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SECTION – 6
City Attorney

City Attorney

The mission of the Sacramento City Attorney's Office is to provide the highest quality legal services to the City of Sacramento.

The **City Attorney** serves as the legal advisor to the City Council, City Officers and Department staff, boards and commissions as well as the Sacramento Parking Authority, the Sacramento City Financing Authority, and Sacramento Regional Arts Facilities Financing Authority. The City Attorney's Office provides legal representation in criminal, civil and administrative litigation, renders advice and counsel, and prepares ordinances, resolutions, contracts, opinions and other legal documents for the City and the related entities. The City Attorney's Office is organized into three operational sections and administration.

- **Litigation:** The Litigation Section defends and prosecutes almost all cases on behalf of the City of Sacramento, and its officers and employees acting in the course and scope of employment.
- **Neighborhood Safety and Nuisance Abatement:** The Neighborhood Safety and Nuisance Abatement Section works collaboratively with the Code Enforcement division, Police, and other departments regarding City Code enforcement, social nuisance abatement and public safety issues, including prosecuting code violations through administrative, civil or criminal proceedings, and social nuisances through civil litigation and training and advising staff on enforcement matters.
- **Transactional/Advisory:** The Transactional/Advisory Section provides strategic support to the City Council's policymaking function by providing legal advice to the City Council and Charter Officers, and works closely with City departments and divisions providing ordinance drafting, contract negotiations and legal advice and counsel regarding a wide range of City issues, including development, land use, finance, utilities, public works projects, and public safety matters.
- **Administration:** The Administration Section develops and implements office policies and procedures; monitors overall office performance; prepares and administers the office budget; handles all personnel hiring and other personnel matters; assembles and analyzes office productivity data, including production of an annual report; and engages in long-range planning. The administration function of the office is performed under the direction of the City Attorney.

APPROVED BUDGET/STAFFING CHANGES

The City Attorney's budget was reduced by \$422,000, resulting in the following service level impacts:

Office-wide

- Reduction** Net General Fund savings \$200,000 due to 12 furlough days per year for all 46 CAO staff.
- Impact** Furloughs by the CAO attorneys will result in a total loss of attorney productivity equivalent to at least three attorney FTEs. This estimate is based upon 96 hours furlough plus the impacts of the Fair Labor Standards Act limitations causing the loss of hours worked per week exceeding 40 hours during a furlough period. CAO furloughs combined with the Police Department's elimination of the POP teams will likely require cessation of the Justice for Neighbors and PopLaw Programs, with no new cases added and existing cases dispositioned. As CAO workload is determined by outside factors beyond the CAO's control, such as lawsuits, third party and employee conduct, etc. this loss of attorney capacity may result in the need for the City to retain outside counsel at the expense of the department involved. Legal opinion issuance and contract and ordinance drafting and review times will be increased.
- Reduction** Net General Fund Savings of \$40,000 by eliminating 1.0 FTE LAN Administrator, net of alternative technology support costs.
- Impact** Through a cooperative arrangement with the Information Technology Department and performance of internal computer support services by a Paralegal who is temporarily working out of class, pending reclassification based upon the combined duties, the CAO's significant technology network should be adequately supported.
- Reduction** Net General Fund Savings of \$72,000 by eliminating 1.0 FTE legal secretary position.
- Impact** Current secretarial workloads should be managed by assignment reallocations.
- Reduction** Net General Fund Savings of \$100,000 by reducing Litigation funding by 50%.
- Impact** Unforeseen litigation costs not covered by the Risk Fund will have to be paid by the Department involved in the litigation.
- Revenue** Additional general fund revenue of \$10,000 for performance of legal services for the Sacramento Library Authority.
- Impact** None. Services already being performed.
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Department Budget Summary

City Attorney Budget Summary	FY2009/2010	FY2010/2011		FY2011/2012	Change
	Actuals	Approved	Amended	Approved	More/(Less) Approved/Amended
Funded Positions (FTE)	49.00	48.00	48.00	46.00	(2.00)
Budgeted Expenditures					
Employee Services	6,071,308	6,292,851	6,292,851	6,027,729	(265,122)
Labor/Supply Offset	1,248	1,480	1,480	1,480	-
Property	893	8,500	8,500	8,934	434
Service And Supplies	367,136	527,307	527,307	403,074	(124,233)
Total:	6,440,585	6,830,138	6,830,138	6,441,217	(388,921)
Funding Summary by Fund/Special District					
General Fund	3,810,142	3,831,292	3,831,292	3,070,778	(760,514)
Interdepartmental Service Fund	1,972,246	2,339,471	2,339,471	2,711,064	371,593
Risk Management	471,112	471,112	471,112	471,112	-
Water Fund	187,085	188,263	188,263	188,263	-
Total:	6,440,585	6,830,138	6,830,138	6,441,217	(388,921)

Division Budget Summary

City Attorney Division Budgets	FY2009/2010	FY2010/2011		FY2011/2012	Change
	Actuals	Approved	Amended	Approved	More/(Less) Approved/Amended
City Attorney	6,344,017	6,630,138	6,630,138	6,341,217	(288,921)
Litigation	96,569	200,000	200,000	100,000	(100,000)
Total:	6,440,585	6,830,138	6,830,138	6,441,217	(388,921)

Staffing Levels

City Attorney Division FTEs	FY2009/2010	FY2010/2011		FY2011/2012	Change
	Actuals	Approved	Amended	Approved	More/(Less) Approved/Amended
City Attorney	49.00	48.00	48.00	46.00	(2.00)
Total:	49.00	48.00	48.00	46.00	(2.00)

