

The purpose of the City Attorney is to provide legal advice and services so city activities, staff recommendations, council policies and administrative procedures are undertaken after consideration of sound professional advice, and to provide or arrange for appropriate representation for the city in all legal proceedings.



LEGAL & LITIGATION ISSUES – DIVISION 06

General legal and litigation services are provided primarily through a contract with the law firm of McDonough, Holland & Allen and have been since FY 1986-87. This firm has significant public law and municipal experience. Our designated City Attorney is Harriet Steiner, though we draw upon any number of lawyers at the firm depending upon the number and variety of legal issues to be addressed each month.

CONTRACT LEGAL SERVICES

- Provide legal advice to city staff and officials
- Review, revise, prepare legal documents
- Defend the city in litigation
- Represent the city before judicial or administrative boards and agencies
- Provide information to the public on city ordinances and regulations
- Conduct legal action to enforce violations of city regulations
- Provide legal advice at Council meetings

Major Accomplishments in FY 2001-02

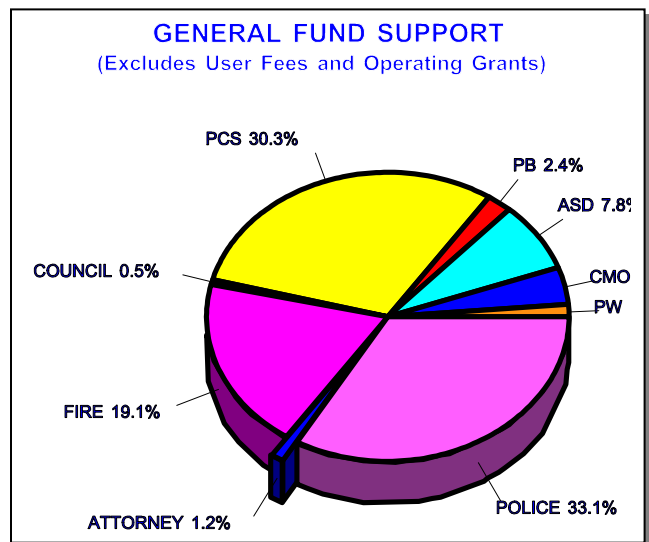
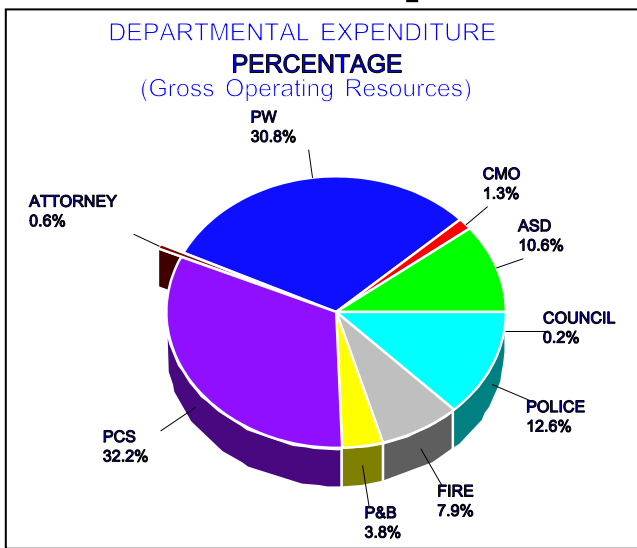
- Developed text for Measure D
- Assisted in update of General Plan

Plans / Goals for FY 2002-03

- Respond to city inquiries within two hours (90%)
- Streamline and reduce requests for legal services

<u>Source of Funds</u>	<u>Actual 2000-01</u>	<u>Budget 2000-01</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
General Fund Support	272,905	272,108	259,335	264,108
Capital Project Funds	57,794	20,000	20,000	20,000
Enterprise Funds	45,476	18,000	18,000	25,000
Fees & Charges	19,577	1,000	14,000	2,000
Internal Service Funds	42,456	150,000	150,000	150,000
Total Revenues	438,208	461,108	461,335	461,108

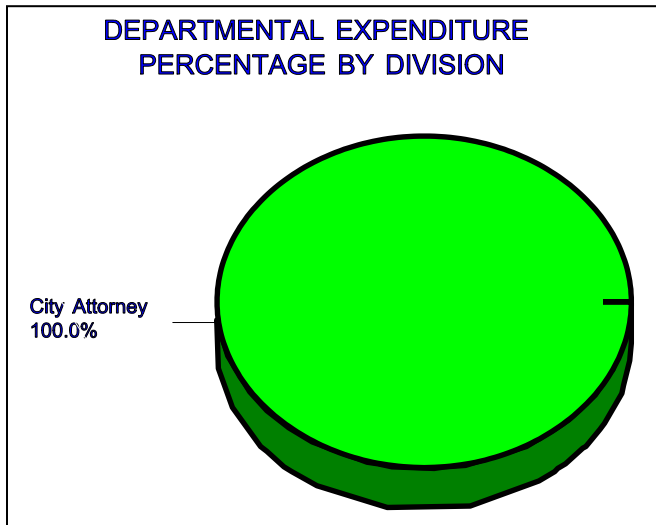
<u>Expenditures</u>	<u>Actual 2000-01</u>	<u>Budget 2000-01</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Operating Expenditures	438,208	461,108	461,335	461,108
Total Expenditures	438,208	461,108	461,335	461,108



No. 06

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**SUMMARY OF MAJOR
BUDGET CHANGES**

None to report.

