



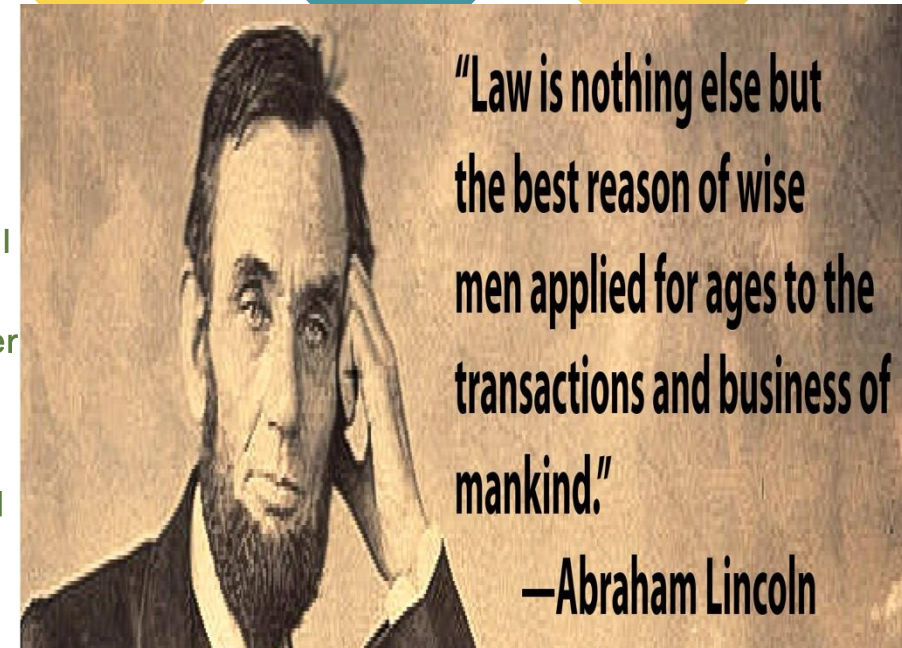
City Attorney's Office

Budget Presentation

Fiscal Year 2026-2027

City Attorney Office Overview

- **Mission Statement:** To provide high-quality, clear, and ethical legal services with integrity and professionalism to the City of Caldwell while protecting public resources, managing legal risk, and effectively supporting our clients in their municipal roles.
- **Organization Purpose:** The Office serves as the City's chief legal advisor and advocate, ensuring that municipal actions comply with applicable federal, state, and local laws while supporting the effective delivery of public services. The Office is committed to protecting the City's legal interests, reducing legal risk, and promoting sound governance through proactive counsel, clear communication, and practical legal solutions. In carrying out its duties, the Caldwell City Attorney's Office upholds the highest standards of professional integrity, public accountability, and service to the community, working to foster public trust in local government.
- **Community Priorities:** The Caldwell City Attorney's Office supports the community by providing ethical, timely, and practical legal services that promote public trust, protect City resources, and support effective local governance. The Office is committed to reducing legal risk, ensuring fair and consistent application of City laws, and assisting City leadership and departments in making sound, legally compliant decisions. Through responsive counsel, proactive problem-solving, and collaboration with City partners and stakeholders, the Office works to advance transparent decision-making, efficient public service delivery, and policies that reflect the needs and values of the Caldwell community.

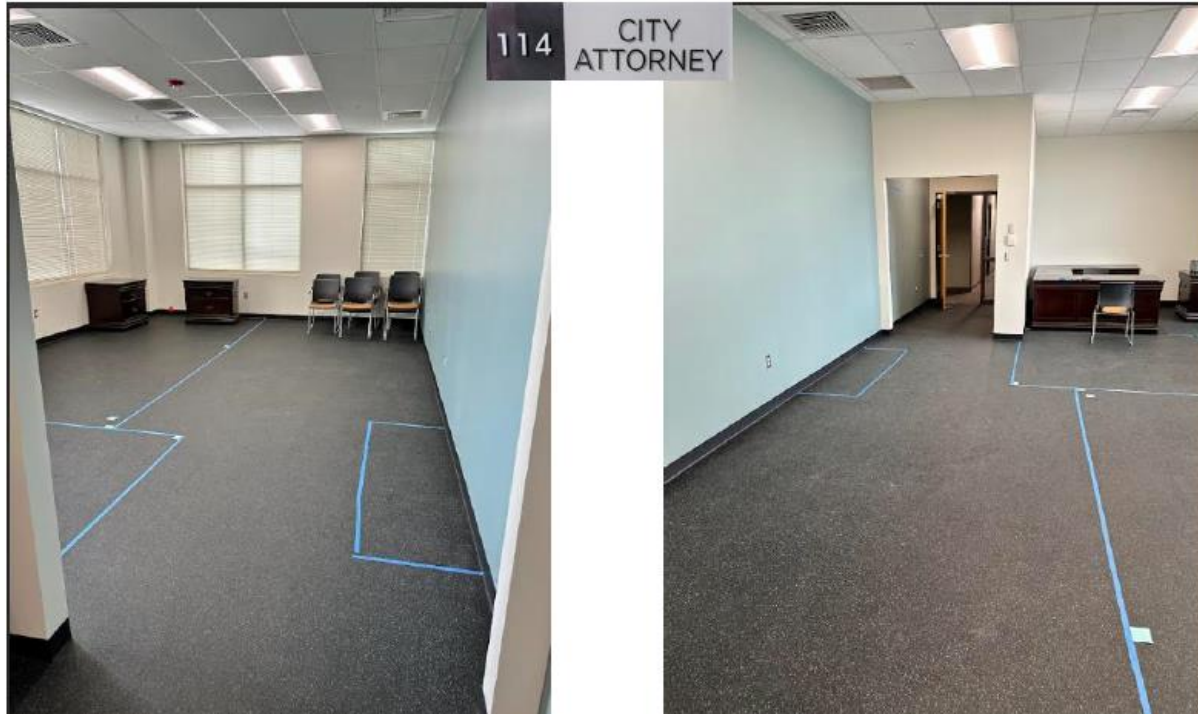


Core Services

- Legal Services to Mayor, Council, and Appointed Officials and their staff
- Contract Review and negotiation
- Personnel Issues and Risk Management
- Public Record review and process/policy support
- Policy drafting & research
- Litigation management
- Ordinance and resolution drafting
- Client relations / Trainings
- Drop-ins and day-to-day questions



Year One – City Attorney's new office



May 2025



July 2025

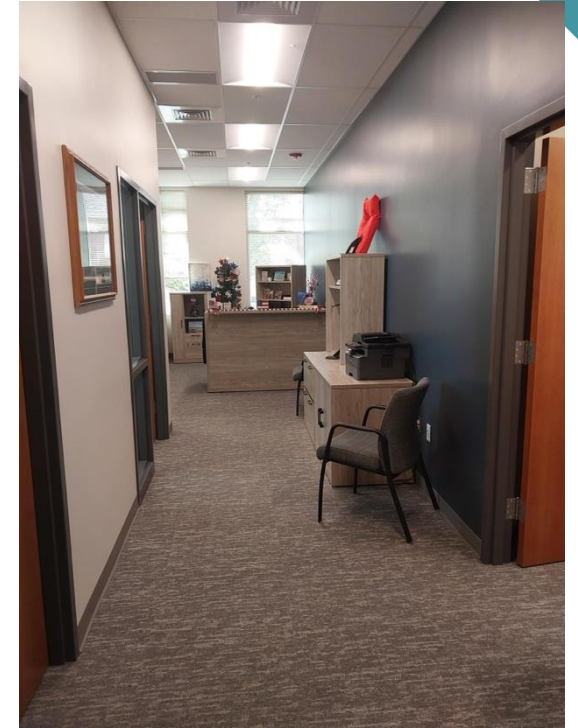
Year One – City Attorney's new office



August 2025



September 2025



June 2026

Year One Accomplishments

1. Key Accomplishments:

- Established in-house legal operations
- Developed legal review procedures
- Reduced outside counsel reliance
- Implemented contract review standards
- Implemented public record review and processing standards
- Supported key policy updates
- Improved response time for legal requests
- New Resolution templates for statutory compliance

2. Trainings for City

- PRR trainings to multiple departments
- Elected official trainings
- Historic Preservation training

Accomplishments in Numbers:

Contracts Reviewed	107	11,092 minutes
Legal Process Requests	38	6,102 minutes
General Counsel / Litigation	91	7,068 minutes
Public Records Requests reviewed	329	18,246 minutes
Employment Issues	34	7,824 minutes
Policy / Research	21	12,960 minutes
*these numbers don't include pending projects or time spent on pending projects		

Workload and Challenges

Legal Requests Received:

Client	Count
Attorney	12
Aviation	17
Cemetery	1
City Council	14
Claims/Complaints	5
Clerk	19
Clerk - PRRs	92
Community Development	9
Economic Development	4
Engineering	25
Facilities	1
Finance	25
Fire	19
Golf	2
Human Resources	30
IT	4
Hilly	4
Library	1
Mayor	33
Parks & Rec	16
Planning and Zoning	4
Police	38
Police - PRRs	102
Public Works	9
Public Works - Water	2
Public Works - Streets	1
public works - mapping	1
Total	490

Biggest *Allocation Drivers:

- Public Record Requests: 39.67%
- Public Works/Engineering: 7.95%
- Police: 7.77%
- Mayor: 6.75%
- Human Resources: 6.13%

These top 5 categories account for 68.27% of the workload.

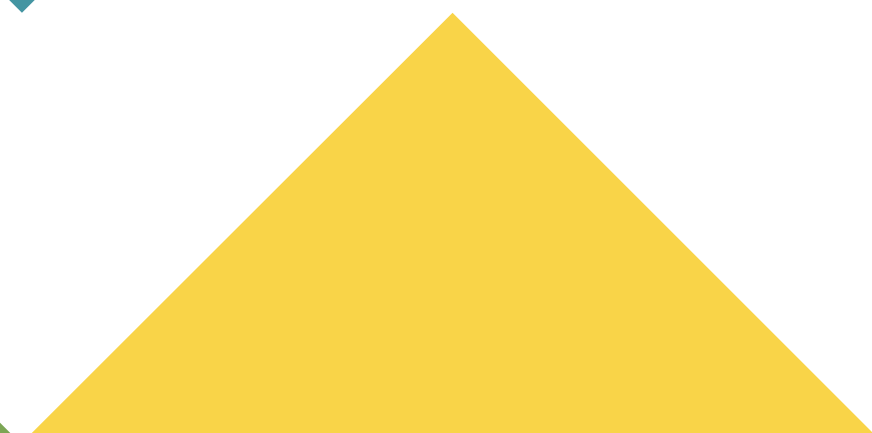
*allocation percentages from March 2026

Challenges:

- Client expectations versus reality
- Bandwidth Issues
- Public Records Request
 - ✓ Where did these go before?
 - ✓ Why has so much fallen to CAO?
- Legislative changes
- Risk management and Employment



BUDGET OVERVIEW



The City Attorney's office relies mainly on the General Fund of the City's budget

PERSONNEL BUDGET OVERVIEW

FY2024-2025:	\$521,577
FY2025-2026:	\$703,384
FY2026-2027:	\$795,313



CAO Personnel

Current Staffing:

- City Attorney
- Deputy City Attorney
- Paralegal
- Policy Analyst

Additional position(s) requested:

- Paralegal I or II
- Part or Full time Attorney

Expected Benefit from new position(s):

- Public records support
- Case management system administration
- General paralegal or attorney duties
- Specialized legal expertise
- Reduction in outside counsel costs
- Improve response times

EXPENSES BUDGET OVERVIEW

FY2024-2025:	\$174,791
FY2025-2026:	\$235,900
FY2026-2027:	\$204,230

KEY COMPONENTS OF EXPENSE BUDGET:

- Training & Development
- Contract Attorney Fees (as needed)
- Legal research subscriptions and case management
- General operational expenses



INITIATIVES AND GOALS FOR FY26-27



- **Financial Goals:**

- Continue reducing outside counsel costs
- Maintain budget discipline

- **Risk Management Goals:**

- Expand public record training
- Standardize contract templates
- Update municipal policies

- **Service Goals:**

- Improve response times
- Implement office hours for more efficient in-office productivity
- Expand department training

- **Operational Goals:**

- Enhance records management
- Improve matter tracking

BUDGET REQUEST SUMMARY

1. Records Management System:
 - a) Enhance records management and time keeping
 - b) Improve response times and productivity
 - c) Reduce risk
2. Training and Professional Development
3. Complete office space
4. Legal research platforms
5. Personnel Support
6. Strategic outside counsel resources

Expected Outcomes

- Reduced organizational risk
 - Expanded support of City priorities
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