



CITY ATTORNEY'S OFFICE

Jose M. Sanchez, City Attorney



CITY OF
MODESTO
CALIFORNIA

DEPARTMENT OVERVIEW



City Attorney's Office Overview

- The City Attorney supports the City's daily operations and critical public services and provides additional legal work as directed by Council or requested by staff
 - Provides advice to the City Council and staff on:
 - procedural and substantive legal issues;
 - legal risks and consequences; and
 - conduct of City Council business
 - Drafts and/or reviews a large variety of legal documents necessary for the daily operation of the City, including contracts, leases, deeds, resolutions, ordinances, agreements, and reports
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City Attorney's Office Overview Continued

- Appears in court on behalf of the City and represents the City in both criminal and civil matters
 - Reviews documents provided in response to Public Records Requests and responds to Subpoenas for records
 - Responds to Administrative Appeal Requests and facilitates Administrative Appeal Hearings
 - Prosecutes criminal violations of the Modesto Municipal Code and state law, including:
 - housing and building codes;
 - business license codes; and
 - crimes involving public peace, morals, and welfare.
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DEPARTMENT PRIORITIES FOR FY 2021-22



City Attorney's Office Priorities for FY 2021-22

- Priority 1 - To ensure the City is in compliance with laws and uses legally acceptable means to accomplish the City's overall goals, policies, and objectives
 - Collaborate with City Manager's Office and Department Directors to continue to improve the legal processes of the City.
 - Review and ensure timely approval of agendas for meetings of the City's Brown Act legislative bodies.
 - Provide training for staff, City officers, and City Council.
 - Assist staff with the development of agendas, ordinances, contracts, and other legal documents.
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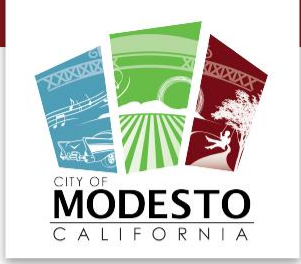
City Attorney's Office Priorities for FY 2021-22 Continued

- Priority 2 – Effectively manage limited resources
 - One of the City Attorney's Office's critical objectives is to efficiently manage resources to meet the daily operational needs of the City in a cost-effective and timely manner while maintaining the capacity to respond to the City's changing legal needs.
 - Priority 3 – Enhance communication and collaboration
 - The City Attorney's Office is committed to serving the City and communicating with the public in a manner that is transparent and straight-forward. The City Attorney's Office strives to explain the law in a way that the public understands both the applicable rules and also the legal reasons for the City's decisions. The City Attorney's Office collaborates with other agencies, local businesses, and citizens to fully explore innovative legal alternatives that could benefit all involved.
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STRATEGIC PLAN AND THE DEPARTMENT



City Attorney's Office and the Strategic Plan

The City Attorney's Office is responsible for assisting all City Departments in developing and implementing programs related to the Strategic Plan by ensuring the legality of the City's actions.

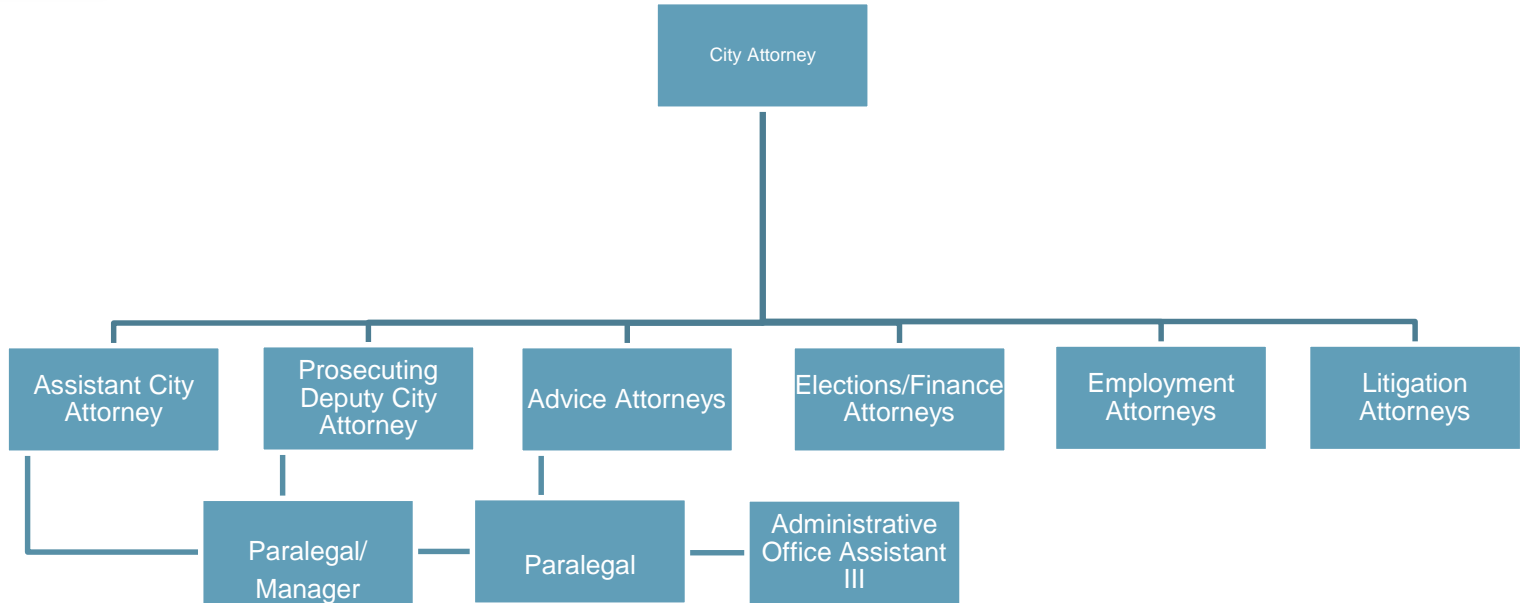


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ORG CHART AND DEPARTMENT STAFFING

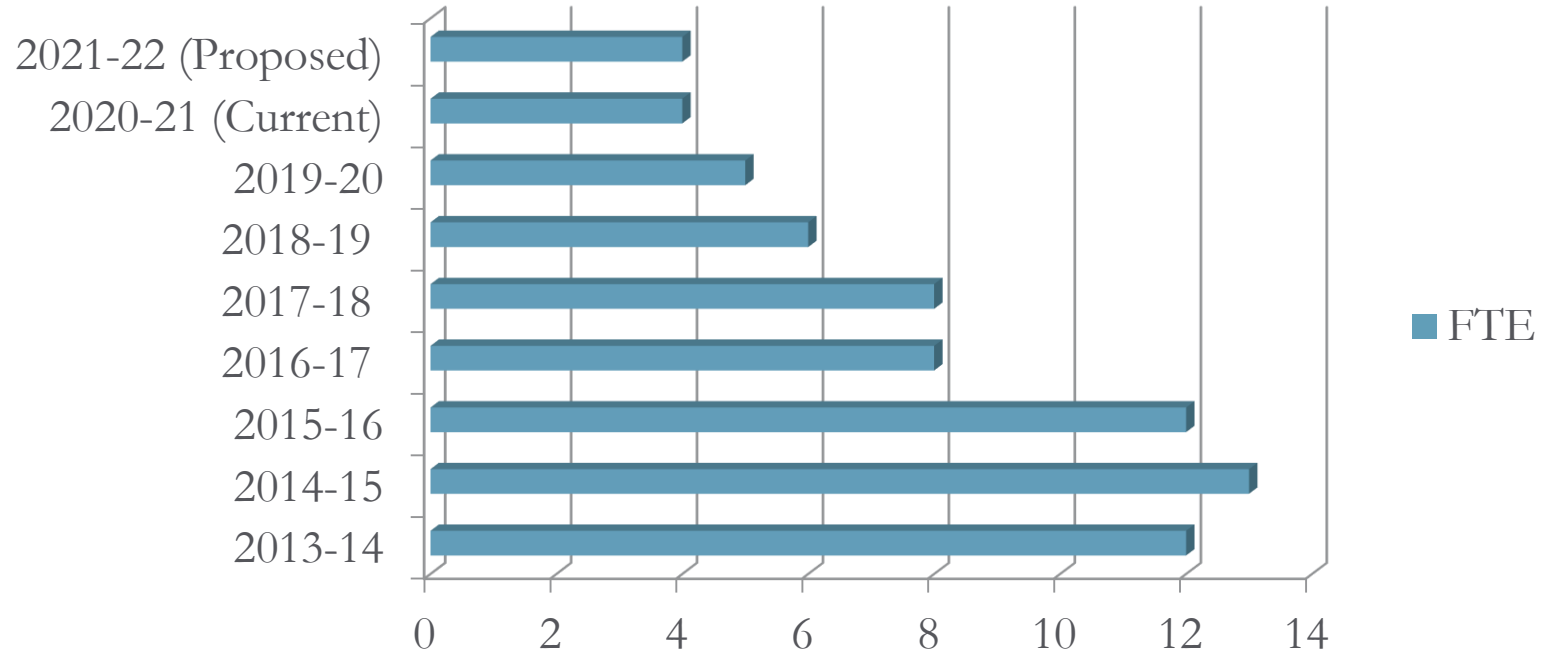


City Attorney's Office Org Chart





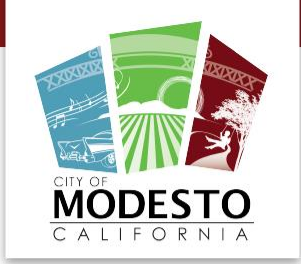
City Attorney's Office Staffing FTE Count History





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DEPARTMENTAL REVENUES



City Attorney Revenues

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	COMMENTS
Direct Charge Agreements	\$82,364	\$87,166	\$69,026	\$77,654	81,352	<i>Increase in Salary of staff</i>



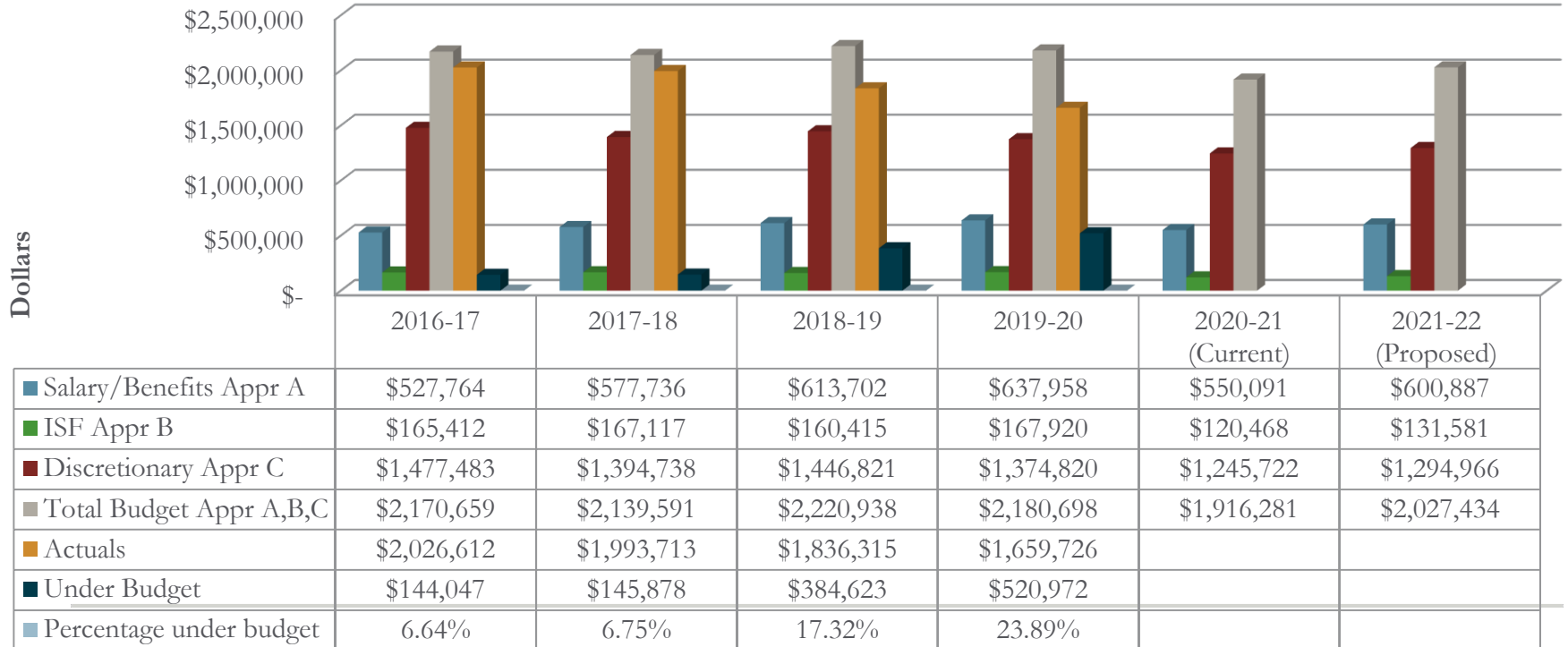
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DEPARTMENTAL EXPENDITURES



City Attorney's Office Expenditures

Expense History





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ADJUSTMENT REQUESTS



Fiscal Year 2021-22 Adjustment Requests

- City Attorney's Office has no Adjustment Requests for Fiscal Year 2021-2022
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REVIEW OF SUCCESSES



Review of Successes – City Attorney’s Office

- Successfully assisted the City in navigating the changing laws related to COVID-19
 - Prosecuted 347 violations of the Modesto Municipal Code
 - Contributed to implementation of Phase I of DocuSign. Currently developing Phase II of DocuSign and OnBase Agreement workflow, and developing process and procedures for the same
 - Continued to successfully manage litigation for the City
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DEPARTMENTAL CHALLENGES



Departmental Challenges Ahead

- Continuing changes to laws related to COVID-19
 - Legal landscape has become more unpredictable and complex
 - Continue to manage the City Attorney's Office budget to account for unexpected litigation/emergencies
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DEPARTMENTAL OPPORTUNITIES



Departmental Opportunities to be Seized

- Continue to be a supportive role to department staff in these changing times to help the City achieve it's goals and priorities
 - Continue developing creative strategies and programs dealing with enforcement of City codes
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