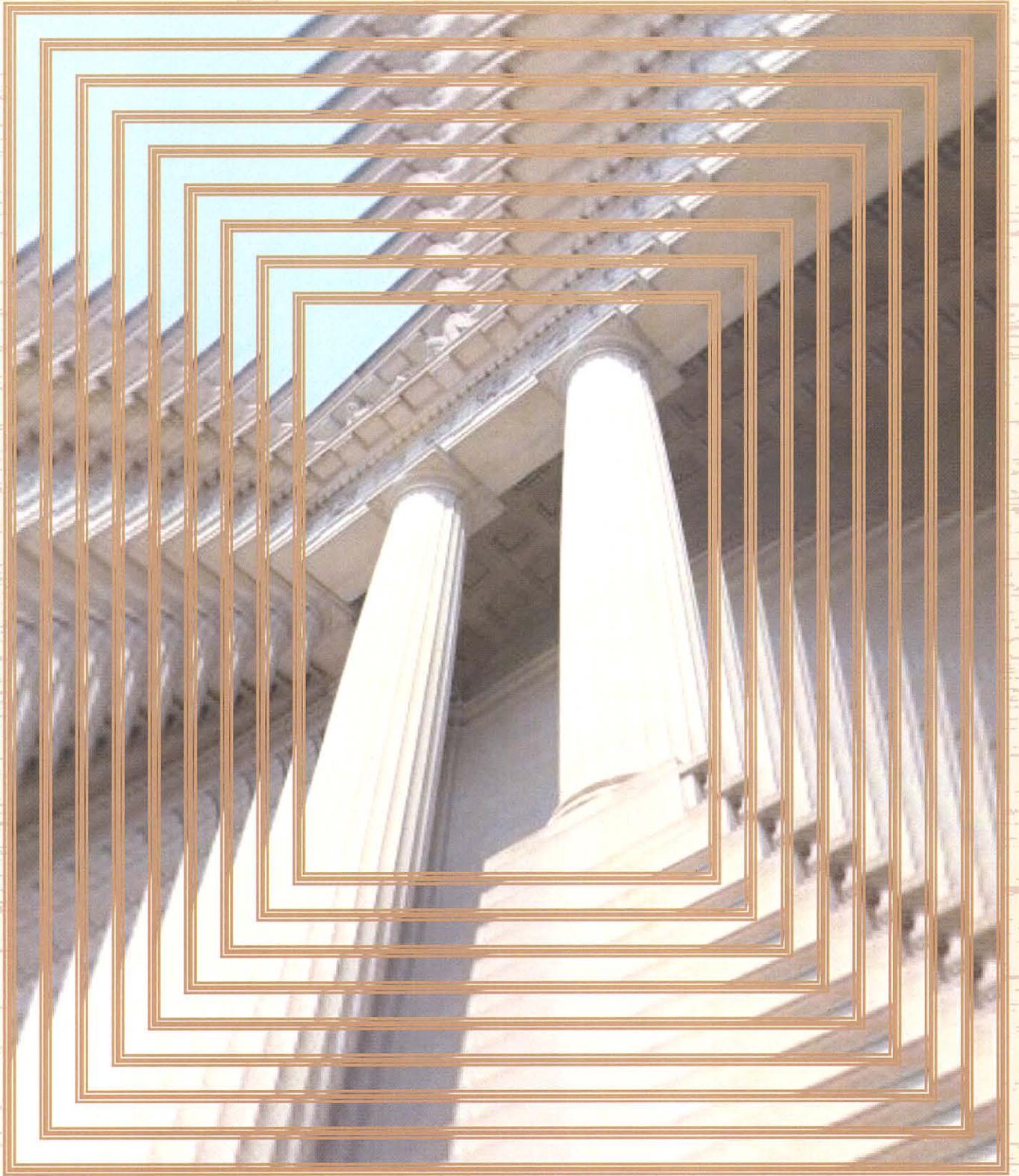


CITY ATTORNEY



DEPARTMENT BUDGET SUMMARY

Department	DivisionProgram
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	30,180	23,593	23,593	23,593
Services and Supplies	182,330	168,601	168,601	168,601
Capital Outlay	0	0	0	0
Total	212,510	192,194	192,194	192,194
Personnel Authorized	1 (PT)	1 (PT)	1 (PT)	1 (PT)

Source of Funds

General Fund	212,510	192,194	192,194	192,194
Total	212,510	192,194	192,194	192,194

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
City Attorney		4801 City Attorney

Work Program

1. Retained legal counsel for the City—advise City Council and staff on legal matters.
2. Represent the City in administrative law and civil court actions.
3. Recommend counsel representation for cases requiring specialized legal assistance; confer with other legal counsel on matters of litigation.
4. Review ordinances, agreements, and resolutions for legal form; approve legal documents as to form.
5. Draft legal documents as required.
6. Attend City Council meetings as staff counsel; attend other meetings and provide legal representation as required.
7. Review claims against the City; recommend appropriate courses of action.
8. Advise City Council and staff on pending litigation.
9. Ensure compliance with open-meeting requirements.
10. Deputy City Attorney serves as staff counsel at Planning Commission meetings.
11. Deputy City Attorney serves in the absence of the City Attorney.

Personnel Services

Cost allocations are as follows: City Attorney (1.00) part-time wages - \$14,400; benefits - \$9,193. Total: \$23,593.

Services and Supplies

Funding requested is for: service awards - \$250; travel and meetings - \$2,844; legal services/court costs - \$70,000; special legal services - \$95,000; general liability insurance - \$368; other insurance - \$139. Total: \$168,601.

Capital Outlay

No funding requested.
