

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 2003-04

- Assisted with legal issues related to wireless telecommunications ordinance
- Assisted with legal issues related to affordable housing
- Assisted every department with legal questions and legal support
- Represented the City in numerous personnel issues

Plans / Goals for FY 2004-05

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



Revenues by Fund	Actual 2002-03	Adjusted Budget 2003-04	Estimated 2003-04	Proposed Budget 2004-05
<u>Source of Funds</u>				
General Fund Support	248,948	251,188	250,188	306,188
Capital Project Funds	19,070	0	0	0
Construction Tax	0	15,000	15,000	0
Enterprise Funds	23,837	40,000	40,000	0
Fees & Charges	4,555	5,000	6,000	5,000
Internal Service Funds	143,023	150,000	150,000	150,000
Total Revenues	439,433	461,188	461,188	461,188



Expenses by Category	Actual 2002-03	Adjusted Budget 2003-04	Estimated 2003-04	Proposed Budget 2004-05
<u>Expenditures</u>				
Operating Expenditures	439,433	461,188	461,188	461,188
Total Expenditures	439,433	461,188	461,188	461,188



**Source of Funds for
Proposed Budget 2004-05**

