



CITY ATTORNEY
CITY OF ALAMEDA, CA

CITY ATTORNEY

CITY OF ALAMEDA, CA



THE CITY

The City of Alameda is a 10.6 square mile island city located in the San Francisco Bay Area. Alameda is comprised of the main island and Bay Farm Island, and is connected to the East Bay mainland by four bridges and two subterranean tubes, and by ferry services to San Francisco and Oakland. The City is seven miles east of San Francisco, situated within the San Francisco Bay, and less than one mile west of the City of Oakland, directly west of Interstate 880. Alameda is a short distance north of Oakland International Airport, which borders the City on the southeast. Alameda has a population of nearly 79,000, with about 42% White, 31% Asian, 12% Hispanic or Latino, 7% Black or African American, 7% two or more races, and 1% other.

According to Money Magazine, the City of Alameda compares favorably to the "best places to live" in America. That is, in part, due to the small town feel of this Bay Area island community. Alameda has a high median family income, a large number of educational institutions nearby, more than double the number of restaurants and libraries as the "best places average," excellent air quality, and better than average weather.

Alameda has its own distinctive culture that blends tradition with the future. Alameda's landscape is dotted with Victorian homes and tree-lined streets, offering safe and walkable neighborhoods. It is a family-friendly town, with an abundance of parks and award-winning schools that attract a highly educated workforce. The historic business districts are filled with vibrant restaurants and boutique shops, with frequent festivals and community events that bring people to Alameda from across the Bay and beyond.

On one end of the island, the Harbor Bay Business Park offers office, industrial and R&D space, with stunning panoramic views of

the Bay. There is regular ferry service to and from San Francisco, and access to Highway 880 and the Oakland International Airport. On the west end of the island is Alameda Point, the former Alameda Naval Air Station. Decommissioned in the late 1990s, today this large area offers planned commercial development. Clean tech businesses are thriving in former airport hangers, and it is the epicenter of the emerging blue tech economy.

Alameda Point is also home to Spirits Alley, a unique revitalization of the Base, with seasonal events at artisan wineries, craft breweries, independent distilleries and eateries frequented by locals. Nearby, the Alameda Point Antiques Faire is one of the largest antiques shows in the nation. Other attractions that can be found in Alameda include: the USS Hornet Museum; Crown Memorial State Beach; Crab Cove; Pacific Pinball Museum; Altarena Playhouse; Alameda Museum; Alameda Naval Air Museum; Meyers House and Garden; Rhythmix Cultural Works; Frank Bette Center for the Arts; Autobody Fine Art Gallery; and the beautifully restored Art Deco Alameda Theater and Cineplex.

In addition to local attractions and a robust park system, Alameda offers excellent restaurants, shopping, recreation, health and fitness services. The City has two primary historic entertainment districts: 1) the Park Street area, known as the Downtown Alameda Business District; and 2) the Webster Street area, also known as the West Alameda Business District.

The City of Alameda is one of twelve cities throughout the nation designated as a Coast Guard City to recognize the outstanding support these communities provide to Coast Guard personnel and their families, as Alameda is home to Coast Guard Island (formerly Government Island).

THE CITY GOVERNMENT

The City of Alameda was incorporated in 1854, became a charter city in 1916, and was one of the first six cities in California to adopt the Council-Manager form of government. Under this system, the City is governed by a five-member City Council. Programs and services are administered by a City Manager.

The City Council is elected on a non-partisan basis. Council members serve four-year staggered terms, with two Council members elected every two years. The Mayor is directly elected to serve a four-year term. The Mayor and Council members are elected at large, and subject to two elected term limits. The City Auditor and the City Treasurer are also elected by the voters; there are no term limits associated with these positions.

The Mayor and City Council are responsible for passing ordinances and policies; adopting the budget; appointing citizens to Boards and Commissions; and hiring the three Charter offices of City Manager, City Attorney, and City Clerk. As chief executive officer, the City Manager provides the leadership and organizational direction for the operation and management of all City departments. The City Manager implements the policies and ordinances of the City Council, overseeing operations of the City, and appointing the City's department heads.

The City provides a broad range of services including police and fire protection; construction and maintenance of streets, parks, storm drains and other infrastructure; recreational and cultural activities, including a golf complex comprised of two 18-hole championship golf courses and one nine-hole executive course; and general government and administrative support services. Additionally, the City provides power to residents through its electric utility, Alameda Municipal Power (AMP). AMP is the oldest public electric utility west of the Mississippi and provides safe, reliable, cost effective, and environmentally responsible power to the City. The Public Utilities Board provides most policy and financial oversight for AMP and adopts their annual budget separately from the City's biennial budget. Some major public services delivered within the City's boundaries, including water, wastewater, education, regional parks, and public transportation, are provided by other governmental agencies.

The City of Alameda's mission is to support the maintenance of a diverse community where people can live, work and play in a sustainable urban environment that is safe, vibrant and aesthetically pleasing.

Organizational core values reflect the operational principles by which the City provides the level of service the community expects and deserves. These include:

- * **Innovation** - Encourage new ideas that fulfill the policy direction of the Alameda City Council in a creative and transformative manner.
- * **Integrity** - Demand high moral standards and ethical principles in all decisions.
- * **Professionalism** - Promote leadership in management, and provide training and development of City employees to ensure the organization is current with the best municipal management practices.
- * **Flexibility** - Maintain a versatile and dynamic organization which can respond to the imperatives of constant change.



- * **Responsiveness** - Serve residents and businesses openly, promptly and respectfully.

The City Council's FY2018-19 Workplan identifies the following areas of focus:

- * Addressing housing, at all levels.
- * Efforts to reduce or eliminate homelessness.
- * Mitigating traffic congestion and promoting transportation safety.
- * Taking action on climate change.
- * Emergency preparedness.
- * Improving the local economy and attracting jobs.
- * Maintaining safety and quality of life.
- * Planning for fiscal and organizational stability.
- * Improving public infrastructure.

The City of Alameda has a two-year budget cycle. The FY2018-19 mid-cycle updated total budget for the City of Alameda and its Successor Agency is \$239 million (including a CIP of \$31 million), and there are 533 full-time equivalent staff positions.

CITY ATTORNEY CITY OF ALAMEDA, CA

THE OFFICE

The City Attorney's Office provides all legal services to the City Council, Boards and Commissions, City Manager, and Departments, pursuant to the terms of Article VIII Section 1 through 5 of the City Charter. In addition, the City Attorney's Office acts as General Counsel to the City as successor to the Community Improvement Commission, Public Utilities Board, and for the Alameda Point development, and is responsible for providing all municipal legal services. Risk Management is a division of the City Attorney's Office and works with Departments to eliminate or mitigate potential risk and preserve public property, as well as manage the City's Workers' Compensation program.

The Office mission statement is to provide sound and objective legal advice and representation to the City Council, in accordance with the highest ethical and professional standards.

Some of the key challenges facing the Office of the City Attorney include:

- * Continue to perform legal support for negotiating and drafting all legal documents and providing litigation services required by the City.
- * Maintain systems to provide City Council, Boards and Commissions, and Department Heads with timely and practical information on claims, litigation, statutory compliance and changes in law to facilitate compliance and benefit best practices.
- * Develop and provide Open Government training, including the Brown Act and the City's Sunshine Ordinance training, and provide ethics training for City staff and City officials.
- * Work with City's Rent Program Administrator to provide legal advice concerning implementation of the City's Rent Program. A significant percentage of the City's housing is currently rental property.
- * Work with the Building Division to handle code enforcement matters including informal resolutions and civil and criminal prosecution.

- * Work closely with the Community Development Department and Base Reuse Department and provide legal support on all aspects of law for major development projects, including the redevelopment of the former Naval Air Station at Alameda Point and the City's Northern Waterfront.
- * Work closely with the Public Utilities Board and Alameda Municipal Power and provide legal support on all aspects of public utilities law, including the Underground Utility District Program.
- * Work closely with the Public Works Department to provide legal advice and support regarding public contracting and public bidding issues, as well as provide legal support for major projects such as the new Fire Station No. 3 and the new Emergency Operations Center.
- * Assist the Mayor and Council in determining the appropriate rules and regulations relative to the growth and sale of cannabis within the City limits.
- * Ensure that the City's elected officials and staff are in compliance with the City Charter.

FY2018-19 goals and performance measures for the Office of the City Attorney include:

- * Provide high-quality, cost effective legal services that are responsive to the needs of the Council, its Boards and Commissions, and staff of the City of Alameda.
- * Continue to resolve pending litigation matters at the lowest possible cost to the City, while maintaining a strong City defense strategy.
- * Offer legal and risk management services necessary to minimize City liability and exposure.

The FY2018-19 Department budget is \$1.035 million with eight FTE staff.



CITY ATTORNEY

CITY OF ALAMEDA, CA

THE POSITION

The City Attorney is appointed by and directly responsible to the Mayor and City Council. Under general direction, he/she acts as legal advisor to and counsel for the City Council, Mayor, City Manager and City departments; performs difficult and responsible professional civil legal work for the City, its agencies, boards and commissions; and plans, organizes and directs activities of the City Attorney's Office and performs related work, as required.

Examples of duties include, but are not limited to:

- * Renders legal opinions to the City Council, Mayor, City Manager and department heads.
- * Analyzes legislation affecting the City.
- * Reviews proposed contracts, bond and financing papers, insurance policies and other documents affecting the City.
- * Monitors and controls liability claims and lawsuits.
- * Provides regular reports to the Mayor and City Council about outsourced legal work in terms of work status, incurred costs, and potential future costs.
- * Attends meetings of the City Council, Planning Commission, and other boards, commissions and committees as required, and renders legal advice on agenda items.
- * Prepares or reviews drafts and assists in the negotiation of proposed agreements; prepares or reviews ordinances, resolutions, deeds, pleadings, contracts and other legal documents.
- * Appears before courts and administrative bodies to represent the City's interest, as required.

- * Prosecutes for civil remedies to enforce City ordinances, abates public nuisances, recovers for damages to City property, and condemns property for public purpose and other matters.
- * Prepares and administers the Department budget.
- * Coordinates legal activities with other City departments and divisions, and with outside agencies; recommends and works with outside legal specialists engaged by the City.
- * Supervises, trains and evaluates staff.

THE CANDIDATE

Education, Experience and Licenses

- * Any combination of education and experience that would likely provide the required knowledge and abilities will be considered qualifying. A typical way to obtain the knowledge and abilities would include: a Juris Doctor degree, from an accredited law school; **and** admitted to practice and engaged in the practice of law in the State of California for a period of at least five years prior to appointment.
- * Requires membership in the State Bar of California.
- * The ideal candidate will be an experienced City Attorney or Assistant City Attorney from a comparably-sized, full-service urban city, or have experience with a county. Candidates will also be considered who are from a law firm specializing in public sector work and have prior experience as an attorney with a general purpose local government.
- * It would also be beneficial if he/she has administrative experience and is familiar with electric utilities, base reuse and has some litigation experience.



CITY ATTORNEY CITY OF ALAMEDA, CA

Knowledge, Skills and Abilities

The selected candidate should have excellent communication skills, both oral and written, as well as knowledge of: organization, duties, powers, limitations, and authority of municipal government, officials and municipal attorney's office operations; legal principles and practices, including civil, criminal, constitutional, and administrative law and procedure; ordinances, statutes, and court decisions relating to municipal corporations; laws and practices with specific reference to redevelopment and community development; judicial procedure and rules of evidence; methods of legal research; established precedents and sources of legal reference applicable to municipal activities; and thorough knowledge of principles and practices of public administration in respect to budgeting, supervision and training.

In addition, he/she should be able to: effectively plan, organize, monitor and direct the activities required of the City Attorney's Office; organize, interpret, and apply legal principles and knowledge of complex legal problems; effectively apply legal knowledge and principles in court; present statements of law, fact and argument clearly and logically; prepare and present difficult cases in legal proceedings; conduct research on complex legal problems and prepare sound legal opinions; properly interpret and make decisions in accordance with laws, regulations, and policies; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, public officials, other departments and agencies, and the general public; and ability to select, supervise, train and evaluate assigned staff.

Management Style and Personal Traits

The City of Alameda is seeking an experienced attorney who will keep the Mayor and Council informed in a timely, complete and accurate manner, and will present options to the Mayor and Council. He/She should be creative in finding solutions, get issues resolved in a timely manner, and meet deadlines. In addition, this person should work well with others at the City, ensure a cohesive team, and serve as a mentor to subordinate staff. He/She should protect the interests of the City and its elected officials, and maintain confidentiality.

The City would also like a City Attorney who is a strong negotiator, articulate, politically astute, tough, self-confident and independent. This person should be well-organized, decisive, mature, calm, even-tempered, and have a sense of urgency. He/She should also have a professional presence and be trustworthy and ethical, with integrity.



COMPENSATION

The salary for this position is open, with hiring dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include: flexible benefits plan (pre-tax monthly allowance is provided for PERS health insurance); City paid dental and life insurance; vacation, holidays and sick leave (no limit on accumulation of sick leave and unused sick leave may be converted to PERS service credit upon retirement); executive management leave; automobile allowance; long-term disability; optional benefits including vision care, flexible spending account, dependent care program, long-term care, additional life insurance, and 457 deferred compensation plans; as well as relocation assistance. Retirement is through the California Public Employees Retirement System (PERS) with a 2% @ 55 plan for classic members, based on single year highest compensation, and a 2% @ 62 plan for new members. Employee pays 8.868% as pre-tax contribution. While the City does not participate in Social Security, employees do contribute 1.45% for Medicare.

HOW TO APPLY

Send resumes (email preferred) by **November 19, 2018** to:

ROBERTS CONSULTING GROUP INC

PO Box 1127
Rancho Mirage, CA 92270
Phone: 424.522.2251
E-mail: robertsrcg@msn.com
Web: www.robertsrcg.com

An Equal Opportunity/ADA Employer

Female, Minority and Disabled Candidates are Encouraged to Apply

Additional information about the City of Alameda can be found on their website at www.alamedaca.gov