

City Attorney's Office

Management Data

Commissioner in Charge: Mayor Hales
 Bureau Director: Jim Van Dyke
 Website: portlandoregon.gov/attorney
 Administration: 6.0%
 M/W/ESB Contract \$: 19.15% Prime & 0.0% Sub

Workforce Data

Minorities: 13.8%
 Female: 65.5%
 Non-Represented: 100%
 Span of Control: 5.9 positions per supervisor
 Management Layers: 2 to 3

Resource and FTE Summary

	FY 2012-13 Adopted	FY 2013-14 Base	FY 2013-14 Reductions	FY 2013-14 Add Packages	FY 2013-14 Requested
GF Ongoing	\$1,638,764	\$1,777,680	\$0	\$197,520	\$1,975,200
GF One-Time	2,823,060	0	0	0	0
GF Overhead	0	3,095,418	0	0	3,095,418
Bureau's Choice	0	0	0	0	0
Other Revenues	5,071,969	5,204,406	0	0	5,204,406
Total Revenues	\$9,533,793	\$10,077,504	\$0	\$197,520	\$10,275,024
FTE	58.5	58.5	0.00	0.00	59

Bureau Overview and Significant Issues

Bureau Overview

The City Council appoints the City Attorney. The City Attorney's Office provides legal services and programs to the City Council, bureaus and employees, finding legally acceptable ways to achieve public objectives. The office represents the City in court, initiating legal actions when appropriate in the public interest. The office assists in negotiating contracts, reviewing policies and programs, and providing legal advice and counsel.

The office advises on a wide variety of subjects, such as municipal legislation, personnel and labor law issues, tort claims, workers' compensation, construction contracts and claims, land use planning, environmental issues, and code enforcement. The office also works on public records issues, fire and safety requirements, and utility and business license fees.

The City Attorney's Office does not control the demand for legal services. These are driven by bureau and Council needs and requests and by claims made against the City by outside entities. The City of Portland faces increasingly complex legal issues and litigation. The City Attorney's Office continues its efforts to control the City's overall legal costs by striving to improve services:

- **Providing timely responses to inquires**

The office has a 24-hour goal for initial responses to legal inquiries. When immediate answers cannot be provided, attorneys and staff work to set a reasonable timetable for response. The office has reorganized into practice groups. This has contributed to timely responses by providing additional support through information sharing and cross training. The office's practice management software system is assisting in information retrieval. The office continues to seek feedback through customer service surveys.

- **Providing consistent legal advice throughout bureaus and Council offices**

The office reorganization into practice groups provides additional resources through attorney backups, and better consistency in legal advice. The practice management software system provides ready access to information resources throughout the office, further facilitating consistent responses to inquiries.

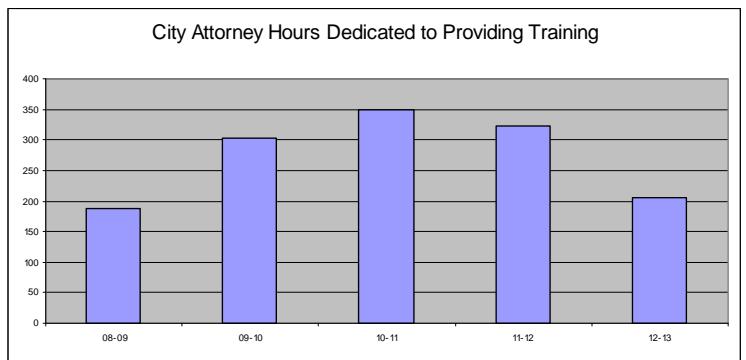
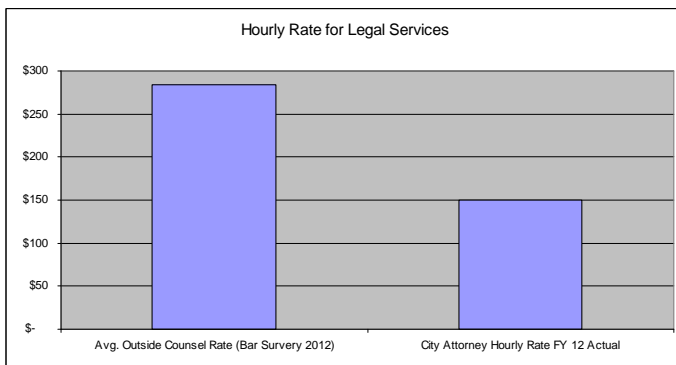
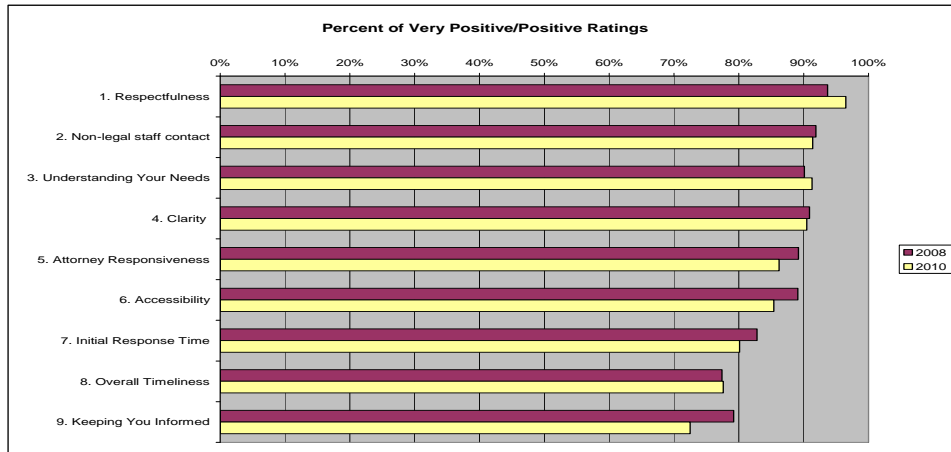
- **Providing training to bureaus and Council offices**

The office continues to provide high quality legal advice and trainings to guide bureaus and officials and avoid risk. The office will continue to increase the use of technology and easily accessible media to provide training to bureaus and council offices on matters of general government. The office created a link on its website for City employees to access training materials; the office will continue to improve the website.

Significant Issues

- The Labor and Employment practice group is understaffed; an increased workload in that area is anticipated. To address this issue without additional staff, legal work will need to be prioritized by delaying or deferring certain work or by taking a more active role in determining what cases to take to arbitration;
- The use of outside counsel when proper staffing could alleviate that cost;
- Anticipated increased workload in the area of Land Use as the economy starts to pick up;
- Additional workload caused by DOJ Settlement Agreement; and
- Litigation costs in cases that are not funded through Risk Management.

Performance Dashboard



Operating and Capital Requirements

	FY 2011-12 Actuals	FY 2012-13 Adopted	FY 2013-14 Base	FY 2013-14 Request	FY 2014-15 Estimate
Operating – Base	\$9,127,954	\$9,533,793	\$10,077,504	\$10,275,024	\$10,583,274
Operating - One-Time Initiatives	0	0	0	0	0
Capital - New Construction	0	0	0	0	0
Capital - Major Maintenance	0	0	0	0	0
Unappropriated Ending Balance	0	0	0	0	0
Total	\$9,127,954	\$9,533,793	\$10,077,504	\$10,275,024	\$10,583,274

Overview of Major Projects and Initiatives

Space Planning –The office is experiencing a critical space shortage. Facilities worked with a space planner to determine best use of space in City Hall but the plan has not yet been implemented.

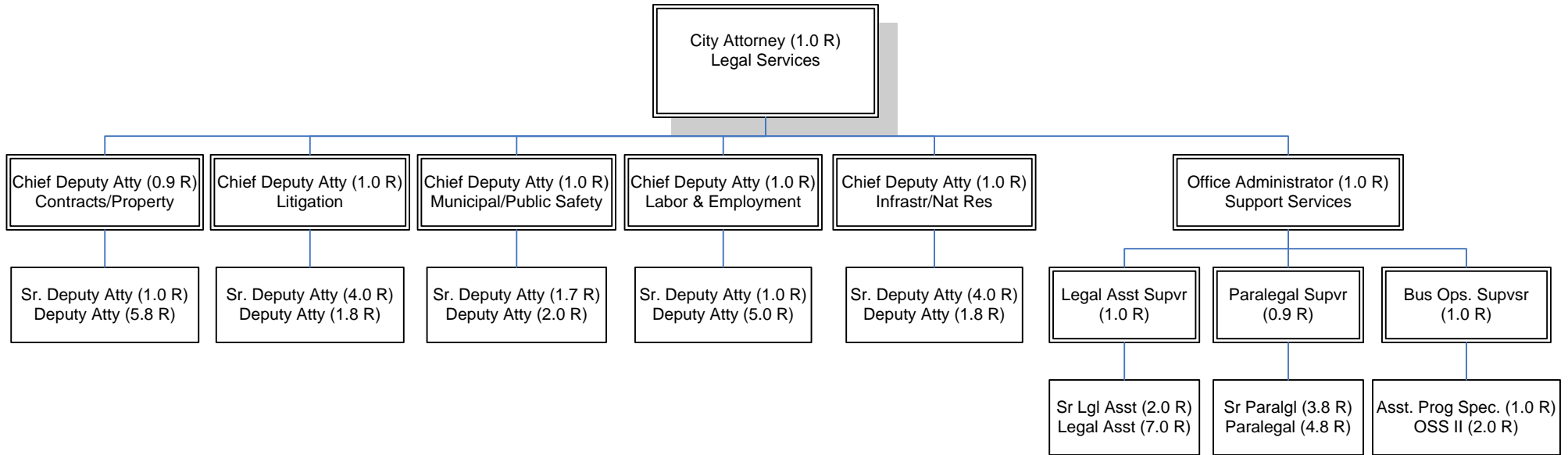
Citywide Legal Hold Program – The office recently took responsibility for implementing and managing a Citywide legal hold program. City Attorney staff provided training and tasked each bureau with developing a preservation plan for identifying and storing information for litigation purposes. The office will continue to train and assist bureaus as needed and manage the program.

Citywide Electronic Records Management – The office has identified a need to improve electronic records management Citywide to better comply with retention schedules, court mandates, and other legal requirements.

City Attorney's Office Program Summary Template

1. Program Title Manager Phone #	2. Program Description	3. Staff (FTE)		4. Requirements		5. Percent Admin	6. Resources				7. Output or Efficiency Measure(s)	8. Program Rankings	
		Regular	Limited Term	Operating	Capital		General Fund	Rates, Fees & IAs	Federal, State & Local	Other		Bureau	BAC
Legal Services James H. Van Dyke 503-823-4047	Monitor official actions of the City, its elected officials, and employees to ensure that they do not violate the law or the ethical standards provided by law; provide advice to and advocate on behalf of elected officials and bureau managers and staff, to support municipal operations, programs, and community policies; and review contracts, agreements, ordinances, and other official City actions, to ensure actions are legally binding, in proper form, and not subject to hidden liability.	58.5	-	10,077,504	-	6.6%	4,873,098	5,204,406	-	-	Litigation Cases Handled FY 2011-12 Actuals: 1433 FY 2012-13 Estimate: 1455 FY 2013-14 Target:1450 Hourly Rate FY 2011-12 Actuals: 150 FY 2012-13 Estimate: 156 FY 2013-14 Target:161 Contracts Reviewed FY 2011-12 Actuals: 8187 FY 2012-13 Estimate: 7732 FY 2013-14 Target:7400 Training Hours FY 2011-12 Actuals: 323 FY 2012-13 Estimate: 200 FY 2013-14 Target: 200	1	1
Total		58.50	-	10,077,504	-		4,873,098	5,204,406	-	-			

Office of City Attorney



Interagency Funded
 18.6 FTE Attorney
 7.6 FTE Paralegal
 55% of other support services staff

General Fund
 15.4 FTE Attorney
 1.4 Paralegal
 45% of other support services staff

No positions are included in the 10% add-back decision package