



# 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	27,605	30,180	30,180	30,180
Services and Supplies	212,883	212,580	182,330	182,330
Capital Outlay	0	0	0	0
<b>Total</b>	<b>240,488</b>	<b>242,760</b>	<b>212,510</b>	<b>212,510</b>
<b>Personnel Authorized</b>	1.00 (PT)	1.00 (PT)	1.00 (PT)	1.00 (PT)

### Source of Funds

General Fund	240,488	242,760	212,510	212,510
<b>Total</b>	<b>240,488</b>	<b>242,760</b>	<b>212,510</b>	<b>212,510</b>

## PROGRAM BUDGET SUMMARY - 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
City Attorney		4801 City Attorney

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### **Work Program**

1. Retained legal counsel for the City; advises City Council and staff on legal matters.
2. Represents the City in administrative law and civil 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; approves legal documents as to form.
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**

Salary requested is for: City Attorney salary (1.00) - \$14,400. Cost allocations are as follows: part-time salaries - \$14,400; benefits - \$15,780. Total: \$30,180.

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### **Services and Supplies**

Funding requested is for: travel and meetings - \$1,635; legal services/court costs - \$100,000; special legal services - \$110,000; general liability insurance - \$502; other insurance - \$193; miscellaneous - \$250. Total: \$212,580.

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### **Capital Outlay**

No funding requested.

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