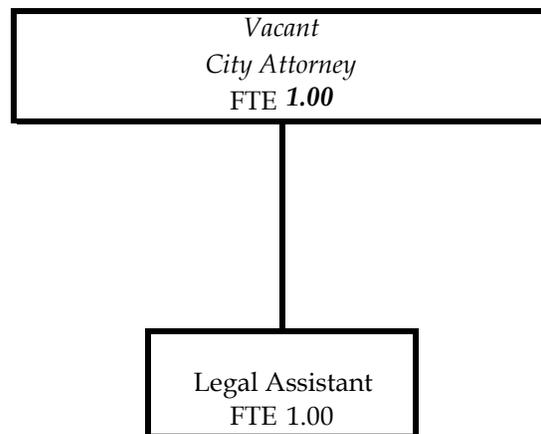


City Attorney Department



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>2009-10 Actual</u>	<u>2010-11 Amended Budget</u>	<u>2010-11 Estimated</u>	<u>2011-12 Budget</u>
EXPENDITURES BY PROGRAM:				
Legal Services	\$ 260,874	\$ 279,966	\$ 275,249	\$ 304,290
Total	<u>\$ 260,874</u>	<u>\$ 279,966</u>	<u>\$ 275,249</u>	<u>\$ 304,290</u>
EXPENDITURES BY CATEGORY:				
Salaries and Benefits	\$ 230,846	\$ 233,684	\$ 95,790	\$ 252,508
Materials and Services	30,028	46,282	179,459	51,782
Total	<u>\$ 260,874</u>	<u>\$ 279,966</u>	<u>\$ 275,249</u>	<u>\$ 304,290</u>
REVENUES BY FUND:				
General Fund	\$ 260,874	\$ -	\$ -	\$ -
Internal Operations Fund	-	279,966	275,249	304,290
Total	<u>\$ 260,874</u>	<u>\$ 279,966</u>	<u>\$ 275,249</u>	<u>\$ 304,290</u>

General Government

DEPARTMENT: City Attorney

FUND: General Fund
Internal Operations



PROGRAM: Legal Services

ACCOUNT: 41450

	<u>2009-10</u> <u>Actual</u>	<u>2010-11</u> <u>Actual</u>	<u>2011-12</u> <u>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>2009-10</u> <u>Actual</u>	<u>2010-11</u> <u>Actual</u>	<u>2011-12</u> <u>Budget</u>
FULL TIME EQUIVALENT SUMMARY BY FUND:			
Internal Operations	2.00	2.00	2.00
Total	2.00	2.00	2.00

SERVICE LEVEL CHANGES:

None

General Government

DEPARTMENT: City Attorney

FUND: General Fund
Internal Operations

PROGRAM: Legal Services

ACCOUNT: 41450



PROGRAM GOALS:

Advise all officers and agencies of the city on legal matters affecting the City, review or draft such ordinances, resolutions, contracts and other legal documents as directed by the City Council or requested by the City Manager, prosecute violations of city ordinances and represent the City and any of its officers or agencies in litigation involving any of them in their official capacity. The Council may empower the City Attorney, at the request of the City Attorney, to employ special legal counsel, appraisers, engineers and other technical and expert services necessary for the handling of any pending or proposed litigation, proceeding or other legal matter. The City Attorney shall approve, as to form, all official and other bonds given to or for the benefit of said City, and no contract shall become enforceable as against said City without the endorsement thereon of the City Attorney's approval thereof. (Eureka City Charter, section 608.)

PROGRAM OBJECTIVES:

To provide timely, accurate advice as needed to assist the Council, Manager and Department Heads in a manner that draws fully on all applicable authorities while ensuring that all actions of the City are consistent with applicable law. To defend the City and its decision-makers and employees from challenges to the procedures followed, decisions made, and actions taken under the City's authority. To prosecute municipal and state laws as applicable and necessary to implement the City's policy objectives and advance public health and safety. Manage the work of outside counsel and consultants in the most cost-effective manner when needed. To provide training to staff and decision-makers outside the City Attorney's office to help keep those individuals and bodies knowledgeable about the laws that affect our City.

PERFORMANCE MEASURES:

<u>Program/Service Outcomes: (objectives based)</u>	<u>2009-10 Actual</u>	<u>2010-11 Target</u>	<u>2010-11 Estimated</u>	<u>2011-12 Budget</u>
Continue to review and prepare ordinances, resolutions, contracts and agreements.	Yes	Yes	Yes	Yes
Defend City/Employees	Yes	Yes	Yes	Yes
Enforce applicable laws	Yes	Yes	Yes	Yes
Provide training	Yes	Yes	Yes	Yes
Manage outside help cost effectively	Yes	Yes	Yes	Yes
<u>Program/Service Outputs: (product based)</u>				
Number of training seminars	2	6	6	3
Attend City Council and Planning Commission meetings	50	50	50	50

