

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.

KEY PERFORMANCE MEASURES

Advice

- Survey showed 96% of staff with opinion either satisfied or very satisfied.
- 2006-06 Budget Period
 - 599 Ordinances in last budget period.
 - 1,312 Memos & Documents Prepared (3/week/attorney).
 - 2,350 Meetings (7/week/attorney).
 - 4,820 Documents Reviewed (16/week/attorney).
 - 21,000 Letters & E-Mail (70/week/attorney).
 - 7,781 Telephone Calls (25/week/attorney).
 - 6,965 Municipal Cases Reviewed (23/week/attorney).
 - 1,700 Other Tasks (6/week/attorney).

Representation

- Circuit Court: Fitzgerald; Watkins; Pacific Electrical Contractors.
- Federal Court: Argonaut Insurance.
- Court of Appeals: Harrington; Cedar Landing.
- LUBA: WalMart, Cedar Landing, North Gate.

Budget Summary Needs Analysis

In 2002, the City Attorney had four (4) Full Time Employees (FTE) and the total employees served was 415, for a ratio of one attorney per 103 employees. For 2007-09, the projected city FTE is 477, an increase of 63 employees – an increase of 15% over 2002. In 2002 we had 243 development applications; in 2006 we had 361, an increase of 50%. In 2002 we had one LUBA appeal; in 2006 we had four.

Comparables

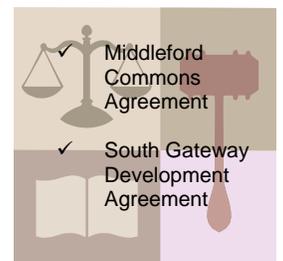
	<u>Medford</u>	<u>Ashland</u>	<u>Grants Pass</u>	<u>Portland</u>
FTE	4	3.5	1.5	47.33
Attorney/FTE	1/124	1/76	1/136	1/123
Attorney/Citizen	17,713	6396	17,390	11,759
Attorney/Personal Services	.97%	1.42%	.96%	1.11%
Attorney/Total Budget	.40%	.36%	.54%	.23%

CAPITAL OUTLAY - FY 2008

None.

CAPITAL OUTLAY - FY 2009

None.

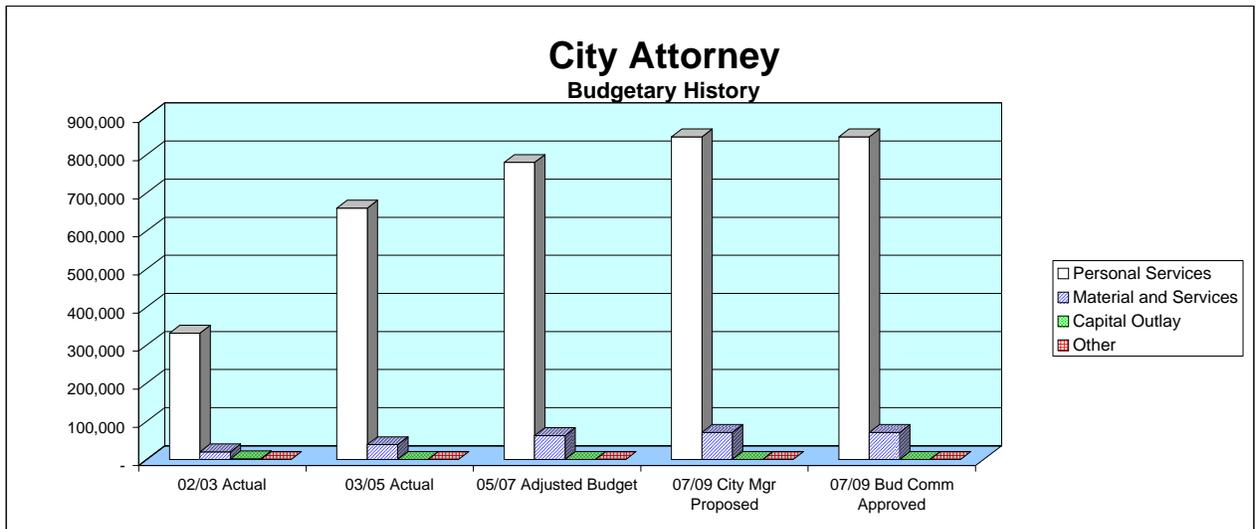




Administration

City Attorney (1201)

Classification	02/03 Actual	03/05 Actual	05/07 Adjusted Budget	07/09 City Mgr Proposed	07/09 Bud Comm Approved	07/09 Council Adopted
Personal Services	331,758	660,035	779,960	847,440	847,440	847,440
Material and Services	20,342	38,907	62,540	71,030	71,030	71,030
Capital Outlay	1,796	-	-	-	-	-
Other	-	-	-	-	-	-
Total	353,895	698,942	842,500	918,470	918,470	918,470



STAFFING

Classification	02-03 Actual	03-05 Actual	05-07 Adjusted	07-09 Cty Mgr Proposed	07-09 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	2.00	2.00
172 Legal Secretary	1.00	1.00	1.00	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
TOTAL POSITIONS	4.00	4.00	4.08	4.07	4.07

