

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.

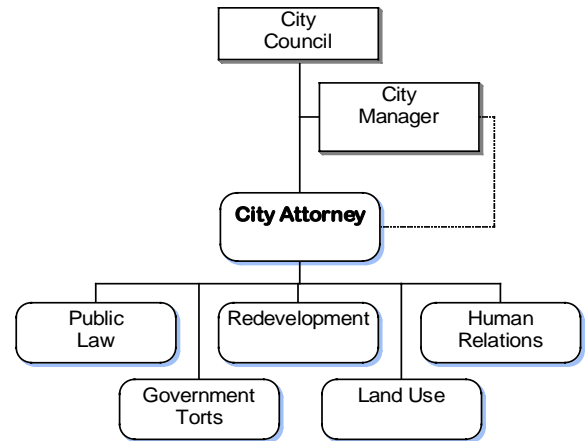
- Department Function -

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.

- Department Organizational Chart -



- Expenditure Summary -

Division / Program	2005-06 Actual	2006-07 Budget	2007-08 Adopted
City Attorney	847,695	723,991	517,128
	847,695	723,991	517,128

In addition to these costs, services provided to other funds are charged directly to those funds and are not shown here.

- Performance Indicators -

Indicator	2005-06 Actual	2006-07 Estimate	2007-08 Estimate
Develop City ordinances	22	23	TBD
Develop City resolutions	80	100	TBD
Represent City at various hearings	50	72	TBD
Lawsuits defended on behalf of City	13	10	TBD
Subpoenas processed	40	31	TBD
Process Public Record Requests	25	38	TBD
Draft/review Disposition & Development Agreements (DDAs)	30	13	TBD
Draft, review Owner Participation Agreements (OPAs)	10	5	TBD
Draft, review MOU's/License Agreements	15	25	TBD

Department: City Attorney	Division: City Attorney	Fund: General
Department #: 0600	Division #: 0601	Fund #: 101

Division 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.

2007-08 Adopted Budget Numbers

Fund	Expense	Revenue	Exp less Rev	Allocated Staff
General	602,876		602,876	1.70
Recovered Cost	(85,748)		(85,748)	
Total	517,128	-	517,128	1.70

Supplemental Requests

Item	Justification	Amount
2 New Office Chairs	These 2 new secretarial chairs are for the departments Administrative Assistant and Legal Administrative Assistant work stations. Both chairs are in the condition to be replaced.	870

Service level changes based on proposed spending level:

Service	Change

Programs and Service Indicators

Program	Indicator
Provide legal support to City Council and City departments	On-going
Prepare legal documents	As needed
Legal research and legal opinions	As needed
Represent City in litigation matters	As needed
Advise staff in personnel matters	As needed
Advisory to Historic Preservation Commission	On-going
Advisory to Planning Commission	On-going
Advisory to Board of Parking Place Commission	On-going
Process Subpoenas and appear on Pichess Motions	On-going
Draft ordinances and resolutions	As needed
Prepare agenda reports	As needed

Status of Department Goals

Goal Year	Goal	Status
		On November 21, 2005 Special Counsel Referral Policy was approved.
05-06	Monitor outside counsel for cost control and quality of legal services provided.	On-going
05-06	Find ways to enhance and improve communications and services to the City Manager and Department Directors. (Council goal 6-2)	On-going
06-07	Provide City Council and staff with the highest quality expert legal advice in a timely manner.	On-going
06-07	Provide legal guidance on adopting policies	On-going

City Council Strategic Goal

Goal No:	Goal Description	Cost
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 06/30/2008

FUND 101 General Fund

	2005-2006 YEAR-END ACTUALS	2006-2007 ADOPTED BUDGET	2006-2007 YEAR-END ESTIMATE	% BUD VS EST	2007-2008 ADOPTED BUDGET	% BUDGET CHANGE
DEPT 0600 All City Attorney						
101-0600-51001 Salaries-Mgmt/Confidential	74,918.91	78,591	78,229	100%	88,066	12%
101-0600-51038 Overtime-Mgmt/Conf	1,535.81	0	64	N/A	0	N/A
101-0600-51040 Hourly	570.00	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	323.02	0	0	N/A	0	N/A
101-0600-51075 Sick Leave/Vac Buyback	2,651.77	2,750	1,680	61%	2,750	0%
101-0600-51800 Benefits-Non Sworn	28,643.23	30,538	31,116	102%	29,070	5-%
101-0600-51860 Benefits-Hourly	8.27	0	10	N/A	0	N/A
Total Personnel	108,651.01	112,879	111,739	99%	120,886	7%
101-0600-52060 Office Supplies	1,614.37	1,200	1,200	100%	1,200	0%
101-0600-52063 Postage	270.99	300	300	100%	300	0%
101-0600-52064 Printing & Copying	638.41	700	700	100%	700	0%
101-0600-52140 Dues & Subscriptions	725.88	830	950	114%	900	8%
101-0600-52144 Legal Books & Periodicals	18,740.20	15,047	15,047	100%	15,500	3%
101-0600-52285 Controllable Contract Services	24,950.00	0	0	N/A	0	N/A
101-0600-52403 Computer Related Acquisitions	1,029.36	1,453	1,500	103%	1,500	3%
101-0600-52430 Other Supplies/Materials	0.00	0	0	N/A	870	N/A
101-0600-52581 Office Equip Maint/Repair	317.52	550	420	76%	500	9-%
Total Controllable Exp	48,286.73	20,080	20,117	100%	21,470	7%
101-0600-52200 Legal Expense	18,597.47	10,000	10,000	100%	10,000	0%
101-0600-52274 Required Contract Services	281,467.20	288,288	288,288	100%	288,290	0%
101-0600-52305 Supplemental Legal Services	463,901.06	365,000	365,000	100%	146,000	60-%
101-0600-52572 Contracts-Lease Equip	0.00	0	0	N/A	1,560	N/A
Total Required Exp	763,965.73	663,288	663,288	100%	445,850	33-%
101-0600-52121 Telephone Service Expense	2,889.95	2,982	2,982	100%	1,355	55-%
Total Utilities	2,889.95	2,982	2,982	100%	1,355	55-%
101-0600-52185 Info Systems Allocation	4,731.49	4,805	4,805	100%	8,338	74%
101-0600-52245 Ins - Liability	1,107.00	1,084	1,084	100%	2,763	155%
101-0600-52246 Ins - Unemployment	113.00	120	120	100%	195	63%
101-0600-52247 Ins - Workers' Compensation	676.00	652	652	100%	2,019	210%
Total Alloc Costs & Self Ins	6,627.49	6,661	6,661	100%	13,315	100%
101-0600-59970 Recovered Costs-Admin Svc Chg	(82,726.05)	(81,899)	(80,186)	98%	(85,748)	5%
Total Recovered Cost	(82,726.05)	(81,899)	(80,186)	98%	(85,748)	5%
TOTAL All City Attorney	847,694.86	723,991	724,601	100%	517,128	29-%