

Get to the Point!

Municipal Staff Edition



HOW TO GET THE MOST FROM YOUR LEGAL COUNSEL

Utah League of Cities and Towns
September 15, 2011

*Presented by
Utah Municipal Attorneys Association*

2011 UMAA Officers

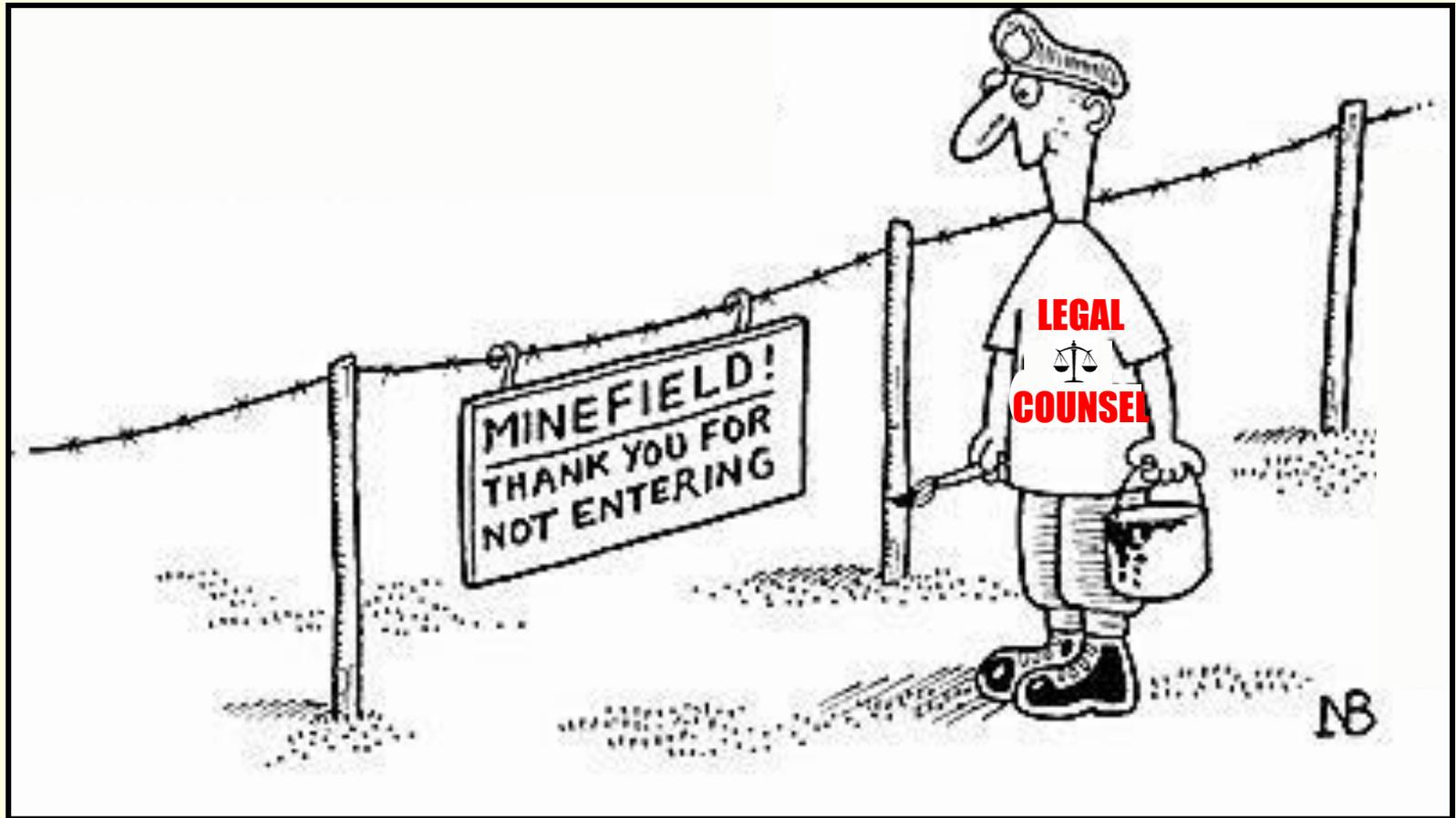
Past President: Lynn Pace, Salt Lake City

President: S. Junior Baker, Spanish Fork

Vice President: Lyn Creswell, South Salt Lake

Secretary: Heather Schriever, Orem

Use your legal counsel to avoid legal minefields



What functions might or should a Municipal Attorney perform?

Ethics Officer

Propose purchasing guidelines

Draft municipal ordinances

What functions might or should a Municipal Attorney perform? (continued)

Negotiate agreements

Prosecute criminal cases

Support development of revenue collections



What functions might or should a Municipal Attorney perform? (continued)

Manage legal staff and attorney records

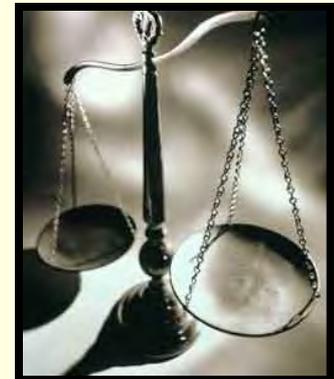
Advice on land use, code enforcement, and
economic development

What functions might or should a Municipal Attorney perform? (continued)

Advice on exercise of police powers

Oversee risk management

Support exercise of emergency powers



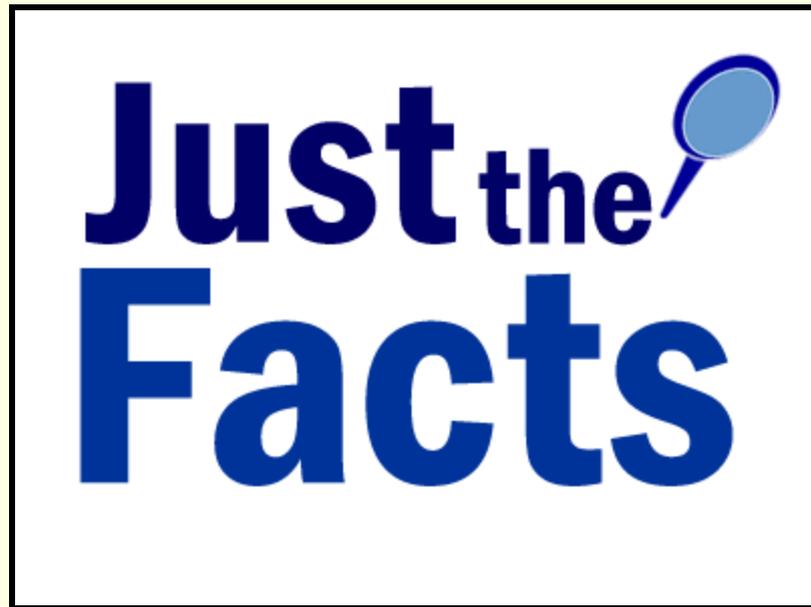
What functions might or should a Municipal Attorney perform? (continued)

Support legislative affairs

Advice on GRAMA requests

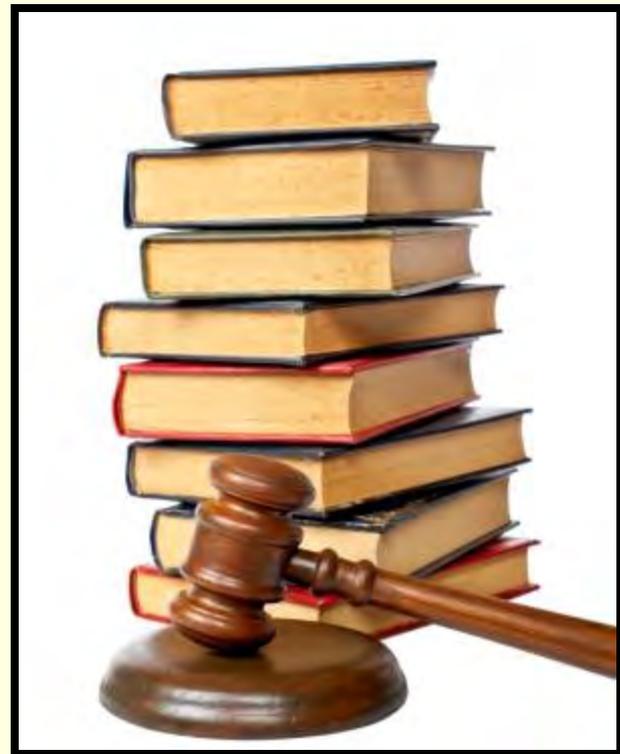
How to increase the value of your municipal attorney

1. Support efforts by attorney(s) to fully understand facts associated with legal problems



How to increase the value of your municipal attorney? (continued)

2. Assemble all municipal documents/records relevant to the matter



How to increase the value of your municipal attorney? (continued)

3. Meet regularly with attorney to prioritize the legal work



How to increase the value of your municipal attorney? (continued)

4. Help attorney(s) understand the strategic objective of the matter



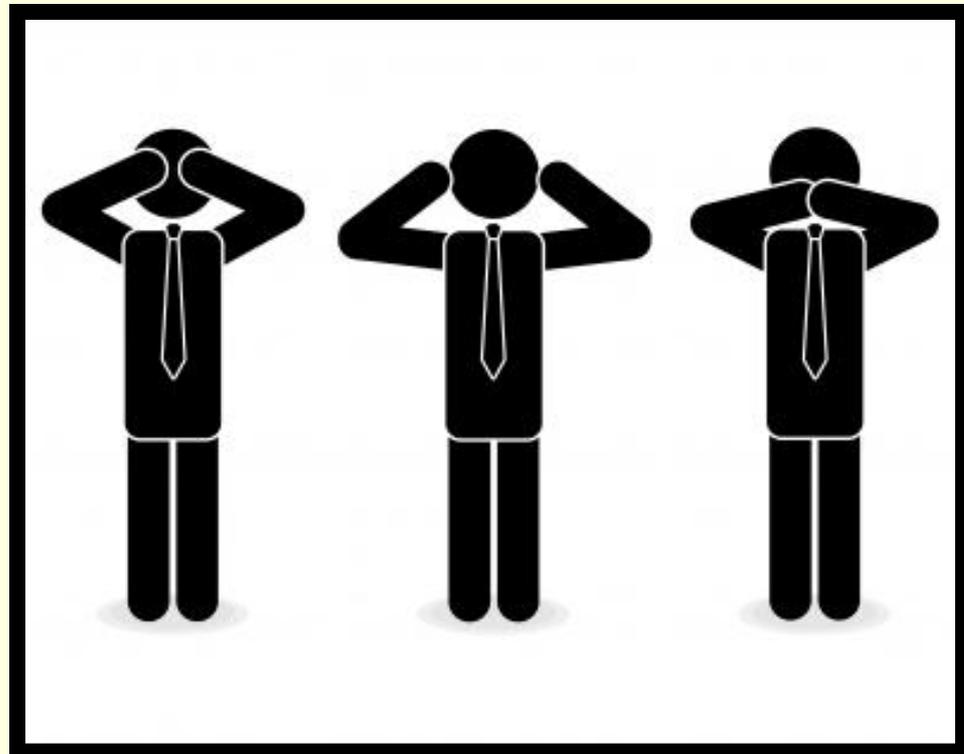
How to increase the value of your municipal attorney? (continued)

5. Help attorney(s) understand the operational context of the matter



How to increase the value of your municipal attorney? (continued)

6. Protect the confidentiality of the attorney-client relationship



How to increase the value of your municipal attorney? (continued)

7. Provide adequate resources for legal work



How to increase the value of your municipal attorney? (continued)

8. Define the authority of the attorney: Does the attorney have authority to settle claims or law suits against the municipality?

How to increase the value of your municipal attorney? (continued)

9. Involve attorney in decision making bodies such as city council meetings and planning & zoning commission meetings



How to increase the value of your municipal attorney? (continued)

10. Include attorney in key staff meetings



CONCLUSION

At the end of the day use your legal counsel
to get you into a safe harbor



CONCLUSION

and accomplish strategic objectives

Pay no attention, this is Lyn's 21st slide.

