



City Attorney

MISSION STATEMENT

The mission of the City Attorney is to provide legal services and counsel to the City Council and City staff.

PROPOSED BUDGET EXPENDITURE DISTRIBUTION

Total Department Budget: \$198,377

DEPARTMENT PERSONNEL SUMMARY

Since the City Attorney is a contract employee, there are no personnel reflected in the City budget.

CURRENT ACCOMPLISHMENTS

During Fiscal Year 2008-2009 the City Attorney provided legal services, advice and assistance to City staff, consultants representing the City and/or the City Council in the following issue areas:

- Code enforcement (property maintenance, signage, etc.)
- Business license violations
- Changes to City ordinances
- Development issues and Capital Projects
- Garbage franchise and rate issues,
- Telecommunications franchise issues
- Personnel and labor relations
- Police issues
- Public Records Act requests
- Building code violations
- City contract review
- City policy & procedures
- Liability claims not covered by the ABAG PLAN and lawsuits

- Sidewalk maintenance ordinance enforcement
- City business process improvements
- Animal control ordinance enforcement (leash law violations, barking dog issues, etc.)
- Routine legal matters arising from regular business operations

During Fiscal Year 2008-09, the City Attorney continued to maintain weekly office hours at City Hall to facilitate consultation with staff and Council on all legal matters. The City Attorney continued to coordinate legal services provided by attorneys with specialized legal expertise.

PROPOSED SERVICE LEVELS

The contract with the City Attorney is a three year agreement. FY 2009-2010 is year three of the three-year agreement. Pursuant to the agreement, the retainer amount and hourly rate for non-retainer work will increase by the same percentage amount granted to management employees as part of their three-year compensation and benefits plan.

It is anticipated that the need for legal service in FY 2009-2010 will be similar to FY 2008-2009. Many of the issues requiring legal assistance in FY 2008-2009 are expected to be on-going in FY 2009-2010. Therefore, the FY 2009-2010 budget is essentially the same as the FY 2008-2009 budget including funds for the City

Attorney’s retainer, non-retainer activities and for specialized legal assistance.

CHANGES IN RESOURCES REQUIRED

Services and Supplies

Retainer – Increase by same percentage granted to management employees.

Non-Retainer Services – Increase hourly rate by same percentage granted to management employees.

Other Attorney Services – No change; remains at \$10,000.

League of CA Cities Meetings – No change; remains at \$1,500.

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
CITY ATTORNEY
GENERAL FUND
Annual Budget Appropriation for Fiscal Year

| | 2008-2009 | | 2009-2010 |
|---|-------------------|-------------------|-------------------|
| | APPROVED | REVISED | REQUESTED |
| EMPLOYEES SERVICES | \$ - | \$ - | \$ - |
| SERVICES AND SUPPLIES | 282,581 | 282,581 | 283,395 |
| CAPITAL OUTLAY | - | - | - |
| Subtotal (Total Department-Controlled Expenses) | 282,581 | 282,581 | 283,395 |
| INTERNAL SERVICES | - | - | - |
| Subtotal (Total Department Expenses before Reallocations) | 282,581 | 282,581 | 283,395 |
| REALLOCATIONS | (84,774) | (84,774) | (85,018) |
| TOTAL FOR CITY ATTORNEY | \$ 197,807 | \$ 197,807 | \$ 198,377 |

DETAIL LINE ITEM REPORT

CITY ATTORNEY - CITY ATTORNEY

Account: 001-0310-412

GENERAL FUND

| Services and Supplies | | Approved 2008-2009 | Requested 2009-2010 |
|------------------------------|--------------------------------------|-----------------------|------------------------|
| 001-0310-412-4251 | NON-RETAINER SERVICES | \$165,000.00 | \$165,495.00 |
| 001-0310-412-4251 | OTHER ATTORNEY SERVICES | \$10,000.00 | \$10,000.00 |
| 001-0310-412-4251 | RETAINER | \$106,081.00 | \$106,400.00 |
| | Subtotal | \$281,081.00 | \$281,895.00 |
| 001-0310-412-4254 | LEAGUE OF CALIFORNIA CITIES MEETINGS | \$1,500.00 | \$1,500.00 |
| | Subtotal | \$1,500.00 | \$1,500.00 |
| | Services and Supplies Total | \$282,581.00 | \$283,395.00 |
| Reallocation | | Approved 2008-2009 | Requested 2009-2010 |
| 001-0310-412-4496 | ALLOCATION TO EXP. TO WATER | (\$42,387.00) | (\$42,509.00) |
| | Subtotal | (\$42,387.00) | (\$42,509.00) |
| 001-0310-412-4497 | ALLOCATION TO EXP. TO SEWER | (\$42,387.00) | (\$42,509.00) |
| | Subtotal | (\$42,387.00) | (\$42,509.00) |
| | Reallocation Total | (\$84,774.00) | (\$85,018.00) |
| | CITY ATTORNEY Total | \$197,807.00 | \$198,377.00 |