

City Attorney Department

Christopher A. Callihan, City Attorney

City Service Area *Strategic Support*

Programs and Services

FUNCTION	DESCRIPTION
CITY ATTORNEY'S OFFICE	
Legal Representation	Serves as the legal advisor of all City officers and provides legal representation to advocate, defend, and prosecute matters on behalf of the City. This involves a variety of activities, including defense of lawsuits; general liability claims management; prosecution of municipal code violations; and litigation; alternative dispute resolution and contract dispute assistance; and initiation of litigation which can result in significant revenue collections.
Legal Transactions	Provides oral and written legal counsel and advice to the Mayor, City Council, Council Appointees, City departments, City boards, commissions, and committees, and is responsible for review and preparation of ordinances, resolutions, contracts, permits, and other legal documents to implement official City actions. Approves the form of all bonds, contracts, and other instruments in writing in which the City is involved and either drafts or approves the draft of all proposed ordinances for the City, except those proposed by initiative.
Risk Management	Ensures insurance coverage for City assets, establishes Citywide risk management policies, and procedures. Manages property and casualty claims from inception to conclusion and performs the subrogation function to recapture losses resulting from third-party wrongdoing or negligence resulting in loss of or damage to City-owned property.

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Department Budget Summary

Expected 2025-26 Service Delivery

- Advise and support the Community Development Department on their efforts to process project approvals for development of the North of Boronda Future Growth Area, as well as other development project. *(Strategic Goals: Economic Development, City Services & Housing)*
- Advise and support the Finance Department's update to and implementation of purchasing policies. Draft ordinance updates to complement the updates to the purchasing policies. *(Strategic Goal: City Services)*
- Coordinate with the Human Resources Department on the review and update of personnel policies and procedures and advise and support the City Manager and Human Resources Director during continued negotiations with the different bargaining groups. *(Strategic Goal: City Services)*
- Manage civil litigation, with support from outside counsel. Work to resolve litigation related to the Salinas Ag Industrial Center and Project Homekey. *(Strategic Goals: Economic Development & Housing)*
- Prosecute misdemeanor violations of the Municipal Code and advise and support Code Enforcement on enforcement actions, including administrative fines and administrative orders and receivership actions. *(Strategic Goal: Public Safety)*
- Coordinate with the City Manager and the City Council on a review and update of the City Council's norms and Rules of Decorum. *(Strategic Goal: City Services)*
- Advise and support the Community Development Department on the update to the Salinas General Plan and the update to the City's Zoning Code. *(Strategic Goals: Economic Development, Infrastructure & Housing)*

2024-25 Top Accomplishments

- Supported the Community Development Department's processing of project approvals for development of the North of Boronda Future Growth Area. *(Prior year goal)*
- Advised on transactional support and fee/finance issues related to additional investment in City facilities, including an increase to the sanitary sewer rates. *(Prior year goal)*
- Supported the Finance Department in its preparation of updated Purchasing Policies and Procedures. *(Prior year goal)*
- Advised on and supported efforts toward development of City Parking Lots 8 and 12 for development, in part, as affordable housing. *(Prior year goal)*

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- Prepared Rental Stabilization Ordinances (RSO) for Council consideration and adoption and supported the Community Development Department in implementation of the RSO program. *(Prior year goal)*

2025-26 Key Budget Actions

- Additional funding for Travel, Conferences, and Meetings to allow staff to attend trainings and continuing legal education conferences to maintain proficiency and to remain in good standing with the State Bar.
- Additional funding for Supplies & Materials Books to cover cost increases associated with the subscription to Lexis-Nexis, the online legal research resource used by the City Attorney's Office.

Operating Funds Managed

- General Fund (1000)
- General Liability Self-Insurance (7104)
- Worker's Compensation Self-Insurance (7103)

City Attorney Department

Function	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2025-26 Adopted
City Attorney's Office	769,312	1,097,288	997,640	1,043,360
Risk Management	385,615	450,992	704,250	684,030
Total Expenditures	1,154,928	1,548,280	1,701,890	1,727,390

Expenditure Summary	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2025-26 Adopted
Salaries & Benefits	1,116,035	1,239,443	1,509,350	1,529,590
Supplies & Services	29,741	302,235	152,540	157,800
Capital Outlay	9,152	6,603	40,000	40,000
Total Expenditures	1,154,928	1,548,280	1,701,890	1,727,390

Funding Source	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2025-26 Adopted
General Fund (1000)	769,312	1,097,288	997,640	1,043,360
General Liability Self-Insurance (7104)	34,251	188,466	459,430	466,740
Internal Services Administration (7101)	-	-	40,000	-
Worker's Comp Self-Insurance (7103)	351,364	262,525	204,820	217,290
Total Expenditures	1,154,928	1,548,280	1,701,890	1,727,390

Revenue Summary	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2025-26 Adopted
Charges for Services	4,766	4,767	6,000	-
Other Revenue*	34,624	7,132	10,000	-
Total Revenues	39,390	11,898	16,000	-

* Schedule A - Other Revenue

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Schedule A – Other Revenue

Other Revenue	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2025-26 Adopted
Legal Code Enforcement Recovery	34,624	7,132	10,000	-
Total Other Revenue	34,624	7,132	10,000	-

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Performance Measures

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Performance Measure / Goal	FY 2023-24 Goal	FY 2025-26 Projected	FY 2024-25 Actual
# Requests for legal services	500	500	203
# Criminal cases reviewed or prosecuted	50	25	22
# Pitchess motions responded to and defended	5	5	0
# Civil cases filed and defended	10	15	10
# Code enforcement cases and nuisance abatements	10	10	8
# Public Records Act requests responded to	20	85	83
# Economic development agreement and other contracts	200	200	116
# Workers Compensation cases presented to CM or CC	0	0	0
Employment matters--Representation and Advice	15	10	2
Legal support of election and/or revenue measure initiative	1	1	5

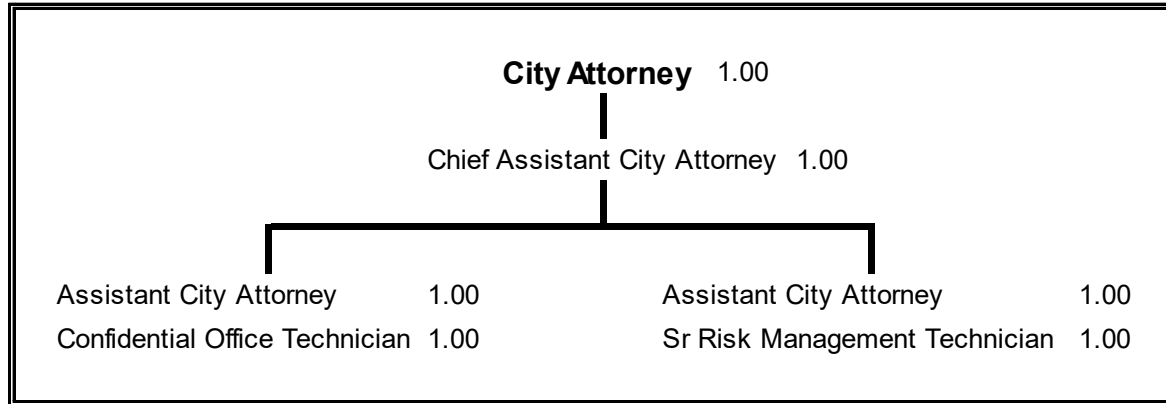
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Department Position Detail

Position	FY 2024-25 Adopted	FY 2025-26 Adopted	Change
Assistant City Attorney	2.00	2.00	-
Chief Assistant City Attorney	1.00	1.00	-
City Attorney	1.00	1.00	-
Confidential Office Technician	1.00	1.00	-
Sr Risk Management Technician	1.00	1.00	-
Total Positions	6.00	6.00	0.00

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Organizational Chart



Regular Full -Time Equivalent (FTE): 6.00