

City Attorney



DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Attorney		4801 City Attorney

Overview

The City Attorney considers, reviews, and provides opinions and direction on matters requiring professional and objective legal analysis; provides legal representation on all matters directed by the City Council and/or City Manager; and confers with other legal counsel on matters affecting the City.

Budget Distribution	Current Authorization	Department Request	Manager Recommended	Council Approved
Personnel Services	24,212	27,605	27,605	27,605
Services and Supplies	240,287	244,883	212,883	212,883
Capital Outlay	0	0	0	0
Total	264,499	272,488	240,488	240,488
Personnel Authorized	1 (PT)	1 (PT)	1 (PT)	1 (PT)

Source of Funds

General Fund	264,499	272,488	240,488	240,488
Total	264,499	272,488	240,488	240,488

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
City Attorney		4801 City Attorney

Work Program

1. Retained legal counsel for the City; advises City Council and staff on legal matters.
 2. Represents the City in administrative and court actions.
 3. Recommends alternative representation for cases requiring specialized legal assistance; confers with other legal counsel on matters of litigation.
 4. Reviews ordinances, agreements, and resolutions for legal form; signs as legal counsel on official documents.
 5. Drafts legal documents as required.
 6. Attends City Council meetings as staff counsel; attends other meetings as required.
 7. Reviews claims against the City; recommends appropriate courses of action.
 8. Advises City Council and staff on pending litigation.
 9. Ensures compliance with open-meeting requirements.
 10. Deputy City Attorney serves as staff counsel at Planning Commission meetings.
 11. Deputy City Attorney serves as alternate for City Attorney.
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Personnel Services

Funding requested is for salary - \$14,400; and benefits - \$13,205. Total: \$27,605.

Services and Supplies

Funding requested is for travel and meetings - \$2,035; legal services/court costs - \$115,000; special legal services - \$127,000; general liability insurance - \$508; other insurance - \$90; miscellaneous - \$250.
Total: \$244,883.

Capital Outlay

No funding requested.
