



Legislation Text

File #: 19-585, **Version:** 1

Report Prepared by: Phaedra A. Norton, City Attorney

SUBJECT: Authorization to Modify the Personnel/Budget Allocation in the City Attorney's Department to Reflect a City Attorney, a Deputy City Attorney, a Deputy/Senior Deputy City Attorney, an Office Administrator/Paralegal and a Legal Administrative Assistant

REPORT IN BRIEF

Modification to the Personnel/Budget Allocation in the City Attorney's Department.

RECOMMENDATION

City Council - Adopt a motion adopting **Resolution 2019-64**, A Resolution of the City Council of the City of Merced, California, Amending the Personnel/Budget Allocation in the City Attorney Department to Reflect a City Attorney, a Deputy City Attorney, a Deputy/Senior Deputy City Attorney, a Legal Administrative Assistant and a Paralegal Office Administrator to be filled by the incumbent Paralegal effective June 21, 2019.

ALTERNATIVES

1. Approve as recommended; or
2. Deny; or
3. Refer to staff for further study; or
4. Take no action.

AUTHORITY

Article VII, Section 710, of the Merced City Charter.

DISCUSSION

The mission of the City Attorney's Department is to utilize in-house legal staff to provide expert and cost effective legal representation to the City. The City Attorney has had an opportunity, over the past year, to evaluate the structure and legal needs of the City and its various departments.

The City Attorney has determined that modifications to the current structure and allocation of budgeted positions in the City Attorney Department is warranted. The current structure and budget allocation consists of a City Attorney, a Chief Deputy City Attorney, a Deputy City Attorney, a Paralegal, and a Legal Administrative Assistant.

The Chief Deputy City Attorney position was vacated by the incumbent this fiscal year thus presenting an opportunity to make the recommended changes to the City Attorney's Office allocated budgeted positions. The City Attorney is recommending that the Chief Deputy City Attorney be

unallocated and an allocation of one Deputy/Senior Deputy City Attorney be approved. In addition, the City Attorney transitioned some of the supervision, administrative, and budget functions of the Chief Deputy position to the Office Administrator/Paralegal position and is therefore recommending that there be an allocation of one Office Administrator/Paralegal to be filled by the incumbent Paralegal who has been performing these functions.

The changes recommended do not change the total allocated/budgeted positions in the City Attorney's Office. It is anticipated that the City Attorney's Office will need to evolve with the City and the organization. The City Attorney will recommend additional modifications as they become necessary to serve the City's needs.

IMPACT ON CITY RESOURCES

No appropriation of funds is needed. Based upon the modifications proposed, there will recognized salary savings.

ATTACHMENTS

1. Resolution 2019-64