

**CITY OF DANA POINT
AGENDA REPORT**

Reviewed By:	
DH	___
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CA	___

DATE: JANUARY 16, 2018
TO: CITY COUNCIL
FROM: DEBRA LEWIS, COUNCIL MEMBER
SUBJECT: MANAGEMENT OF CITY ATTORNEY

RECOMMENDED ACTION:

That the City Council consider and approve a proposed Policy entitled Management of City Attorney.

DISCUSSION:

Council Member Lewis has provided the following proposed Management of City Attorney Policy for Council’s consideration and approval.

ACTION DOCUMENT:

PAGE NO.

- A. [Management of City Attorney Policy \(Policy 227\)](#)..... 2

Action Document A**CITY OF DANA POINT
COUNCIL POLICY**

SUBJECT: Management of City Attorney	PAGE: 1 of 1	EFFECTIVE DATE: January 16, 2018	POLICY NO.: 227
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PURPOSE:

To establish a policy for tracking the status and budget for the City's ongoing and anticipated legal matters.

BACKGROUND:

The City Council is responsible for developing policies that govern operation of the City. Currently, there are no written policies or guidelines for managing the City's legal operations.

POLICY:

The City Attorney reports directly to the City Council. As a consequence, the City Council has the duty and responsibility to manage the City's chief legal advisor on a broad range of municipal issues.

Legal operations of the City can be viewed as a process. Data tracking and reporting are key to defining, measuring, analyzing, monitoring and improving this process.

The City Attorney shall periodically (but no less than quarterly) issue a written report to City Council for all ongoing legal matters. The report shall contain sufficient data to enable the City Council to assure that ongoing and anticipated legal matters are being effectively handled in a timely manner and within budget.