

## **CITY ATTORNEY AGREEMENT**

### **CITY OF MANISTEE**

The City Attorney position is appointment by the City Council pursuant to Section 5-8 of the City of Manistee Charter.

Below is a general description of various types of civil work to be performed by the City Attorney. This list is not exhaustive of all of the duties of the City Attorney, but merely serves as examples of the types of work the City Attorney is expected to perform.

#### **I. Civil Retainer**

- A. Attend or be available by telephone for meetings.
  - 1. Two regular City Council meetings per month
  - 2. Special meetings of City Council
  - 3. Standing committee meetings, Planning Commission, Zoning Board of Appeals, etc., upon request. (average 1-2 per month)
  - 4. Oil and Gas Committee meetings
  - 5. Election Commission meetings
  - 6. Work Sessions and Staff Meetings (upon request)
  - 7. Petition for Personal Property Tax write-off
- B. Advising City Officers on General Matters
  - 1. Answering zoning questions
  - 2. Answering questions and general discussions with City Manager, Clerk, Treasurer, Public Safety Director, and other City Staff
  - 3. Letters/emails to City Council to keep it informed on major issues
  - 4. Reviewing statutes, ordinances, charter regulations, and research regarding the above
  - 5. Assist in drafting Notice of Violation and Civil Infraction Citations (upon request)
  - 6. Answering Freedom of Information and Open Meetings Act questions
  - 7. General contract review
- C. Preparing Miscellaneous Documents.
  - 1. Leases
  - 2. Buy-Sell Agreements
  - 3. Deeds

4. Ordinances
  5. Concession Agreements for parks
  6. Construction documents
  - D. Simple Ordinance Enforcement (Blight, Junk, etc.)
  - E. Civil Infraction Enforcement (tickets issued by City Police), including representing City at formal hearings
- II. Special Projects (not covered by Retainer)
- A. All civil litigation. This includes tax-tribunal appeals
  - B. Charter revision
  - C. Condemnation, plat revision, real estate litigation
  - D. Matters which would not normally be considered governmental functions
  - E. Labor Law
- III. Specialized Areas (not covered by retainer)


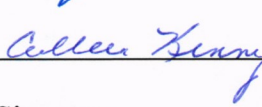
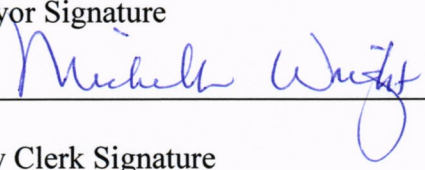
These specialized areas are contracted by the City separately and are not the responsibility of the City Attorney, such as Criminal Ordinance Enforcement and Municipal Bonds.

IV. RATES (subject to modification in budgeting process)

City Attorney Fees 2015

Retainer: \$ 4,050.00 / Month

Special Projects: \$ 205.00 / Hour

	<u>8/25/15</u>
City Attorney Signature	Date
	<u>8/18/15</u>
Mayor Signature	Date
	<u>8/18/15</u>
City Clerk Signature	Date