



2024
City
Attorney &
Prosecutor

Staffing 2024

City Attorney

November 23, Paralegal. New for the City Attorney's Office.

City Prosecutor

In 2023, the office lost all its personnel. A contracted prosecutor covered until April this year.

- February 23, Legal Assistant later promoted to Paralegal.
- April 2, Prosecutor.
- September 23, Legal Assistant.

City Attorney



Every year, the City Attorney reviews over one hundred Open Meeting Agenda Items and hundreds of Public Records Requests. This year there have been more complex legal issues regarding public records requests balancing transparency, privacy, and safety issues.

Daily activities in the service of protecting the city include legal advice, as well as producing and reviewing legal documents. This election year included compliance with election laws, negotiating and preparing the Southwest Gas Franchise Agreement, drafting special resolutions, and assisting with publicity pamphlets. For the Open Meeting Agenda Items of the City Council and City Boards alone:

120 Contracts drafted, negotiated, or reviewed, including Intergovernmental Agreements, Requests for Bids, Requests for Proposals, and Leases of Equipment and Buildings.

120 Resolutions,

27 Orders, and

14 Ordinances

Acquired Possession of the needed right of way on County 24th Street and in Process on Cesar Chavez Boulevard, which the Court will issue soon.

City Prosecutor



- Taken on the time-consuming task of reviewing and redacting body camera and in-vehicle camera audio-video recordings for each case.
- In 10 months:
 - 97 crime reports reviewed for charging decisions.
 - 404 new misdemeanor cases.
 - 8 Civil Traffic Hearings with Prosecutor Representation
 - 7 Cases preparation for trial
 - Provided training for the Police Department on crime report writing, charging, and common errors to avoid to be ready in case the case gets set for trial.
- Secured both open and closed files in a locked room and created a system to comply with the retention schedule to destroy closed files.
- 60 new forms created to increase efficiency with new case management software.

Questions?

