

Office of the City Attorney
Core Service: Legal Transactions

PROGRAM	PROGRAM DESCRIPTION/OUTCOME	GENERAL FUND		ALL FUNDS		% Cost Recovery	Resources Managed/Program Revenue
		Cost	FTE	Cost	FTE		
Key Operational Service: Legal Transactional Services							
Legal Transactional Services	<p>This program provides oral and written legal counsel and advice to the Mayor, City Council, Council Appointees, City departments, City boards, commissions and committees, and to the San Jose Redevelopment Agency (Agency) and is responsible for review and preparation of ordinances, resolutions, contracts, permits and other legal documents to implement official City and Agency actions.</p> <p>The desired outcome is to work collaboratively with clients in achieving organizational goals in a legal, cost-effective and efficient manner that protects the rights of the City and Agency, minimizes civil and financial liability, and promotes safer communities.</p>	\$5,040,000	29.9	\$6,750,000	40.4	0.0%	

Office of the City Attorney
Core Service: Legal Representation

PROGRAM	PROGRAM DESCRIPTION/OUTCOME	GENERAL FUND		ALL FUNDS		% Cost Recovery	Resources Managed/Program Revenue
		Cost	FTE	Cost	FTE		
Key Operational Service: Litigation Services							
Legal Representation Services	<p>This program provides legal representation before State, Federal, and Appellate Courts, and various Agencies and Boards to advocate, defend, and prosecute matters on behalf of the City and the San Jose Redevelopment Agency. Representation involves a variety of activities including defense of lawsuits, general liability claims management, prosecution of municipal code violations, workers' compensation investigations and litigation, seeking injunctions for general nuisance, gang and drug abatements, alternative dispute resolution, contract disputes, and initiation of litigation which often results in significant revenue collections.</p> <p>The desired outcome is to protect the rights of the City and Agency, minimize civil and financial liability, and promote safer communities.</p>	\$6,310,000	40.5	\$6,660,000	42.6	0.0%	

Office of the City Attorney
Core Service: Strategic Support

PROGRAM	PROGRAM DESCRIPTION/OUTCOME	GENERAL FUND		ALL FUNDS		% Cost Recovery	Resources Managed/Program Revenue
		Cost	FTE	Cost	FTE		
Key Operational Service: Strategic Support							
Department Management, Financial Management, Personnel Administration, Information Technology, and Planning and Policy Development	<p>The program provides administrative services necessary to support the general operation of the City Attorney's Office. This includes several activities: budget preparation and oversight, procurement, contract management, accounts payable, timekeeping, recruitment, training, records management, maintaining legal resources, facilities management, and computer network and software management.</p> <p>The desired outcome is to provide efficient and cost-effective services that enable the City Attorney's Office to deliver excellent legal services.</p>	\$730,000	5.9	\$745,000	6.0	0.0%	

DEPARTMENT TOTAL \$12,080,000 76.3 \$14,155,000 89.0