



**OFFICE OF THE
CITY ATTORNEY**

JAMES P. JACKSON
CITY ATTORNEY

THEODORE H. KOBAY, JR.
ASSISTANT CITY ATTORNEY

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**CITY OF SACRAMENTO
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March 22, 1990

Budget and Finance Committee
City of Sacramento
City Hall
Sacramento, CA 95814

Re: Request Relating to Use of Restored Budget Cut
Funds in City Attorney's Office in 1989-90 FY

Honorable Members in Session:

SUMMARY

This is a request to transfer the use of restored budget cut funds from outside legal services and a portion of Graduate Legal Assistant money to the uses outlined in this letter. We also request that the City Council authorize a new position of Deputy City Attorney IV commencing April 15, 1990 and a new position of Administrative Analyst II, commencing on May 15, 1990.

BACKGROUND INFORMATION

We appreciate the restoration of the cuts in our budget as approved last Tuesday by the City Council. The cuts restored to our budget are as follows:

Graduate Legal Assistant	\$ 18,965
Outside Legal Services	<u>\$102,154</u>
TOTAL	\$121,119

We also requested an additional attorney from the approximately \$700,000 in additional funds available for distribution. The amount included in the staff report is \$25,000 for this additional position.

We would like to use the budget restoration money for the purposes listed below.

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PROPOSED USE OF RESTORED BUDGET CUT MONEY

Purpose:	Estimated Amount:
Graduate Legal Assistant	\$ 14,500
Deputy City Attorney IV, Step E including furniture	23,000
Administrative Analyst II including equipment	10,900
Computers	32,500
Computer Tables	3,000
Computer Training	1,000
Computer Programs	19,000
File System Implementation	9,500
Federal Reporter and Reader	6,419
FAX	<u>1,300</u>
TOTAL	\$121,119

Outside legal services and Graduate Legal Assistant positions are continuing costs, and I would use the funds necessary to fund the Graduate Legal Assistant for the remainder of the current fiscal year on a full-time basis. I also request authority to hire a Deputy City Attorney IV at the present time, effective April 15, 1990, to assist in the areas of drug house abatement, environmental law, eminent domain litigation and civil rights litigation. In the fields of eminent domain and civil rights litigation, we would save substantial City money immediately, because cases which would otherwise be referred to outside counsel would not need to be so referred. I have in mind a specific person to hire to fill this position, and the attorney has a great deal of city-related major litigation experience, including experience in the civil rights employment litigation area.

I also request that our office be authorized to hire an Administrative Analyst II, commencing May 15, 1990. Our office is in need of a person to handle budget and accounting matters, personnel matters and the technical office equipment such as computers and software programs. The new position would function as an office manager. We are asking that this position be authorized at this time, rather than on September 1st in the next fiscal year in order that the person appointed can take part and contribute to the administrative decisions which need to be made regarding equipment, software programs and office organization. The cost of filling this position during the current fiscal year, including equipment, is \$10,900.

This subject is scheduled to go to the Budget and Finance Committee and to the City Council on March 27, 1990.

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POLICY CONSIDERATIONS

The policy decision for the Council is whether to permit our office to use the restored budget cut funds for the other purposes outlined in our request. The request also involves two additional personnel in our office. For the reasons enumerated in the previous section, we think this request is justified.

MBE/WBE EFFORTS

No impact.

FINANCIAL IMPACT

The cost of the requested staff and equipment is \$121,119. The cost for the fiscal year 91 is also included. The positions and equipment would be funded by the General Fund.

Purpose:	Estimated Amount:	
	FY 1990	FY 1991
Graduate Legal Assistant	\$ 14,500	\$ 15,800
Deputy City Attorney IV, Step E including furniture	23,000	91,350
Administrative Analyst II including equipment	10,900	47,900
Computers	32,500	0
Computer Tables	3,000	0
Computer Training	1,000	0
Computer Programs	19,000	0
File System Implementation	9,500	0
Federal Reporter and Reader	6,419	0
FAX	1,300	0
TOTAL	\$121,119	\$155,050

We would use the remainder of the budget restoration money for one-time expenditures which would help bring our office up to date. Funds would be used to purchase computers for attorneys and a computer program that includes litigation case management, court calendaring, a file system index and a program which locates legal opinions and captures attorney time spent on the various assignments. It is a system which was designed exclusively for use in city attorney offices and has been used in two large southern California cities for approximately five years. Thus, the bugs have largely been worked out of the program. Once the computer program is installed, we would need some additional funds to help input data into the computer. Funds are included for this purpose.

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We are also asking for funds to install a Federal Reporter in our library. This system would involve books which are located on a compact disk, together with a reader. We do not want to purchase the books, because there are more than 300 volumes in the set, and we do not have space for them. We need the Reporter because of a growing need to know federal law as it relates to civil rights, environmental and air quality issues. The estimated cost for this item is \$6,419.

A FAX machine is also requested, because it is being used increasingly for transmittal of documents between legal offices and even other City offices. We need to have such a machine in our office, so that it can be readily available to our staff. The cost of the machine is quite low, only \$1,300.


If we are able to transfer the outside legal costs to the uses contained on this list, then we would withdraw our request of \$25,000 for the new attorney as listed in the supplemental \$700,000 fund source for various projects.

RECOMMENDATION


I recommend that the Committee recommend to the City Council:

1. That use of the restored budget cut funds for the City Attorney's Office during the FY 1989-90 is authorized to be spent for the purposes outlined in this memorandum.
2. That the City Attorney's staff be increased by adding a Deputy City Attorney IV, Step E, commencing April 15, 1990;
3. That the City Attorney's staff be increased by adding an Administrative Analyst II, commencing May 15, 1990.

Sincerely,


JAMES P. JACKSON
City Attorney

RECOMMENDATION APPROVED:



Jack Crist, Deputy City Manager

CONTACT PERSON TO ANSWER QUESTIONS:
James P. Jackson, City Attorney
449-5346

Budget and Finance
March 27, 1990
All Districts

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

RESOLUTION AUTHORIZING THE CITY ATTORNEY TO REDIRECT THE USE OF THE RESTORED 1989-90 BUDGET REDUCTION FUNDS AND AMENDING THE OPERATING BUDGET OF THE CITY ATTORNEY'S OFFICE BY 2.0 POSITIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The following positions are added to the City Attorney's Office:

Classification

Deputy City Attorney IV	1.0
Administrative Analyst II	1.0

2. The restored 1989-90 Budget reduction funds are redirected as follows:

101-050-0500-4251	(<u>\$102,154</u>)
101-050-0500-41XX	22,935
101-050-0500-4272	1,000
101-050-0500-4462	19,000
101-050-0500-4630	<u>59,219</u>
	\$102,154

DATE PASSED FOR PUBLICATION:

DATE ENACTED:

DATE EFFECTIVE:

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____