

# Fiscal Year 2024 City Attorney's Office



Budget & Finance Committee

August 2, 2023

# CITY ATTORNEY'S OFFICE

## MISSION

Our mission is to protect the legal interests of the City of Missoula and provide quality, timely, and impartial legal services consistent with the highest professional and ethical standards in accordance with the City Charter and statutory requirements.

## VISION

Deliver legal services for the City of Missoula in a timely and consistent manner, committed to excellence, while promoting the safety and wellness to all those that live work, and visit Missoula.

## GUIDING PRINCIPLES

Integrity • Safety & Wellness • Collaboration • Communication • Innovation • Respect

# CITY ATTORNEY'S OFFICE OVERVIEW

What we do:

1. Provide legal advice to the Mayor, City Council, Boards and Commissions, City Departments, the Missoula Housing Authority and the Missoula Urban Transportation District (Mountain Line).
2. Prosecute misdemeanor state offenses and ordinance violations.
3. Provide services that assist and align with the City's Strategic goals.

Who we are:

Keithi Worthington, Interim City Attorney – Prosecution

Ryan Sudbury, Interim City Attorney – Civil

Kelleen Roseboom, Business Manager

7 staff attorneys – 5 prosecutors, 2 civil

9 support staff

# FY2023 ACHIEVEMENTS - PROSECUTION

- Successfully completed the transition from two to three courtrooms
  - Seamlessly reassigned and proceeded with existing cases
  - Maintained a high level of communication on victim cases
  - Met increased work obligations created by revised Court processes
- Applied for and obtained grant approval for an additional victim witness coordinator
- Successfully prosecuted cases at trial
- Maintained case management software

# FY2024 FOCUS AND GOALS - PROSECUTION

- Create two specialized prosecution units
  1. Special victim's unit, focusing on domestic violence, sexual assault, assault, and additional violent crimes
  2. DUI and property crimes
- Improve contacts and communications with victims of violent and property crimes
- Create a Peer Support program for victims of domestic violence and violent crimes
- Establish a process with MPD to provide feedback to officers
- Develop a deferred prosecution program

# FY2023 ACHIEVEMENTS - CIVIL

- Revised City template contracts and easements for City Central Projects
- Assisted in developing new streetlight SID procedures
- Provided legal support and advice assisting with acquiring the federal building and the creation of the first local government building special district in Montana for joint City-County operations
- Provided continuing legal support and document drafting for the Mullan BUILD project, the Old Sawmill District and Riverfront Triangle developments, and the Scott Street private-public partnership

# FY2024 FOCUS AND GOALS - CIVIL

- Develop and refine clearly identifiable responsibilities for the civil attorneys, with attorneys assigned to be the point of contact for specific departments, divisions, issues
- Develop and implement clear processes and procedures for departments interfacing with the Civil Services side of the CA
- Continue to revise and standardize City contracts, easements, and other template documents
- Refining the civil claims, legal holds, and public records request processes.
- Provide legal support for the City's Our Missoula code reform project

# NEW REQUESTS - VICTIM SERVICES

- Victim witness coordinator – FTE 4th year
  - \$63,600 – 80% ARPA
  - Balance in CAO baseline budget
- Victim witness coordinator – FTE 1st year
  - \$19,318 – 20% Local Math
  - Balance grant funded
- Missoula County Community Justice Department – salary/fringe increase (Tax)
  - \$21,786 – Salary and fringe increase

# Victim Services

## Fiscal Year 2023



# NEW REQUEST - PROSECUTOR

- Deputy City Attorney – New FTE Ongoing Costs
  - \$94,792 / salary
  - \$37,711 / fringe
  - \$515 / State Bar Dues
- Deputy City Attorney – One-time Cost
  - \$3,684 / pc, software, supplies

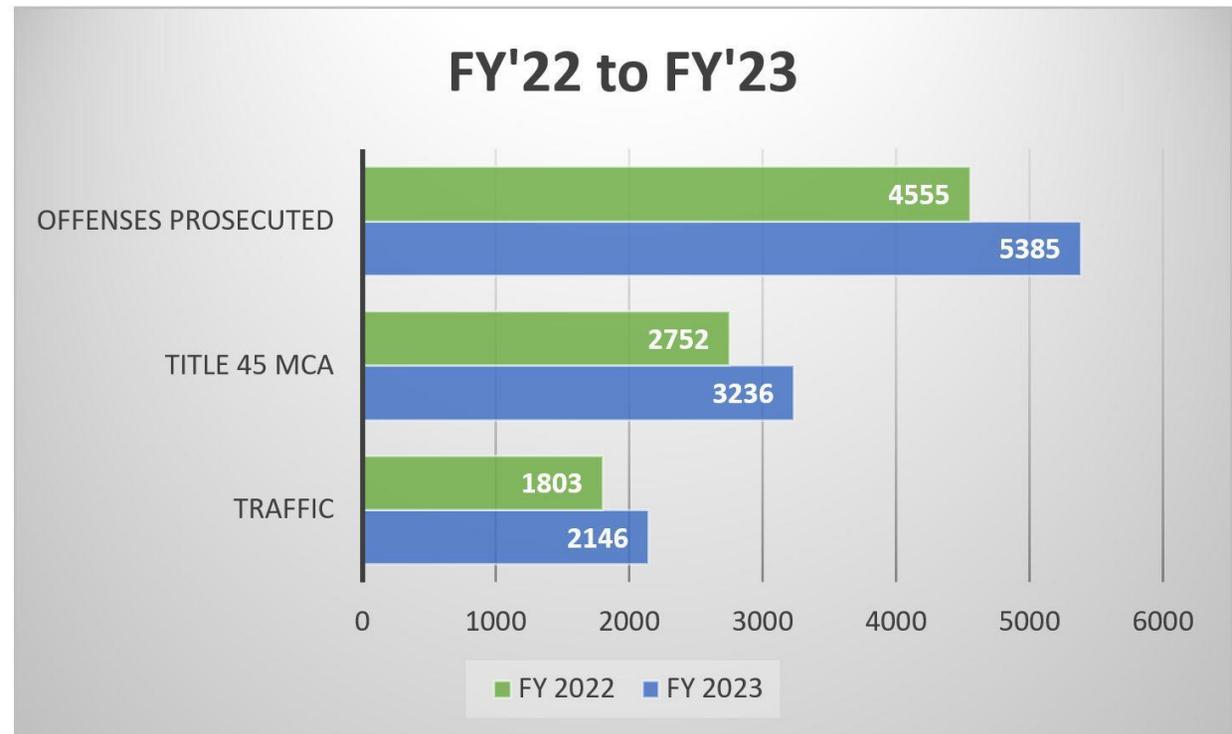
# HISTORY OF CHANGES TO MUNICIPAL COURT

- One Municipal Court Judge through 2016
- 2017 – Divided into two separate courtrooms
- 2022 – Three Municipal Court Judges, three separate courtrooms
- Since 2017, City Attorney has added 1 additional prosecutor

## Additional Misdemeanors

	FY2023	FY2022
Theft & associated offenses	755	768
Driving Under the Influence	386	303
Criminal trespass to property	357	234
Disorderly conduct	243	209
Obstructing	222	152
Criminal Mischief	126	102
Resisting arrest	123	90
Criminal trespass to vehicles	40	45
Public nuisance	31	0
Endangering Welfare of Children	26	24
Negligent Endangerment	12	6
Negligent Vehicular Assault	5	5
	<u>2326</u>	<u>1938</u>

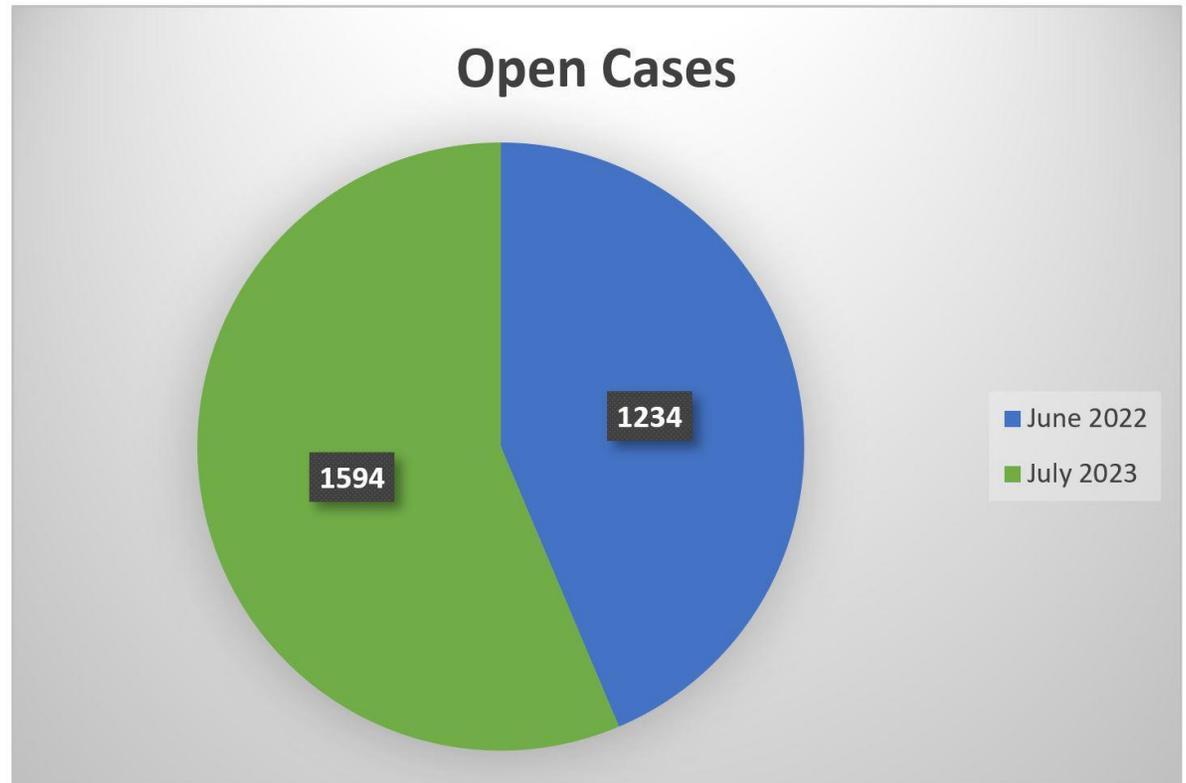
Prosecutor  
Workload  
Increases



# Prosecutor Caseload

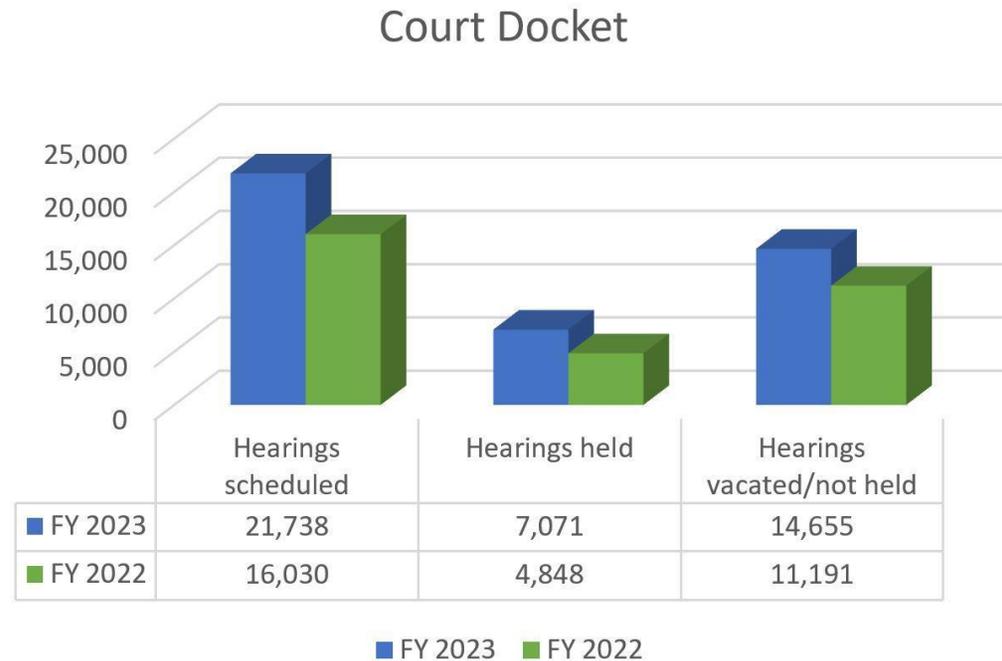
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- Goal - 200 open cases per prosecutor
- High – 250 open cases per prosecutor
- Current Average – 266 per prosecutor



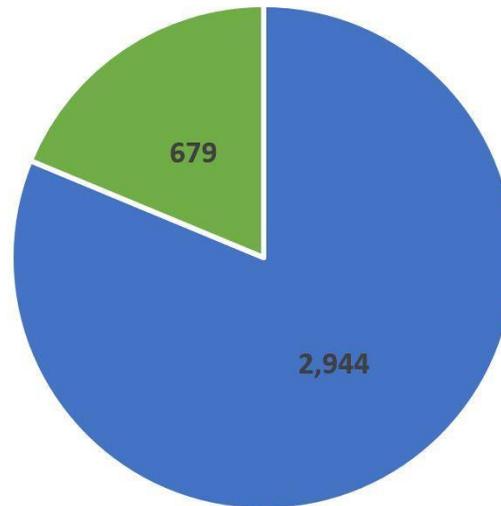
# Increase in Hearings

- Hearings scheduled - 36%
- Hearings held – 46%
- Hearings vacated/not held – 31%



# Jury Trials Scheduled

## Jury Trials



Increase of 434%

Approximately 1900 scheduled Jan – Jun 2023

■ FY 2023 ■ FY 2022

# ADDITIONAL FACTORS

- Increase in Administrative/Management Functions
- Increase in Comp Time Accrual and Excess Leave
- Addition of dedicated DUI officer
  - 200+ DUI cases

# CIP Update - Case Management Database

- Pine Technologies Inc. continued support of JustWare system (2nd yr)
- Estimated rollout of new system January 2024
- Missoula County signed with Pine Tech
- \$143,800 allocated for procurement
- Anticipated costs
  - Interface with Law Enforcement Records Management System (LERMS)
  - Interface with Law Enforcement Scheduling Software (Work Force)
  - Cloud storage

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Questions?

