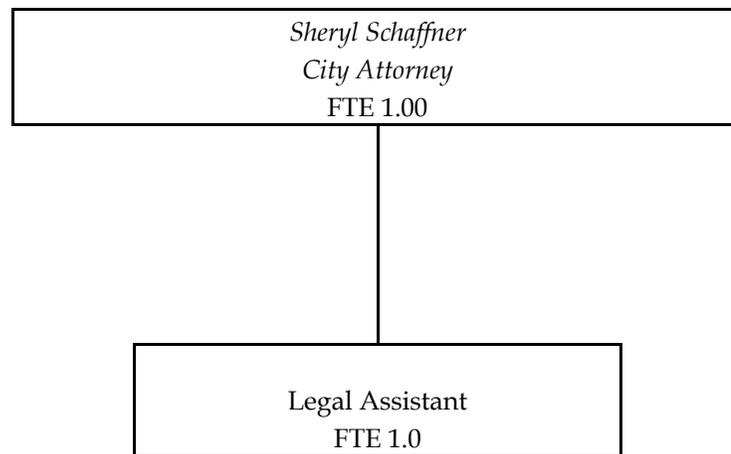


City Attorney Department



Mission.

Provide correct, helpful and cost-effective legal representation and advice to the City Council and City departments in matters of law pertaining to the functioning of the City.

Department Summary

City Attorney



DEPARTMENT DESCRIPTION:

The City Attorney Department ensures that the city conducts its activities legally, represents the city in civil litigation, and ensures that violators of City law are prosecuted. Program goals include: 1) minimum liability exposure; 2) prompt and thorough legal advice; and 3) general compliance with City laws and regulations. The department has four major activities:

- Legal review and advice. Reviewing ordinances, resolutions and contracts; providing legal advice to council members and staff members (40 percent of the department).
- Legal representation. Representing the City at Council and Planning Commission meetings, initiating civil litigation on behalf of the city and defending the City against litigation and claims (30 percent of the department).
- Document preparation. Preparing ordinances, resolutions, contracts, legal pleadings, reports, correspondence and other legal documents (20 percent of the department).
- Enforcement. Enforcing and prosecuting violations of the municipal code (10 percent of the department).

	<u>2006-07 Actual</u>	<u>2007-08 Amended Budget</u>	<u>2007-08 Estimated</u>	<u>2008-09 Budget</u>
EXPENDITURES BY PROGRAM:				
Legal Services	\$233,450	\$296,791	\$292,540	\$253,457
Total	\$233,450	\$296,791	\$292,540	\$253,457

EXPENDITURES BY CATEGORY:				
Salaries and Benefits	\$179,735	\$228,514	\$228,640	\$224,612
Materials and Services	50,923	68,277	63,900	28,845
Capital Outlay	2,792			
Total	\$233,450	\$296,791	\$292,540	\$253,457

REVENUES BY FUND:				
General Fund	\$233,450	\$296,791	\$292,540	\$253,457
Total	\$233,450	\$296,791	\$292,540	\$253,457

	<u>2006-07 Actual</u>	<u>2007-08 Actual</u>	<u>2008-09 Budget</u>
PERSONNEL:			
Full-time Positions			
City Attorney	1.00	1.00	1.00
Legal Assistance	1.00	1.00	1.00
Total	2.00	2.00	2.00

	<u>2006-07 Actual</u>	<u>2007-08 Actual</u>	<u>2008-09 Budget</u>
FULL TIME EQUIVALENT SUMMARY BY FUND:			
General Fund	2.00	2.00	2.00
Total	2.00	2.00	2.00

SERVICE LEVEL CHANGES:

None

General Government



DEPARTMENT: City Attorney
PROGRAM: Legal Services

FUND: General
ACCOUNT: 41450

PROGRAM GOALS:

Provide training to staff related to legal and legislative changes and to keep them knowledgeable of the laws that affect our city. Protect the City Council, staff and other City entities from adverse legal consequences based on City action or failure to act by providing prompt and accurate legal advice. Provide updates to the City Council on changes in the law affecting the City as necessary. Continue to review and prepare ordinances, resolutions, contracts and agreements. Represent the City, its officers, employees and citizens through legal action and lawsuits when necessary. Hire outside counsel when necessary and manage their work in the most cost effective manner.

PROGRAM OBJECTIVES:

To keep staff knowledgeable of the laws that affect our city and current on legal and legislative changes send them to needed training. Have a staff member attend all City Council and Planning Commission meetings, to protect the City Council, staff and other City entities from adverse legal consequences based on City action or failure to act by providing prompt and accurate legal advice. Meet with Council and staff as necessary to provide responsive and timely updates on changes in the law affecting the City. To ensure adherence to the laws, review and prepare ordinances, resolutions, contracts and agreements. Initiate legal action to defend the City, its officers, employees and citizens from lawsuits when necessary. Manage the work of outside hired work in the most cost effective manner when needed.

PERFORMANCE MEASURES:

Program/Service Outcomes: (based on program objectives)	2006-05 Actual	2007-08 Target	2007-08 Estimated	2008-09 Budget
Continue to review and prepare ordinances, resolutions, contracts and agreements.	Yes	Yes	Yes	Yes
Legal action to defend City/Employees	Yes	Yes	Yes	Yes
Manage outside help cost effectively	Yes	Yes	Yes	Yes

Program/Service Outputs: (goods, services, units produced)

Number of training seminars	2	6	2	6
Attend City Council and Planning Commission meetings	50	50	50	50
Provide updates to the City Council on changes in the law affecting the City as necessary	2	4	2	4