

CITY ATTORNEY

CITY ATTORNEY (1201)

OVERALL GOAL

Serve the legal needs of the City, as represented by the Mayor and City Council, the City Manager, the Water Commission and other Boards and Commissions, the Department Heads and City Employees.

KEY OBJECTIVES

Advice

- Review and prepare Agendas, Ordinances and Resolutions.
- Attend and Advise Council and Boards and Commissions during meetings.
- Serve Staff's Immediate Legal Needs by Phone, E-mail and Drop-in.
- Draft and/or Review and Approve Documents.

Representation

- Prosecute Crimes and Violations in Municipal Court.
- Pursue and Defend Litigation in State and Federal Court.
- Appear Before Administrative Agencies: e.g.; BOLI, LUBA, ERB.

KEY PERFORMANCE MEASURES

Advice

- 2009-11 Budget Period
 - 395 Ordinances prepared.
 - 1,137 Memos & Documents prepared (5/week/attorney).
 - 1,802 Meetings attended (8/week/attorney).
 - 5,056 Documents Reviewed (17/week/attorney).
 - 31,076 Letters & E-Mail received and sent (92/week/attorney).
 - 4,377 Telephone Calls (20/week/attorney).
 - 6,717 Municipal Cases Reviewed (18/week/attorney).
 - 1,510 Other Tasks (6/week/attorney).

Representation

- Federal Court: Argonaut Insurance.
- Oregon Supreme Court: WalMart
- Court of Appeals: Brown.
- Circuit Court: West Main Townhomes.
- LUBA: Cell Tower.
- ERB: Local 223.

Budget Summary Needs Analysis

In the last biennial budget, our analysis showed that we were adequately staffed. Because our numbers are within acceptable range, the City Attorney's Office does not anticipate any staffing increases or other additional budget needs in the next biennium, unless required by our self-insured status.

	<u>Comparables</u>						
	<u>Medford</u>	<u>Ashland</u>	<u>G. P.</u>	<u>Portland</u>	<u>Beaverton</u>	<u>Salem</u>	<u>Average</u>
FTE	4 (3/1)	3 (2/1)	2 (1/1)	52(34/18)	8 (5/3)	12 (7/5)	15 (9/6)
Atty/FTE	1/142	1/125	1/110	1/174	1/99	1/172	1/130
Atty/Citizen	1/25,828	1/10,730	1/16,663	1/17,692	1/17,488	1/22,494	1/18,483
Atty/Personal Svcs	.91%	1.33%	1.82%	1.17%	2.04%	1.10%	1.454%
Atty/Total Budget	.35%	.48%	.42%	.24%	.63%	.31%	.424%

CAPITAL OUTLAY - FY 2012

None

CAPITAL OUTLAY - FY 2013

None



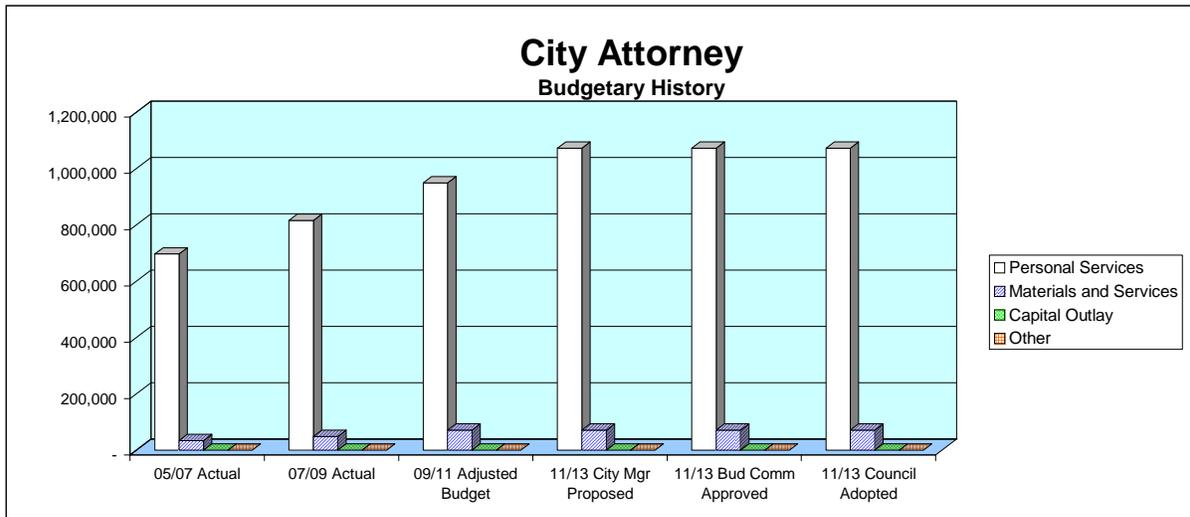
✓ Orientation for
elected and
appointed officials

✓ Examination of
witnesses in court

City Attorney

City Attorney (1201)

Classification	05/07 Actual	07/09 Actual	09/11 Adjusted Budget	11/13 City Mgr Proposed	11/13 Bud Comm Approved	11/13 Council Adopted
Personal Services	696,540	815,938	948,800	1,072,370	1,072,370	1,072,370
Materials and Services	34,017	49,260	71,030	71,040	71,040	71,040
Capital Outlay	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	730,557	865,198	1,019,830	1,143,410	1,143,410	1,143,410



STAFFING

Classification	05/07 Actual	07/09 Actual	09/11 Adjusted	11/13 Cty Mgr Proposed	11/13 Council Adopted
104 City Attorney	1.00	1.00	1.00	1.00	1.00
129 Sr. Assistant City Attorney	2.00	2.00	2.00	1.00	1.00
172 Legal Secretary	1.00	1.00	1.00	-	-
331 Assistant to the City Attorney	-	-	-	1.00	1.00
336 Deputy City Attorney	-	-	-	1.00	1.00
TOTAL FULL-TIME POSITIONS	4.00	4.00	4.00	4.00	4.00
FTE EQUIVALENCY - TEMPORARY LABOR	0.08	0.07	0.07	0.06	0.06
TOTAL POSITIONS	4.08	4.07	4.07	4.06	4.06

