

TOWN OF ENFIELD  
ANNUAL BUDGET

23

FUNCTION: DEPT/AGENCY: ACTIVITY: CODE:  
General Fund Judicial Town Attorney 1300

PROGRAM SUMMARY	2008-09	2009-10		2011-11	
	ACTUAL	BUDGET	REVISED	PROPOSED	ADOPTED
0100 Personal Services - Salaries	248,393	250,860	250,860	262,172	226,379
0200 Personal Svcs. Employee Benef.	73,494	79,312	79,312	62,980	44,651
0300 Purchased Prof. & Technical	56,540	91,292	90,592	90,592	95,592
0400 Purchased Property Services	70				
0500 Other Purchased Services	2,205	1,310	2,010	3,635	3,635
0600 Supplies/Materials	4,928	1,487	1,487	1,487	1,487
0800 Other Objects	815	875	875	875	875
<b>PROGRAM TOTAL</b>	<b>386,445</b>	<b>425,136</b>	<b>425,136</b>	<b>421,741</b>	<b>372,619</b>

PROGRAM INFORMATION & DATA:

The Town Attorney acts as the legal advisor to the Town Council, the Town Manager, department and division heads, in all matters relating to their official duties. The Town Attorney advises as to the legal implications of contemplated policy and administrative decisions, and represents the Town in legal proceedings in which it may have an interest.

DEPARTMENT GOALS:

To continue to provide preventative and proactive counsel to Town Officials, agencies, boards, commissions, the Town Manager and Town staff.

Strive to protect and preserve the Town's legal interests through various means, among them:

- a. research and write legal opinions; review and draft ordinances, contracts, agreements and other documents;
- b. vigorously and successfully represent and defend the Town's interests in litigation, claims, arbitration and similar proceedings;
- c. oversee and facilitate property acquisitions, sales and condemnations;
- d. safeguard and limit the Town's liability;
- e. expedite and accelerate resolution of dormant cases.

# TOWN OF ENFIELD ANNUAL BUDGET PERSONNEL DETAIL

Function: General Fund  
 Dept/Agency: Judicial

Position Classification	POSITIONS AND BUDGET					
	CURRENT		PROPOSED		ADOPTED	
Senior Assistant Town Attorney	1.00	94,223	1.00	97,050	1.00	97,050
Assistant Town Attorney	1.00	81,410	1.00	83,853	1.00	83,853
Legal Secretary	1.00	44,368	1.00	45,476	1.00	45,476
Secretary I	1.00	30,859	1.00	35,793	-	-
<b>Total</b>	4.00	<u>250,860</u>	4.00	<u>262,172</u>	3.00	<u>226,379</u>