

**CITY OF DANA POINT  
COUNCIL POLICY**

<b>SUBJECT:</b>  <b>Management of City Attorney</b>	<b>PAGE:</b>  <b>1 of 1</b>	<b>EFFECTIVE DATE:</b>  <b>January 16, 2018</b>	<b>POLICY NO.:</b>  <b>227</b>
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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.