

CITY ATTORNEY RESPONSIBILITY

As of November 20, 1991, the following are items discussed with the Finance Committee and the City Attorney. Some of these items are already in practice; some reflect an increased management of the City Attorney's time by the City.

1. It is the City's wish to properly "spec-out" routine City Attorney duties, and to compensate these via a set retainer.
2. Requests for legal opinions or service are to be routed through the Mayor, City Clerk, or Finance Director. The Utilities Director and his designees shall maintain direct contact with the City Attorney on Utilities issues. In many cases, staff already has an answer due to prior research. An exception to this policy would be Police Department contact in conjunction with Municipal Court matters.
3. Where appropriate, City Hall staff will prepare ordinances and letters, using the City Attorney in a review capacity only.
4. The City Attorney will only attend meetings upon the Mayor's request. If a Department Head or Committee Chair feels the need for the Attorney's presence at a meeting, they should make the request through the Finance Director or Clerk, or directly to the Mayor.
5. Special litigation will be handled on a case by case basis, and not necessarily assigned to the City Attorney. Specialists may be employed as the City deems appropriate.

In conclusion, it is the City's intent to actively manage legal matters in an attempt to increase our effectiveness and efficiency, while hopefully controlling expenses to the greatest extent possible.

Any special litigation, whether assigned to the City Attorney, or a contracted specialist, would require a litigation budget, with goals and objectives, and benchmarks for reporting and billing.

If there are further questions regarding the City Attorney responsibilities, please see the Mayor.