



Below is a summary of the Achievements and Accomplishments for the Legal Department during 2009-2010.

Legal:

1. Attended 1,228 meetings and appointments this year; an average of 205 per month.
2. Ordinances and resolutions prepared totaled 283; an average of 24 month.
3. Correspondence received (letters and e-mails) totaled 16,659; an average of 2,777 per month.
4. Outgoing correspondence (letters and e-mails) totaled 3,941; an average of 328 per month.
5. Documents prepared totaled 810; an average of 66 per month. This category consists of contracts, legal pleadings, memoranda, motions, legal opinions and other agreements.
6. Documents reviewed totaled 3,670; an average of 306 per month. This category consists of contracts, pleadings, legal notices, planning documents, and other documents we received, other than correspondence and legal publications.
7. Legal publications reviewed totaled 343; and average of 29 per month. We subscribe to a number of legal publications which provide essential information on current legal topics and regulations.
8. Legal research projects totaled 236, an average of 20 per month.
9. Telephone calls totaled 2,635, an average of 220 per month.
10. Municipal Court pre-trials totaled 655, an average of 55 per month.
11. Municipal Court cases endorsed totaled 1,590, an average of 133 per month.

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12. Municipal Court cases set for trial this period totaled 831, an average of 69 per month.
13. A total of 23 code amendments were prepared and distributed during this fiscal year.
14. The Legal Department assists the Council, and all of the City Departments in the following areas:

#### Quality of Life

Regional Problem Solving  
Urban Growth Amendment  
Table Rock Park Use Agreement  
Parks Naming Rights  
Nuisance Abatement

#### Public Safety

Roxy Ann Tower  
Consolidated Communications  
Criminal Prosecution in Municipal Court  
Intergovernmental Agreements for Drug and Gang Enforcement  
Mutual Aid Fire and Rescue Agreements  
ICS (disaster incident management) training

#### Development

Wal-Mart Oregon Supreme Court  
Urban Renewal Consolidation  
Amy's Kitchen  
The Commons  
Northgate

#### Transportation

Highway 62 Owens Coker Butte  
Excel Drive  
Jurisdictional Transfers West Main and North Ross Lane

15. The City Attorney has spoken at continuing legal education seminars on several topics, including urban growth boundary amendment process; abusive solicitation, and collection of transient lodging taxes.

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16. Legal is efficient through:
  - a. Contracts
  - b. Court pleadings
  - c. Uses Office Outlook to save time
  - d. Muni Court File sharing
  - e. E-mail
17. Absorbed MURA legal services.
18. Legal continues to increase efficiencies with technology:
  - Review law-specific software and networks
  - Review code for amendment opportunities
  - Eliminate or amend obsolete sections
  - Assume tasks related to city's move to self-insurance
19. Continued to increase efficiencies with technology.
20. Reviewed code for amendment opportunities.
21. Eliminated or amended obsolete sections.
22. We are considering creating paralegal position for claims litigation work.

#### Website updates

The City Attorney's Office maintains the department's website as well as the online version of the Municipal Code. Maintenance is performed by Judy Parton, Assistant to the City Attorney.

Municipal Code Updates were completed within 2 days after a Code amendment is adopted by the City Council