



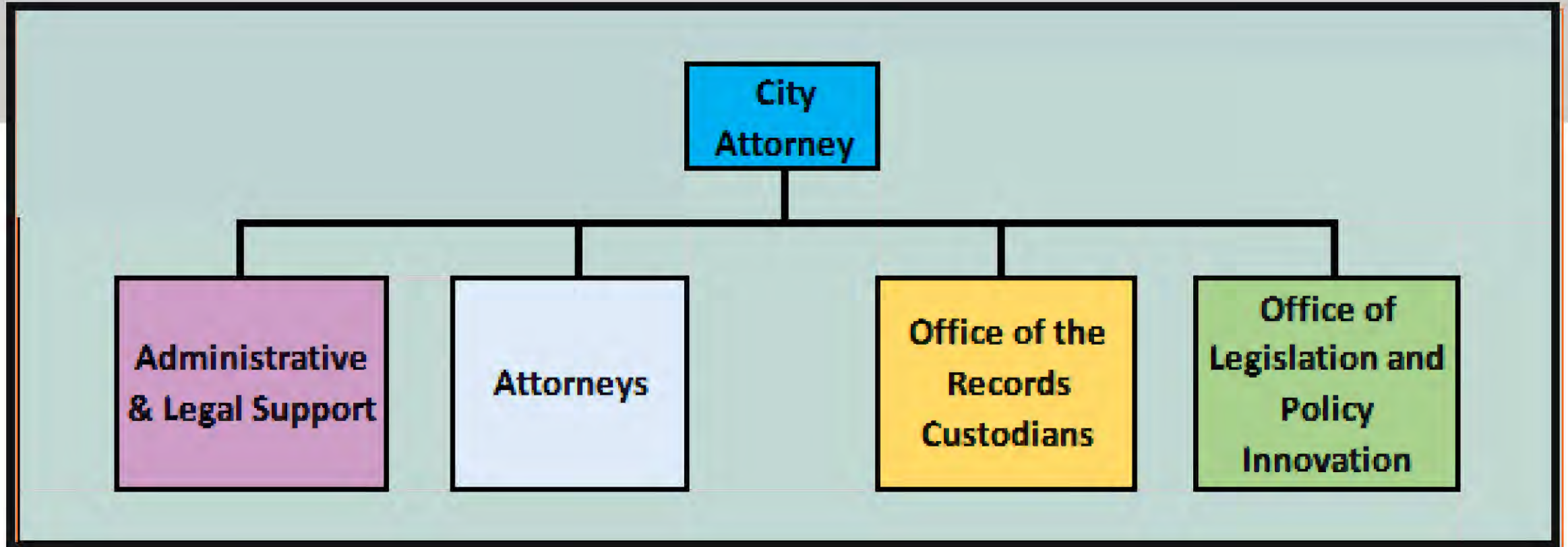
**CITY OF SANTA FE**  
City Attorney's Office

# City Attorney's Office Team



# City Attorney's Office Structure

The Mission of the City Attorney's Office is to advise, defend, and protect the City and enforce its laws in a timely and just manner.



# What is included in the CAO Budget?

**Approximately 77% of the CAO Budget (\$2.4M)  
supports employee salaries and benefits.**

## **Attorneys and Legal Support (12 FTE)**

- In-house counsel to the Municipal Corporation (the City), its elected officials, departments, employees, committees, and appointees
- Representation in City negotiations
- Prosecution of municipal citations
- Representation in administrative appeals, from land use appeals to certain employment-related matters
- Defense of other actions (declaratory actions, injunctions, etc.)
- Oversight of risk litigation counsel
- Discovery collection and production for risk litigation
- Nuisance abatement and foreclosure actions
- Legislation review
- Legal research
- Contract review, including procurements, MOUs, JPAs, leases, licenses, and real estate contracts
- Personnel matters review
- Policy review
- Trainings

# What is included in the CAO Budget?

Approximately 77 percent of the CAO Budget (\$2.4M) supports employee salaries and benefits.

## Legislative and Policy Staff (3 FTE)

- Coordinating legislative and policy requests
- Drafting bills, resolutions, and amendments
- Coordinating staff drafting of FIRs and memos
- Tracking and supporting committee review of legislation
- Agenda management for legislation
- Policy research, evaluation, and presentation
- Trainings

## Records Custodians (5 FTE)

- Facilitating records requests
- Tracking IPRA Requests
- Maintaining communications with requesters and staff
- Coordinating City response to IPRA Requests
- Responding to complaints
- Trainings

# What is included in the CAO Budget?

After personnel and benefits, the remainder (23% or \$738K) is primarily for “Services of Other City Departments” and “General Liability Assessment” (61% of non-personnel costs).

## Approximately 5% for Legal Contracts (\$150K)

- Specialized legal advice, including HIPAA
- Conflict counsel for City prosecution
- Special projects counsel, such as Midtown real estate disposition

## Approximately 19% for Other Costs (\$587K)

- General Liability Assessments
- Services to other Departments
- Software
- Dues and licensure costs
- Training and travel

# What is not in the CAO Budget?

- **Funding for**
  - 2 FTE of the 20 for 12 months, and
  - 1 FTE of the 20 for approximately 5 monthsThis is due to the 12% vacancy rate.
- **In FY25 thus far, CAO has had a 2.5% vacancy rate (6 months of 1 FTE equivalency):**
  - one month for a records specialist (July);
  - three months for an assistant city attorney (February-April);
  - two months for an administrative manager (March-April).
- **If CAO maintains its low vacancy rate, in FY26 it will need to find \$260K by either**
  1. Eliminating Contracts and reduce “other” expenditures by
    - a) Cancelling all legal contracts (\$150K); and
    - b) Eliminating 80% of other costs not dedicated to either “Services of Other Departments” or “General Liability Assessment” (which are 76% of the “Other” budget). This would also require canceling software licenses: Westlaw, Nextrequest, etc.; and/or
  2. Seeking funding or expense-coverage from client departments to fund contracts, training, and staff.

**Thank You**