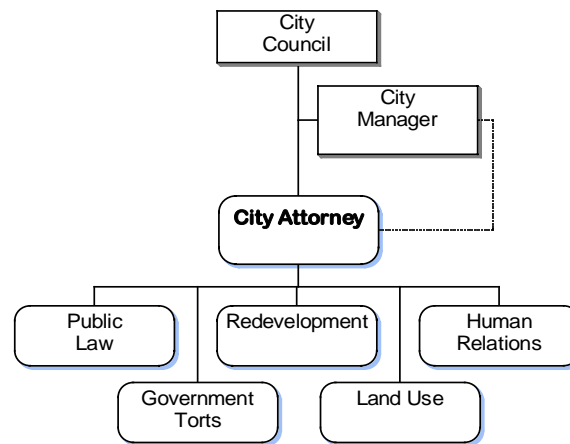


# CITY ATTORNEY

## Mission Statement

It is the mission of the Office of the City Attorney to defend and protect the interests of the City of Pomona and its various departments, the Redevelopment Agency, and other City entities. The Office of the City Attorney strives to provide responsive, cost-efficient legal services without compromising the standard necessary to achieve positive results on behalf of the City and for the overall benefit of the community. Furthermore, it is a goal of this office to facilitate and assist the City in meeting its needs to foster a positive association between local government and the community we serve.

## Organization Chart



## Department Description

The Office of the City Attorney serves as legal counsel for the City of Pomona and the various City departments. This office provides accurate and timely legal advice and support to the City Council on implementation of City policies and other matters of municipal jurisdiction, as well as identifies and interprets potential impacts of state and federal laws. The City Attorney provides legal advice and support to all departments and takes a proactive approach in rendering legal opinions on City issues, project contracts and agreements, personnel and employment matters, reviewing revenue and taxation issues, and drafting ordinances. The Office of the City Attorney evaluates civil suits filed against the City and/or Redevelopment Agency; provides legal defense in lawsuits filed against the City and Agency; and initiates legal actions on behalf of the City and/or Agency. This office works in conjunction with the Risk Management team in evaluating claims against the City and providing defense in employee grievance and labor related litigation. The City Attorney also serves as the general counsel to the Redevelopment Agency. The role of Agency counsel is to protect the interests of the Redevelopment Agency by providing accurate and timely legal support to the Agency Board and staff, advise the Executive Director on legal contract issues and, when appropriate, assist in Agency project negotiations.

## Department Summary

Program	FY 2006-07 Actuals	FY 2007-08 Budget	FY 2008-09 Adopted	Adopted Net Change
City Attorney	693,097	519,190	530,198	11,088
<b>TOTAL</b>	<b>\$693,097</b>	<b>\$519,190</b>	<b>\$530,198</b>	<b>\$11,008</b>

### Fiscal Year 2008 - 09 Service Level Changes

There are no service level changes to report for this program.

### Department Supplemental Requests

The City Attorney's Office has requested no supplemental requests for this fiscal year.

### City Council Strategic Goals

Goal #	Goal Description
2-5	Identify and assess all current programs for effectiveness. Modify existing programs as needed and develop new programs.
2-12	Investigate private and city services to eliminate duplication. Identify potential services that may be contracted.
3-8	Investigate money making opportunities relating to existing city services, ie., library, police, parks.
4-1	Promote staff participation in maintaining positive city appearance, stressing personal accountability.
4-2	Review, replace or restructure existing city commissions to help meet city vision by 6/30/05.
4-19	Promote our vision of "clean, safe, family neighborhoods".
5-19	Mandate Police Activities League program involvement for all officers.
5-21	Expand reserve program by offering incentives, ie., insurance or housing.
6-2	Establish consistent communication through personal contact.

## Adopted Expenditures for Fiscal Year Ending 06/30/2009

## FUND 101 General Fund

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
DEPT 0600 All City Attorney						
101-0600-51001 Salaries-Mgmt/Confidential	79,629.73	88,066	88,066	100%	94,733	8%
101-0600-51038 Overtime-Mgmt/Conf	75.98	0	1,200	N/A	0	N/A
101-0600-51040 Hourly	640.00	0	640	N/A	0	N/A
101-0600-51041 Overtime - Gen Svc	0.00	1,000	0	0%	1,000	0%
101-0600-51060 Bilingual Pay	500.16	0	260	N/A	250	N/A
101-0600-51075 Sick Leave/Vac Buyback	1,680.97	2,750	1,732	63%	2,750	0%
101-0600-51800 Benefits-Non Sworn	30,863.70	29,070	29,070	100%	30,289	4%
101-0600-51860 Benefits-Hourly	9.28	0	0	N/A	0	N/A
Total Personnel	113,399.82	120,886	120,968	100%	129,022	7%
101-0600-52060 Office Supplies	1,154.43	1,200	1,200	100%	1,200	0%
101-0600-52063 Postage	275.97	300	300	100%	300	0%
101-0600-52064 Printing & Copying	1,556.69	700	1,000	143%	1,000	43%
101-0600-52140 Dues & Subscriptions	1,097.94	900	900	100%	900	0%
101-0600-52144 Legal Books & Periodicals	17,253.77	15,500	15,047	97%	15,500	0%
101-0600-52285 Controllable Contract Services	75.90	0	0	N/A	0	N/A
101-0600-52403 Computer Related Acquisitions	1,361.55	1,500	1,500	100%	1,500	0%
101-0600-52430 Other Supplies/Materials	0.00	870	800	92%	800	8-%
101-0600-52581 Office Equip Maint/Repair	405.19	500	420	84%	550	10%
Total Controllable Exp	23,181.44	21,470	21,167	99%	21,750	1%
101-0600-52200 Legal Expense	6,850.46	210,000	10,000	100%	10,000	95-%
101-0600-52274 Required Contract Services	297,029.40	288,290	288,290	100%	313,709	9%
101-0600-52305 Supplemental Legal Services	319,308.07	396,000	576,000	395%	157,000	60%
101-0600-52572 Lease Equipment-Citywide	0.00	1,560	1,560	100%	1,560	0%
Total Required Exp	623,187.93	895,850	875,850	196%	482,269	46-%
101-0600-52121 Telephone Service Expense	2,584.88	1,355	1,047	77%	1,115	18-%
Total Utilities	2,584.88	1,355	1,047	77%	1,115	18-%
101-0600-52185 Info Systems Allocation	4,805.00	8,338	8,338	100%	7,148	14-%
101-0600-52235 Claims Exp - Liab	0.00	3,826	3,826	189%	473	88-%
101-0600-52245 Ins - Liability	1,084.00	2,763	2,763	100%	2,267	18-%
101-0600-52246 Ins - Unemployment	120.00	195	195	100%	122	37-%
101-0600-52247 Ins - Workers' Compensation	652.00	2,019	2,019	100%	1,821	10-%
Total Alloc Costs & Self Ins	6,661.00	17,141	17,141	112%	11,831	31-%
101-0600-59970 Recovered Costs-Admin Svc Chg	(75,918.21)	(85,748)	(77,974)	91%	(115,789)	35%
Total Recovered Cost	(75,918.21)	(85,748)	(77,974)	91%	(115,789)	35%
TOTAL All City Attorney	693,096.86	519,150	958,199	185%	530,198	45-%

**CITY ATTORNEY - City Attorney (601)**

**Department: 600 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	645,987	-	645,987	1.70
Recovered Costs	(115,789)	-	(115,789)	
<b>Total</b>	<b>\$530,198</b>	<b>-</b>	<b>\$530,198</b>	<b>1.70</b>

**Program Description**

The Office of the City Attorney serves as legal counsel for the City of Pomona and the Redevelopment Agency. The City Attorney provides legal advice and support to the City Council, Administration and all City departments and commissions. Legal guidance and support is provided on City and Redevelopment matters, including, but not limited to, development and implementation of City ordinances and policies, land use and development projects, campaign and conflict of interest issues, personnel matters, contract review and preparation, potential impacts of state and federal laws, and agenda preparation and brown act compliance.

**Program Responsibilities**

- The Office of the City Attorney serves as legal counsel for the City of Pomona and the various City departments. This office provides accurate and timely legal advice and support to the City Council on implementation of City polices and other matters of municipal jurisdiction, as well as identifies and interprets potential impacts of state and federal laws. The City Attorney provides legal advice and support to all departments and takes a proactive approach in rendering legal opinions on City issues, project contracts and agreements, personnel and employment matters, reviewing revenue and taxation issues, and drafting ordinances.
- The Office of the City Attorney evaluates civil suits filed against the City and/or Redevelopment Agency; provides legal defense in lawsuits filed against the City and Agency; and initiates legal actions on behalf of the City and/or Agency. This office works in conjunction with the Risk Management team in evaluating claims against the City and providing defense in employee grievance and labor related litigation.
- The City Attorney also serves as the general counsel to the Redevelopment Agency. The role of Agency counsel is to protect the interests of the Redevelopment Agency by providing accurate and timely legal support to the Agency Board and staff, advise the Executive Director on legal contract issues and, when appropriate, assist in Agency project negotiations.

**Service Level Changes**

There are no service level changes to report for this program.