

**6 - Budget Summary Info:**

Expenditures	Current Revised FY 2008-09 Budget	Requested FY 2009-10 Budget	Proposed FY 2009-10 Budget
Operating	7,952,046	8,251,548	8,242,650
Capital	0	0	
<b>TOTAL</b>	7,952,046	8,251,548	8,242,650
<b>Authorized Positions</b>	54	54	54

**7 - Labor/Management/Administration:**

1. Percent spent on administration: 20%  
\$1,690,312
2. Total FTE: 54.15
3. Average management span of control: 5.6 FTE
4. Bargaining Units: NA

**8 - High Level Performance Measures:**

*Bureau-wide*

1. Litigation Cases Handled-2000
2. Attorney Hourly Rate-\$152
3. Contracts Reviewed-5500
4. Hours of Training provided to Other City Staff-180

**9 - Awards/Recognitions:**

1. 2008 MBA Award of Merit for Outstanding Services to the Profession and the Bar, Linda Meng, City Attorney
2. City of Portland Blue Works Business 2007-2009

**Top of Class Jurisdiction: *Who is #1?***  
Unknown

**10 - Major Projects CURRENT:**

**Policy/Operational Projects (top 5)**

1. Defending lawsuits and claims
2. Initiating legal actions
3. Providing legal advice & producing formal opinions
4. Reviewing and negotiating contracts, policies, and programs.
5. Collective bargaining

**Capital/Infrastructure Projects (top 5)**

*Citywide*

1. Represent City in Portland Harbor Superfund
2. Eastside CSO (Big Pipe) Project
3. Defend the City's ability to control its right-of-way through telecommunication litigation
4. Advise & assist on development issues
5. EBSP/Technology improvement projects

**Major Maintenance Projects (top 5)**

*Citywide*

1. Advise and assist on ongoing document management issues
2. Expand training for City bureaus
3. Advance City's legislative agenda
4. Practice management software upgrade

**11 - Major Projects - Out Years**

**YEAR 2:**

**Policy/Operational Projects (top 3)**

1. Defending lawsuits and claims
2. Providing legal advice formal opinions
3. Reviewing and negot. contracts, policies, programs.

**Capital/Infrastructure Projects (top 3)**

*Citywide*

1. Represent City in Portland Harbor Superfund
2. EBSP/Technology improvement projects
3. Defend the City's ability to control its right-of-way

**Major Maintenance Projects (top 3)**

*Citywide*

1. Advise on ongoing document management issues
2. Expand training for City bureaus
3. Advance City's legislative agenda

**YEAR 3:**

**Policy/Operational Projects (top 2)**

1. Defending lawsuits and claims
2. Providing legal advice and formal opinions

**Capital/Infrastructure Projects (top 2)**

*Citywide*

1. Represent City in Portland Harbor Superfund
2. Defend the City's ability to control its right-of-way

**Major Maintenance Projects (top 2)**

*Citywide*

1. Advise and assist on ongoing document management issues
2. Expand training for City bureaus including ethics, public records, construction issues, employee discipline & loss prevention

**YEAR 4:**

**Policy/Operational Projects (top 1)**

1. Defending lawsuits and claims

**Capital/Infrastructure Projects (top 1)**

*Citywide*

1. Represent City in Portland Harbor Superfund

**Major Maintenance Projects (top 1)**

*Citywide*

1. Expand training for City bureaus

**12 - Sustainability Goals - SOCIAL**

1. SEA-related:
  - Best neighborhood: NA
  - Worst neighborhood: NA
2. Affirmative Action Results: 11% Minority; 68% Women
3. M/W/ESB Contracting: 0%
4. Customer survey/polling results:
 

**2008 Bureaus Survey - 111 Responses**

Responsiveness: Very Positive/Positive: 89.2%  
 Contact w/staff: Very Positive/Positive: 91.9%  
 Treated w/respect: Very Positive/Positive: 92.7%  
 Most Legal Services Rated Very High/High.  
 Areas of improvement

  - Timeliness (Overall): 77.1%
  - Informed on legal information: 79.2%
  - Advice/Opinions understandable: 58.6% Always

**13 - Sustainability Goals - ECONOMIC**

1. "Lean Manufacturing" improvements: NA
2. Summary of Major Assets Managed:
  - Good condition NA
  - Fair condition NA
  - Poor condition NA

Replacement value: NA

**14 - Sustainability Goals - ENVIRONMENTAL**

Sustainability Plan: Approved in December 2007  
 Latest Report: November 2007  
 Highlights: Use recycled paper products for all paper needs; collection box for batteries; recycle ink cartridges; limit personal office trash pickup to once a week; provide recycle bins at all desks/work stations; etc.

**15 - Key Policy & Planning Documents:**

Strategic Plan: NA  
 Portland Policy Documents (Top 3): NA

## Bureau Baseline Template

<p><b>1</b></p> <p><b>Overview: City Attorney's Office</b>          Commissioner-in-Charge: Mayor Adams          Commissioner's Liaison: Tom Miller          Bureau Director: Linda Meng, City Attorney          Finance Manager: Andrew Scott          FPD Analyst: Doug Le          Organizational Chart:  <a href="http://www.portlandonline.com/attorney/index.cfm?c=28923&amp;a=228716">http://www.portlandonline.com/attorney/index.cfm?c=28923&amp;a=228716</a></p> <p>Budget Advisory Committee Roster:</p> <ul style="list-style-type: none"> <li>• Linda Meng, City Attorney, Harry Auerbach, Chief Deputy City Attorney, Pete Kasting, Chief Deputy City Attorney, Shane Abma, Deputy City Attorney, Kim Sneath, Office Administrator, Ana Kalmanek, Senior Financial Analyst, Crystine Jividen, Business Operations Supervisor, Jana Toran, Citizen Advisor, Jeff Baer, Customer Representative</li> </ul>	<p><b>2</b></p> <p><b>Guiding Statements: [As adopted by Council]</b></p> <p>Slogan: N/A          Mission: To help the City achieve its policy goals in the public interest by providing excellent, objective, timely and economical legal advice and advocacy, unaffected by politics, personalities or self-interest          Vision: NA          Values: NA  <b>About Us:</b> <a href="http://www.portlandonline.com/attorney/index.cfm?c=28923&amp;a=21505">http://www.portlandonline.com/attorney/index.cfm?c=28923&amp;a=21505</a>  <b>Services/Programs (See #16)</b>  <b>More:</b> <a href="http://www.portlandonline.com/attorney/">http://www.portlandonline.com/attorney/</a></p>
<p><b>3 – External Trends:</b></p> <p>3 Positive/Strengths</p> <ul style="list-style-type: none"> <li>• Low In-house hourly rates compared to average outside counsel rate</li> <li>• Court systems converting to electronic filing/reducing paper, staff time, travel and equipment use</li> <li>• Diversity opportunities for education of staff encouraging inclusiveness</li> </ul> <p>3 Negative/Weaknesses</p> <ul style="list-style-type: none"> <li>• No control over client's legal requirements/increased complex litigation</li> <li>• Electronic computer security issues</li> <li>• Electronic record retention issues/E-discovery</li> </ul> <p><b>Internal Trends:</b></p> <p>3 Positive/Strengths</p> <ul style="list-style-type: none"> <li>• High customer satisfaction</li> <li>• Low hourly rate compared to outside counsel</li> <li>• Accessibility to instant legal resources/advice</li> </ul> <p>3 Negative/Weaknesses</p> <ul style="list-style-type: none"> <li>• Lack of office space</li> <li>• Insufficient staffing resources for large/complex cases – no control over legal issues</li> <li>• Need to assist w/preparation of citywide document training and control for litigation and public record accountability</li> </ul>	<p><b>4 – Titles of Three Most Recent Audits &amp; % of Recommendations Implemented:</b></p> <ul style="list-style-type: none"> <li>▪ NA</li> </ul> <hr/> <p><b>5 – Trends:</b></p> <p><b>Historical Trends:</b></p> <p>Maximize use of In-house legal services which are more cost effective than hiring outside counsel; maximize use of paralegal assistants</p> <p><b>Comparisons to other cities:</b> NA</p> <p><b>Major Org/Budget Changes (last 2 years):</b></p> <p>Without significant budget increase, the office reorganized its supervisory structure in response to the growing staff of over 50 employees. Historically, only two supervisors managed the entire staff. The new structure will increase efficiency and effectiveness. Practice groups were developed for attorney positions and a management team was developed for non-attorney staff.</p>

<p><b>16 – Services/Programs:</b></p> <ol style="list-style-type: none"> <li>1. Legal Services</li> </ol>
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