20,145		TTL Maintenance & Operatio	14,829	-26.4%
349,443	324,078	296,232		Total for Organization	283,257	-4.4%