

ATTORNEY'S OFFICE 1610

SUMMARY INFORMATION

DEPARTMENT MANAGER:

Curt Meitz, City Attorney (Elected)

LINKAGE TO STRATEGIC PLAN GOALS: Goal 3

PROGRAM DESCRIPTION:

The office of City Attorney shall conduct all the law business in which the City is interested. This includes rendering legal advice about City matters to the Common Council, City staff, boards, committees and commissions. The office defends the City in actions brought against the City; drafts ordinances, resolutions and other legal documents. Violations of City ordinances are prosecuted through this office.

SERVICES:

- ✚ Provide accurate and complete legal advice on matters affecting the City
- ✚ Provide legal defense to the City, its officers and employees
- ✚ Diligently prosecute violations of City ordinances
- ✚ Draft all ordinances, resolutions and other legal documents

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	\$566,821	\$540,846	\$549,540	\$563,468	4.18%
Contractual Services	\$37,060	\$22,300	\$24,300	\$22,852	2.48%
Supplies & Expenses	<u>\$40,248</u>	<u>\$39,473</u>	<u>\$39,547</u>	<u>\$33,681</u>	-14.67%
Total	\$644,129	\$602,619	\$613,387	\$620,001	2.88%

Attorney's Office Personnel

STAFFING:

Position	Full-Time Equivalent Employees		
	2011 Actual	2012 Actual	2013 Adopted
Attorney (Elected)	1.00	1.00	1.00
Asst. City Attorney	2.63	2.63	2.63
Legal Secretary	1.00	1.00	1.00
Secretary II PT	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total	5.13	5.13	5.13

Budget Notes:

The City employs four Assistant City Attorneys; one-half of the salary and benefits of one Assistant City Attorney is charged to the Attorney's Office and one-half to Human Resources (Business Units 1430 and 1431); this Assistant City Attorney works a total of 32 hours per week. Of the remaining three, one works full time, the second works 25 hours per week and the third works 24 hours per week.