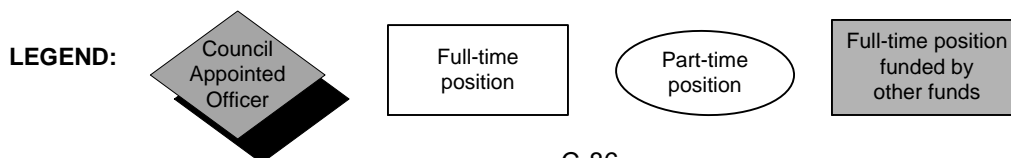


The above organizational chart depicts full-time and part-time employees only; as well as Council appointed positions



# GENERAL GOVERNMENT

DEPARTMENT: City Attorney  
 DIVISION: Legal

PROGRAM: Legal Services  
 FUND: General Fund

	Actual 2010-11	Adopted 2011-12	Year-End Estimated 2011-12	Proposed 2012-13	Proposed 2013-14
<b><u>PROGRAM EXPENSES/REVENUES</u></b>					
Salaries & Benefits	\$ 961,530	\$ 972,120	\$ 852,580	\$ 969,390	\$1,001,800
Services & Supplies	70,380	73,690	99,980	95,120	101,720
Total Operating Cost	1,031,910	1,045,810	952,560	1,064,510	1,103,520
Capital	141,730		12,000		
Debt Service					
Transfers					
Total Cost	1,173,640	1,045,810	964,560	1,064,510	1,103,520
Less: Departmental Revenues	34,780	56,150	44,250	47,250	47,250
Net City Cost	\$1,138,860	\$ 989,660	\$ 920,310	\$1,017,260	\$1,056,270

## **SUMMARY OF SERVICE PROGRAMS**

Legal	\$1,173,640	\$1,045,810	\$ 964,560	\$1,064,510	\$1,103,520
Total Service Programs	\$1,173,640	\$1,045,810	\$ 964,560	\$1,064,510	\$1,103,520

## **SUMMARY OF POSITIONS**

### FULL-TIME

Assistant City Attorney	1	1	1	1	1
City Attorney-Redev Co-Counsel	1	0	0	0	0
City Attorney	0	1	1	1	1
Code Compliance Officer I/II	3	3	3	3	3
Code Compliance Supervisor	1	0	0	0	0
Code Compliance Technician	1	1	1	1	1
Secretary	1	1	1	1	1
Sr Assistant Attorney/Util Counsel	1	1	1	1	1
Senior Code Compliance Officer	1	1	1	1	1
TOTAL	10	9	9	9	9

### PART-TIME

Clerk II	1	1	1	1	1
Code Compliance Coordinator	0	1	1	1	1
TOTAL	1	2	2	2	2

### **GRAND TOTAL**

	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
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### TEMPORARY (FTE)

Assistant Clerk - Office	0.5	0.0	0.0	0.0	0.0
TOTAL TEMPORARY (FTE)	0.5	0.0	0.0	0.0	0.0

# **GENERAL GOVERNMENT**

**DEPARTMENT:** City Attorney  
**DIVISION:** Legal

**PROGRAM:** Legal Services  
**FUND:** General Fund

## **PROGRAM DESCRIPTION**

The City Attorney's Office provides a wide range of legal services for 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; 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 law library; 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 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. This program seeks to gain code compliance through a coordinated effort with the Police, Fire, Utilities, Public Works, Recreation and Parks, Community Development and Administrative Services 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 law library and research files.

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

Provide investigative and enforcement services regarding zoning and building complaints.

<b>PERFORMANCE/WORKLOAD MEASURES</b>	<b>ACTUAL 2008-10</b>	<b>ESTIMATED 2010-12</b>	<b>PROJECTED 2012-14</b>
<b>DEMAND/WORKLOAD</b>			
Resolutions Reviewed*	469	450	360
Code Compliance Violations Cleared	7,021	5,066	5,000
New Municipal Code Violations	6,944	5,084	5,000
Administrative Decisions Reviewed*	0	10	80

# GENERAL GOVERNMENT

**DEPARTMENT:** City Attorney  
**DIVISION:** Legal

**PROGRAM:** Legal Services  
**FUND:** General Fund

PERFORMANCE/WORKLOAD MEASURES	ACTUAL 2008-10	ESTIMATED 2010-12	PROJECTED 2012-14
<b>DEMAND/WORKLOAD</b> , continued			
Criminal Prosecutions – Referrals from:			
Animal Control	54	49	45
Police	267	250	240
Recreation and Parks	366	198	200
Code Compliance	192	50	75
Administrative Services	8	4	4
<b>EFFECTIVENESS/EFFICIENCIES</b>			
Claims Processed	136	142	140
Ordinances Drafted or Reviewed	44	30	34

*\*As of January 2012, the Code Compliance Board was abolished by the City Council, which replaced the Board with administrative hearing officers. A new performance/workload measure was added to reflect the number of administrative decisions that will be reviewed.*

## **GOALS AND OBJECTIVES**

- Conduct separate State-mandated ethics training sessions for elected/appointed officials and employees.
- Participate in seminars regarding Successor Agencies to Redevelopment Agencies, monitor legal updates, and make recommendations for regulatory adjustments in Santa Maria as the need arises.
- Provide further assistance to the Community Development Department in preparation of the revised single-room occupancy ordinance.
- Continue to promote accessibility at City facilities by coordinating efforts to obtain and use grant funding and other resources for accessibility upgrades, including recording progress made on upgrades in the Cartegraph system.
- Represent the City on the Statewide Storm Water Coalition to lobby for changes in the State Regional Water Quality Board's proposed General Permit to regulate municipal small separate storm water systems.
- Prepare and present an ordinance to the City Council proposing technical amendments to the Santa Maria Municipal Code that updates changes in State law, new cases, and clarifies existing ordinances as required.
- Provide periodic litigation, code compliance, and liability claim reports to the City Manager and City Council in an ongoing effort to keep them informed about the issues and activities in these areas.
- Conduct additional joint enforcement operations with State Department of Motor Vehicles investigators and the Santa Maria Police Department to reduce the number of illegal vehicle sales within the City.
- Continue to enhance working relationships with City community groups, volunteer organizations, and other City departments to help eliminate blighted properties.
- Conduct several "Walk and Talk" programs as a way of educating residents about City codes.

## **NOTEWORTHY BUDGET HIGHLIGHTS**

- The City Attorney's Office has been severely impacted by City-wide budget reductions over the past three fiscal years. These cuts have reduced the City Attorney's Office budget by approximately 15 percent since 2008-09 and required the elimination of two 19-hour clerical positions, a full-time Code Compliance Officer

## **GENERAL GOVERNMENT**

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**DEPARTMENT:** City Attorney  
**DIVISION:** Legal

**PROGRAM:** Legal Services  
**FUND:** General Fund

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position and the need to replace two full-time positions (the Code Compliance Supervisor and the Code Compliance Technician) with two 32-hour part-time positions (Code Compliance Coordinator and Code Compliance Assistant). This resulted in a reduction of the number of Municipal Code violations that were cleared during the last three calendar years. In 2009, when Code Compliance was fully staffed, a total of 3,772 violations were cleared; during 2010, in which a field position was eliminated effective July 2010, the total number of violations that were cleared dropped to 2,988. The number of cleared violations fell further, to 2,595, during calendar year 2011. This additional reduction was due, in part, to the decision by the part-time Code Compliance Coordinator to retire during the first part of July 2011, which then required that the Senior Code Compliance Officer assume the supervisory duties resulting in reduced time in the field, which further lowered productivity. To achieve further operational savings in 2012-13, staff is recommending delaying filling the vacant 32-hour Code Compliance Coordinator by five pay periods.

- Although the number of Municipal Code violations that were cleared during the last three calendar years has decreased, it should be noted that the overall number of reported violations also decreased during this same period. Current field staff consists of three officers and the Senior Code Compliance Officer, with the latter spending less time in the field due to his supervisory and administrative responsibilities. During 2008-10, field staff was able to clear about 1,560 violations each on average annually. Currently, field staff has been able to individually clear approximately 1,700 violations on average annually. This is due to the fact that there has been essentially no turnover in field staff for some time and they are highly experienced officers who have become more productive over time. It is the team's enhanced productivity that has allowed staff to continue to clear about as many violations annually that are reported.
- Successive budget cuts during the last three budget years have affected the City Attorney's Office's non-Code Compliance assets by reducing the print law library, use of outside counsel, and reduction of relevant mandatory continuing legal education classes.
- To address the continuing need to abate nuisance properties, the City Attorney's Office proposes to augment a designated account created in 2007 for this purpose. The fund is designed to be replenished in part by recovering funds from a subsequent property owners or by way of a lien on the property. This augmentation will not exceed the department's budget allocation.

## 2012-14 BUDGET

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### CITY OF SANTA MARIA

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Code Compliance Officers helped to coordinate a grass-roots makeover of this wooden home on West Jones Street to correct numerous violations. Volunteers gave the structure a new paint job, built a front yard fence, and performed needed yard work, transforming the home from a neighborhood eyesore into an attractive residence. In 2012, the City and volunteers teamed up for their third annual "Serve Santa Maria" day for civic projects to enhance the community.

