



CITY COUNCIL MEETING AGENDA
Council Chambers, 1000 Laurel Street

Monday, May 14, 2018

Study Session
7:00 p.m.

1. Call to Order and Flag Salute

2. Roll Call of Councilmembers

3. Presentations

- A. Future Business Leaders of America (FBLA) Fife High School

4. Proclamations

- A. National Police Week

5. Study Items

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| A. Check Approval Process | Finance Director Dunford |
| B. 1 st Quarter Finance Report | Finance Director Dunford |
| C. City Attorney Services | Municipal Services Administrator Peretti |
| | Police Chief/Public Safety Administrator Hernandez |

6. Adjournment

Council may add and take action on other items not listed on this agenda.

If you need ADA accommodations, please contact City Hall at (253) 517-2705
at least 24 hours prior to the meeting.

Thank you.



Agenda Item #4A:

To: City Council Members
From: Mayor Shanna Styron-Sherrell
Date: May 14, 2018
Re: **Proclamation – National Police Week**

ATTACHMENTS: Proclamation – National Police Week

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required

Recommendation/Action: None

Fiscal Impact/Source of Funds: There is no budget impact for this item.

Discussion:

In 1962, President Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls, as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others.

National Police Week is a collaborative effort of many organizations dedicated to honoring America's law enforcement community.

CITY OF MILTON, WASHINGTON PROCLAMATION

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and;

WHEREAS, there are more than 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the City of Milton Police Department; and

WHEREAS, since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation;

NOW THEREFORE, BE IT RESOLVED that City of Milton, Washington formally designates May 13-19, 2018, as Police Appreciation Week and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

PROCLAIMED this 14th day of May 2018.



Shanna Styron Sherrell, Mayor



Agenda Item #5A:

To: Mayor Styron Sherrell and City Council Members
From: Tara Dunford, CPA, Interim Finance Director
Date: May 14, 2018
Re: **Check Approval Process**

ATTACHMENTS: Draft Resolution

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required

Recommendation/Action: None

Fiscal Impact/Source of Funds: There is no budget impact for this item.

Discussion:

To expedite the payment of claims, RCW 42.24.180 allows checks to be issued prior to approval by Council, if the Council approves the practice via resolution. A resolution will be brought forth for the Council's consideration on May 21st. Approval of this process change would result in time savings/efficiencies within the Finance Department with no increase in risk to the City.

All payments are subject to multiple levels of review prior to payment. The person who receives the good or service must sign off on invoices. All payments are approved by a Department Director, City Administrator and/or the Mayor, based on dollar values established in the Milton Municipal Code and in the City's purchasing policy. The central accounts payable clerk reviews all invoices for appropriate approvals and account coding. The auditing officer reviews and approves the entire payment packet prior to issuing checks. The last step in the process is approval by the Council. The timing of Council approval is the only proposed change in the approval process.

Under the proposed practice, RCW requires that:

- (1) The Council shall provide for review and approval of all checks at a regularly scheduled public meeting within one month of issuance.
- (2) The Council shall require that if, upon review, it disapproves some claims the auditing officer and the officer designated to sign the checks shall jointly cause the disapproved claims to be recognized as receivables of the City and to pursue collection diligently until the amounts disapproved are collected or until the legislative body is satisfied and approves the claims.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON AUTHORIZING RELEASE OF CHECKS AND ELECTRONIC PAYMENTS PRIOR TO COUNCIL APPROVAL.

WHEREAS, there is a need for the City to process checks and electronic payments in a timely manner; and

WHEREAS, RCW 42.24.180 authorizes the issuance of checks before approval of the City Council in order to expedite payment of claims; and

WHEREAS, the City shall enact the following policies and procedures pursuant to RCW 42.24.180:

1. All claims against the City of Milton shall be pre-audited and approved by the Auditing Officer prior to release;
2. A performance bond of at least \$50,000, or equivalent coverage, shall be in place for the Auditing Officer.
3. The City Council shall review and approve claims paid at its next regularly scheduled meeting: and
4. If the City Council disapproves any claims, the authorizing Auditing Officer will recognize these claims as receivables of the City and will pursue collection diligently until the amounts are either collected or the City Council approves the claims.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

The City's Auditing Officer may approve checks for payment and disbursement prior to the Council taking action to approve said claims.

PASSED AND APPROVED at a regular meeting of the Council of the City of Milton, this 21st day of May, 2018.

Shanna Styron Sherrell, Mayor

ATTEST:

City Clerk



Agenda Item #5B:

To: Mayor Styron Sherrell and City Council Members
From: Tara Dunford, CPA, Interim Finance Director
Date: May 14, 2018
Re: **First Quarter Finance Report**

ATTACHMENTS: March 2018 Year-to-Date Budget Position Report
March 2018 Treasurer's Report

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required

Recommendation/Action: None

Fiscal Impact/Source of Funds: There is no budget impact for this item.

Discussion:

- Review highlights of year-to-date budget position and treasurer's reports.

2018 BUDGET POSITION

City Of Milton
MCAG #: 0590

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001 General Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
310 Taxes	3,211,769.46	526,457.08	2,685,312.38	16.4%
320 Licenses & Permits	126,251.25	47,654.82	78,596.43	37.7%
330 State Generated Revenues	94,450.00	25,558.23	68,891.77	27.1%
340 Charges For Services	132,250.00	54,489.54	77,760.46	41.2%
350 Fines & Forfeitures	110,800.00	23,048.56	87,751.44	20.8%
360 Misc Revenues	81,500.00	31,678.03	49,821.97	38.9%
380 Non Revenues	172,300.00	32,558.32	139,741.68	18.9%
390 Other Revenues	0.00	276.48	(276.48)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:	3,929,320.71	741,721.06	3,187,599.65	18.9%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
511 City Council	23,338.66	4,153.96	19,184.70	17.8%
512 Judicial	288,000.00	21,912.30	266,087.70	7.6%
513 Mayor & Executive Offices	69,913.53	19,185.77	50,727.76	27.4%
514 Administration & Finance	95,242.13	44,692.91	50,549.22	46.9%
515 Legal Services	46,517.32	6,252.04	40,265.28	13.4%
517 Other Admin & Personnel	22,811.66	4,604.25	18,207.41	20.2%
001 Facilities	87,342.19	26,576.26	60,765.93	30.4%
002 Central Stores	52,993.64	42,744.51	10,249.13	80.7%
003 Engineering	0.00	0.00	0.00	0.0%
518 Central Services	140,335.83	69,320.77	71,015.06	49.4%
524 Protective Inspections	7,000.00	531.64	6,468.36	7.6%
553 Conservation	600.00	0.00	600.00	0.0%
554 Nuisance Control	0.00	0.00	0.00	0.0%
001 Building	201,242.78	56,491.74	144,751.04	28.1%
002 Planning	101,299.64	27,687.90	73,611.74	27.3%
558 Planning & Community Devel	302,542.42	84,179.64	218,362.78	27.8%
569 Senior Services	13,100.00	3,005.98	10,094.02	22.9%
575 Cultural & Recreational Fac	11,170.00	1,712.81	9,457.19	15.3%
576 Park Facilities	144,471.85	22,596.61	121,875.24	15.6%
580 Non Expenditures	149,300.00	26,295.28	123,004.72	17.6%
591 Debt Service	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers	2,522,420.10	630,605.01	1,891,815.09	25.0%

Fund Expenditures:	3,836,763.50	939,048.97	2,897,714.53	24.5%
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Fund Excess/(Deficit):	92,557.21	(197,327.91)		
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Revenues	Amt Budgeted	Revenues	Remaining	
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

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004 General Fund Asset Replacement Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	1,052.30	561.18	491.12	53.3%
380 Non Revenues	35,333.18	0.00	35,333.18	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	36,385.48	561.18	35,824.30	1.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	65,000.00	0.00	65,000.00	0.0%
Fund Expenditures:	65,000.00	0.00	65,000.00	0.0%
Fund Excess/(Deficit):	(28,614.52)	561.18		

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006 Deposit & Clearing Account Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	50.00	0.00	50.00	0.0%
380 Non Revenues	70,000.00	0.00	70,000.00	0.0%
Fund Revenues:	70,050.00	0.00	70,050.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	70,000.00	0.00	70,000.00	0.0%
Fund Expenditures:	70,000.00	0.00	70,000.00	0.0%
Fund Excess/(Deficit):	50.00	0.00		

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101 Street Fund		Months: 01 To: 03			
Revenues	Amt Budgeted	Revenues	Remaining		
320 Licenses & Permits	1,500.00	800.00	700.00	53.3%	
330 State Generated Revenues	182,727.00	43,786.40	138,940.60	24.0%	
340 Charges For Services	0.00	0.00	0.00	0.0%	
360 Misc Revenues	0.00	443.63	(443.63)	0.0%	
390 Other Revenues	0.00	2,702.00	(2,702.00)	0.0%	
397 Interfund Transfers	172,000.00	42,999.99	129,000.01	25.0%	
Fund Revenues:	356,227.00	90,732.02	265,494.98	25.5%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
542 Streets - Maintenance	269,580.70	88,322.36	181,258.34	32.8%	
580 Non Expenditures	0.00	0.00	0.00	0.0%	
591 Debt Service	93,284.69	0.00	93,284.69	0.0%	
597 Interfund Transfers	0.00	0.00	0.00	0.0%	
Fund Expenditures:	362,865.39	88,322.36	274,543.03	24.3%	
Fund Excess/(Deficit):	(6,638.39)	2,409.66			

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103 Strategic Reserve Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	3,000.00	1,486.66	1,513.34	49.6%
Fund Revenues:	3,000.00	1,486.66	1,513.34	49.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
514 Administration & Finance	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	3,000.00	1,486.66		

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105 Drug Seizure Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	13,000.00	32,903.47	(19,903.47)	253.1%
Fund Revenues:	13,000.00	32,903.47	(19,903.47)	253.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
521 Law Enforcement	22,000.00	0.00	22,000.00	0.0%
Fund Expenditures:	22,000.00	0.00	22,000.00	0.0%
Fund Excess/(Deficit):	(9,000.00)	32,903.47		

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107 Criminal Justice Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
310 Taxes	141,000.00	39,555.19	101,444.81	28.1%
320 Licenses & Permits	3,900.00	962.00	2,938.00	24.7%
330 State Generated Revenues	116,382.00	28,438.05	87,943.95	24.4%
340 Charges For Services	7,300.00	1,040.29	6,259.71	14.3%
360 Misc Revenues	0.00	1,427.67	(1,427.67)	0.0%
380 Non Revenues	40,000.00	0.00	40,000.00	0.0%
390 Other Revenues	8,000.00	34,278.13	(26,278.13)	428.5%
397 Interfund Transfers	2,350,420.10	587,605.02	1,762,815.08	25.0%
Fund Revenues:	2,667,002.10	693,306.35	1,973,695.75	26.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
521 Law Enforcement	2,161,798.86	661,037.62	1,500,761.24	30.6%
523 Jail Costs	210,200.00	41,075.89	169,124.11	19.5%
525 Emergency Services	5,700.00	5,699.25	0.75	100.0%
528 Comm/Alarms/Dispatch	214,090.00	50,899.41	163,190.59	23.8%
554 Nuisance Control	38,000.00	13,863.26	24,136.74	36.5%
580 Non Expenditures	35,333.18	508.38	34,824.80	1.4%
591 Debt Service	252.30	0.00	252.30	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Expenditures:	2,665,374.34	773,083.81	1,892,290.53	29.0%
Fund Excess/(Deficit):	1,627.76	(79,777.46)		

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116 Community Events Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Services	8,000.00	1,220.00	6,780.00	15.3%
360 Misc Revenues	11,100.00	1,150.00	9,950.00	10.4%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	19,100.00	2,370.00	16,730.00	12.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Spectator & Community Events	22,075.00	102.56	21,972.44	0.5%
580 Non Expenditures	0.00	0.00	0.00	0.0%
Fund Expenditures:	22,075.00	102.56	21,972.44	0.5%
Fund Excess/(Deficit):	(2,975.00)	2,267.44		

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118 Reserve Officer Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
521 Law Enforcement	1,000.00	275.00	725.00	27.5%
Fund Expenditures:	1,000.00	275.00	725.00	27.5%
Fund Excess/(Deficit):	(1,000.00)	(275.00)		

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130 Municipal Improvement Fund (REET 1)			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
310 Taxes	135,000.00	25,013.01	109,986.99	18.5%
360 Misc Revenues	600.00	564.58	35.42	94.1%
Fund Revenues:	135,600.00	25,577.59	110,022.41	18.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	383,000.00	95,750.01	287,249.99	25.0%
Fund Expenditures:	383,000.00	95,750.01	287,249.99	25.0%
Fund Excess/(Deficit):	(247,400.00)	(70,172.42)		

2018 BUDGET POSITION

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131 Municipal Project Fund (REET 2)			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
310 Taxes	135,000.00	25,157.00	109,843.00	18.6%
360 Misc Revenues	500.00	563.47	(63.47)	112.7%
Fund Revenues:	135,500.00	25,720.47	109,779.53	19.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	290,200.00	72,549.99	217,650.01	25.0%
Fund Expenditures:	290,200.00	72,549.99	217,650.01	25.0%
Fund Excess/(Deficit):	(154,700.00)	(46,829.52)		

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140 Traffic Impact Fee Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Services	30,000.00	16,256.00	13,744.00	54.2%
360 Misc Revenues	100.00	1.37	98.63	1.4%
Fund Revenues:	30,100.00	16,257.37	13,842.63	54.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	30,100.00	16,257.37		

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150 Park Impact Fee Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Services	5,000.00	6,200.00	(1,200.00)	124.0%
360 Misc Revenues	25.00	0.00	25.00	0.0%
Fund Revenues:	5,025.00	6,200.00	(1,175.00)	123.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	5,025.00	6,200.00		

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310 Capital Improvement Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
330 State Generated Revenues	837,303.00	0.00	837,303.00	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%
397 Interfund Transfers	373,200.00	93,300.00	279,900.00	25.0%
Fund Revenues:	1,210,503.00	93,300.00	1,117,203.00	7.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	1,303,536.00	69,646.37	1,233,889.63	5.3%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Expenditures:	1,303,536.00	69,646.37	1,233,889.63	5.3%
Fund Excess/(Deficit):	(93,033.00)	23,653.63		

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Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	2,000.00	934.76	1,065.24	46.7%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	2,000.00	934.76	1,065.24	46.7%
Fund Excess/(Deficit):	2,000.00	934.76		

2018 BUDGET POSITION

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401 Electric Utility Operations Fund

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
320 Licenses & Permits	1,000.00	204.00	796.00	20.4%
330 State Generated Revenues	0.00	0.00	0.00	0.0%
340 Charges For Services	4,695,369.71	1,283,791.80	3,411,577.91	27.3%
350 Fines & Forfeitures	35,000.00	16,996.03	18,003.97	48.6%
360 Misc Revenues	200,000.00	57,506.25	142,493.75	28.8%
380 Non Revenues	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	13,566.20	(13,566.20)	0.0%
Fund Revenues:	4,931,369.71	1,372,064.28	3,559,305.43	27.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
001 Administration	822,452.34	278,319.77	544,132.57	33.8%
002 Operations	4,200,219.04	968,395.32	3,231,823.72	23.1%
533 Electric Utility	5,022,671.38	1,246,715.09	3,775,956.29	24.8%
580 Non Expenditures	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers	466,236.98	130,099.19	336,137.79	27.9%
Fund Expenditures:	5,488,908.36	1,376,814.28	4,112,094.08	25.1%
Fund Excess/(Deficit):	(557,538.65)	(4,750.00)		

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402 Electric Capital Improvement Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	13,000.00	4,537.76	8,462.24	34.9%
397 Interfund Transfers	326,365.88	91,069.43	235,296.45	27.9%
Fund Revenues:	339,365.88	95,607.19	243,758.69	28.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	1,780,000.00	11,360.90	1,768,639.10	0.6%
Fund Expenditures:	1,780,000.00	11,360.90	1,768,639.10	0.6%
Fund Excess/(Deficit):	(1,440,634.12)	84,246.29		

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403 Water Utility Operations Fund

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
320 Licenses & Permits	4,000.00	648.00	3,352.00	16.2%
340 Charges For Services	2,185,577.73	514,235.69	1,671,342.04	23.5%
350 Fines & Forfeitures	30,000.00	6,546.63	23,453.37	21.8%
360 Misc Revenues	13,000.00	5,457.84	7,542.16	42.0%
380 Non Revenues	0.00	305.00	(305.00)	0.0%
390 Other Revenues	0.00	112.00	(112.00)	0.0%
Fund Revenues:	2,232,577.73	527,305.16	1,705,272.57	23.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
001 Administration	640,745.33	237,328.70	403,416.63	37.0%
002 Operations	1,244,185.81	240,984.60	1,003,201.21	19.4%
003 Water Quality	189,600.00	25,672.26	163,927.74	13.5%
534 Water Utility	2,074,531.14	503,985.56	1,570,545.58	24.3%
580 Non Expenditures	0.00	0.00	0.00	0.0%
591 Debt Service	197,310.00	43,655.00	153,655.00	22.1%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers	213,047.79	52,143.03	160,904.76	24.5%
Fund Expenditures:	2,484,888.93	599,783.59	1,885,105.34	24.1%
Fund Excess/(Deficit):	(252,311.20)	(72,478.43)		

2018 BUDGET POSITION

City Of Milton
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404 Water Capital Improvement Fund

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	18,500.00	4,818.02	13,681.98	26.0%
370 Capital Contributions	20,000.00	26,418.00	(6,418.00)	132.1%
397 Interfund Transfers	149,133.45	36,500.12	112,633.33	24.5%
Fund Revenues:	187,633.45	67,736.14	119,897.31	36.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	1,498,000.00	127,127.01	1,370,872.99	8.5%
Fund Expenditures:	1,498,000.00	127,127.01	1,370,872.99	8.5%
Fund Excess/(Deficit):	(1,310,366.55)	(59,390.87)		

2018 BUDGET POSITION

City Of Milton
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405 Water Utility Asset Replacement Fund

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	1,500.00	747.81	752.19	49.9%
397 Interfund Transfers	63,914.34	15,642.91	48,271.43	24.5%
Fund Revenues:	65,414.34	16,390.72	49,023.62	25.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	200,000.00	0.00	200,000.00	0.0%
Fund Expenditures:	200,000.00	0.00	200,000.00	0.0%
Fund Excess/(Deficit):	(134,585.66)	16,390.72		

2018 BUDGET POSITION

City Of Milton
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406 Stormwater Operations Fund

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
320 Licenses & Permits	1,000.00	0.00	1,000.00	0.0%
340 Charges For Services	988,749.87	244,174.39	744,575.48	24.7%
350 Fines & Forfeitures	0.00	3,335.82	(3,335.82)	0.0%
360 Misc Revenues	12,000.00	5,627.24	6,372.76	46.9%
Fund Revenues:	1,001,749.87	253,137.45	748,612.42	25.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
001 Administration	365,402.12	125,221.15	240,180.97	34.3%
002 Operations	796,280.81	131,264.31	665,016.50	16.5%
531 Stormwater Utility	1,161,682.93	256,485.46	905,197.47	22.1%
554 Nuisance Control	6,000.00	0.00	6,000.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers	195,828.92	44,985.31	150,843.61	23.0%
Fund Expenditures:	1,363,511.85	301,470.77	1,062,041.08	22.1%
Fund Excess/(Deficit):	(361,761.98)	(48,333.32)		

2018 BUDGET POSITION

City Of Milton
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407 Stormwater Capital Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
330 State Generated Revenues	711,500.00	12,449.26	699,050.74	1.7%
360 Misc Revenues	2,000.00	95.40	1,904.60	4.8%
397 Interfund Transfers	466,181.42	112,560.00	353,621.42	24.1%
Fund Revenues:	1,179,681.42	125,104.66	1,054,576.76	10.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	1,450,000.00	28,986.20	1,421,013.80	2.0%
Fund Expenditures:	1,450,000.00	28,986.20	1,421,013.80	2.0%
Fund Excess/(Deficit):	(270,318.58)	96,118.46		

2018 BUDGET POSITION

City Of Milton
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408 Stormwater Utility Asset Replacement Fund

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	500.00	224.33	275.67	44.9%
397 Interfund Transfers	29,647.50	7,425.31	22,222.19	25.0%
Fund Revenues:	30,147.50	7,649.64	22,497.86	25.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	100,000.00	0.00	100,000.00	0.0%
Fund Expenditures:	100,000.00	0.00	100,000.00	0.0%
Fund Excess/(Deficit):	(69,852.50)	7,649.64		

2018 BUDGET POSITION

City Of Milton
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409 Electric Utility Asset Replacement Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	0.00	599.24	(599.24)	0.0%
397 Interfund Transfers	139,871.10	39,029.76	100,841.34	27.9%
Fund Revenues:	139,871.10	39,629.00	100,242.10	28.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	360,000.00	0.00	360,000.00	0.0%
Fund Expenditures:	360,000.00	0.00	360,000.00	0.0%
Fund Excess/(Deficit):	(220,128.90)	39,629.00		

2018 BUDGET POSITION

City Of Milton
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501 Vehicle Repair & Maintenance Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Services	268,300.00	20,092.86	248,207.14	7.5%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	268,300.00	20,092.86	248,207.14	7.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Municipal Vehicles/Equipment	266,224.63	34,426.36	231,798.27	12.9%
580 Non Expenditures	0.00	0.00	0.00	0.0%
Fund Expenditures:	266,224.63	34,426.36	231,798.27	12.9%
Fund Excess/(Deficit):	2,075.37	(14,333.50)		

2018 BUDGET POSITION

City Of Milton
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503 Information Technology			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Services	260,938.47	55,559.61	205,378.86	21.3%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	260,938.47	55,559.61	205,378.86	21.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
518 Central Services	265,541.40	109,874.17	155,667.23	41.4%
580 Non Expenditures	0.00	0.00	0.00	0.0%
Fund Expenditures:	265,541.40	109,874.17	155,667.23	41.4%
Fund Excess/(Deficit):	(4,602.93)	(54,314.56)		

2018 BUDGET POSITION

City Of Milton
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631 Trust / Suspense Funds		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	0.00	26.19	(26.19)	0.0%
380 Non Revenues	0.00	16,698.73	(16,698.73)	0.0%
Fund Revenues:	0.00	16,724.92	(16,724.92)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	1,648.33	(1,648.33)	0.0%
Fund Expenditures:	0.00	1,648.33	(1,648.33)	0.0%
Fund Excess/(Deficit):	0.00	15,076.59		

2018 BUDGET POSITION

City Of Milton
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632 Muni Court		Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining
380 Non Revenues	500,000.00	83,882.37	416,117.63 16.8%
Fund Revenues:	500,000.00	83,882.37	416,117.63 16.8%
Expenditures	Amt Budgeted	Expenditures	Remaining
580 Non Expenditures	500,000.00	83,011.04	416,988.96 16.6%
Fund Expenditures:	500,000.00	83,011.04	416,988.96 16.6%
Fund Excess/(Deficit):	0.00	871.33	

2018 BUDGET POSITION TOTALS

City Of Milton
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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	3,929,320.71	741,721.06	18.9%	3,836,763.50	939,048.97	24%
002 Fire/EMS	0.00	0.00	0.0%	0.00	0.00	0%
004 General Fund Asset Replacement	36,385.48	561.18	1.5%	65,000.00	0.00	0%
006 Deposit & Clearing Account Fun	70,050.00	0.00	0.0%	70,000.00	0.00	0%
101 Street Fund	356,227.00	90,732.02	25.5%	362,865.39	88,322.36	24%
103 Strategic Reserve Fund	3,000.00	1,486.66	49.6%	0.00	0.00	0%
105 Drug Seizure Fund	13,000.00	32,903.47	253.1%	22,000.00	0.00	0%
107 Criminal Justice Fund	2,667,002.10	693,306.35	26.0%	2,665,374.34	773,083.81	29%
116 Community Events Fund	19,100.00	2,370.00	12.4%	22,075.00	102.56	0%
118 Reserve Officer Fund	0.00	0.00	0.0%	1,000.00	275.00	28%
130 Municipal Improvement Fund (R	135,600.00	25,577.59	18.9%	383,000.00	95,750.01	25%
131 Municipal Project Fund (REET 2	135,500.00	25,720.47	19.0%	290,200.00	72,549.99	25%
140 Traffic Impact Fee Fund	30,100.00	16,257.37	54.0%	0.00	0.00	0%
150 Park Impact Fee Fund	5,025.00	6,200.00	123.4%	0.00	0.00	0%
310 Capital Improvement Fund	1,210,503.00	93,300.00	7.7%	1,303,536.00	69,646.37	5%
314 Capital Improvement Reserve Fu	2,000.00	934.76	46.7%	0.00	0.00	0%
401 Electric Utility Operations Fund	4,931,369.71	1,372,064.28	27.8%	5,488,908.36	1,376,814.28	25%
402 Electric Capital Improvement Fu	339,365.88	95,607.19	28.2%	1,780,000.00	11,360.90	1%
403 Water Utility Operations Fund	2,232,577.73	527,305.16	23.6%	2,484,888.93	599,783.59	24%
404 Water Capital Improvement Func	187,633.45	67,736.14	36.1%	1,498,000.00	127,127.01	8%
405 Water Utility Asset Replacement	65,414.34	16,390.72	25.1%	200,000.00	0.00	0%
406 Stormwater Operations Fund	1,001,749.87	253,137.45	25.3%	1,363,511.85	301,470.77	22%
407 Stormwater Capital Fund	1,179,681.42	125,104.66	10.6%	1,450,000.00	28,986.20	2%
408 Stormwater Utility Asset Replace	30,147.50	7,649.64	25.4%	100,000.00	0.00	0%
409 Electric Utility Asset Replacemer	139,871.10	39,629.00	28.3%	360,000.00	0.00	0%
501 Vehicle Repair & Maintenance F	268,300.00	20,092.86	7.5%	266,224.63	34,426.36	13%
503 Information Technology	260,938.47	55,559.61	21.3%	265,541.40	109,874.17	41%
631 Trust / Suspense Funds	0.00	16,724.92	0.0%	0.00	1,648.33	0%
632 Muni Court	500,000.00	83,882.37	16.8%	500,000.00	83,011.04	17%
	19,749,862.76	4,411,954.93	22.3%	24,778,889.40	4,713,281.72	19.0%

TREASURERS REPORT

Fund Totals

City Of Milton
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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	189,857.56	276,726.55	352,326.91	114,257.20	79,215.73	10,756.58	-7,969.88	196,259.63
004 General Fund Asset Replacement Fund	193,052.85	184.76		193,237.61	0.00	0.00	0.00	193,237.61
101 Street Fund	42,684.96	27,229.30	37,520.74	32,393.52	11,884.54	805.55	0.00	45,083.61
103 Strategic Reserve Fund	264,931.62	1,486.66		266,418.28	0.00	0.00	0.00	266,418.28
105 Drug Seizure Fund	8,357.44	2,500.00		10,857.44	0.00	0.00	0.00	10,857.44
107 Criminal Justice Fund	16,253.32	255,410.66	378,243.70	-106,579.72	143,227.47	15,668.94	-50.75	52,265.94
116 Community Events Fund	12,392.71	0.00	102.56	12,290.15	40.00	0.00	0.00	12,330.15
118 Reserve Officer Fund	3,063.35	0.00		3,063.35	0.00	0.00	0.00	3,063.35
130 Municipal Improvement Fund (REET 1)	260,920.77	12,462.86	31,916.67	241,466.96	0.00	0.00	0.00	241,466.96
131 Municipal Project Fund (REET 2)	195,941.62	12,462.50	24,183.33	184,220.79	0.00	0.00	0.00	184,220.79
140 Traffic Impact Fee Fund	33,521.17	8,128.45		41,649.62	0.00	0.00	0.00	41,649.62
150 Park Impact Fee Fund	32,550.00	3,100.00		35,650.00	0.00	0.00	0.00	35,650.00
310 Capital Improvement Fund	200,002.22	31,100.00	681.39	230,420.83	13.23	0.00	0.00	230,434.06
314 Capital Improvement Reserve Fund	264,808.52	307.76		265,116.28	0.00	0.00	0.00	265,116.28
401 Electric Utility Operations Fund	1,146,018.30	390,387.25	449,875.43	1,086,530.12	64,249.66	3,990.29	-18,774.10	1,135,995.97
402 Electric Capital Improvement Fund	2,046,091.36	30,220.29	509.07	2,075,802.58	611.00	0.00	0.00	2,076,413.58
403 Water Utility Operations Fund	1,298,012.88	174,279.54	227,557.63	1,244,734.79	78,418.46	5,321.14	-7,673.48	1,320,800.91
404 Water Capital Improvement Fund	2,146,011.15	17,271.37	5,978.79	2,157,303.73	7,058.33	0.00	0.00	2,164,362.06
405 Water Utility Asset Replacement Fund	335,811.86	5,391.91		341,203.77	0.00	0.00	0.00	341,203.77
406 Stormwater Operations Fund	625,813.97	76,309.26	123,250.56	578,872.67	19,858.64	2,875.69	-4,118.71	597,488.29
407 Stormwater Capital Fund	453,624.48	50,068.17	5,609.34	498,083.31	5,030.11	0.00	0.00	503,113.42
408 Stormwater Utility Asset Replacement Fund	117,227.69	2,306.61		119,534.30	0.00	0.00	0.00	119,534.30
409 Electric Utility Asset Replacement Fund	461,189.37	11,789.12		472,978.49	0.00	0.00	0.00	472,978.49
501 Vehicle Repair & Maintenance Fund	0.00	5,694.86	17,805.26	-12,110.40	6,063.09	735.15	0.00	-5,312.16
503 Information Technology	61,945.85	18,519.87	72,311.29	8,154.43	47,168.62	43.34	0.00	55,366.39
631 Trust / Suspense Funds	26,516.49	909.26	281.64	27,144.11	171.75	0.00	0.00	27,315.86
632 Muni Court	8,392.30	22,843.83	22,427.13	8,809.00	20,037.71	0.00	-3,313.00	25,533.71
	10,444,993.81	1,437,090.84	1,750,581.44	10,131,503.21	483,048.34	40,196.68	-41,899.92	10,612,848.31

TREASURERS REPORT

Account Totals

City Of Milton
MCAG #: 0590

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	2,525,662.31	1,053,477.87	1,371,606.85	2,207,533.33	-38,586.92	503,207.31	2,672,153.72
5	Petty Cash	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
15	Court Checking	8,367.30	22,843.83	22,427.13	8,784.00	-3,313.00	20,037.71	25,508.71
	Total Cash:	2,535,029.61	1,076,321.70	1,394,033.98	2,217,317.33	-41,899.92	523,245.02	2,698,662.43
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
10	LGIP	3,478,389.37	4,221.68	0.00	3,482,611.05	0.00	0.00	3,482,611.05
12	Investment Bonds	4,431,574.83	0.00	0.00	4,431,574.83	0.00	0.00	4,431,574.83
	Total Investments:	7,909,964.20	4,221.68	0.00	7,914,185.88	0.00	0.00	7,914,185.88
		10,444,993.81	1,080,543.38	1,394,033.98	10,131,503.21	-41,899.92	523,245.02	10,612,848.31

TREASURERS REPORT
Fund Investments By Account

City Of Milton
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Fund	1,284.67		1.57	1.57		1,286.24
004 000 Asset Replacement	152,232.37		184.76	184.76		152,417.13
130 000 Municipal Improvement Fund (REET 1)	153,156.04		185.88	185.88		153,341.92
131 000 Municipal Project Fund (REET 2)	152,853.20		185.52	185.52		153,038.72
140 000 Traffic Impact Fee Fund	373.64		0.45	0.45		374.09
310 000 Capital Improvement Fund	0.25					0.25
314 000 Capital Improvement Reserve Fund	253,573.52		307.76	307.76		253,881.28
401 000 Electric Utility Fund	406,587.20		493.47	493.47		407,080.67
402 000 Electric Capital Improvement Fund	304,967.96		370.14	370.14		305,338.10
403 000 Water Utility Fund	469,832.56		570.23	570.23		470,402.79
404 000 Water Capital Improvement Fund	710,005.74		861.73	861.73		710,867.47
405 000 Water Utility Asset Replacement Fund	202,858.80		246.21	246.21		203,105.01
406 000 Stormwater Operations Fund	414,344.08		502.78	502.78		414,846.86
407 000 Stormwater Capital Fund	25,878.77		31.41	31.41		25,910.18
408 000 Stormwater Utility Asset Replacement Fund	60,857.63		73.86	73.86		60,931.49
409 000 Electric Utility Asset Replacement Fund	162,472.75		197.29	197.29		162,670.04
631 000 Trust / Suspense Funds	7,110.19		8.62	8.62		7,118.81
10 - LGIP	3,478,389.37	0.00	4,221.68	4,221.68		3,482,611.05
103 000 Strategic Reserve Fund	250,450.30					250,450.30
401 000 Electric Utility Fund	884,788.05					884,788.05
402 000 Electric Capital Improvement Fund	1,234,323.09					1,234,323.09
403 000 Water Utility Fund	279,944.46					279,944.46
404 000 Water Capital Improvement Fund	1,334,381.97					1,334,381.97
406 000 Stormwater Operations Fund	197,686.96					197,686.96
407 000 Stormwater Capital Fund	250,000.00					250,000.00
12 - Investment Bonds	4,431,574.83	0.00	0.00			4,431,574.83

TREASURERS REPORT

Fund Investments By Account

City Of Milton
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
	<u>7,909,964.20</u>	<u>0.00</u>	<u>4,221.68</u>	<u>4,221.68</u>	<u></u>	<u>7,914,185.88</u>



Agenda Item #:5C

To: Mayor Shanna Styron-Sherrell and City Council Members
From: Municipal Services Administrator Peretti
Police Chief / Public Safety Administrator Hernandez
Date: May 14, 2018
Re: City Legal Services

ATTACHMENTS: Attorney RFP Report

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required

Recommendation/Action: None

Fiscal Impact/Source of Funds: City Legal Services are budgeted for the 2018 fiscal year at \$103,000. As of April 24, 2018, the city has incurred \$32,000 in expenditures.

Discussion:

On March 30, 2018 the city released an RFP to solicit and select a qualified individual or firm to provide a full range of municipal legal services serving as the city's legal counsel on a contractual basis.

Scope of Services:

The city will need a full array of municipal city attorney services, including general legal counsel for the Mayor, City Council, and staff, including but not limited to:

1. Being available for phone consultations.
2. Bringing to the attention matters of relevance because of new legislations or recent court decisions.
3. Maintaining a liaison with other associated special counsel.
4. Attending council meetings as needed.
5. Available for special sessions of the council as needed.
6. Review and original preparation of ordinances, resolutions, and contracts when requested.

7. Litigation Services – representing the city as either a plaintiff or defendant. Representing the city before administrative proceedings before other governmental units.
8. Support in legal development and maintenance of LID and collection of assessments.
9. Contract law services including but not limited to subjects as personal services, equipment, and real estate leases and purchases.
10. Code development including the integration of new legislation requirements, as well as crafting language to accurately reflect the intent and desires of elected officials and city constituents.
11. Eminent domain legal issues.
12. Right of Way Acquisition.
13. Utilities.
14. Advise the council and its committees, boards, commissions, department heads and other city officials and officers, including the rendering of formal opinions when so requested, or when it appears to the attorney advisable to do so.
15. Consult with and participate with other city officials or representatives of the city concerning settlement of claims against the city or its officials, officers and employees while acting in their official governmental capacities.
16. Assist the mayor, council and city staff with ongoing risk assessment. Providing the benefit of seasoned legal experience in determining options to mitigate the risk of cost to cover vs. exposure to liability.

City of Milton
RFP - Attorney Services
Submittal Recap

Attorney Firm	Kenyon Disend	Foster Pepper	Janean Z. Parker	Ogden Murphy Wallace	Summit Law Group
Meets SOW	Y	Y	Y	Y	Y
Hourly Rate LEGAL	avg 228/hr	**	225/hr	200/hr*	265/hr
Hourly Rate PARA	avg 121/hr		75/hr		
References Provided	Y		Y		Y

*OMW First 40 hours per month, if over 40 then \$140 - \$300 per hour.
If 40 hours not used in a month the hours can be carried forward to the next month at \$200/hr.

**FP Foster Pepper stated that they do not usually provide general counsel services to cities and counties, only on an interim or short-term basis. They generally recommend that local or other counsel provide regular services to a local government.