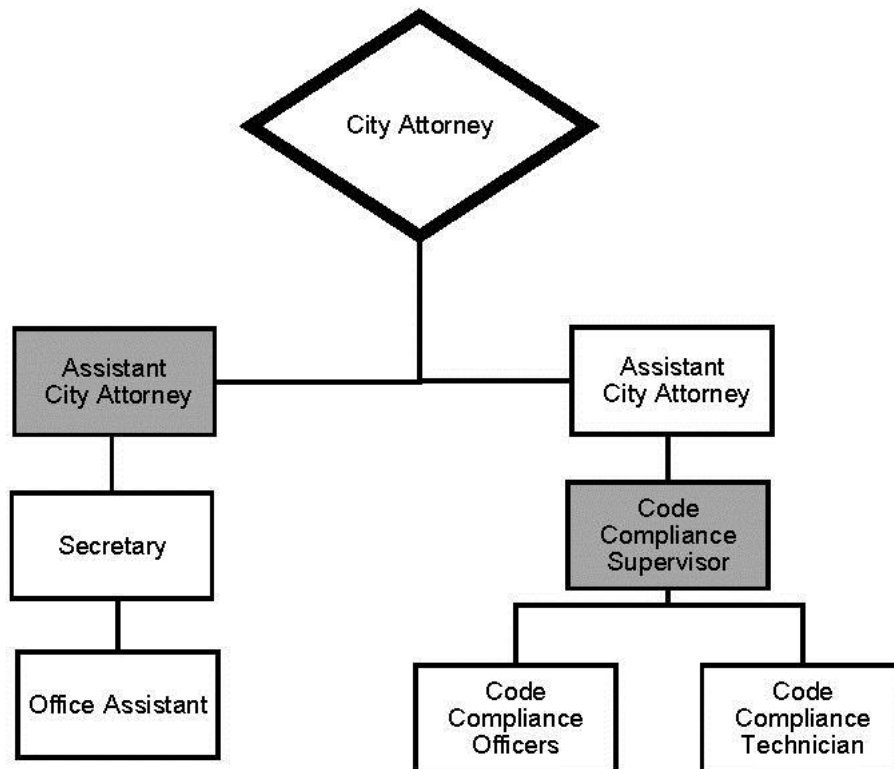
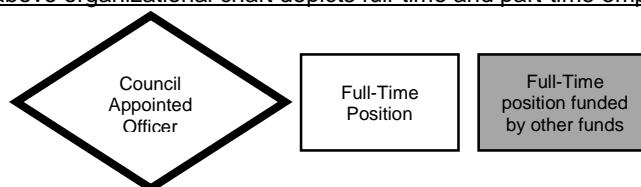


City Attorney



The above organizational chart depicts full-time and part-time employees.



GENERAL GOVERNMENT

DEPARTMENT: City Attorney
 DIVISION: Legal

PROGRAM: Legal Services
 FUND: General Fund/Measure U2012

	Actual 2014-15	Adopted 2015-16	Year-End Estimated 2015-16	Proposed 2016-17	Proposed 2017-18
<u>PROGRAM EXPENSES/REVENUES</u>					
Salaries & Benefits	\$1,041,805	\$1,189,450	\$1,111,710	\$1,187,600	\$1,220,437
Services & Supplies	151,433	123,040	233,530	189,285	189,285
Total Operating Cost	1,193,238	1,312,490	1,345,240	1,376,885	1,409,722
Capital	29,852				
Debt Service					
Transfers					
Total Cost	1,223,090	1,312,490	1,345,240	1,376,885	1,409,722
Less: Departmental Revenues	123,290	48,550	58,670	60,650	62,650
Net City Cost	\$1,099,800	\$1,263,940	\$1,286,570	\$1,316,235	\$1,347,072

SUMMARY OF SERVICE PROGRAMS

Legal	\$1,147,313	\$1,210,220	\$1,246,130	\$1,300,844	\$1,329,144
General Fund Service Programs	1,147,313	1,210,220	1,246,130	1,300,844	1,329,144
Measure U2012	75,777	102,270	99,110	76,041	80,578
Total Service Programs	\$1,223,090	\$1,312,490	\$1,345,240	\$1,376,885	\$1,409,722

SUMMARY OF POSITIONS

FULL-TIME

Assistant City Attorney	1	1	1	2	2
City Attorney	1	1	1	1	1
Code Compliance Officer I/II	4	4	4	4	4
Code Compliance Supervisor	1	1	1	1	1
Code Compliance Technician	1	1	1	1	1
Secretary	1	1	1	1	1
Senior Assistant City Attorney	0	1	1	0	0
Sr Assistant Attorney/Util Counsel	1	0	0	0	0
Office Assistant I/II	1	1	1	1	1
TOTAL	11	11	11	11	11
GRAND TOTAL	11	11	11	11	11

TEMPORARY (FTE)

Assistant Clerk - Office	0.5	0.5	0.5	0.5	0.5
Provisional Officer	0.0	0.5	0.5	0.0	0.0
TOTAL TEMPORARY (FTE)	0.5	1.0	1.0	0.5	0.5

GENERAL GOVERNMENT

DEPARTMENT: City Attorney
DIVISION: Legal

PROGRAM: Legal Services
FUND: General Fund/Measure U2012

PROGRAM DESCRIPTION

The City Attorney's Office provides a wide range of legal services for the City Council, City boards and commissions, and operating departments. Major activities include: Day-to-day legal advice to City officials and employees; drafting contracts, opinions, resolutions, and ordinances; defending the City, its officers, and employees in civil litigation; coordinating and monitoring the investigation, settlement, and litigation arising out of personal injury claims; defending minor personal injury suits against the City; handling minor collection cases on the City's behalf; handling minor civil cases seeking injunctive relief related to property nuisances; providing staff support to the City's administrative code compliance program, including the City's administrative hearing officers; prosecuting criminal and civil violations of the City's Municipal Code; representing the City in discovery matters initiated by third parties; negotiating civil settlements, franchises, and agreements on behalf of the City; assisting in Municipal Code updates; maintaining a subscription to an online legal research service and select printed volumes; performing liaison activities with media and the local bar; and networking with other cities through the League of California Cities.

SUBPROGRAMS AND THEIR OBJECTIVES

Provide accurate and complete legal information and advice to the City Council, commissions, boards, and staff.

Coordinate and monitor the investigation of liability claims brought against the City. Recommend settlement to facilitate economical resolution of these disputes. Maintain a claims database and supply organized information for risk management purposes.

Represent the City's interest in all areas of civil litigation by providing advice on how to avoid litigation, prosecuting civil actions on behalf of the City, defending selected civil actions brought against the City, and coordinating and monitoring the defense of civil litigation filed against the City.

Assist in maintaining a successful Code Compliance Program, including maintaining a database of cases that is accessible to other City departments. This program seeks to gain code compliance through a coordinated effort with the Police, Fire, Utilities, Public Works, Recreation and Parks, Community Development and Finance Departments.

Facilitate the operations of the City by preparing ordinances, resolutions, risk management policies, and other documents.

Contribute to the effective administration and management of the City.

Promote, to the public, a positive image of the City, City Council, and City Attorney's Office.

Maintain a subscription to an online legal research service to efficiently research applicable law and selected printed volumes for specialty areas.

Network with other cities to promote Santa Maria on State and local levels.

Provide investigative and enforcement services regarding zoning and building complaints.

PERFORMANCE/WORKLOAD MEASURES	ACTUAL 2012-14	ESTIMATED 2014-16	PROJECTED 2016-18
DEMAND/WORKLOAD			
Resolutions Reviewed*	285	260	275
Code Compliance Violations Cleared	5,349	6,231	6,400
New Municipal Code Violations	5,551	6,386	6,500

GENERAL GOVERNMENT

DEPARTMENT: City Attorney
DIVISION: Legal

PROGRAM: Legal Services
FUND: General Fund/Measure U2012

PERFORMANCE/WORKLOAD MEASURES	ACTUAL 2012-14	ESTIMATED 2014-16	PROJECTED 2016-18
Administrative Decisions Issued*	100	90	120
DEMAND/WORKLOAD , continued			
Criminal Prosecutions – Referrals from:			
Animal Control	37	36	35
Police	81	370	350
Recreation and Parks	52	162	160
Code Compliance	41	29	35
Finance	0	0	2
EFFECTIVENESS/EFFICIENCIES			
Claims Processed	167	140	150
Ordinances Drafted or Reviewed	25	35	35

* *The City Attorney’s Office instituted a Code Compliance Volunteer Program in July 2015, which resulted in about 600 additional Municipal Code violations, and an increase of about 400 closed cases, both above the historical average numbers for previous fiscal years. The increase in these numbers is expected to continue during 2016-18 and in future years.*

GOALS AND OBJECTIVES

- Identify and develop short-term and long-term strategies to address homelessness in the downtown corridor, by collaborating with business and property owners, members of the community, non-profit organizations, and other City personnel such as City Rangers and Community Policing Unit.
- Continue expansion of Code Compliance operations to regular weekend shifts, and work in collaboration with the Police Department to focus primarily on neighborhood preservation, and to collaborate on projects with other departments including but not limited to enhanced education and enforcement of fireworks.
- Continue education of neighborhood residents regarding the importance of community pride and quality of life issues by continuing to conduct “Walk and Talk” programs, and expand the program into the downtown commercial district.
- Coordinate with the Utilities Department to educate the public about the State’s continuing mandatory water reduction regulations, provide support by investigating instances of wastewater throughout the City, and address issues of trash and blight.
- Develop and implement a training course for Administrative Hearing Officers to ensure consistency and fairness in the administrative process.
- Collaborate with other departments, especially the Fire Department, in an effort to educate employees about emergency preparedness, including the coordination of brochures and bags.
- Recruit and train additional Code Compliance volunteers to support an ongoing neighborhood compliance program.
- Attend community outreach events and participate in radio spots, including Spanish-language radio, to educate residents about the City’s Municipal Codes, especially the Property Nuisance Ordinance.

GENERAL GOVERNMENT

DEPARTMENT: City Attorney
DIVISION: Legal

PROGRAM: Legal Services
FUND: General Fund/Measure U2012

- Prepare and present an ordinance to the City Council proposing technical amendments to the Municipal Code, updating changes in State-law, new cases, and clarifying existing ordinances as necessary.
- Provide periodic updates regarding civil litigation, Code Compliance, and criminal prosecutions to the City Manager and Council in an ongoing effort to keep them informed about the developing issues and activities in these areas.

NOTEWORTHY BUDGET HIGHLIGHTS

- Now that the Department is fully staffed, an increase to \$80,000 for 2016-18 is recommended for contracts and professional services, to handle specialty legal services. The Department began increasing its use of outside legal counsel in 2013-14 and over the last two years was able to absorb the additional expenses due to salary savings.
- The Department's training budget was reduced during the Great Recession; however, there is mandatory training needed for department personnel to meet continuing legal and certification requirements. Consequently, staff is recommending an increase to \$14,000 in 2016-18 for training.
- A reassessment of the Department recommends codifying the practice of two Assistant City Attorneys rather than one Senior City Attorney and one Assistant City Attorney.
- The City Council originally directed Measure U2012 revenues to fund a new Code Compliance Officer I position starting in 2013-14, and this resulted in an increased number of code violations cleared compared to the previous two fiscal years. Measure U2012 funds have continued to be allocated to this Code Compliance Officer I position, which has enabled Code Compliance to continue to clear code violations at a high rate. This has improved quality of life type issues in residential neighborhoods.
- The number of criminal citations issued by the Santa Maria Police Department and the Recreation and Parks Department's Park Service Officers substantially increased during the two-year budget cycle ending in June 2016. Criminal citations by the Police Department, during the 2014-16 budget cycle, were significantly more than what they were during 2012-2014. Criminal citations issued by the City Rangers during 2014-16, were also significantly higher than citations issued in 2012-14. The substantial increase in criminal citations during the last two years is attributable to the fact that the Police Department's and the Recreation and Parks Department's City Ranger complements have increased.
- To address the continuing need to abate nuisance properties, the City Attorney's Office has set aside approximately \$17,000 into a designated line-item account for this purpose, with the intent that the fund would be replenished in part by recovering funds from the current or subsequent property owner whose property is abated by way of a lien on the property or by direct recovery via a court order.

2016-18 BUDGET

CITY OF SANTA MARIA



Code Compliance Officers constantly provide education to residents and businesses about City ordinances, through outreach efforts like the above information booth at a local community event.



Pictured left - A resident receives free information from a Code Compliance Officer during one of the City's monthly "Walk and Talk" outreach events.