

# 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.

	<u>2011-12 Actual</u>	<u>2012-13 Amended Budget</u>	<u>2012-13 Estimated</u>	<u>2013-14 Budget</u>
<b>EXPENDITURES BY PROGRAM:</b>				
Legal Services	\$ 317,134	\$ 372,314	\$ 379,934	\$ 482,280
<b>Total</b>	<b>\$ 317,134</b>	<b>\$ 372,314</b>	<b>\$ 379,934</b>	<b>\$ 482,280</b>

**EXPENDITURES BY CATEGORY:**

Salaries and Benefits	\$ 182,977	\$ 311,338	\$ 252,830	\$ 283,684
Materials and Services	127,516	60,976	120,604	148,596
Capital Outlay	6,641	-	6,500	50,000
<b>Total</b>	<b>\$ 317,134</b>	<b>\$ 372,314</b>	<b>\$ 379,934</b>	<b>\$ 482,280</b>

**REVENUES BY FUND:**

General Fund	\$ -	\$ -	\$ -	\$ -
Internal Operations Fund	317,134	372,314	379,934	482,280
<b>Total</b>	<b>\$ 317,134</b>	<b>\$ 372,314</b>	<b>\$ 379,934</b>	<b>\$ 482,280</b>

	<u>2011-12 Actual</u>	<u>2012-13 Actual</u>	<u>2013-14 Budget</u>
<b>PERSONNEL:</b>			
Full-time Positions			
City Attorney	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**SERVICE LEVEL CHANGES:**

None.



**PROGRAM GOALS:**

The City Attorney is the legal advisor and prosecutor of the city. The City Attorney advises officers and agencies of the City on legal matters affecting the City, reviews 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 City Attorney shall approve, as to form, official contracts and bonds given to or for the benefit of the City.

**PROGRAM OBJECTIVES:**

The mission of the City Attorney is to provide ethical, sound, practical, solution-oriented legal advice to the City Council, City Manager, Boards and Commissions of the City of Eureka. The City Attorney's Office seeks to assist in achieving the City's objectives and protects the City from liability risks.

The Office of the City Attorney performs the following functions:

- Advise the City Council, City advisory boards and commissions, and City Manager on all legal issues that they face on daily basis in the complex area of municipal operations in California;
- Represent the Council, City Manager, and the City as an institution disputes, litigation, and elections matters;
- Provide information to the public and decision-makers outside of City Hall about city laws and policies;
- Prosecute the violation of municipal laws and codes as necessary to implement the City's policy objectives and advance public health and safety;
- Defend the City and its employees in all litigation;
- As authorized, manage the work of outside counsel and consultants in the most cost-effective manner;
- Review and when directed draft City ordinances, resolutions, and contracts, pleadings, reports, correspondence and other legal documents;
- As directed, engage in negotiations on behalf of the City.

**Program/Service Outputs: (product based)**

Number of training seminars	2	6	6	6
Attend City Council and Planning Commission meetings	50	50	50	50