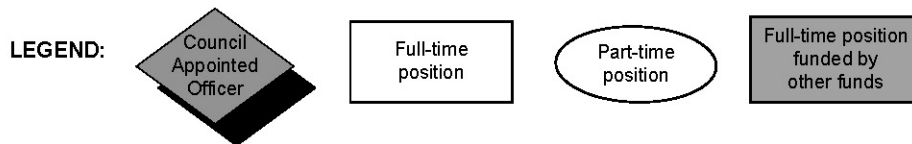


The above organizational chart depicts full-time and part-time employees only; as well as Council appointed positions



GENERAL GOVERNMENT

DEPARTMENT: City Attorney
 DIVISION: Legal

PROGRAM: Legal Services
 FUND: General Fund/Measure U2012

	Actual 2012-13	Adopted 2013-14	Year-End Estimated 2013-14	Proposed 2014-15	Proposed 2015-16
<u>PROGRAM EXPENSES/REVENUES</u>					
Salaries & Benefits	\$ 913,320	\$ 1,073,740	\$ 933,230	\$ 1,074,380	\$ 1,092,540
Services & Supplies	132,520	104,650	252,730	121,690	126,920
Total Operating Cost	1,045,840	1,178,390	1,185,960	1,196,070	1,219,460
Capital					
Debt Service					
Transfers					
Total Cost	1,045,840	1,178,390	1,185,960	1,196,070	1,219,460
Less: Departmental Revenues	48,840	41,100	73,650	41,400	41,400
Net City Cost	\$ 997,000	\$ 1,137,290	\$ 1,112,310	\$ 1,154,670	\$ 1,178,060

SUMMARY OF SERVICE PROGRAMS

Legal	\$ 1,040,320	\$ 1,106,450	\$ 1,119,960	\$ 1,126,770	\$ 1,146,260
General Fund Service Programs	1,040,320	1,106,450	1,119,960	1,126,770	1,146,260
Measure U2012	5,520	71,940	66,000	69,300	73,200
Total Service Programs	\$ 1,045,840	\$ 1,178,390	\$ 1,185,960	\$ 1,196,070	\$ 1,219,460

SUMMARY OF POSITIONS

FULL-TIME

Assistant City Attorney	1	1	1	1	1
City Attorney	1	1	1	1	1
Code Compliance Officer I/II	4	4	4	4	4
Code Compliance Supervisor	0	0	0	1	1
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	0	0
Office Assistant I/II	0	0	0	1	1
TOTAL	10	10	10	11	11

PART-TIME

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

GRAND TOTAL

	12	12	12	11	11
--	-----------	-----------	-----------	-----------	-----------

TEMPORARY (FTE)

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

PERFORMANCE/WORKLOAD MEASURES	ACTUAL 2010-12	ESTIMATED 2012-14	PROJECTED 2014-16
DEMAND/WORKLOAD			
Resolutions Reviewed*	310	250	300
Code Compliance Violations Cleared	5,452	5,520	5,600
New Municipal Code Violations	5,430	5,650	5,600
Administrative Decisions Issued*	11	94	96

GENERAL GOVERNMENT

DEPARTMENT: City Attorney
DIVISION: Legal

PROGRAM: Legal Services
FUND: General Fund/Measure U2012

PERFORMANCE/WORKLOAD MEASURES	ACTUAL 2010-12	ESTIMATED 2012-14	PROJECTED 2014-16
DEMAND/WORKLOAD , continued			
Criminal Prosecutions – Referrals from:			
Animal Control	50	32	45
Police	191	80	120
Recreation and Parks	145	68	100
Code Compliance	44	42	45
Administrative Services	4	2	4
EFFECTIVENESS/EFFICIENCIES			
Claims Processed	152	172	160
Ordinances Drafted or Reviewed	36	25	30

**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 are issued by the hearing officers.*

GOALS AND OBJECTIVES

- Continue attention on improving the homelessness and panhandling issues by introducing an ordinance for Council’s consideration as well as proactively engaging in outreach efforts to educate the community about the negative consequences of panhandling.
- In an effort to improve community aesthetics, continue to conduct “Walk and Talk” programs as a way of educating residents about City code violations and quality of life issues.
- Prepare and present an ordinance to the City Council proposing technical amendments to the Municipal Code that updates changes in State law, new cases, and clarifies existing ordinances as required.
- Create a community access television program to depict and discuss common Municipal Code violations, preventative enforcement, how to identify violations and the agencies to contact when suspected violations are observed.
- Implement a Code Compliance volunteer program to respond to and address reported blighted issues and trends in selected neighborhoods.
- Assist the Community Development Department in meeting the standards of Housing Element Programs by responding to reports of substandard living space constructed without permits and ensuring the safe and habitable conditions of the housing stock where health and safety hazards are present.
- In addition to the Walk and Talks, attend community outreach events to educate residents about housing and other laws.
- Proactively investigate property foreclosures to maintain property values and neighborhood integrity by abating nuisances, and with knowledge and experience gained in this process, develop a continuity enforcement plan for future employees.
- Support City departments in achieving the City Council’s priorities by giving sound legal advice and assisting staff in formulating feasible solutions.

GENERAL GOVERNMENT

DEPARTMENT: City Attorney
DIVISION: Legal

PROGRAM: Legal Services
FUND: General Fund/Measure U2012

- 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.

NOTEWORTHY BUDGET HIGHLIGHTS

- The City Attorney's Office intends to work very closely with the City Manager's Office and the Police Department to address the aggressive panhandling issue in town and come up with possible mitigating measures to help curb this social epidemic that is starting to become disturbing and disruptive to not only residents and businesses, but to the motoring public as well, as it is starting to create traffic hazards.
- The City Council 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. This has improve quality of life-type issues in residential neighborhoods
- The City Attorney's Office decided to continue to leave the 32-hour Code Compliance Coordinator position vacant during 2012-13, the resulting savings were redirected to enable attorneys to obtain deferred mandatory continuing legal education classes. In addition, Code Compliance staff was able to obtain some training to maintain their California Association of Code Enforcement Officers ("CACEO") membership in good standing.
- The number of criminal citations issued by the Santa Maria Police Department and the Recreation and Parks Department's Park Service Officers decreased about 50 percent to 60 percent from the last two-year budget cycle. This reflects both the reduced complement of officers and staff, and the Police Department's priorities to address higher priority calls rather than Municipal Code violations. In addition, the Recreation and Parks Department has not had a full complement of Park Service Officers for most of the last two years, which is why criminal prosecutions are down for the previous two years.
- To address the continuing need to abate nuisance properties, the City Attorney's Office has set aside \$17,110 into a designated account for this purpose. The fund is replenished in part by recovering funds from the current or a subsequent property owner whose property is abated by way of a lien on the property or by direct recovery via a court order.
- Staff is proposing the reclassification of the Senior Code Compliance Officer to the Code Compliance Supervisor; increasing the full-time complement by one Office Assistant position and one 19-hour per week limited-service Assistant Clerk position; and decreasing the part-time complement by one Clerk II position and eliminating the part-time Code Compliance Coordinator position. All of these personnel changes are being proposed within target budget dollars with no additional impact to the General Fund.

2014-16 BUDGET

CITY OF SANTA MARIA



Through its successful “Walk and Talk” program, the City has directly met with and educated thousands of households, and dozens of downtown merchants along the main retail corridors, about quality of life issues related to Municipal Codes violations. Code Compliance Officers, along with police officers, go door-to-door each month in different neighborhoods, meeting residents to discuss visible code violations (but no citations are ever written) and listen to neighborhood concerns while distributing City-related informational flyers. The program has had a very positive impact in the community with widespread word-of-mouth, attracting strong media coverage, and providing City personnel with excellent outreach opportunities.