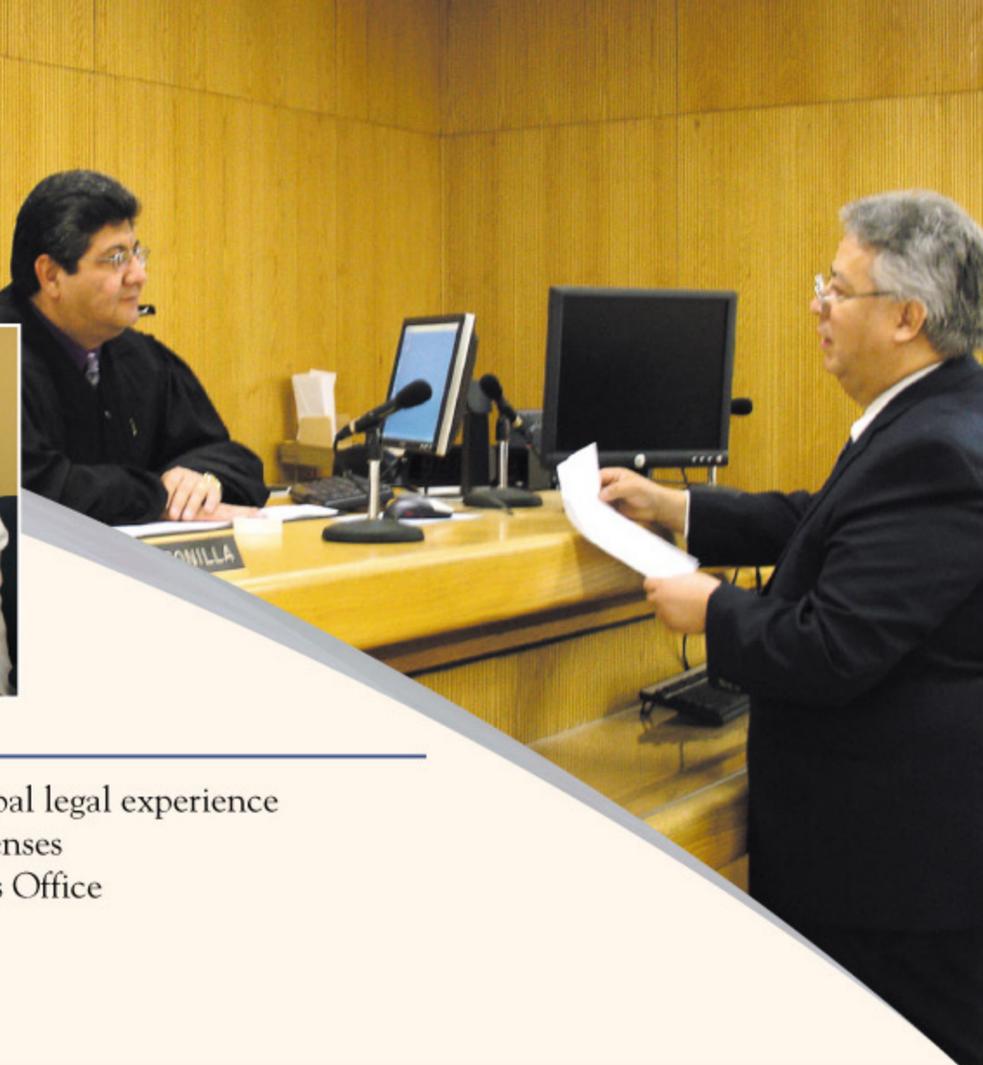


# City Attorney

The City Attorney's Office provides legal representation in various aspects of law as it relates to the City of El Paso and its citizens. The Office acts as legal advisor to the Mayor and City Council, the City Manager, 25 City Departments and 49 boards, committees and commissions. The Office handles a wide variety of legal issues including drafting contracts, legal opinions, resolutions and ordinances. The Office is also responsible for representing the City in judicial hearings and administrative hearings, and prosecuting misdemeanor violations of ordinances and State statute Class C Misdemeanors. The Office acts as a liaison with other governmental entities and assists with federal and state legislative matters.



## Highlights in FY 06

- Started comprehensive Charter Review & Amendment Process in order to streamline organizational procedures and complete change to Council-Manager form of government
- Reorganized department and improved staff utilization and delegation
- Strengthened depth of municipal legal experience
- Reduced external counsel expenses
- Strengthened City Prosecutor's Office



# Municipal Clerk

The Municipal Clerk's Department contains two divisions, one responsible for the operation of the City Clerk's Office, including records management for the City, and another which handles Municipal Court Administration. Primary functions of the Department include conducting the weekly Regular and Special City Council Meetings, election services, records management services for the City, Municipal Court case processing of Class C misdemeanor case filings, 24/7 warrant services to law enforcement and revenue collection of fines and fees.

## Highlights in FY 06

- Conducted 170 Regular and Special City Council Meetings
- Applied records retention schedules; stored 1,307 cu ft. of records; destroyed 5,500 cu ft. of records; implemented electronic imaging of record files
- Collected \$23,772,091 from fines, fees, bonds; implemented web payments
- Processed 276,303 case filings; docketed 339,821 trial and arraignment cases; began first phase of paperless courts with scanned tickets and complaints