

CITY ATTORNEY'S OFFICE

MISSION

The City Attorney's Office strives to provide legal services in a timely manner. In order to become one of the best in-house municipal law offices in the state, we endeavor to educate ourselves in developing aspects of the law; and whenever our workload requires it, learn new specialty areas of Law to enhance and economize our use of outside specialty counsel.

2006/07 DEPARTMENT GOALS

Acquire the full number of allocated staff members to work with the City Council as its legal advisor and to act as general counsel to all City departments, the Richmond Community Development Agency and the Richmond Housing Authority

The Nuisance Abatement Program will continue to be a priority

Work diligently with the Police Department to maintain and ensure the safety and well being of our citizens

Reduce the use and cost of outside legal counsel by increasing our expertise in the areas of finance, human resources, and redevelopment

Reduce the use and cost of outside counsel by using the competitive bidding process for outside counsel selection when it would be advantageous to do so

Create the new position of City Prosecutor

CITY ATTORNEY**ACCOMPLISHMENTS 2005-2006:**

Requests for Legal Opinions: This office has developed a procedure to meet the legal needs of City departments quickly and efficiently. This procedure begins and ends with the submittal of a Request for Legal Opinion. Our office processed approximately 369 Requests for Legal Opinions covering such varied items as contracts, statute interpretation, policy implementation, drafting/amending City ordinances and resolutions, etc. This number is reduced from previous years because the Police Department and Redevelopment Agency have attorneys who are assigned to those departments exclusively. This “of counsel” arrangement eliminates the need to submit a formal opinion request.

Abatement Activities: We continue to work closely with the Police Department to obtain warrants and litigate lawsuits for code compliance related to abandoned vehicles, nuisance properties and drug houses. To that end, this office litigated 18 personal injury/property damage actions, 7 code violations and/or abatement cases, and had warrants issued for 477 vehicles and 66 warrants for property abatement.

Records Requests: This office must review and approve all requests for information presented to the City before information is released. We have received and responded to 13 requests for information and 2 appearance and/or document subpoenas. This number includes public records requests.

Pitchess Motions: In criminal cases, Pitchess motions are filed to discredit an officer by obtaining records which may evidence citizens’ complaints of acts such as racial bias, untruthfulness and excessive force. We filed 18 oppositions to these types of motions.

Redevelopment: This office has assigned one of its attorneys to work full-time with the RRA. Major projects include the Civic Center revitalization project, Macdonald 80 Shopping Center, Transit Village project, West Macdonald Avenue Improvements project and the Miraflores project.

OBJECTIVES 2005-2006:**STATUS**

Acquire the full number of allocated staff members to work with the City Council as its legal advisor and to act as general counsel to the City departments, the Richmond Redevelopment Agency, the Richmond Housing Authority, the Surplus Property Authority, and the Port.

In-Progress

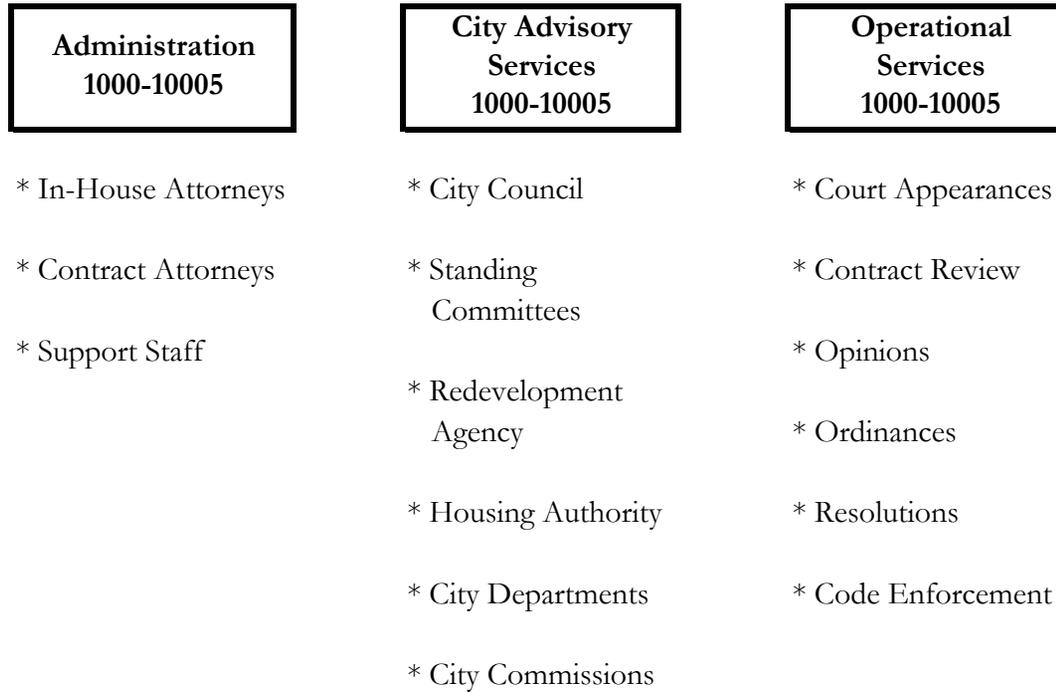
The Abatement Program will continue to hold priority status and we will work diligently with the Police Department to maintain and ensure the safety and well-being of our citizens.

In-Progress

Attempt to reduce the use and cost of outside counsel by increasing our expertise in the areas of municipal law, i.e., finance, human resources, real estate development, etc.

Accomplished

CITY ATTORNEY PROGRAM ORGANIZATIONAL CHART

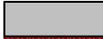


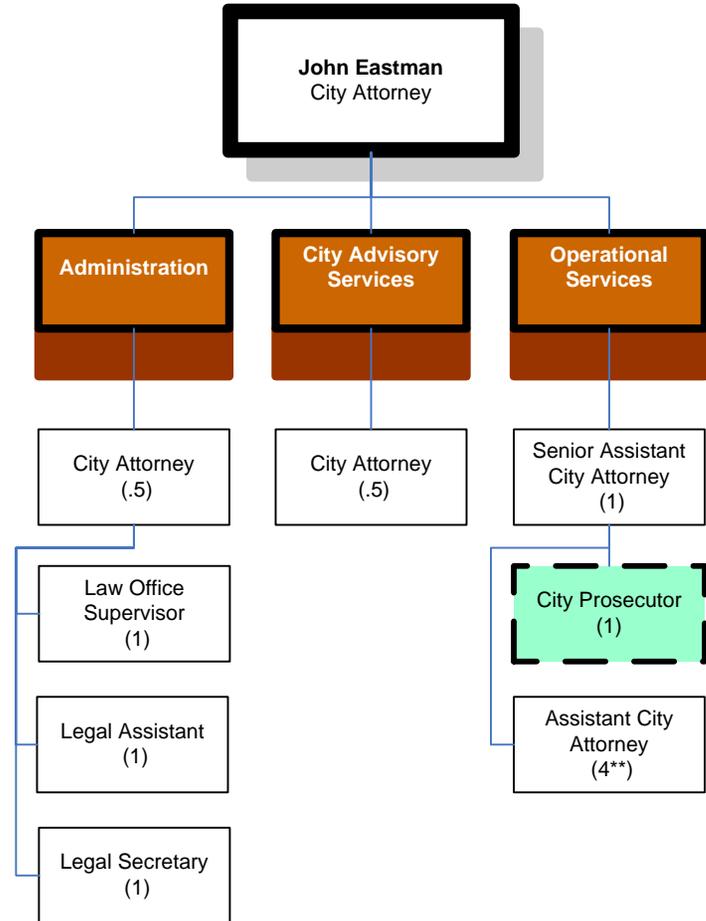


City Attorney's Office 2007 Organizational Chart

Existing FTE* = 9, Proposed FTE* = 10

Legend:

	Existing Pos.		Main Program
	Proposed Pos.		Sub-Program



****One (1) position 100% budgeted by Richmond Community Redevelopment Agency**

Department
Overview

City Attorney's Office		MULTI-YEAR COMPARATIVE POSITION LISTING		
Staff Summary	Actual 2003/2004	Actual 2004/2005	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Admin. Secretary	2.0	1.0	0.7	
Asst. City Attorney	5.0	3.0	3.0	3.0
Interim City Attorney		1.0	0.3	
Legal Assistant	2.0	2.0	1.7	1.0
City Attorney	1.0	1.0	1.0	1.0
Law Office Supervisor			0.3	1.0
Legal Secretary			0.3	1.0
Sr. Asst. City Attorney			0.7	1.0
City Prosecutor				1.0
TOTAL Full-time Equivalents (FTEs)	10.0	8.0	8.0	9.0

DEPARTMENT FINANCIAL SUMMARY

FUNDING SOURCE/S	Actual 2003/2004	Actual 2004/2005	Adopted Budget 2005/2006	Proposed Budget 2006/2007
General Fund				\$ 2,009,628
City Attorney Fees				\$ 110,000
TOTAL FUNDING				\$ 2,119,628

EXPENDITURES	Actual 2003/2004	Actual 2004/2005	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Personnel Services	\$ 1,331,281	\$ 828,499	\$ 1,150,922	\$ 1,400,301
Contractual Services	\$ 33,111	\$ 178,084	\$ 83,700	\$ 330,000
Other Operating Expenses	\$ 70,345	\$ 62,961	\$ 122,000	\$ 132,155
Capital Outlay				
Allocated Costs	\$ 6,656	\$ 224,369	\$ 287,998	\$ 257,172
TOTAL EXPENDITURES	\$ 1,441,393	\$ 1,293,912	\$ 1,644,620	\$ 2,119,628
TOTAL BUDGET	\$ 1,441,393	\$ 1,293,912	\$ 1,644,620	\$ 2,119,628

Estimated Budget by Program				Proposed Budget 2006/2007
City Attorney				\$ 2,119,628
TOTAL BUDGET				\$ 2,119,628

City Attorney

Service Level

Provide legal opinions to City and Council staff

Service Level
Enhancement

Respond to requests for legal opinions within five business days
95% of the time

Performance
Measure

Number of legal opinions completed
Number of legal opinions completed within 5 days of
submission

Service Level

Review and approve contracts

Service Level
Enhancement

Review and approve contracts within 21 days 90% of the time

Performance
Measure

Number of contracts submitted
Number of contracts approved within 21 days of submission

Service Level

Prepare ordinances upon City Council direction

Service Level
Enhancement

Prepare ordinances in time for next regular City Council
meeting 80% of the time

Performance
Measure

Number of ordinances prepared
Number of ordinances prepared in time for next regular City
Council meeting

City Attorney (Con't)

Service Level

Provide legal services to the satisfaction of City staff

Service Level
Enhancement

Conduct survey to determine the level of satisfaction of City staff with the City Attorney's office

Performance
Measure

Was survey conducted?

What is the baseline level of satisfaction with City Attorney services?

Service Level

Provide legal advice to Police Department

Service Level
Enhancement

Assign in-house attorney to Police Department

Performance
Measure

Was attorney assigned to Police Department?

Service Level

Improve the City Attorney's department's capacity as general counsel

Service Level
Enhancement

Reduce the reliance on outside transactional counsel

Performance
Measure

Cost of outside counsel

2005/06 2006/07