

LEGAL SERVICES

Department Overview

The City Attorney and City Prosecutor comprise the service area identified as Legal Services.

The City Attorney Office (CAO) is overseen directly by the City Council. CAO is responsible for attending all City Council and Planning Commission meetings and for supplying the City Council and staff with legal analysis and opinions regarding existing or proposed City operations and activities. All ordinances, resolutions and agreements and activities having legal implications are reviewed and approved by CAO to assure compliance with intent, Charter, State, and Federal laws as well as the possibility of liability exposure or litigation.

The City Prosecutor services are managed via contract with local law firm Leahy Cox, LLP. The City Prosecutor represents the City in Municipal Court. Prosecution services are provided for all misdemeanor criminal and traffic crimes and for any violation cases in which the defendant has retained counsel. The City Prosecutor represents the City in trials by court or by jury.

	FY19 Actuals	FY20 Actuals	FY21 Amended	FY22 Proposed
5 PERSONNEL SERVICES	360,286	252,203	426,199	457,065
6 MATERIALS & SERVICES	354,083	388,999	404,417	409,721
7 CAPITAL OUTLAY	6,058	-	-	-
Grand Total	\$ 720,427	\$ 641,202	\$ 830,616	\$ 866,786

*5,6 & 7 indicated in table above are the numeric categories used in the general ledger to represent the different expense types.

Budget Summary – FY2022

Staffing

CAO has three FTE including a City Attorney, Assistant City Attorney, and Paralegal.

The Prosecutor’s Office does not have FTE because the services are provided pursuant to a contract between the City and the law firm Leahy Cox, LLP.

Department Funding

CAO is supported from general revenue sources.

The Prosecutor’s Office program is supported from the general revenue sources and the Police and Jail Local Option Levy Fund.

Service Level Changes

No significant changes to these programs are expected.

Accomplishments FY2021

- **Land Development** – Worked with Development & Public Works Department on the legal aspects of City land use decisions, such as a plan amendment and zone change and master plan modification for the Marcola Meadows property.
- **Development Code Update Project** – Assisted with drafting proposed housing code to comply with the state mandate in HB 2001 to allow duplexes and middle housing on more residential properties.
- **Economic Development** – Assisted SEDA and the City with real property transactions to support economic development projects, including purchasing the Memorial Building from Willamalane and the Gateway Flame property from ODOT.
- **Mayor and Interim Councilor Vacancies** – Provided direction regarding how to move forward with interim appointments due to vacancies.
- **Boards, Commissions and Committees Batch Recruitment** – Assisted with implementing batch recruitment for the various boards, commissions and committees, drafting a volunteer guide and updating bylaws.
- **Procurement Process Improvements** – Worked with the Finance Department to streamline and decentralize the City's procurement and public contracting processes, and updated standard contracting templates.
- **COVID-19/McKenzie Fire Response** – Provided legal advice and served in City's EOC relating to City's response to COVID-19 pandemic.

Initiatives FY2022

- **Economic Development** – Assist with bringing SEDA's and the Council's economic development projects to fruition.
- **Development Code Update Project** – Continuing to participate as a core team member and assist with drafting an updated Development Code, focusing on the housing code and commercial and industrial code sections.
- **Enterprise Risk Management** – Assist the City with implementing the Enterprise Risk Management Program.
- **Police Reform** – Assist with legal aspects of implementing police reform.
- **CAO Work Plan/City Prosecutor** – Complete City Attorney performance evaluation and analyze benefits of creating in house City Attorney's Office and develop work plan specific to CAO office that integrates with overarching City goals and vision.
- **Racial Equity Lens** – Assist City with overall efforts to promote diversity, equity and inclusion in City policies, practices and procedures.

Three Year Considerations FY2023-FY2025

- **Economic Development** – Continue to assist with legal aspects of economic development efforts in urban renewal areas and the revitalization of Downtown, Glenwood and throughout the City.
- **Housing** – Advise and participate in City efforts to increase housing supply, address issues surrounding the unhoused and the housing continuum.
- **Enterprise Risk Management** – Continue ERM plan implementation.
- **Police Reform** – Continue to assist in implementing related police reform policy changes and updates.

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- **Efficient City Services** – Continue to assist in streamlining internal City processes and evaluating legal aspects of providing City services with new technologies.
- **Racial Equity Lens** – Assist City with overall efforts to promote diversity, equity and inclusion in City policies, practices and procedures.

Financial Summary by Fund

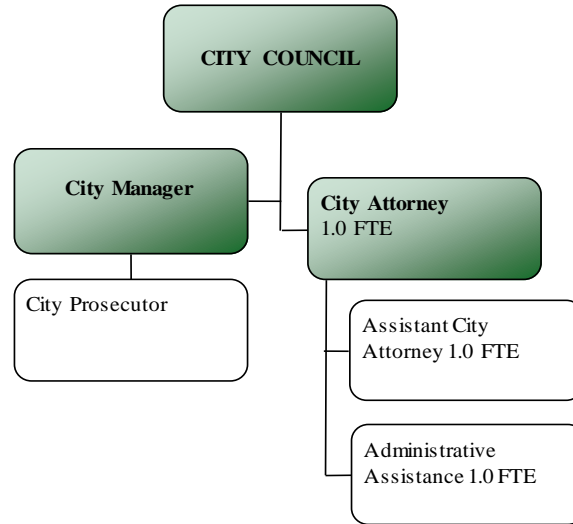
	FY19 Actuals	FY20 Actuals	FY21 Amended	FY22 Proposed
100 General Fund	646,479	557,519	740,916	777,086
236 Police Local Option Levy Fund	73,949	80,980	89,700	89,700
713 Vehicle & Equipment Fund	-	2,702	-	-
Grand Total	\$ 720,427	\$ 641,202	\$ 830,616	\$ 866,786

Financial Summary by Program

	FY19 Actuals	FY20 Actuals	FY21 Amended	FY22 Proposed
1012 City Prosecutor	324,610	335,165	370,400	370,400
7000 Department Administration	-	-	-	-
7100 City Attorney	395,817	303,335	460,216	496,386
9000 Non-Program	-	2,702	-	-
Grand Total	\$ 720,427	\$ 641,202	\$ 830,616	\$ 866,786

LEGAL SERVICES

Organizational Structure



Summary of Full-Time Equivalent by Position

	FY19 FTE	FY20 FTE	FY21 FTE	FY22 FTE
Assistant City Attorney	1.00	1.00	1.00	1.00
Departmental Assistant	1.00	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00	1.00
Grand Total	3.00	3.00	3.00	3.00

Summary of Full-Time Equivalent by Fund

	FY19 FTE	FY20 FTE	FY21 FTE	FY22 FTE
100 General Fund	3.00	3.00	3.00	3.00
Grand Total	3.00	3.00	3.00	3.00

Summary of Full-Time Equivalent by Program

	FY19 FTE	FY20 FTE	FY21 FTE	FY22 FTE
7100 City Attorney	3.00	3.00	3.00	3.00
Grand Total	3.00	3.00	3.00	3.00