

## CITY ATTORNEY WORK PLAN

- REPRESENT, DEFEND, OVERSEE AND MANAGE ALL LEGAL MATTERS IN AN EFFECTIVE, EFFICIENT AND COST EFFECTIVE MANNER (PURSUANT TO THE EXISTING CITY ATTORNEY CONTRACT)—FOR THE CITY, SAN DIEGUITO WATER DISTRICT AND ERGA
- PROVIDE COUNCIL AND STAFF WITH MONTHLY LITIGATION AND CODE ENFORCEMENT UPDATES
- PROACTIVELY PROVIDE PUBLIC REPORTS (AS APPROPRIATE) AT COUNCIL MEETINGS REGARDING RELEVANT ACTIVITIES AND CASES/LEGISLATION OF INTEREST
- PARTICIPATE IN COUNCIL MEMBER ONE-ON-ONE SESSIONS FROM TIME TO TIME AND AS REQUESTED AND SERVE AS A RESPONSIVE AND EFFECTIVE RESOURCE TO INDIVIDUAL COUNCIL MEMBERS
- ASSIST AND PROVIDE LEGAL ADVICE NECESSARY TO MAINTAIN AN EFFECTIVE PROFESSIONAL RELATIONSHIP WITH COUNCIL
- ASSIST AND PROVIDE LEGAL ADVICE NECESSARY TO MAINTAIN AN EFFECTIVE PROFESSIONAL RELATIONSHIP WITH CITY MANAGER
- ASSIST AND PROVIDE LEGAL ADVICE NECESSARY TO MAINTAIN AN EFFECTIVE PROFESSIONAL RELATIONSHIP WITH INDIVIDUAL STAFF MEMBERS AND CABINET TEAM
- EFFECTIVELY PRIORITIZE REQUESTS FOR LEGAL ADVICE FROM THE COUNCIL AND STAFF AND PROVIDE TIMELY RESPONSES ACCORDINGLY
- PROACTIVELY, EFFECTIVELY AND EFFICIENTLY ADDRESS ISSUES THAT THE CITY ATTORNEY ANTICIPATES AS POTENTIAL EXPOSURE TO LIABILITY
- PROVIDE SERVICES IN A COOPERATIVE AND TEAM PLAYER FASHION
- ANTICIPATE POTENTIAL LEGAL MATTERS THAT PERTAIN TO AGENDA ITEMS; BRIEF COUNCIL AS NECESSARY; TO THE EXTENT POSSIBLE AND PRACTICAL, BE PREPARED TO ANSWER QUESTIONS DURING THE MEETING