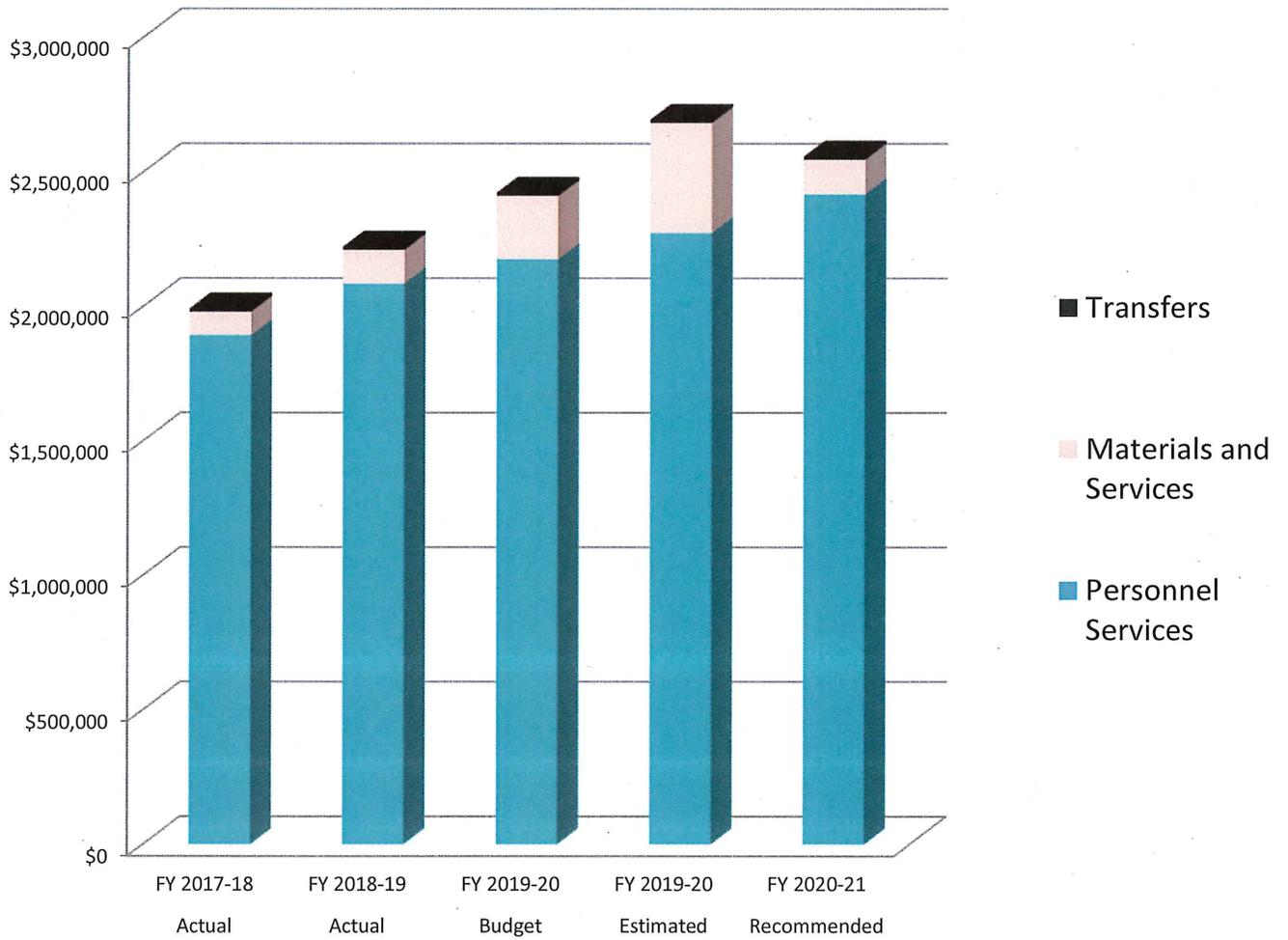


GENERAL FUND
CITY ATTORNEY'S OFFICE
RECOMMENDED FY 20-21



CITY OF BEAVERTON

BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21

With Explanations on Significant Changes between Budgeted 2019-20 and Recommended 2020-21

Fund: **General Fund**
 Department: **City Attorney's Office - Summary**

CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	% Change Budgeted Vs. Recommended
Personnel Services	\$1,890,689	\$2,083,148	\$2,173,254	\$2,271,267	\$2,414,682	11.11%
Materials and Services	87,826	125,619	236,013	409,330	129,853	-44.98%
Transfers	11,380	11,199	11,009	11,009	11,032	0.21%
SUB-TOTAL	\$1,989,895	\$2,219,966	\$2,420,276	\$2,691,606	\$2,555,567	
Contingency			-		-	
Reserve for equip.			-		-	
TOTAL	\$1,989,895	\$2,219,966	\$2,420,276	\$2,691,606	\$2,555,567	
FTE's	15.85	15.85	15.85		16.00	

Explanation of item(s) that are significant (10% and greater than \$10,000):

Personnel services:

FY 2020-21 reflects a net additional 0.15 FTE made up of reallocation of 0.20 FTE Support Specialist offset by a 0.05 allocation of Assistant City Attorney 3 to the CDD-BURA Program Admin. Budget also reflects step increases, COLA increases for SEIU and management at 2.60%. Also shown are medical insurance cost increase of 10% for Kaiser, 5% increase in MODA plans and 0% increase for Dental.

Materials and services:

FY 2019-20 reflects a reduction of \$130K in external legal services.

Transfers:

No Significant Change

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

MISSION STATEMENT:

To provide responsive, high-quality, cost-effective legal, risk and records management services to the mayor, city council, city staff and all the city's departments, agencies, boards and commissions. *(Council Goal #2: Use city resources efficiently to ensure long-term financial stability; #4: Provide responsive, cost-effective service to the community #5 Assure a safe and healthy community; #8 Provide and support a highly-qualified and motivated workforce.)*

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	15.85	15.85	15.85	16.00	0.00
PERSONNEL SERVICES	\$1,890,689	\$2,083,148	\$2,173,254	\$2,414,682	\$0
MATERIALS & SERVICES	87,826	125,619	236,013	129,853	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	11,380	11,199	11,009	11,032	0
TOTAL	\$1,989,895	\$2,219,966	\$2,420,276	\$2,555,567	\$0

SERVICES AND TRENDS:

Services

The city attorney's office provides legal counsel and representation to the mayor, city council, city staff and all the city's departments, boards and commissions. Legal advice and counsel is provided on a broad range of matters. These include matters relating to real estate, land use, urban renewal, housing, transportation, public finance, economic development, utilities, franchises, public records, public meetings, grants, contracts, procurements, intellectual property, bankruptcy, collections, ethics, civil rights, labor, employment, torts, risk management, workers' compensation, elections, legislation, the environment, and any other area of law involved in the operations of the city and its related organizations. The office is responsible for drafting the city's contracts, ordinances, resolutions, and real estate transaction documents as well as for managing, filing, and/or defending civil law suits at trial and on appeal.

The office works closely with the police department and prosecutes state and local misdemeanor and violation offenses occurring within the city. The work of the prosecution office includes the filing of complaints, responding to discovery requests, conducting pretrial negotiations, filing and responding to motions, preparing for and attending hearings, court and jury trials, and certain appeals. Cases prosecuted by the city are prosecuted in the Beaverton Municipal Court. The office also employs a victim's advocate partially funded by the State of Oregon to assist victims of misdemeanor crimes.

The office's risk management division identifies, analyzes, evaluates and reduces the impact of risk on the city by managing and administering the city's insurance, safety and loss control programs. The division assists in safeguarding the city from the adverse impact of loss by purchasing insurance, responding to and resolving risk claims, and developing programs, plans and procedures to make the organization safer and more resilient. More information about the division is set out later in this budget document in connection with the Insurance Agency Fund's General Liability and Workers' Compensation programs.

The records management division takes a lead role in managing the information assets of the city. The division's scope of services includes the traditional archiving function that requires the retention and disposition of important city records in accordance with a schedule mandated by the state of Oregon. As well, the division responds to subpoenas, discovery requests, and complex public records requests.

Trends

The city attorney's office workload largely responds to the needs of the organization. Changes in city initiatives, boundaries, municipal court caseload, and relations with other local governments and private enterprises have a direct impact on the office's workload. For example, as Beaverton's population increases, the number of police officers increases, which leads to an increase in the workload for the prosecutors. As the city's boundaries expand, the office's civil workload typically expands to include work on annexation agreements, infrastructure agreements, and amendments to the city's comprehensive plan and/or development code.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

A second significant factor affecting the workload in the office is the frequency and scope of public records and discovery requests. In many instances, the requests require legal review. Management of city records is becoming increasingly complex, as legal rights and responsibilities affect the creation, use and transmittal of information through a myriad of technologies. Similarly, the workload of the two city prosecutors and their support staff is affected by the frequency of discovery requests made by defendants for possible use at trial. With the advent of the use of body-worn cameras, a substantial amount of staff time is spent reviewing videos for possible and actual use at trial.

A third significant contribution to the workload of the office is the city’s real estate development efforts. These efforts can involve all the office’s civil attorneys and entail work on negotiating and/or drafting leases, property conveyances, public solicitations and contracts, development agreements, and targeted development incentives. Similarly, when the city simultaneously takes on multiple major construction projects, such as a public safety center, a performing arts center, and a multi-story public parking garage, the office workload increases.

Major trends affecting the city’s risk management program include the consideration of whether the city should self-insure for auto and general liability. The city continues working with its insurance broker to assess the benefits and burdens of self-insurance. Another major trend affecting risk management is the codification of enterprise risk management decision-making standards by the International Organization for Standardization (ISO). These new standards, commonly referred to as ISO 31000:2018, provide a uniform process for assessing and mitigating risks. The city’s current primary insurer, CIS, is encouraging all its clients to use the ISO 31000:2018 decision-making framework to manage risk in their organizations.

Major trends affecting the city’s records management program include the growth of electronic records kept on multiple electronic devices and the city’s increasing use of social media and cloud-based services. The records management program was once a program focused on paper archives, but now the records management unit’s range of services has expanded to include the management of electronic records created and stored on a multitude of devices and responding to a broad range of public records requests, including civil discovery requests and subpoenas *duces tecum*.

BUDGET HIGHLIGHTS:

The city attorney’s office’s FY 2019-20 budget is intended to provide the department the financial resources it needs to continue to provide responsive legal, risk and records management services to the department’s internal and external customers. For FY 2019-20, the office budget is largely a status quo request, except for the following new items:

- The legal services division is requesting \$56,530 for a .25 FTE, on-call, part-time prosecutor to serve as a backup prosecutor as needed when one or both of city’s two full-time prosecutors is or are unavailable for work. Of the requested amount, approximately \$23,400 are wages.
- The legal services division is requesting \$53,178 for a .5 FTE to serve as a prosecutor, but only if the city establishes a behavioral health court. The addition of a third prosecutor may alleviate the need for an on-call, part-time prosecutor.
- The legal services division is requesting \$4,000 to hire a law student as a summer intern in May & June of 2021. The hiring may be coordinated through a program of the Oregon State Bar, which would contribute an additional \$4,400 in pay for the law clerk.
- The legal services division is requesting \$46,000 to allow the office to hire up to an assistant attorney 3 to fill an existing vacancy for an experienced labor and employment lawyer. The office currently has the authority to hire an assistant city attorney 1, which is typically an entry-level classification.
- The records management division is requesting \$25,000 to procure software to help the city manage public records requests. The police department’s records division is matching the \$25,000. The expectation is that both records divisions would be using the same software to manage the requests.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

PROGRAM GOAL:

To provide high-quality, cost-effective legal services to the mayor, city council, city staff and all the city's departments, agencies, boards and commissions.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	11.05	11.05	11.05	11.20	0.00
PERSONNEL SERVICES	\$1,437,147	\$1,618,435	\$1,609,564	\$1,872,887	\$0
MATERIALS & SERVICES	49,375	76,286	201,734	70,797	0
CAPITAL OUTLAY					
TRANSFERS	8,630	8,355	8,257	8,710	0
TOTAL	\$1,495,152	\$1,703,076	\$1,819,555	\$1,952,394	\$0

PROGRAM OBJECTIVES:

The city attorney's office is responsible for all the legal affairs of the city. The office represents the city, mayor, and council in affirmative and defensive civil litigation, and administrative and quasi-judicial proceedings. Office attorneys draft and review local legislation, procurement contracts, real estate leases, intergovernmental agreements and other documents and legal instruments. Attorneys in the office advise on policy development and program implementation, advocate and negotiate on behalf of the city, and provide training to elected officials, city boards and commissions, and city employees in a wide variety of areas.

The city attorney's office regularly provides the following services:

- Preparing, reviewing, and editing ordinances, resolutions, policies, procedures, and agenda bills.
- Assisting in negotiating and drafting contracts and agreements with public and private counterparties.
- Working with insurance counsel to provide comprehensive defense of claims covered by insurance.
- Commencing or defending legal actions in appropriate forums to advance and protect city's legal interests.
- Assisting in advancing the city's legislative agenda before state and federal legislatures and administrative agencies.
- Advising on state and county legal requirements for candidate and measure elections.
- Advising the planning division on all manner of land use issues.
- Providing legal advice and documents for the acquisition, disposition, and redevelopment of property.
- Advising the BURA Board and staff on implementing the Central Beaverton Urban Renewal Plan.
- Advising on the legal requirements for the procurement of goods and services and the construction of public improvements.
- Assisting outside bond counsel in matters relating to the issuance of debt.
- Prosecuting state and local misdemeanor and violation offenses occurring within the city, including the filing of complaints, coordinating discovery requests, responding to evidentiary suppression motions, and conducting pre-trial negotiations, court and jury trials, and certain appeals.
- Providing a victim's advocate for victims of misdemeanor crimes and administering grant funds for that purpose.
- Providing legal training for Beaverton police officers.
- Assisting in negotiating and managing franchises and licenses with utilities operating in the city's rights of way.
- Assisting in the administration of the city's water utility.
- Negotiating collective bargaining agreements.
- Providing legal review and analysis of labor contracts and employment policies.
- Assisting in labor contract grievance arbitrations and other labor law contested cases.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
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PROGRESS ON FY 2019-20 ACTION PLAN:

City Council

- Work with the human resources director to revise process for annual review by the city council of the city’s two judges and the city attorney.
 - *Revised process presented to council and approved.. City attorney’s review held February 2020. Presiding judge’s review expected by end of FY 2019-20.*
- Revise Council Rules
 - *An ordinance revising the rules took effect in July 2019.*

Mayor’s Office

- Assist in city efforts to address homelessness in Beaverton, including providing legal advice regarding the city’s pilot safe parking program.
 - *Reviewed safe parking program guest agreements and manager agreement to determine risk allocation among the parties.*
 - *Advised on guidelines for the management and control of the Community Center parking lot site where pilot program is located.*
 - *Advised regarding law enforcement options relating to camping around the library’s west parking lot (across the street from the safe parking program).*
 - *Helped draft text amendment for the Development Code and City Code relating to the number of people who may live in vehicles parked on commercial lots adjacent to commercial structures.*
- Support the implementation of a rental inspection program.
 - *Provided input on RFPs for program-related services.*
 - *Advised on amendments to city code regarding residential property maintenance code and other City Code sections that give Council authority to review enforcement actions.*
- Review and update the city’s regulatory ordinances. These include ordinances related to parking, code infraction proceedings, licenses, water service, building codes, license revocation process, nuisance abatement procedures, and residential property maintenance.
 - *Advised on amendments to the building code chapter of City Code to address changes to the state building code administrative rules.*

Community Development

- Support efforts to promote affordable housing solutions by providing legal services to BURA and the city’s redevelopment efforts, including implementation of Metro bond.
 - *Prepared disposition and development agreement with a nonprofit community development organization for construction of the Mary Ann apartments, a 54-unit, 71,000 square feet affordable housing project serving an average 45% AMI.*
 - *Prepared grant and regulatory agreement to provide \$100,000 in assistance for the development of the Cedar Grove affordable housing project.*
 - *Helped negotiate and draft an IGA with Metro for distribution to city of approximately \$31 million in affordable housing bond proceeds.*
 - *Assisted public works and community development with a systems development charge ordinance that will address affordable housing concerns, such as SDC waivers.*
- Assist in providing legal advice on parking as the city’s parking manager develops the city’s new parking management plan.
 - *Assisted in developing a statement of work for a parking enforcement program. Advised CDD regarding PECBA obligations affected by the proposed statement of work.*
 - *Advised Police and CDD on new state laws affecting private party impounds.*
- Assist in providing legal advice around a pilot program to test how dockless bike share companies can operate in Beaverton.
 - *Paused work on this project as city intends to revisit after completion of a comprehensive mobility assessment in FY 2020.*
- Support transportation technology planning and initial deployment, including small cells in the city’s rights-of-way.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

- *Negotiated a master lease agreement with AT&T; approved by council in 2019.*
- *Coordinated with the Telecom Law Firm and CDD to complete a draft of small cell regulations for further revision based on input from the planning process.*
- *Advised on federally imposed limits on aesthetic review and requirements applicable to wireless facilities.*
- Review the city's policies on system development charges and suggest any needed revisions.
 - *Coordinated review with the water master plan.*
- Review the city's policies on utility undergrounding and suggest any needed revisions.
 - *Assisted site development team and awaiting further action.*
- Assist in creation of a housing advisory committee, if approved by the city council.
 - *Advised on public meetings law and public records law applicable to formal boards and commissions.*
 - *Staff opted to create a technical advisory group to advise the city's housing development project manager instead.*
- Review all legal instruments extensively used by the city's site development division and revise as needed.
 - *All easements and deeds used by Site Development updated.*
- Assist in the department's procurement and implementation of an electronic document review process.
 - *Advised on legal matters related to the request for proposals and the city's proposed contract for software as a service.*
- Assist in construction of the Patricia Reser Center for the Arts (PRCA) and adjacent parking garage.
 - *Drafted amendments to the scope of work for the owner's representative contract to include construction oversight after the PRCA/garage have broken ground.*
 - *Drafted a template contract for staff to use when fabricating and installing artwork for the plaza associated with the Public Safety Center and the PRCA/garage.*
 - *Negotiated and drafted amendments to CM/GC contract relating to the project's GMP.*
 - *Negotiated and drafted a corporate guarantee form for the PRCA project that can be used for future projects.*
 - *Negotiated and drafted amendments to the PRCA/garage architectural contracts to allow for assistance with construction activities.*
 - *Addressed issues related to IGA between the city and BURA concerning construction of the PRCA/garage.*
 - *Negotiated and drafted agreement on how donated funds flow from the BAF to the city.*
 - *Negotiated and drafted agreement with the EPA concerning PRCA/garage construction in area protected by 1994 Biggi litigation settlement judgment.*
 - *Drafted a temporary construction easement to allow city use of a small portion of property abutting the PRCA/garage site during construction.*
 - *Advised CDD on parking rights and obligations at The Round.*
 - *Prepared agreements with condominium owners at The Round under which they relinquish their parking rights in Lots 2 and 3 in exchange for relocated parking.*
 - *Drafted leases for parking on two privately-owned lots.*
 - *Reviewed past agreements and participated in discussions concerning parking in the garage on Lot 8.*

Finance

- Continue to diversify city revenue sources, especially non-property tax revenue streams, by working with the finance department to increase compliance with the city's business licenses ordinance and payment of required fees.
 - *Advised on scope of city's business licensing ordinance and assisted in drafting a late payment letter to select businesses.*
 - *Notified an incumbent local exchange carrier of deficiencies in payments of rights of way fees and brought company into full compliance, including payment of past due franchise fees.*
 - *Notified a national telecommunication company of deficiencies in rights of way fees and brought the company into partial compliance.*
- Assist in the municipal court's build out of Journal Technologies' e-Court case management system.
 - *Provided legal assistance on documents used in e-court and the transfer of information between the system's e-court and e-prosecutor modules. Transition complete summer 2019.*
- Assist in updating the Beaverton Purchasing Code to reflect changes made to Oregon public contracting laws.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

- *Drafted an amendment to Beaverton Purchasing Code Section 48-0210 to take advantage of procurement options available under state law that allow an informal selection procedure to be used for architectural, engineering, and related contracts between \$100,000 and \$250,000.*
- With municipal court, continue to evaluate the feasibility of expanding the Beaverton Municipal Court's specialty court to include a behavioral health court or a community court.
 - *Participated in a behavioral health court steering committee that has held two in-depth planning sessions for a behavioral health court in Beaverton.*
- With municipal court, consider feasibility of expanding sentencing resources to attain restorative justice that focuses on the rehabilitation of offenders through reconciliation with victims and the community at large.
 - *Supported the inclusion of two members for the city's center for mediation and dialogue (CMD) to be part of the behavioral health specialty court steering committee to potentially have the CMD facilitate conversations between victims and offenders enrolled in the behavioral health court.*

Police

- Provide requested legal services to construct a new public safety building.
 - *Reviewed and edited terms of \$509,000 renewable development fund award to city from PGE.*
 - *Reviewed and edited the Energy Storage Microgrid Agreement with PGE to provide emergency power to public safety building.*
 - *Reviewed and edited the Dispatchable Standby Generation Agreement with PGE to provide an emergency generator for the public safety building.*
- Complete acquisition of corner lot at SW Hall and Allen that abuts the public safety building.
 - *Resolved condemnation trial by settlement of the disputed value of the property.*
- Assist in implementing the new photo speed program.
 - *Advised on implementation of the new photo speed program. Trained officers and support staff on how to prepare and try speed on green cases.*
- Provide ongoing, as-needed legal advice and counsel regarding street and public camping.
 - *Advised on enforcement of city's camping ordinance. Attended quarterly cross-departmental team meetings to discuss and advise on public camping issues*
- Assist in implementing the new police records database system (PSNet) by drafting intergovernmental agreements so that other local governments may use or access the system.
 - *Negotiated and drafted IGAs with Hillsboro and Washington County (and associated smaller jurisdictions like King City) regarding their access and use of PSNet*
- Assist in the transition from the old secondhand dealer program to the new secondhand dealer program based on changes made to the secondhand dealer ordinance.
 - *Provided the requested assistance.*
- Streamline business processes for handling discovery requests relating to traffic citations.
 - *Collaborated with BPD on a new, more efficient procedure for providing discovery on unrepresented violation matters.*

Public Works

- Assist in the full implementation of Utility Facilities in Public Rights-of-Way ordinance: identify all utilities using the rights-of-way; require utilities to obtain appropriate licenses; and require payment of applicable permit fees.
 - *Worked with Finance and PW to gain compliance and collect late payments from certain companies.*
- Provide legal services related to the design and construction of the city's connection to the JWC north transmission line.
 - *Advised on the JWC north transmission line connection, which is one of the projects that will be financed in part by the WIFIA loan.*
- Review IGA with Clean Water Services to assure it is still appropriate for current circumstances.
 - *Completed a restatement of the IGA for internal use. An in-depth review of the agreement will occur in 2021 (the earliest the agreement expires is June 30, 2022).*
- Provide legal services in connection with the implementation of a non-potable water irrigation system.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
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- *Reviewed contracts and grant agreements, responding to legal questions raised by the project team, and identifying issues with systems development charges and the utility ordinance.*
- Provide legal services to assist with the withdrawal of more than 460 properties from the TVWD.
 - *Withdrawals completed.*
- Provide legal services related to the Willamette Water Supply Project, including entering into an intergovernmental agreement with Hillsboro and TVWD.
 - *Signed the WWSS IGA in June of 2019.*
 - *Negotiated and drafted construction agreements allowing the City of Beaverton to coordinate local construction projects with Willamette pipeline construction projects.*

Human Resources

- Assist in on-boarding of a new human resources director.
 - *New HR director worked closely with the former interim HR director (an assistant city attorney) during on-boarding*
- Assist in implementation of Oregon's Equal Pay Act.
 - *Work completed.*
- Provide legal services to complete the adoption and implementation of an ADA self-evaluation and transition plan.
 - *Council adopted the city's ADA Transition Plan on October 15, 2020.*
- Assist in revising the city's policy regarding employee and volunteer background checks.
 - *Drafted ordinance that council adopted to repeal outdated ordinances and adopt a replacement ordinance regarding background checks.*
- Assist in updating the city's employee handbook.
 - *Worked on portions of the handbook in relation to the cybersecurity program (i.e., removing sections related to IT into a separate city policy). Advised HR on other sections of the handbook in need of revision.*

FY 2020-21 ACTION PLAN:

City Council

- Provide annual update to council on city's ADA transition plan after the end of FY 2019-20.

Legal Services

- Hire a replacement labor and employment lawyer.
- Hire a summer law clerk for legal research and writing on administrative rules project.
- If a behavioral health court program is funded, hire a .5 FTE prosecutor.

Mayor's Office

- Amend city sidewalk code to clarify property owner responsibility for maintaining safe sidewalks.
- Provide legal services as requested to create a Climate Action Advisory Committee.
- Provide legal services as requested to promote emergency preparedness at the neighborhood level.
- Provide legal services as requested to develop a policy for the use and management of city-owned properties.
- Continue implementation of the Housing Action Plan.
- Assist in negotiating and drafting an operating agreement for the PRCA.
- Provide input regarding city attorney departmental space needs in the Griffith Building.
- Assist in contracting for design and reconstruction of repurposed space within the Griffith Building.

Community Development

- Negotiate and draft a disposition and development agreement and related documents for Beaverton Central Two-Acre Site.
- Assist CDD in contract negotiations for electronic document review software.
- Work with CDD on development of a new downtown code.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
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- Assist CDD with small cell-related issues, including reviewing design specifications, reviewing amendments to the development code, and advising on individual land use applications.
- Provide legal services as requested regarding construction of the PRCA and district parking garage.
- Provide legal services as requested to develop a concept for local transit.
- Assist in the development and implementation policies, procedures and practices relating to parking and towing.

Finance

- Work with court and ISD on continuous improvements of e-court and e-prosecutor.
- Update purchasing code to reflect state statutory changes.
- Assist with improving compliance with city business license ordinance.
- Assist in the development of a behavioral health court program, if funded.
- Provide input on a five-year plan for the municipal court.

Human Resources

- Hire a replacement labor and employment attorney.
- Assist in development of council performance evaluation process for council employees.
- Assist in revisions to the Employee Handbook.

Police

- Designate a prosecutor who, in addition to other prosecutorial duties, serves as the legal advisor for code services officers.
- Provide prosecution services on misdemeanor criminal arrests.
- Attend police department shift briefings and conduct specialized training on the legal system for all newly-hired police officers.

Public Works

- Assist in completion of policy work on water resources for non-potable uses (purple pipe).
- Assist in implementation of purple pipe.
- Assist in conversion of city street lights to LED.
- Negotiate and draft WWSS construction project IGAs to coordinate local construction projects with Willamette pipeline construction projects.
- Negotiate and draft amendment to WWSS IGA to include pipeline extension on Allen Boulevard and address cost issues, if necessary.
- Draft uniform system development charges ordinance.
- Negotiate IGA with Beaverton School District for waterline easement at Five Oaks Middle School.
- Negotiate IGA with Joint Water Commission to transfer ownership of ASR7 to the City.
- Assist with legal issues and contracts associated with capital improvement and water projects, including non-potable water and conversion of ASR7 from a test well to a production well.
- Review and update Site Development's conditions of approval for land use applications.
- Negotiate and draft a TVWD Master Meter IGA.
- Assist with improving compliance with city's rights-of-way ordinance.

COMMUNITY VISION:

Examples of Beaverton Community Vision action items that the legal services program helped the city accomplish in FY 2019-20 include:

- *Community Vision Action Item #5: Expand outreach to under-represented populations.* Provided legal advice on the application of the city's business inclusion and diversity policy to specific circumstances.
- *Community Vision Action Item #17: Enhance police and court facilities.* Provided public contracting and real estate acquisition services to assist the city in designing and constructing the public safety center.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

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- *Community Vision Action Item #18:* Support proactive criminal justice initiatives. Participated in city’s award-winning B-SOBR program. The office also participated in evaluating the feasibility of a Beaverton-based behavioral health court.
- *Community Vision Action Item #34:* Adopt measures to reduce or prevent homelessness. Provided legal advice and counsel relating to homelessness.
- *Community Vision Action Item #48: Install safe sidewalks and pedestrian lighting citywide.* Provided legal advice on the requirements of the ADA relating to streets and sidewalks and the adoption of a transition plan to document the schedule by which the city will install ADA-compliant curb ramps.
- *Community Vision Action Item #62:* Create several unique districts. Provided legal services on several projects affecting the Beaverton Central District and Old Town.
- *Community Vision Action Item #64:* Implement a storefront improvement program. Provided legal services relating to the storefront improvement program.
- *Community Vision Action Item #67:* Redevelop blighted properties. Served as legal counsel for the city’s redevelopment agency.
- *Community Vision Action Item #71:* Develop an arts and cultural center. Provided legal advice relating to the development of the Patricia Reser Center for the Arts.

DIVERSITY, EQUITY, AND INCLUSION:

Examples of priority areas that the legal services program accomplished in FY 2019-20 include:

- *PE3.5 – The library implements a Youth Access Card to increase access and utilization of resources by youth.* Provided legal advice to the library to help implement the program.
- *CP1.5 - Retention efforts exist to include support of diverse staff so that attrition is not disproportionately staff of marginalized identity.* Developed a telecommute policy to allow a full-time employee who is also a mother to work from home 20 hours per week.
- *CP 2.3 – The city supports outreach activities to raise awareness and COBID certification among eligible businesses.* Provided legal advice to purchasing and mayor’s office regarding equity in contracting.
- *HL 1.4 – The city offers a program to provide safe, legal place to park and case management oriented toward housing for people living in their vehicles.* Provided legal advice to mayor’s office regarding the city’s safe parking program.
- *HL 3.1 – The number of affordable and deeply affordable housing units in Beaverton increases each year.* Provided legal advice regarding the development of affordable housing in Beaverton.

PERFORMANCE MEASURES:

Cost of Service Per Hour:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Budget	Proposed
Support Staff:	\$51.64	\$55.03	\$55.17	
Attorney:	<u>79.57</u>	<u>97.78</u>	<u>101.44</u>	
TOTAL	\$131.21	\$152.81	\$156.61	

Outside Counsel: The office occasionally recommends the hiring of outside counsel to handle legal matters that are either beyond the work capacity of the office or involve specialized legal knowledge. During FY 2019-20, the office recommended the hiring of outside legal counsel to assist in a contested condemnation action, the environmental cleanup of a gas station, and matters related to the city’s issuance of municipal bonds. The total cost incurred relating to those matters is about \$370,000. Those matters aside, the office also recommended hiring outside legal counsel to assist in matters involving federal telecommunication law, pension law, and immigration law. The total cost incurred relating to those matters is about \$20,000. The hourly rate for all outside attorneys for FY 2019-20 ranges from \$275 to \$405 per hour. The weighted average outside counsel fee is \$371 per hour.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0533 RECORDS MANAGEMENT	PROGRAM MANAGER: DEBBIE BAIDENMANN

PROGRAM GOAL:

To provide responsive, high-quality, cost-effective records management services to the mayor, city council, city staff and all the city's departments, agencies, boards and commissions.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	4.80	4.80	4.80	4.80	0.00
PERSONNEL SERVICES	\$453,542	\$464,713	\$563,690	\$541,795	\$0
MATERIALS & SERVICES	38,451	49,333	34,279	59,056	0
CAPITAL OUTLAY					
TRANSFERS	2,750	2,844	2,752	2,322	0
TOTAL	\$494,743	\$516,890	\$600,721	\$603,173	\$0

PROGRAM OBJECTIVES:

Administer a city-wide records and information management program, including:

- Training all city staff in appropriate management of public records and information and the use of the city's records management and archiving systems.
- Controlling and safeguarding the information assets of the city throughout the information lifecycle.
- Coordinating access to public records and information, whether in response to an internal request, a public records request, a subpoena or a request for discovery in connection with litigation.

PROGRESS ON FY 2019-20 ACTION PLAN:

Records Management (Archives)

- Continue to manage HPeRM content to reduce archive paper storage footprint in accordance with applicable city policies and administrative rules.
 - HPeRM is now called Microfocus Content Manager (MFCM). RM staff continues to work with other city staff in developing new electronic workflows to reduce paper storage needs. For FY 2019-20, RM expects fewer than 55 new boxes of records will transfer into archive storage, due to increasing city-wide electronic workflow processes where staff produce and store documents in electronic format only.
- Continue to evaluate options to reduce the cost and improve the functionality of HPeRM records management software.
 - MFCM use was reevaluated with a result of limiting the number of full license users to 18 and 'read only' licenses to most city staff that use HPeRM. Read only licenses are 50% less expensive than full licenses, resulting in a savings to the city of \$28,000. Records staff worked with the state to update retention rules within MFCM. This change will aid in the destruction process for electronic records that have met retention.
- Recommend a new fee schedule for public records to city council.
 - Work postponed until after end of the 2020 legislative session. We expect new schedule will be submitted for council approval before end of calendar year 2020.
- For use as a performance measure, track the volume of records put into HPeRM.
 - There are 501,315 files currently in the system. RM staff scanned or imported 24,839 files in 2017; 28,138 files in 2018; and 25,176 files in 2019.
- Continue to relocate physical records stored at Harvest Court to Griffith Drive Building, thus eliminating the need for paper storage at Harvest Court by 2020.
 - RM staff expects that no boxes of archived records will be stored at Harvest Court after June 2020.
- Recommend whether HPeRM's WebDrawer feature should be used to provide the public with access to Beaverton's records that have been deemed appropriate for unfiltered public access.
 - While the city could build a Webdrawer presence on-line by adding resolutions and ordinances, the demand to inspect these records is not substantial. Courtesy copies of city ordinances and resolutions are already available online via Granicus. On balance, the recommendation is to activate Webdrawer.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0533 RECORDS MANAGEMENT	PROGRAM MANAGER: DEBBIE BAIDENMANN

- Circulate the draft strategic plan for management of the city’s information prepared in FY 2018-19 to key stakeholders in the city for their review and comment.
 - *A high-level strategic plan was prepared and reviewed. Preparation of a five-year action plan to implement the strategic plan is recommended as part of this year’s budget.*

Public Records Requests, Litigation, Discovery & Subpoenas

- Review and revise as needed Beaverton's public records request policy following the 2019 legislative session.
 - *No revisions were made.*
- For use to assess the potential utility of WebDrawer, keep track of the number of public records requests received that seek agenda bills, ordinances, resolutions, permits, or meeting minutes.
 - *The majority of public records requests are for permit records including construction plans, due diligence reports, certificate of occupancy, zoning documents and code violations. Agenda bills, resolutions, ordinances and minutes are maintained for public review on the city’s website (final record copies are maintained in MFCM).*
- If acquired, implement and train on a public record request on-line system for public records request management.
 - *The procurement of the software has not yet occurred, but the process to procure the software is underway. The acquisition process is being managed by ISD.*

FY 2020-21 ACTION PLAN:

Records Management (Archives)

- Continue to manage MFCM content to reduce archive paper storage footprint in accordance with applicable city policies and administrative rules.
- Cease using the Harvest Court facility for archive storage.

Public Records Requests, Litigation, Discovery & Subpoenas

- Work with BPD and ISD to evaluate and potentially procure software to help manage public records requests. If acquired, implement and train on a public record request on-line system for public records request management.
- Update public record policies and fee schedules following adjournment of 2020 legislative session.

PERFORMANCE MEASURES:

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected/Revised	FY 2020-21 Proposed
Research and retrieval requests filled for citizens/staff (combined research + retrieval)	650	600	450	600
Number of cubic feet (boxes) destroyed per retention schedule	250	500	750	150
Number of real estate documents recorded in county land records per year using Simplifile, electronic recording software	80	90	124	130
Number of Records placed into MFCM per CY	24,839	28,138	25,176	26,000

CITY OF BEAVERTON, OREGON
 FISCAL YEAR 2020-21 BUDGET
 CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0533 RECORDS MANAGEMENT	PROGRAM MANAGER: DEBBIE BAIDENMANN

COMMUNITY VISION:

Examples of Beaverton Community Vision action items that the records management program accomplished in FY 2019-20:

- *Community Vision Action Item #2: Create a Beaverton brand and market identity:* Provided historical Beaverton photographs and information to developer’s representatives for use in design and development projects.
- *Community Vision Action Item #25: Expand community involvement in schools.* Provided historic information to two Oregon authors to capture the story of Beaverton for use in cultural education.

DIVERSITY, EQUITY, AND INCLUSION:

Examples of priority areas that the records management program accomplished in FY 2019-20 include:

- *PE3.2 Youth Engagement – Engage in activities to promote community service, civic engagement, and other learning opportunities for youth*
 - Employed local high school and college students in the Youth Enhancement Workforce Program. This is a paid program to help develop student workplace skills, build self-confidence, time management plus learn to organize and prioritize tasks.
 - Through Beaverton Human Resources Department, partnered with the Sate DHS Program Summer Work Internship for Transition (SWIFT) to train and mentor a student in the summer of 2019. A new SWIFT student will engage in the program in the summer 2020, as well.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 50 CITY ATTORNEY'S OFFICE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES														
020 CITY PROSECUTOR														
	105,727	1.00	110,155	1.00	115,887	1.00	89,945	115,878	118,455	1.00	118,455	1.00		
031 CITY ATTORNEY														
	162,310	.85	160,255	.85	162,566	.85	171,801	200,202	157,166	.85	157,166	.85		
056 RECORDS MANAGER														
	80,707	.90	82,529	.90	90,160	.90	66,726	85,277	92,173	.90	92,173	.90		
117 LEGAL SECRETARY														
	64,533	1.00	67,214	1.00	63,178	1.00	51,184	65,449	72,087	1.00	72,087	1.00		
174 RECORDS MANAGEMENT SPECIALIST														
	66,570	1.00	74,084	1.00	77,302	1.00	60,479	77,295	79,007	1.00	79,007	1.00		
182 LEGAL SERVICES MANAGER														
	67,352	.85	71,093	.85	79,033	.85	59,917	77,608	80,797	.85	80,797	.85		
186 PROGRAM COORDINATOR														
					74,821	1.00	60,700	74,986	80,302	1.00	80,302	1.00		
192 ASSISTANT CITY ATTORNEY 3														
	230,815	1.85	251,233	1.85	166,329	1.85	194,026	217,020	382,910	2.85	375,910	2.80		
196 ASSISTANT CITY ATTORNEY 2														
	14,221	1.00	126,033	1.00	130,225	1.00	107,202	137,273	101,772	1.00	101,772	1.00		
221 SUPPORT SPECIALIST 2														
	295,834	5.40	291,400	5.40	200,975	3.40	157,174	194,034	210,926	3.60	210,926	3.60		
235 ASSISTANT CITY ATTORNEY 1														
	154,621	2.00	166,077	2.00	180,488	2.00	108,221	148,244	96,831	1.00	96,831	1.00		
275 TEMPORARY EMPLOYEES														
	18,658		4,554		21,396		33,149	41,452	41,216		45,216			
276 YOUTH ENHANCEMENT WORKFORCE														
	13,349		12,348		25,552		24,789	24,787	15,099		15,099			
291 LEGAL OFFICE ASSISTANT														
					51,534	1.00	44,973	56,818	59,184	1.00	59,184	1.00		
299 PAYROLL TAXES AND FRINGES														

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 50 CITY ATTORNEY'S OFFICE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	615,992		666,173		733,808		609,503	754,944	832,052		829,757			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,890,689	15.85	2,083,148	15.85	2,173,254	15.85	1,839,789	2,271,267	2,419,977	16.05	2,414,682	16.00		
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

	1,349		1,373		1,800		1,320	1,800	1,800		1,800			
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303 OFFICE FURNITURE & EQUIPMENT

			37						600		600			
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307 MEMBERSHIP FEES

	6,952		9,407		8,462		8,707	7,462	9,412		9,412			
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308 PERIODICALS & SUBSCRIPTIONS

	14,851		13,482		16,000		15,369	17,000	20,220		20,220			
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316 ADVERTISING, RECORDING & FILING

	3,893		4,550		7,000		7,000	7,000	7,000		7,000			
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317 COMPUTER EQUIPMENT

	2,452		960		660		1,740		6,292		6,292			
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318 COMPUTER SOFTWARE

	313		313		315				25,000		25,000			
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321 TRAVEL, TRAINING & SUBSISTENCE

	16,673		14,391		20,260		6,191	6,615	25,190		17,590			
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328 MEALS & RELATED EXPENSE

	1,566		843		1,650		193	270	1,620		1,020			
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330 MILEAGE REIMBURSEMENT

	111		128		300				300					
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341 COMMUNICATIONS EXPENSE

	1,671		2,346		3,000		1,643	3,000	2,400		2,400			
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406 BANK SERVICE FEES

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 50 CITY ATTORNEY'S OFFICE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	469		479		600		360	600	480		480			
481	OTHER EXPENSES													
	384		348		700		296	600	720		720			
483	EXTERNAL LEGAL SERVICES EXP													
	10,477		35,386		153,424		81,294	90,000	20,000		20,000			
511	PROFESSIONAL SERVICES													
	18,130		32,159		16,128		4,091	15,378	92,319		17,319			
531	COVID19 BUS ASSISTANCE PRGM EXP													
								250,000						
551	RENTS AND LEASES													
	8,535		9,417		5,714		9,605	9,605						
TOTAL CLASS: 10 MATERIALS & SERVICES														
	87,826		125,619		236,013		137,809	409,330	213,353		129,853			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	11,380		11,199		11,009		6,073	11,009	11,032		11,032			
TOTAL CLASS: 25 TRANSFERS														
	11,380		11,199		11,009		6,073	11,009	11,032		11,032			
TOTAL DEPARTMENT: 50 CITY ATTORNEY'S OFFICE														
	1,989,895	15.85	2,219,966	15.85	2,420,276	15.85	1,983,671	2,691,606	2,644,362	16.05	2,555,567	16.00		

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**CITY ATTORNEY
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
20	CITY PROSECUTOR	1.00	1.00					1.00
31	CITY ATTORNEY	0.85	0.85					0.85
56	RECORDS MANAGER	0.90	0.90					0.90
117	LEGAL SECRETARY	1.00	1.00					1.00
174	RECORDS MANAGEMENT SPECIALIST	1.00	1.00					1.00
182	LEGAL SERVICES MANAGER	0.85	0.85					0.85
186	PROGRAM COORDINATOR	0.00	1.00					1.00
192	ASSISTANT CITY ATTORNEY 3	1.85	1.85					1.85
196	ASSISTANT CITY ATTORNEY 2	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	5.40	3.40					3.40
235	ASSISTANT CITY ATTORNEY 1	2.00	2.00					2.00
291	LEGAL OFFICE ASSISTANT	0.00	1.00					1.00
	Total	15.85	15.85	0.00	0.00	0.00	0.00	15.85

FY 2020-21 PROPOSED

Code	Position Title	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
20	CITY PROSECUTOR	1.00					1.00
31	CITY ATTORNEY	0.85					0.85
56	RECORDS MANAGER	0.90					0.90
117	LEGAL SECRETARY	1.00					1.00
174	RECORDS MANAGEMENT SPECIALIST	1.00					1.00
182	LEGAL SERVICES MANAGER	0.85					0.85
186	PROGRAM COORDINATOR	1.00					1.00
192	ASSISTANT CITY ATTORNEY 3	1.85		(0.05) ^b	1.00 ^c		2.80
196	ASSISTANT CITY ATTORNEY 2	1.00			^c		1.00
221	SUPPORT SPECIALIST 2	3.40	0.20 ^a				3.60
235	ASSISTANT CITY ATTORNEY 1	2.00			(1.00) ^c		1.00
291	LEGAL OFFICE ASSISTANT	1.00					1.00
	Total	15.85	0.20	(0.05)	0.00	0.00	16.00

^a FY 2020-21 proposes a .20 FTE increase to the Support Specialist position in the General Legal Services program to create a .70 FTE position.

^b FY 2020-21 reflects reallocation of 5% of an Assistant City Attorney 3 position to the Community Development Department's new BURA Program Administration program.

^c FY 2020-21 proposes reclassification of an Assistant City Attorney 1 position to an Assistant City Attorney 2 position and reclassification of an Assistant City Attorney 2 to an Assistant City Attorney 3 position.

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0581 GENERAL LEGAL SERVICES

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES													
020	CITY PROSECUTOR												
	105,727	1.00	110,155	1.00	115,887	1.00	115,878	118,455	1.00	118,455	1.00		
031	CITY ATTORNEY												
	162,310	.85	160,255	.85	162,566	.85	200,202	157,166	.85	157,166	.85		
117	LEGAL SECRETARY												
	64,533	1.00	67,214	1.00	63,178	1.00	65,449	72,087	1.00	72,087	1.00		
182	LEGAL SERVICES MANAGER												
	67,352	.85	71,093	.85	79,033	.85	77,608	80,797	.85	80,797	.85		
186	PROGRAM COORDINATOR												
					74,821	1.00	74,986	80,302	1.00	80,302	1.00		
192	ASSISTANT CITY ATTORNEY 3												
	230,815	1.85	251,233	1.85	166,329	1.85	217,020	382,910	2.85	375,910	2.80		
196	ASSISTANT CITY ATTORNEY 2												
	14,221	1.00	126,033	1.00	130,225	1.00	137,273	101,772	1.00	101,772	1.00		
221	SUPPORT SPECIALIST 2												
	149,457	2.50	151,653	2.50	29,771	.50	35,588	42,036	.70	42,036	.70		
235	ASSISTANT CITY ATTORNEY 1												
	154,621	2.00	166,077	2.00	180,488	2.00	148,244	96,831	1.00	96,831	1.00		
275	TEMPORARY EMPLOYEES												
	18,658		4,554		21,396		41,452	41,216		45,216			
291	LEGAL OFFICE ASSISTANT												
					51,534	1.00	56,818	59,184	1.00	59,184	1.00		
299	PAYROLL TAXES AND FRINGES												
	469,453		510,168		534,336		578,852	645,426		643,131			
TOTAL CLASS: 05 PERSONNEL SERVICES													
	1,437,147	11.05	1,618,435	11.05	1,609,564	11.05	1,749,370	1,878,182	11.25	1,872,887	11.20		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0581 GENERAL LEGAL SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 020 CITY PROSECUTOR
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.
- 031 CITY ATTORNEY
 POSITION ALLOCATION: 15% INSURANCE FUND AND 85% GENERAL FUND
 FY 2019-20 REFLECTS 633 HRS PTO CASH-IN.
- 117 LEGAL SECRETARY
 FY 19-20 REFLECTS 1 FTE SS2 POSITION RECLASSIFIED TO LEGAL SECRETARY.
 FY 2020-21 REFLECTS 80 HRS PTO CASH-IN.
- 182 LEGAL SERVICES MANAGER
 POSITION ALLOCATION: 15% INSURANCE FUND AND 85% GENERAL FUND
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN AND FY 2020-21 120 HR PTO CASH-IN.
- 186 PROGRAM COORDINATOR
 FY 2019-20 REFLECTS 72 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 80 HRS PTO CASH-IN.
- 192 ASSISTANT CITY ATTORNEY 3
 POSITION ALLOCATION FOR 1 FTE ASST. CA3 POSITION: 15% INSURANCE FUND & 85% GENERAL FUND.
 FY 2020-21 ALSO REFLECTS THE RECLASSIFICATION OF 1 FTE ASST. CA2 POSITION TO AN ASST.
 CA 3 POSITION.
 FY 2020-21 REFLECTS POSITION ALLOCATION FOR ONE ASST. CA3 POSITION CHANGING FROM
 100% CA'S OFFICE TO 95% CA'S OFFICE AND 5% CDD - BURA PROGRAM ADMIN PROGRAM 0696.
- 196 ASSISTANT CITY ATTORNEY 2
 FY 2020-21 REFLECTS RECLASSIFICATION OF 1 FTE ASST. CA1 POSITION TO ASST. CA2 POSITION
 FY 2020-21 ALSO REFLECTS THE RECLASSIFICATION OF 1 FTE ASST. CA2 POSITION TO AN ASST.
 CA 3 POSITION.
- 221 SUPPORT SPECIALIST 2
 FY 19-20 REFLECTS 1 FTE SUPPORT SPECIALIST 2 POSITION RECLASSIFIED TO
 LEGAL OFFICE ASSISTANT.
 FY 19-20 ALSO REFLECTS 1 FTE SS2 POSITION RECLASSIFIED TO LEGAL SECRETARY.
 FY 2020-21 REFLECTS A 20 FTE INCREASE TO THE SS2 POSITION TO CREATE A 70 FTE POSITION.
- 235 ASSISTANT CITY ATTORNEY 1
 FY 2020-21 REFLECTS RECLASSIFICATION OF 1 FTE ASST. CA1 POSITION TO ASST. CA2 POSITION
 FY 2020-21 ALSO REFLECTS THE ADDITION OF .50 FTE ASST. CA1 POSITION FOR THE MENTAL
 BEHAVIORIAL COURT.
- 275 TEMPORARY EMPLOYEES
 FY 2020-21 REFLECTS TWO TEMPORARY POSITIONS:
 \$41,216 FOR A TEMPORARY PROSECUTOR
 \$4,000 FOR A LEGAL INTERN
- 291 LEGAL OFFICE ASSISTANT
 FY 19-20 REFLECTS 1 FTE SUPPORT SPECIALIST 2 POSITION RECLASSIFIED TO
 LEGAL OFFICE ASSISTANT.
 FY 2020-21 REFLECTS 40 HRS PTO CASH-IN.
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0581 GENERAL LEGAL SERVICES

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	1,020	1,165		1,500		1,500	1,500		1,500			
303	OFFICE FURNITURE & EQUIPMENT		37										
307	MEMBERSHIP FEES	5,404	7,845		7,035		6,035	7,270		7,270			
308	PERIODICALS & SUBSCRIPTIONS	14,851	13,482		16,000		17,000	20,220		20,220			
317	COMPUTER EQUIPMENT	2,452	960		660			797		797			
318	COMPUTER SOFTWARE	313	313		315								
321	TRAVEL, TRAINING & SUBSISTENCE	9,263	7,491		13,000		4,100	14,410		12,810			
328	MEALS & RELATED EXPENSE	1,364	439		1,200		200	1,200		600			
330	MILEAGE REIMBURSEMENT	111	128		300			300					
341	COMMUNICATIONS EXPENSE	1,671	2,346		3,000		3,000	2,400		2,400			
406	BANK SERVICE FEES	469	479		600		600	480		480			
481	OTHER EXPENSES	384	348		700		600	720		720			
483	EXTERNAL LEGAL SERVICES EXP	10,477	35,386		153,424		90,000	20,000		20,000			
511	PROFESSIONAL SERVICES	1,596	5,867		4,000		3,250	4,000		4,000			
531	COVID19 BUS ASSISTANCE PRGM EXP						250,000						

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0581 GENERAL LEGAL SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301	OFFICE EXPENSE OFFICE SUPPLIES (PENS, FILES, FOLDERS, BINDERS) \$1,500	
303	OFFICE FURNITURE & EQUIPMENT NO APPROPRIATION REQUESTED	
307	MEMBERSHIP FEES (1) INTN. MUNICIPAL LAWYERS ASSOC. \$1,025 (2) OREGON DISTRICT ATTORNEYS ASSOC. \$300 (1) NATIONAL ASSOCIATION OF TELECOMMUNICATIONS OFFICERS & ADVISORS \$750 (7) OREGON STATE BAR \$4,500 (5) OREGON CITY ATTORNEY ASSOC. \$345 (1) MULT. CO. BAR ASSOC. \$200 (1) OREGON LABOR AND EMPLOYMENT RELATIONS ASSOC. \$150	
308	PERIODICALS & SUBSCRIPTIONS COST OF MAINTAINING LAW LIBRARY (PUBLICATIONS, SUPPLEMENTS, ON-LINE LEGAL RESEARCH, SUBSCRIPTIONS, CLE'S) \$3,000 WESTLAW ONLINE LEGAL RESEARCH SUBSCRIPTION (\$1435/MONTH - 9 USERS) \$17,220	
317	COMPUTER EQUIPMENT CITRIX LAPTOP FOR PROSECUTION \$797	
318	COMPUTER SOFTWARE NO APPROPRIATION REQUESTED	
321	TRAVEL, TRAINING & SUBSISTENCE INTERNATIONAL MUNICIPAL LAWYERS ASSOC. (1 PERSON) - OUT OF STATE \$2,000 OREGON CITY ATTORNEYS MUNICIPAL LAW CLE (5 PERSON) \$2,700 REAL ESTATE AND LAND USE SECTION (OSB) (1 PERSON) \$400 GOVERNMENT LAW SECTION (OSB) (2 PERSON) \$900 E-PROSECUTOR CONFERENCE (2 PERSON) - OUT OF STATE \$1,500 LEAGUE OF OREGON CITIES - ATTORNEY WORKSHOP (5 PERSON) \$500 CIS ANNUAL CONFERENCE (1 PERSON) \$300 DEPT HEAD RETREAT (1 PERSON) \$500 CONTINUING LEGAL EDUCATION (CLE'S) (7 PERSONS) \$1,400 NATIONAL ASSOC. OF TELECOMMUNICATIONS OFFICERS AND ADVISORS (1 PERSON) - OUT OF STATE \$2,610	
328	MEALS & RELATED EXPENSE LOCAL TRAINING LUNCHEONS AND MEETINGS \$600	
330	MILEAGE REIMBURSEMENT NO APPROPRIATION	
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 4 STAFF (\$200 PER MONTH) \$2,400	
406	BANK SERVICE FEES ONLINE DISCOVERY VENDOR FEES (\$40/MO.) \$480	
481	OTHER EXPENSES ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSE (18 FTES X \$40 EA) \$720	
483	EXTERNAL LEGAL SERVICES EXP FY 2019-20 ESTIMATE INCLUDES \$70,000 FOR SPECIALIZED LEGAL COUNSEL ON RIGHT OF WAY ISSUES. FUNDING FOR EXPERT ATTORNEY/PARALEGAL SERVICES TO SUPPLEMENT IN-HOUSE STAFF ON SPECIAL PROJECTS/LITIGATION SUPPORT (LABOR) \$20,000	
511	PROFESSIONAL SERVICES SERVICES TO ASSIST WITH LEGAL PROJECTS/LITIGATION EXPENSES (TITLE REPORTS, LANGUAGE LINE, DMV RECORDS, DEPOSITIONS, EXPERT WITNESSES, ETC.); 2020 CITY CODE UPDATES \$4,000	
531	COVID19 BUS ASSISTANCE PRGM EXP FY 19-20: PHASE 2 COVID-19 BUSINESS ASSISTANCE PROGRAM \$250,000	

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0581 GENERAL LEGAL SERVICES

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

TOTAL CLASS: 10 MATERIALS & SERVICES

	49,375		76,286		201,734		376,285	73,297		70,797			
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CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

	8,630		8,355		8,257		8,257	8,710		8,710			
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TOTAL CLASS: 25 TRANSFERS

	8,630		8,355		8,257		8,257	8,710		8,710			
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TOTAL PROGRAM: 0581 GENERAL LEGAL SERVICES

	1,495,152	11.05	1,703,076	11.05	1,819,555	11.05	2,133,912	1,960,189	11.25	1,952,394	11.20		
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TOTAL DEPARTMENT: 50 CITY ATTORNEY'S OFFICE

	1,989,895	15.85	2,219,966	15.85	2,420,276	15.85	2,691,606	2,644,362	16.05	2,555,567	16.00		
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BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 50 CITY ATTORNEY'S OFFICE
PROGRAM: 0581 GENERAL LEGAL SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFRS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$8,710

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

056	RECORDS MANAGER	80,707	.90	82,529	.90	90,160	.90	85,277	92,173	.90	92,173	.90
174	RECORDS MANAGEMENT SPECIALIST	66,570	1.00	74,084	1.00	77,302	1.00	77,295	79,007	1.00	79,007	1.00
221	SUPPORT SPECIALIST 2	146,377	2.90	139,747	2.90	171,204	2.90	158,446	168,890	2.90	168,890	2.90
276	YOUTH ENHANCEMENT WORKFORCE	13,349		12,348		25,552		24,787	15,099		15,099	
299	PAYROLL TAXES AND FRINGES	146,539		156,005		199,472		176,092	186,626		186,626	

TOTAL CLASS: 05 PERSONNEL SERVICES

		453,542	4.80	464,713	4.80	563,690	4.80	521,897	541,795	4.80	541,795	4.80
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	329		208		300		300	300		300	
303	OFFICE FURNITURE & EQUIPMENT								600		600	
307	MEMBERSHIP FEES	1,548		1,562		1,427		1,427	2,142		2,142	
316	ADVERTISING, RECORDING & FILING	3,893		4,550		7,000		7,000	7,000		7,000	
317	COMPUTER EQUIPMENT								5,495		5,495	
318	COMPUTER SOFTWARE								25,000		25,000	
321	TRAVEL, TRAINING & SUBSISTENCE	7,410		6,900		7,260		2,515	10,780		4,780	
328	MEALS & RELATED EXPENSE	202		404		450		70	420		420	
511	PROFESSIONAL SERVICES	16,534		26,292		12,128		12,128	88,319		13,319	

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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056	RECORDS MANAGER POSITION ALLOCATION: 10% INSURANCE FUND AND 90% GENERAL FUND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
174	RECORDS MANAGEMENT SPECIALIST	
221	SUPPORT SPECIALIST 2 1 FTE IS ALLOCATED 10% INSURANCE FUND & 90% GENERAL FUND. FY 2019-20 REFLECTS 40 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
276	YOUTH ENHANCEMENT WORKFORCE 3 STUDENTS TO WORK IN YOUTH ENHANCEMENT WORKFORCE PROGRAM @13.98 PER HR TO HELP REGULAR STAFF WITH DESTRUCTION, MOVING BOXES PLUS PREPPING AND SCANNING CITY DOCUMENTS.	
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES	
301	OFFICE EXPENSE OFFICE SUPPLIES \$300	
303	OFFICE FURNITURE & EQUIPMENT STANDUP/SITDOWN DESK FOR 1 STAFF \$600	
307	MEMBERSHIP FEES ASSOC RECORDS MGRS & ADMIN (ARMA) (4) (210 EA) \$840 CERTIFIED RECORDS MANAGER FEE (CRM) (3) (200 EA) \$600 ASSOC FOR INTELLIGENT INFORMATION MGMT (AIIM) (3) (179 EA) \$537 OREGON ASSOC MUNICIPAL RECORDERS (OAMR) (1) (45 EA) \$45 NOTARY PUBLIC FEES (3) (40 EA) \$120	
316	ADVERTISING, RECORDING & FILING E-RECORDING VIA THE INTERNET THROUGH SIMPLIFILE. RECORDING FEES INCREASED JUNE 2018 BY \$40 PER DOCUMENT \$7,000	
317	COMPUTER EQUIPMENT MICROFICHE READER AND PRINTER REPLACEMENT \$5,495	
318	COMPUTER SOFTWARE PUBLIC RECORDS REQUEST SYSTEM \$25,000	
321	TRAVEL, TRAINING & SUBSISTENCE ASSOC FOR INTELLIGENT INFORMATION MGMT (AIIM) INTL CONF (MARCH 2021) 1 STAFF \$3,000 ARMA CHAPTER MEETING 8 MTGS @ \$20 PER MTG (3 STAFF) \$480 CERTIFIED RECORDS MANAGER CERTIFICATION (CRM) \$650 (2 STAFF) \$1,300	
328	MEALS & RELATED EXPENSE REFRESHMENTS FOR TRIM REGIONAL USERS GROUP (RUG) MEETINGS (6 PER YEAR @ \$70 PER MEETING) \$420	
511	PROFESSIONAL SERVICES PROFESSIONAL SHREDDING (RELAY RES) 144 MO X 12 = 1733 + 2 PURGE @ 793 EA \$3,319 MICROFICHE CONVERSION TO DIGITAL (YEAR FIVE OF FIVE YEAR PROJECT) \$10,000	

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
551	RENTS AND LEASES												
	8,535		9,417		5,714		9,605						
TOTAL CLASS: 10 MATERIALS & SERVICES													
	38,451		49,333		34,279		33,045	140,056		59,056			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	2,750		2,844		2,752		2,752	2,322		2,322			
TOTAL CLASS: 25 TRANSFERS													
	2,750		2,844		2,752		2,752	2,322		2,322			
TOTAL PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT													
	494,743	4.80	516,890	4.80	600,721	4.80	557,694	684,173	4.80	603,173	4.80		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 50 CITY ATTORNEY'S OFFICE
PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

551 RENTS AND LEASES
RENT EXPENSE FOR OFFSITE FACILITY (HARVEST COURT) FOR STORAGE OF PAPER RECORDS
RECORDS MGMT WILL NEED OFFSITE SPACE AT HARVEST COURT THROUGH JUNE2020 ONLY.
PAPER RECORDS WILL BE DESTROYED, SCANNED OR MOVED TO GRIFFITH DRIVE LOCATION,
ELIMINATING THE NEED FOR OFFSITE STORAGE AT HARVEST COURT BY06/2020
NO ALLOCATION FOR FY20-21

816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$2,322

ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:06 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-50	CITY ATTORNEY'S OFFICE											
001-50-0533-05-056	RECORDS MANAGER	0.90	1,886			85,281				85,277	42,188	127,465
001-50-0533-05-174	RECORDS MANAGEMENT SPECIALIST	1.00	2,096			77,295				77,295	39,869	117,164
001-50-0533-05-221	SUPPORT SPECIALIST 2	2.90	6,125			158,450				158,446	91,912	250,358
001-50-0533-05-276	YOUTH ENHANCEMENT WORKFORCE		1,775			24,787				24,787	2,123	26,910
	OFFICE SERVICES & RECORDS MGMT	4.80	11,883			345,814				345,805	176,092	521,897
001-50-0581-05-020	CITY PROSECUTOR	1.00	2,216			115,878				115,878	66,880	182,758
001-50-0581-05-031	CITY ATTORNEY	0.85	2,320			200,204				200,202	89,373	289,575
001-50-0581-05-117	LEGAL SECRETARY	1.00	2,094			62,449			3,000	65,449	20,085	85,534
001-50-0581-05-182	LEGAL SERVICES MANAGER	0.85	1,850			77,608				77,608	46,456	124,064
001-50-0581-05-186	PROGRAM COORDINATOR	1.00	2,181			74,986				74,986	55,732	130,718
79 001-50-0581-05-192	ASSISTANT CITY ATTORNEY 3	1.85	3,320			217,019				217,020	92,252	309,272
001-50-0581-05-196	ASSISTANT CITY ATTORNEY 2	1.00	2,100			137,273				137,273	63,195	200,468
001-50-0581-05-221	SUPPORT SPECIALIST 2	0.50	1,284			34,088			1,500	35,588	10,920	46,508
001-50-0581-05-235	ASSISTANT CITY ATTORNEY 1	2.00	3,434			148,244				148,244	83,419	231,663
001-50-0581-05-275	TEMPORARY EMPLOYEES		890			41,452				41,452	15,134	56,586
001-50-0581-05-291	LEGAL OFFICE ASSISTANT	1.00	2,096			56,818				56,818	35,406	92,224
	GENERAL LEGAL SERVICES	11.05	23,784			1,166,018			4,500	1,170,518	578,852	1,749,370
	**** DEPARTMENT TOTAL ****	15.85	35,667			1,511,832			4,500	1,516,323	754,944	2,271,267

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:07 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-50	CITY ATTORNEY'S OFFICE											
001-50-0533-05-056	RECORDS MANAGER	0.90	1,987			92,175				92,173	45,798	137,971
001-50-0533-05-174	RECORDS MANAGEMENT SPECIALIST	1.00	2,088			79,007				79,007	41,581	120,588
001-50-0533-05-221	SUPPORT SPECIALIST 2	2.90	6,163			168,895				168,890	97,819	266,709
001-50-0533-05-276	YOUTH ENHANCEMENT WORKFORCE		1,080			15,099				15,099	1,428	16,527
	OFFICE SERVICES & RECORDS MGMT	4.80	11,318			355,176				355,169	186,626	541,795
001-50-0581-05-020	CITY PROSECUTOR	1.00	2,208			118,455				118,455	68,975	187,430
001-50-0581-05-031	CITY ATTORNEY	0.85	1,775			157,168				157,166	78,983	236,149
001-50-0581-05-117	LEGAL SECRETARY	1.00	2,168			69,687			2,400	72,087	22,346	94,433
001-50-0581-05-182	LEGAL SERVICES MANAGER	0.85	1,877			80,798				80,797	48,548	129,345
001-50-0581-05-186	PROGRAM COORDINATOR	1.00	2,168			80,302				80,302	60,319	140,621
001-50-0581-05-192	ASSISTANT CITY ATTORNEY 3	2.80	5,846			375,910				375,910	175,089	550,999
001-50-0581-05-196	ASSISTANT CITY ATTORNEY 2	1.00	2,088			101,772				101,772	60,033	161,805
001-50-0581-05-221	SUPPORT SPECIALIST 2	0.70	1,461			40,836			1,200	42,036	13,167	55,203
001-50-0581-05-235	ASSISTANT CITY ATTORNEY 1	1.00	2,088			96,831				96,831	62,548	159,379
001-50-0581-05-275	TEMPORARY EMPLOYEES		1,120			45,214			2	45,216	15,678	60,894
001-50-0581-05-291	LEGAL OFFICE ASSISTANT	1.00	2,128			59,184				59,184	37,445	96,629
	GENERAL LEGAL SERVICES	11.20	24,927			1,226,157			3,602	1,229,756	643,131	1,872,887
	**** DEPARTMENT TOTAL ****	16.00	36,245			1,581,333			3,602	1,584,925	829,757	2,414,682