



Building a Strong Partnership with your City Attorney

1

Your Panelists



Amanda Campos
City Secretary
City of Burleson



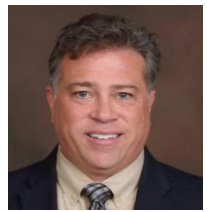
Kenneth Williams
City Manager
Beaumont, TX



Kuruvilla Oommen
City Attorney
Irving, TX



Frank Garza
Municipal Lawyer
Davidson Troilo
Ream Garza, PC
San Antonio, TX



Alan Bojorquez
Municipal Lawyer
Bojorquez Law Firm
Austin, TX

2

Nature of Representation

- Client is the City (as an entity, an organization)
- City Attorney represents the City
- City Attorney works with City Officials (Council, Manager, Staff)
- We should understand our roles
- We can share our expectations



3

Client's Standards

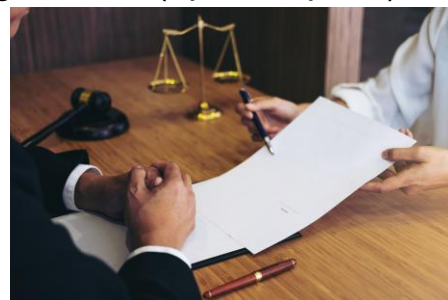
- **Empathy:** City Officials are people (who face human challenges)
- **Respect:** treat people in professional manner
- **Competence:** be qualified & prepared
- **Integrity:** adhere to high professional standards
- **Candor:** be honest & direct
- **Communication:** communicate timely & often
- **Confidentiality:** safeguard sensitive data



4

More Client Standards

- **Responsiveness:** take action timely & according to directions
- **Diligence:** devote the time necessary to do work thoroughly
- **Efficiency:** do not waste client resources
- **Alternatives:** present options & risk assessments
- **Advisors:** render legal advice & policy guidance (upon request)
- **Politics:** stay out of political disputes & personal conflicts
- **Relationships:** it's ok to be friendly but maintain professionalism



5

Attorney's Standards

- **Empathy:** Attorneys are people (who face human challenges)
- **Respect:** treat people in professional manner
- **Integrity:** adhere to high professional standards
- **Consideration:** heed legal advice (don't ignore / dismiss)
- **Time:** allot time necessary to do quality legal work
- **Communication:** communicate timely & often



6

More Attorney Standards

- **Information:** provide data needed to perform legal work
- **Context:** give full explanation of situation (not isolated questions)
- **Cooperation:** vital to success & condition of liability coverage
- **Feedback:** assess legal services timely & respectfully
- **Politics:** do not require involvement in political / personal disputes
- **Relationships:** it's ok to be friendly but maintain professionalism



7



Clear Expectations lead to Mutually-Supportive Relationships

8