



# City Attorney's Office Budget Advisory Committee Meeting

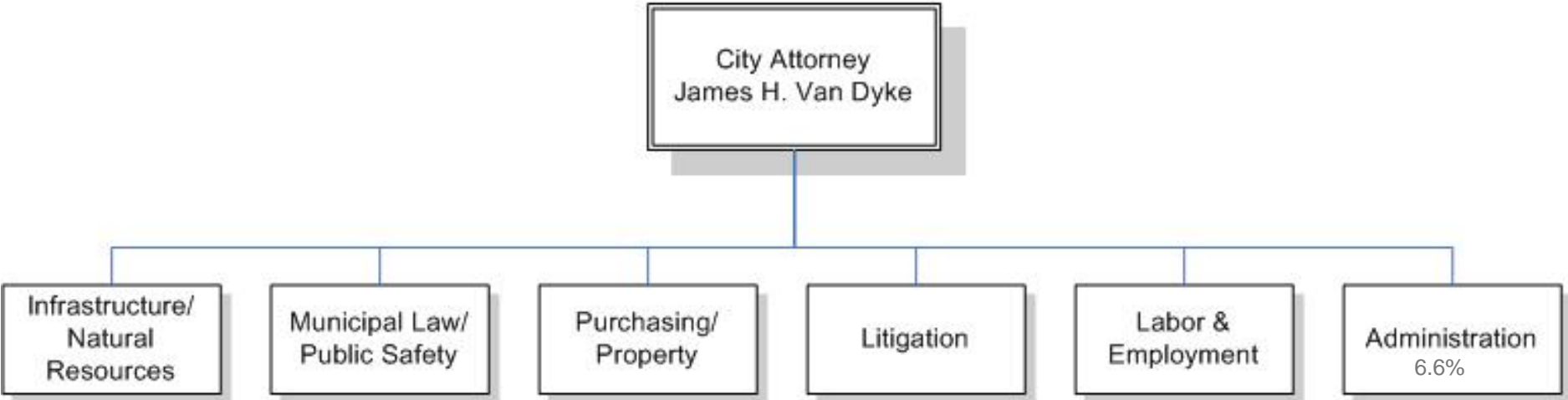
City Attorney's Office Conference Room  
City Hall  
January 8, 2013  
1:00 p.m.



# Goals

- Provide a brief background about the City Attorney's Office
- Describe the role of the Budget Advisory Committee (BAC)
- Provide information about the City budget process in general
- Provide information about the City Attorney's Office budget specifically
- Take comments and suggestions about the 2013/14 City Attorney's Office budget

# Office of City Attorney





# City Attorney's Office Background

## BUREAU MISSION

- The mission of the City Attorney's Office is 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.



# City Attorney's Office Background

## RESPONSIBILITIES

- Policing the 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.
- Providing advice to and advocating on behalf of elected officials and bureau managers and staff, to support municipal operations, programs, and community policies.
- Approving or disapproving contracts, agreements, ordinances, and other official City actions, including ballot titles, settlements of employee grievances, disputed claim settlements, property deeds and instruments, to ensure actions are legally binding, in proper form, and not subject to hidden liability.



## Role of the Budget Advisory Committee

- Review materials presented
- Ask questions
- Offer ideas and suggestions:
  - How and where to make proposed reductions
  - Improvements
  - Efficiencies



# City of Portland Budget Process

- Nov-Jan
  - Bureaus Prepare Requested Budgets
  - Hold Budget Advisory Committee meetings
- Feb 1
  - Bureaus Submit Requested Budgets
- Feb-Mar
  - Citywide Community Forums
  - Council Work Sessions
- Mar-Apr
  - Financial Planning Analyses of Requested Budgets
  - Mayor's Proposed Budget
- May-Jun
  - Community Hearing
  - City Council Hearing & Budget Approval
  - Tax Supervising Conservation Commission (TSCC) Hearing
- Late June
  - Technical Adjustments
  - Council Vote on Adopting Budget
  - Budget Monitoring Process in Fall, Winter, Spring



# City of Portland Budget Process

## ■ Preliminary Stages (Nov-Jan)

- Council Goal Setting Sessions
- Financial Forecast
- Budget Guidelines provided to Bureaus
  - 10% Reduction to General Fund Discretionary Revenues (-\$242,538 for City Attorney's Office)
- Budget Advisory Committee meetings





# City Attorney's Office Budget Process

- Funding Sources
- Expenses
- Additional Information



# Funding Sources - Definitions

## ■ Interagency Agreements

- Agreements between bureaus when costs for services can be defined on a per unit basis. E.g. Attorney FTE, Paralegal FTE

## ■ General Fund

### ■ GFD: General Fund Discretionary

- The Mayor and City Council can allocate the funds to programs and services in any area. There are few restrictions on how these resources may be allocated.

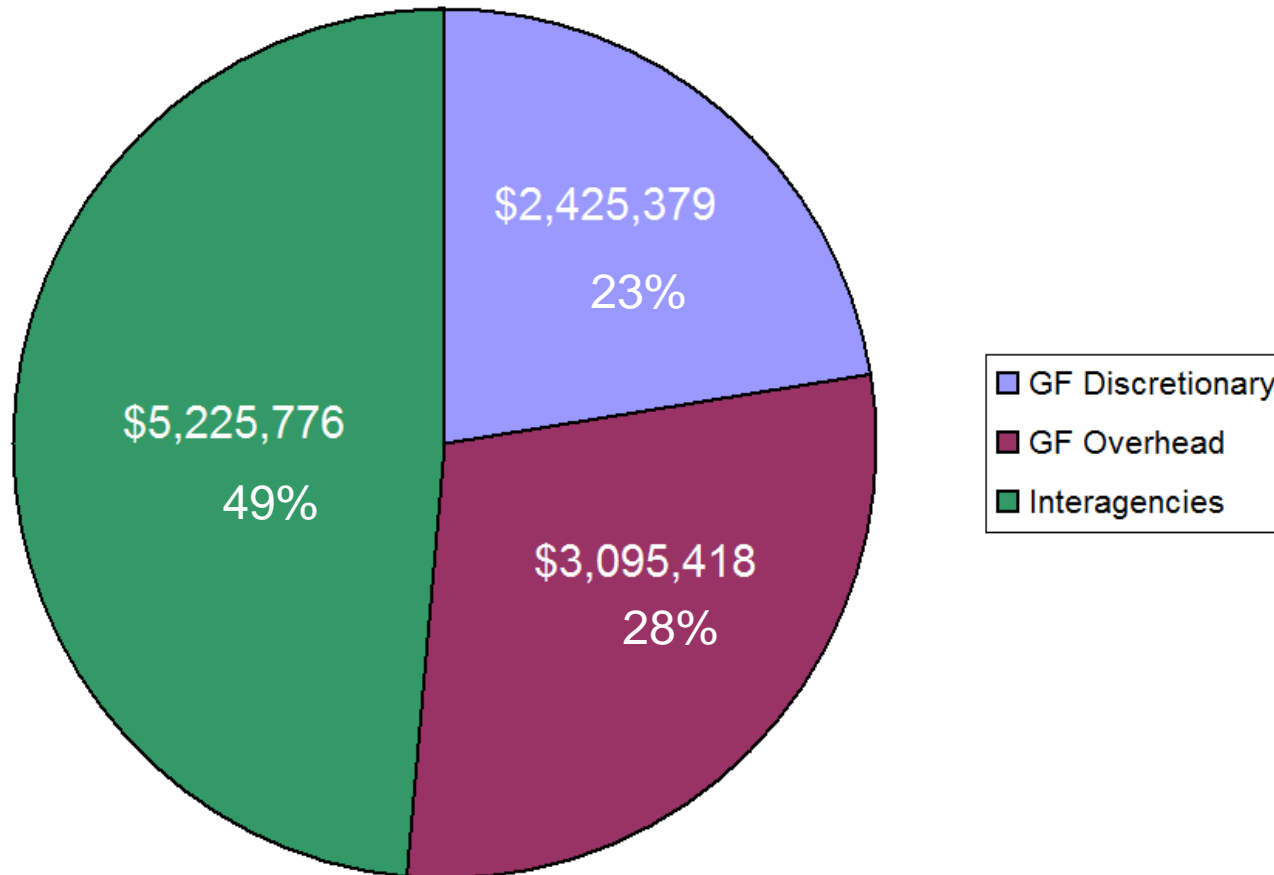
### ■ GFOH: General Fund Overhead

- Costs allocated for general central support **services or activities**. (E.g. Procurement, Human Resources, Auditor, Council, Accounting, etc.)

# City Attorney's Office Budget

Funding Sources

(FY14 – Draft Current Appropriation Level Target)





# Expenses – Definitions

- Personnel Services

- Salaries and Benefits

- Materials & Services (M&S)

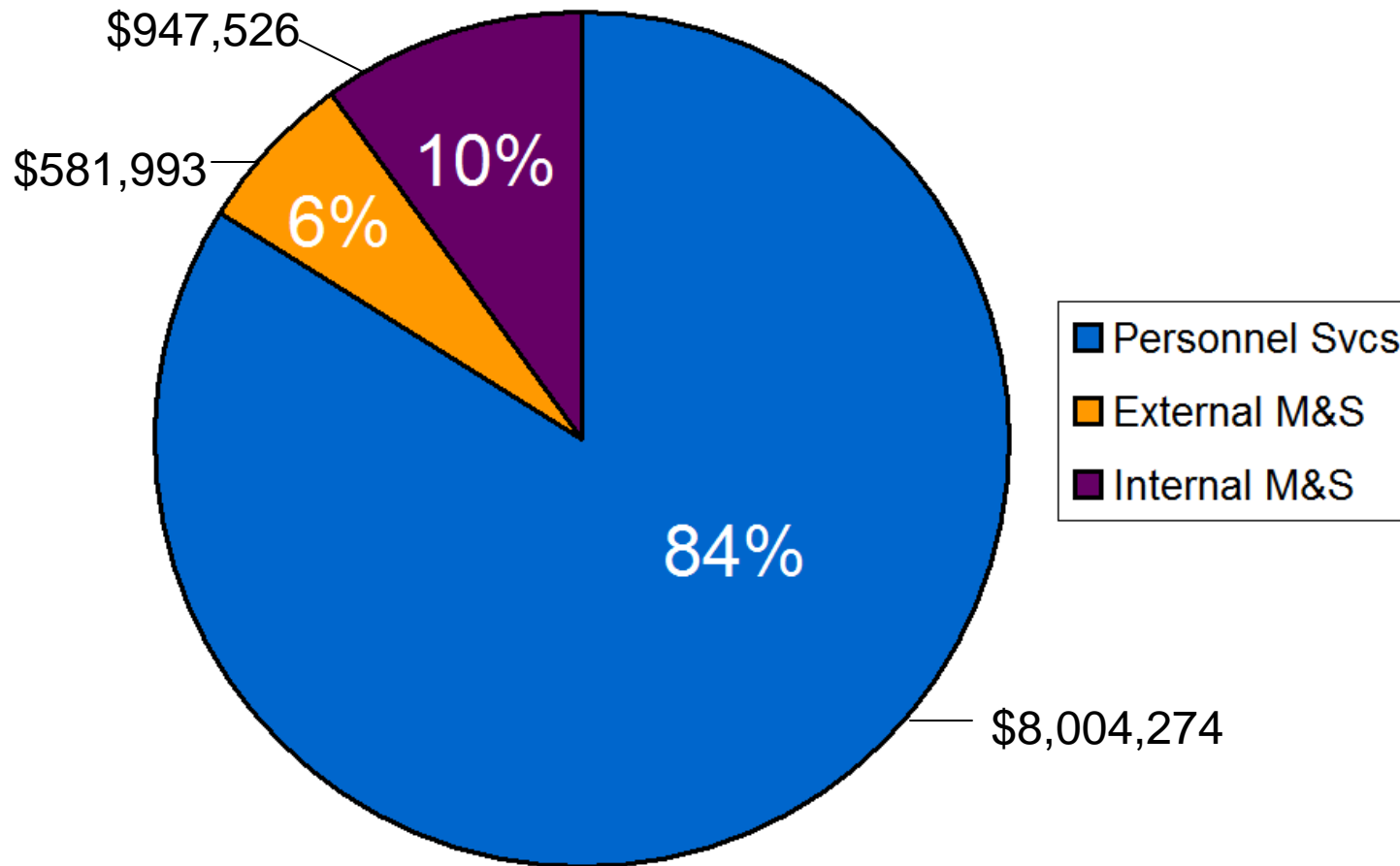
- External M&S

- Office Supplies, Operating Supplies, Education, Misc. Services, Repair & Maintenance, Software, etc.

- Internal

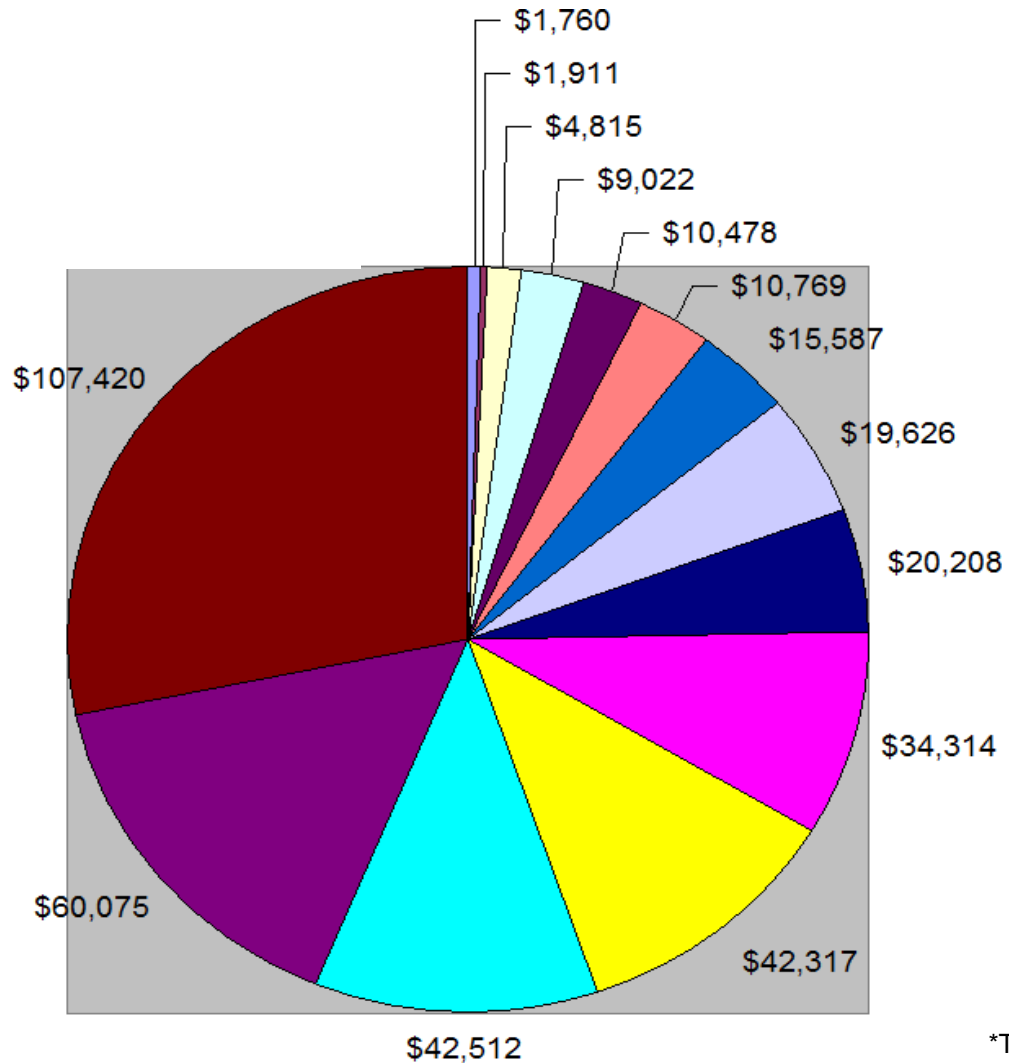
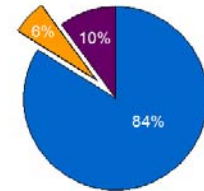
- Fleet, Printing & Distribution, Facilities, EBS, Technology Services, Risk Mgmt, Workers' Comp.

# City Attorney's Office Budget Expenses (FY13 Adopted Budget)



# External Materials & Services

FY12 Approximate Costs  
\$384,000



Category
Library Service
Subpoenas
Records/Copies/Filing Fees
Travel
Misc
Law Clerks*
Misc Services
CLE
Membership Dues
Office Furniture
Office Supplies
Software
Legal Research Publications
Electronic Legal Research Svcs

\*Total Law Clerk Costs Approx \$44,000; Some 14 clerk costs are paid through Personnel Svcs.



# City Attorney's Office Budget

- Legal Services are not optional for the City.
- City Attorney's Office has little or no control over how much and/or what types of legal services will be required; however, need is consistent.
- City Attorney hourly rate vs. average Outside Counsel rate - *Approximately \$143 vs. \$277.\**



# City Attorney's Office Budget

## ■ Budget Decisions History

FY	Budget Decisions	Amounts
09/10	5% Reduction	-\$100,157
10/11	4% Reduction & 1 Attorney FTE (PPB)	-\$269,371
11/12	No Reductions or Additions	
12/13	6% Reduction + Merit Freeze	-\$165,416
13/14	10% Reduction	-\$242,538





# City Attorney's Office Budget Cuts FY13/14

10% Reduction                      **(\$242,538)**

- City Attorney's Office has one program only – Legal Services
  - Larger bureaus rank their programs to target cuts; City Attorney's Office cannot take that approach
- Reductions over the last four years have been targeted at:
  - Out-of-town Travel
  - Education
  - Office Supplies
  - Legal Publications
  - Misc. Services
  - 1 Attorney FTE in FY11 (PPB)

# City Attorney's Office Budget to Actual History

Expenditure Classification	FY 09-10 Adopted	Revised Budget	FY09-10 Actual	Dif	FY 10-11 Adopted	Revised Budget	FY10-11 Actual	Dif.	FY 11-12 Adopted	Revised Budget	FY 11-12 Actual	Dif	FY 12-13 Adopted	Revised Budget	FY12-13 Projection	Dif
511100 Full-Time Employees	4,722,437	5,134,854	4,817,316	317,538	4,823,662	5,541,499	4,920,423	621,076	5,566,858	5,566,858	5,161,532	405,326	5,554,863	5,541,317	5,066,266	475,051
511300 Part-Time/Limited Term	518,179	713,179	756,061	(42,882)	589,727	332,338	649,068	(316,730)	375,638	475,638	671,663	(196,025)	275,982	275,982	707,126	(431,144)
512100 Overtime		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
514100 Benefits	1,544,902	1,605,031	1,692,279	(87,248)	1,765,895	1,728,287	1,750,920	(22,633)	2,106,523	2,106,523	2,170,411	(63,888)	2,173,429	2,173,429	2,150,940	22,489
<b>Total Personal Services</b>	<b>6,785,518</b>	<b>7,453,064</b>	<b>7,265,657</b>	<b>187,407</b>	<b>7,179,284</b>	<b>7,602,124</b>	<b>7,320,411</b>	<b>281,713</b>	<b>8,049,019</b>	<b>8,149,019</b>	<b>8,003,606</b>	<b>145,413</b>	<b>8,004,274</b>	<b>7,990,728</b>	<b>7,924,332</b>	<b>66,396</b>
524000 Repair & Maintenance	19,490	4,490	1,176	3,314	20,685	20,685	940	19,745	21,335	21,335		21,335	22,073	22,073	2,722	19,351
529000 Miscellaneous Services	275,192	156,321	153,384	2,937	251,803	131,803	124,013	7,790	259,710	159,710	141,910	17,800	195,097	184,445	145,442	39,003
531000 Office Supplies	119,403	23,403	25,375	(1,972)	120,118	95,118	36,317	58,801	123,890	123,890	43,357	80,533	128,177	128,177	40,060	88,117
532000 Operating Supplies	165,875	155,875	138,163	17,712	161,362	161,362	172,219	(10,857)	202,011	179,011	126,977	52,034	139,001	139,001	100,439	38,562
541000 Education	50,118	50,118	35,992	14,126	43,192	43,192	39,835	3,357	54,860	54,860	52,798	2,062	56,758	56,758	71,290	(14,532)
542000 Local Travel	6,212	6,212	1,976	4,236	6,594	6,594	4,441	2,153	6,801	6,801	4,116	2,685	7,036	7,036	3,244	3,792
542400 Out-of-Town Travel	16,290	6,290	5,793	497	8,632	8,632	1,582	7,050	17,832	17,832	4,907	12,925	13,449	13,449	4,420	9,029
549000 Miscellaneous	66,956	11,561	8,786	2,775	63,513	43,077	6,696	36,381	65,507	65,507	10,114	55,393	20,402	20,402	6,689	13,713
<b>Total External Materials &amp; Svcs</b>	<b>719,536</b>	<b>414,270</b>	<b>370,644</b>	<b>43,626</b>	<b>675,899</b>	<b>510,463</b>	<b>386,043</b>	<b>124,420</b>	<b>751,946</b>	<b>628,946</b>	<b>384,179</b>	<b>244,767</b>	<b>581,993</b>	<b>571,341</b>	<b>374,306</b>	<b>197,035</b>
651106 Fleet Services	3,245	3,245	1,587	1,658	3,214	3,214	1,811	1,403	2,919	2,919	1,703	1,216	2,080	2,080	1,364	716
651200 Printing/Distribution	59,926	59,926	51,191	8,735	65,709	65,709	48,775	16,934	58,078	58,078	52,291	5,787	56,045	56,045	50,818	5,227
651300 Facilities Services	312,364	337,364	335,237	2,127	263,577	263,577	265,144	(1,567)	311,073	275,073	274,548	525	348,972	348,972	274,744	74,228
651400 EBS Services		-	-	-	62,389	62,389	62,388	1	72,416	72,416	72,408	8	71,474	71,474	71,472	2
651500 Technology Services	230,072	263,048	258,744	4,304	198,451	198,451	203,804	(5,353)	202,543	225,543	208,794	16,749	344,422	344,422	258,660	85,762
651602 Insurance Wks Comp	51,428	51,428	51,428	-	51,103	51,103	51,103	-	51,142	51,142	51,142	-	46,631	46,631	46,631	-
651601 Insurance & Claims	80,561	80,561	80,561	-	83,118	83,118	83,118	-	78,834	78,834	78,834	-	77,902	77,902	77,902	-
652201 Admin & Support		395	395	-	3,575	4,011	4,011	-	449	449	449	-	-	-	-	-
<b>Total Internal Materials &amp; Svcs</b>	<b>737,596</b>	<b>795,967</b>	<b>779,143</b>	<b>16,824</b>	<b>731,136</b>	<b>731,572</b>	<b>720,154</b>	<b>11,418</b>	<b>777,454</b>	<b>764,454</b>	<b>740,169</b>	<b>24,285</b>	<b>947,526</b>	<b>947,526</b>	<b>781,590</b>	<b>165,936</b>
<b>Total Materials &amp; Services</b>	<b>1,457,132</b>	<b>1,210,237</b>	<b>1,149,787</b>	<b>60,450</b>	<b>1,407,035</b>	<b>1,242,035</b>	<b>1,106,197</b>	<b>135,838</b>	<b>1,529,400</b>	<b>1,393,400</b>	<b>1,124,348</b>	<b>269,052</b>	<b>1,529,519</b>	<b>1,518,867</b>	<b>1,155,896</b>	<b>362,971</b>
<b>Total Appropriation</b>	<b>8,242,650</b>	<b>8,663,301</b>	<b>8,415,443</b>	<b>247,858</b>	<b>8,586,319</b>	<b>8,844,159</b>	<b>8,426,608</b>	<b>417,551</b>	<b>9,578,419</b>	<b>9,542,419</b>	<b>9,127,954</b>	<b>414,465</b>	<b>9,533,793</b>	<b>9,509,595</b>	<b>9,080,229</b>	<b>429,366</b>
<b>% of Budget Spent</b>				<b>97%</b>				<b>95%</b>				<b>96%</b>				<b>95%</b>

\*FY10-11: M&S unspent due to temporary staff payments made through personal services savings, reductions in travel expenses. Elimination of 1 Attorney FTE reduced outside M&S costs.

\*FY12: \$175,000 M&S unspent due to delays in software upgrades, postponed Legal Hold Pro, and postponed office move costs. Approx \$94,000 would have remained at year end had projects been completed as planned.

# Focus on External M&S

Expenditure Classification	FY 09-10 Adopted	Revised Budget	FY09-10 Actual	Dif	FY 10-11 Adopted	Revised Budget	FY10-11 Actual	Dif.	FY 11-12 Adopted	Revised Budget	FY 11-12 Actual	Dif	FY 12-13 Adopted	Revised Budget	FY12-13 Projection	Dif
524000 Repair & Maintenance	19,490	4,490	1,176	3,314	20,685	20,685	940	19,745	21,335	21,335		21,335	22,073	22,073	2,722	19,351
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# Comments and Suggestions

- Offer ideas and suggestions:
  - How and where to make proposed reductions
  - Improvements
  - Efficiencies
  
- Next Steps
  - Take time to review materials
  - Provide any additional comments by Jan. 18, 2013
  - Summary report of BAC recommendations will be included with budget submittal