



## City Attorney's Office



WHO WE ARE  
WHAT WE DO  
WHAT WE COST

# Who We Are

The City Attorney's Office has 8 full time authorized positions:

- 1 City Attorney
- 3 Assistant City Attorneys
- 1 Risk Manager
- 1 Legal Office Administrator
- 2 Paralegals



# Previous Cuts in Positions

Personnel reduction over the past 10 years:

- 1 Assistant City Attorney
- 1 Assistant Risk Manager
- 1 Administrative Technician
- 1 Intermediate Clerk

# What We Do

Legal Advisor to:

- o City Council and other Policy Bodies
- o City Manager, City Clerk, City Treasurer, City Auditor
- o 10 City Departments
- o 17 Boards, Committees and Commissions

Providing the following types of legal services:

- ✓ Drafting legislation (ordinances/resolutions)
- ✓ Providing legal advice and opinions
- ✓ Negotiating, drafting and revising legal documents/agreements/leases
- ✓ Participating as integral part of City team for complex transactions
- ✓ Defending City in a wide range of state and federal civil litigation and prosecuting code enforcement actions
- ✓ Risk Management, including procurement of insurance and handling claims
- ✓ Workers' Compensation, including handling claims and facilitating workers to return to work



# Transactional Advisory Role

Alameda is a full service city requiring legal services in a wide range of specialized legal areas, such as:

- Police and Fire
- Public Works
- Municipal Power
- Recreation & Parks
- Building and Planning
- Finance
- Human Resources
- IT
- Library



# Litigation Role

- Resolution of claims and litigation matters at the lowest possible cost to the City, while maintaining a strong and aggressive defense strategy
- Enforcement actions to assert City's rights and to implement Public Health & Safety Codes



# Risk Management

City is self-insured for \$500,000 with excess coverage provided by the California Joint Powers Risk Management Authority

Recently hired a third party administrator to assist with handling liability claims to increase efficiency and reduce City Staff work load





# Workers' Compensation

City is self-insured for \$350,000 with excess coverage paid by Local Agency Workers' Compensation Excess Joint Powers Authority

- Workers' Comp program provides:
  - Temporary / Permanent Disability Benefits
  - Dependency Benefits for survivors in the event of worker's death
  - Lifetime medical
  - Up to \$10,000 medical care for work related injuries during the initial investigation of the claim

City utilizes services of a third party administrator as part of a strategic effort to provide employees injured on the job with needed benefits while minimizing costs to the City

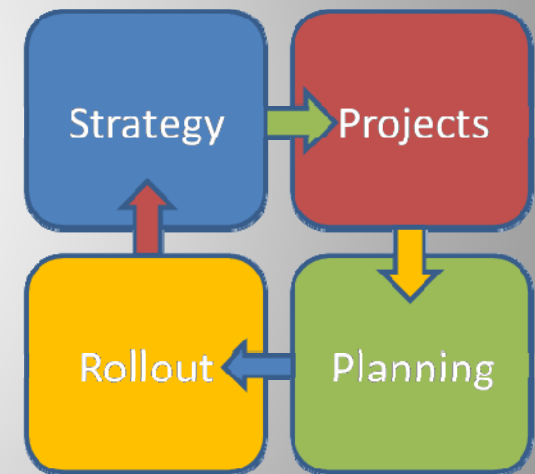
# Major Projects During FY15-17

- Continued development and commercial/residential leasing at Alameda Point
- Redevelopment of City's Northern Waterfront
- Financing and contracting for new Fire Station 3 and Emergency Operations Center and new public safety initiatives, such as expanded Emergency Medical Services
- Financial strategies and budget balancing initiatives such as OPEB reforms
- Transfer of ownership of Oakland Inner Harbor Tidal Canal



# New Internal Initiatives

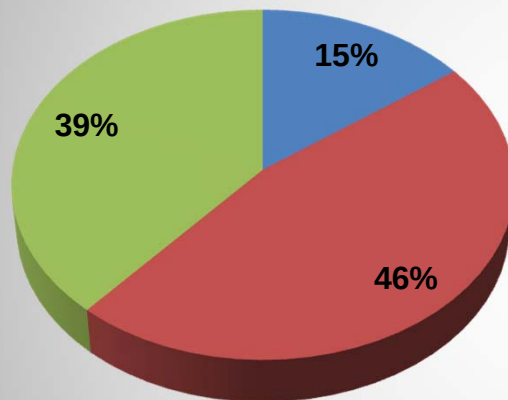
- Moving towards a paperless document management system to facilitate claims management, document retrieval and document retention
- Providing in-house training for various departments on an as-needed basis regarding legal procedures and requirements, and liability avoidance
- Developing and providing Sunshine Ordinance training, and ethics training for City Officials



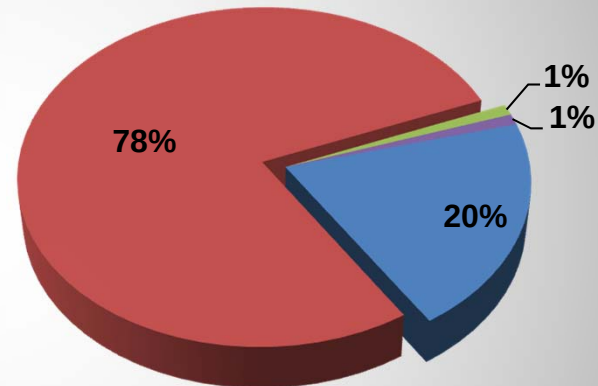
# WHAT WE COST SUMMARY

| DIVISION                  | FY 14-15<br>Projection | FY 15-16           | FY 16-17           |
|---------------------------|------------------------|--------------------|--------------------|
| <b>Revenues</b>           |                        |                    |                    |
| Fees for Services         | \$1,845,000            | \$1,888,000        | \$1,898,000        |
| General Fund              | \$4,268,000            | \$5,118,000        | \$5,351,000        |
| <b>TOTAL REVENUE</b>      | <b>\$6,113,000</b>     | <b>\$7,006,000</b> | <b>\$7,249,000</b> |
| <b>Expenditures</b>       |                        |                    |                    |
| Personnel Services        | \$1,277,000            | \$1,407,000        | \$1,448,000        |
| Services and Supplies     | \$4,769,000            | \$5,539,000        | \$5,741,000        |
| Cost Allocation           | \$67,000               | \$60,000           | \$60,000           |
| <b>TOTAL EXPENDITURES</b> | <b>\$6,113,000</b>     | <b>\$7,006,000</b> | <b>\$7,249,000</b> |

# Expenditures by Program and Category



■ Administration   ■ Workers' Comp  
■ Risk Management



■ Personnel  
■ Contractual Services  
■ Other  
■ Cost Allocation

# Workers' Compensation Self Insurance

## Budget Highlights:

- Accounts for incurred workers' compensation claims
- Funding source is from charges to other departments for Workers' Compensation claims
- Aggressive cost allocation strategy since FY 09/10 significantly improved the available fund balance from approximately 10% coverage ratio to 65%

ANY  
QUESTIONS  
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