

Policy and Mission Statement Fresno City Attorney's Office

The mission of the Fresno City Attorney's Office is to provide the highest quality legal services to the elected officials, administration, and staff of the City of Fresno. Legal services consist of legal research and advice, preparing legal documents, prosecuting on behalf of and defending the City in court and administrative proceedings, assisting with legislative and administrative meetings and hearings, and improving the community through all of these means.

The City Attorney's Office is to remain impartial, objective, and must avoid taking positions on City policy. The City Attorney's Office provides a full range of legal options concerning the matters at issue, including any associated legal advantages and risks, so that clients may make informed policy and business decisions.

The City Attorney's Office assists the policy decision makers to achieve their objectives and is never to be an obstacle or hindrance to those objectives. The City Attorney's Office should inquire about client objectives and then tailor the services provided to meet the objectives. Advice should be timely, clear, concise, and complete.

The City Attorney's Office should be creative and innovative where necessary, not bound by historical practices that do not best serve current needs.

The City Attorney's Office must keep confidences when appropriate and share information when appropriate. A high degree of discretion is necessary at all times. The City Attorney's Office should ensure the Council, Mayor, and Manager are informed of and in agreement with the City Attorney's policies concerning confidences and sharing of information.

The City Attorney should effectively manage the office and outside counsel so that all are informed of these policies and mission. It is the responsibility of the City Attorney to ensure all lawyers and staff providing the City legal services are efficiently and effectively meeting client needs and are fulfilling this mission.