



City Attorney

FY17 Budget Briefing

7-26-16

Dedicated Service – Every Day, For Everyone!



Mission

The Office of the City Attorney

- Provides timely, efficient and high quality legal services, advice and support to the City Council and City Staff;
- Supports and defends the interests of the City, while remaining dedicated to the principles of professionalism, ethical behavior and accountability.

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Vision 2030 Goals

Strategic Goal #1: Quality Community Development and Revitalization

- Compliance with housing standards and codes
- Land use and annexation plans

Strategic Goal #3: Safety and Security

- Assist police, fire and EMS in all aspects of delivering services
- Assist with and support building and maintenance phases of public safety and court facilities
- Participate in public safety programs and initiatives

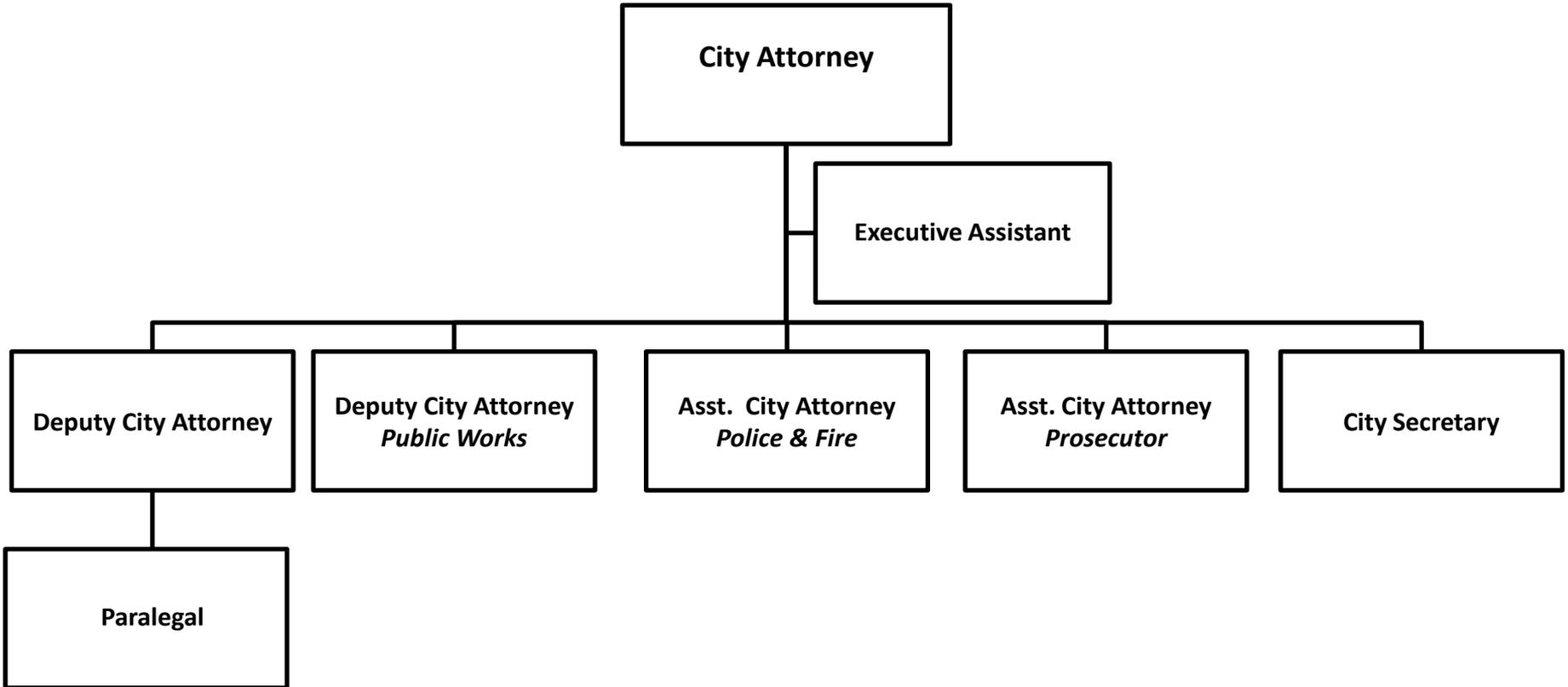
Strategic Goal #10: Sound Infrastructure

- Support all of Public Works' efforts in master plan creation and implementation, drainage solutions, and water preservation concerns
- Support all phases of engineering and planning for infrastructure in new and existing developments



City Attorney

Total FTE: 8



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Core Competencies

- Provide legal advice and support to City Council, all City Departments and various boards and commissions;
- Document Review
 - Ordinances
 - Documents for Council Consideration
 - Contracts for City Manager signature
- Litigation Support and Coordination
- Support for Employment and Discipline Issues
- Review and Respond to Public Information Requests
- Claims and Damages
- Elections Administration
- Class “C” Misdemeanor Prosecutions

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Legal Department

Key Function

Allocation

Key Function	Allocation
City Attorney's Office	\$904,647
City Secretary's Office	\$137,294



City Attorney's Office

Key Function	Allocation
Provide legal advice and support	\$298,000
Document review	\$200,000
Litigation support and coordination	\$45,000
Review and respond to public information requests	\$85,000
Claims and damages	\$68,000
Support for employment & discipline issues	\$95,000
Prosecute class "C" misdemeanors	\$72,000



City Secretary

Key Function

Allocation

Key Function	Allocation
Elections Administration	\$78,000
Prepares Council minutes	\$13,500
Maintains Permanent City Records	\$3,500
City Vehicle Registrations (new and renewals)	\$10,000
Issues various permits	\$10,000
Boards & Commissions	\$10,000



Unfinanced Requirements

Function

Cost

Function	Cost
None	



Summary

We are a department that supports and assists the missions and goals of every city department, while ensuring we stay within the boundaries of legal requirements and ethical duties

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