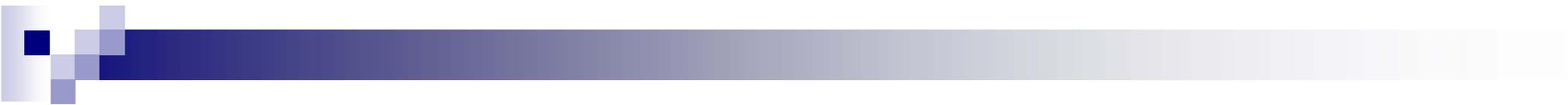


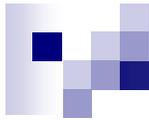
City Attorney's Office Budget Advisory Committee Meeting

City Attorney's Office Conference Room
City Hall
January 23, 2014
11:00 a.m.

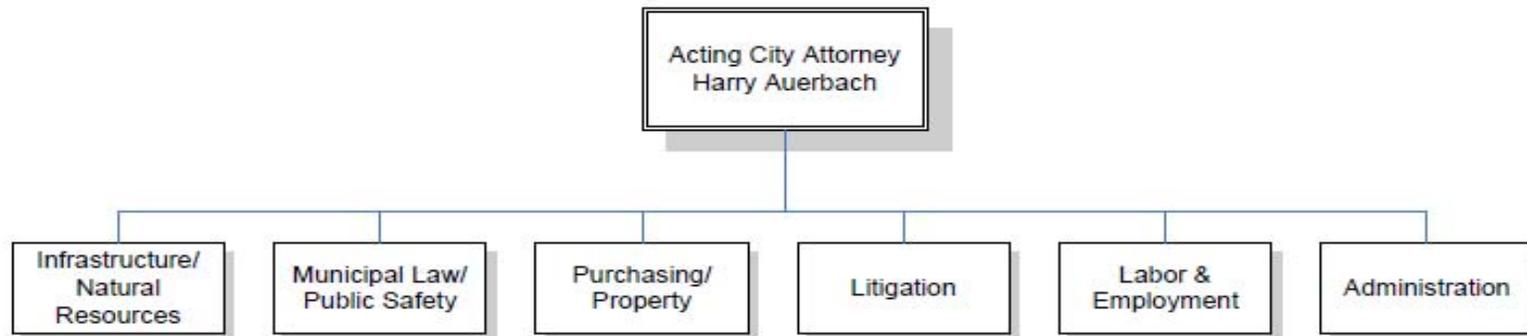


Goals

- 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 about the 2014/15 City Attorney's Office budget



Office of City Attorney





City Attorney's Office Background

- Legal Services is the sole budget program in the City Attorney's Office. All personnel provide legal work directly to the City Council and City bureau staff. The Legal Services program allows the City Attorney's Office to represent the City in court litigation, administrative proceedings, appeals, and other judicial processes. This program also provides advice, consultation, and research on issues and questions regarding municipal operations and programs, contract negotiations, and training.



City Attorney's Office Background

- See FY2013-14 Budget for more detailed description of Legal Services



Role of the Budget Advisory Committee

■ Goals

- To increase citizen involvement in the management of the City's resources;
- To gain an understanding of City Attorney's Office;
- To provide recommendations regarding goals, priorities, policies and budget.

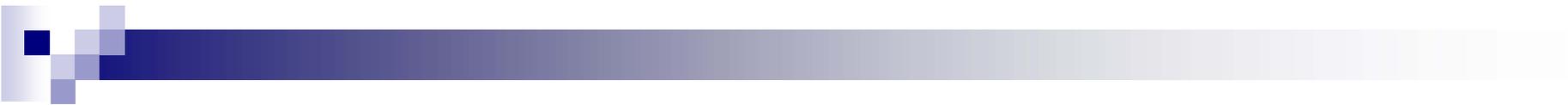
■ Tasks

- Review materials presented
- Ask questions
- Provide Recommendations



City of Portland Budget Process

- Nov-Jan
 - Bureaus Prepare Requested Budgets
 - Hold Budget Advisory Committee meetings
- Feb 3
 - Bureaus Submit Requested Budgets
- Feb-Mar
 - Citywide Community Forums
 - Council Work Sessions
- Mar-Apr
 - Financial Planning Analysis 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

- Currently in Preliminary Stages (Nov-Jan)
 - Council Goal Setting Sessions
 - Financial Forecast
 - Budget Guidelines provided to Bureaus
 - FY14/15 - Stabilization
 - 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

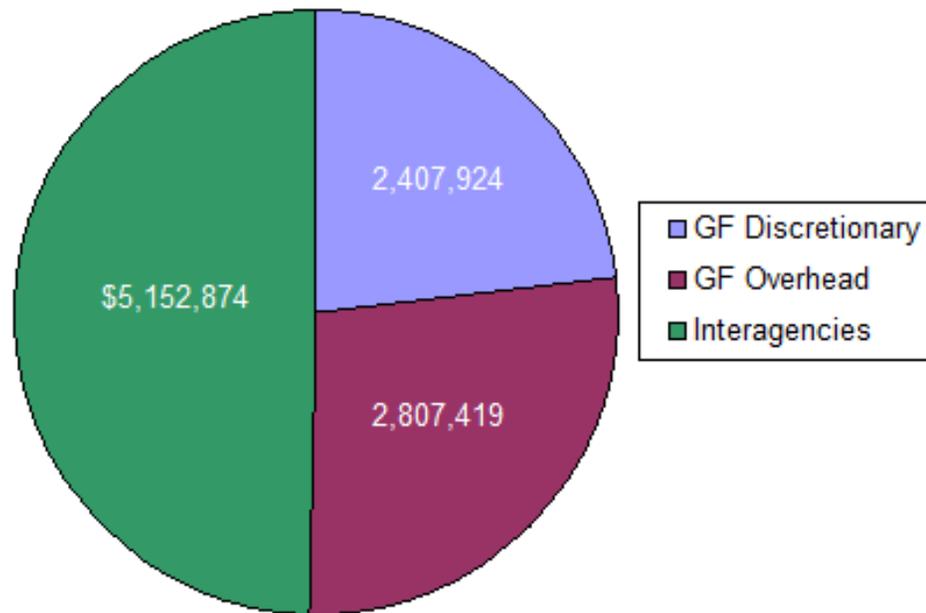
■ Overhead and Discretionary

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

City Attorney's Office Budget

Funding Sources

(FY15 – Draft Current Appropriation Level Target)



Total Budget \$10,368,217



Expenses – Definitions

- Personnel Services

- Salaries and Benefits

- Materials & Services (M&S)

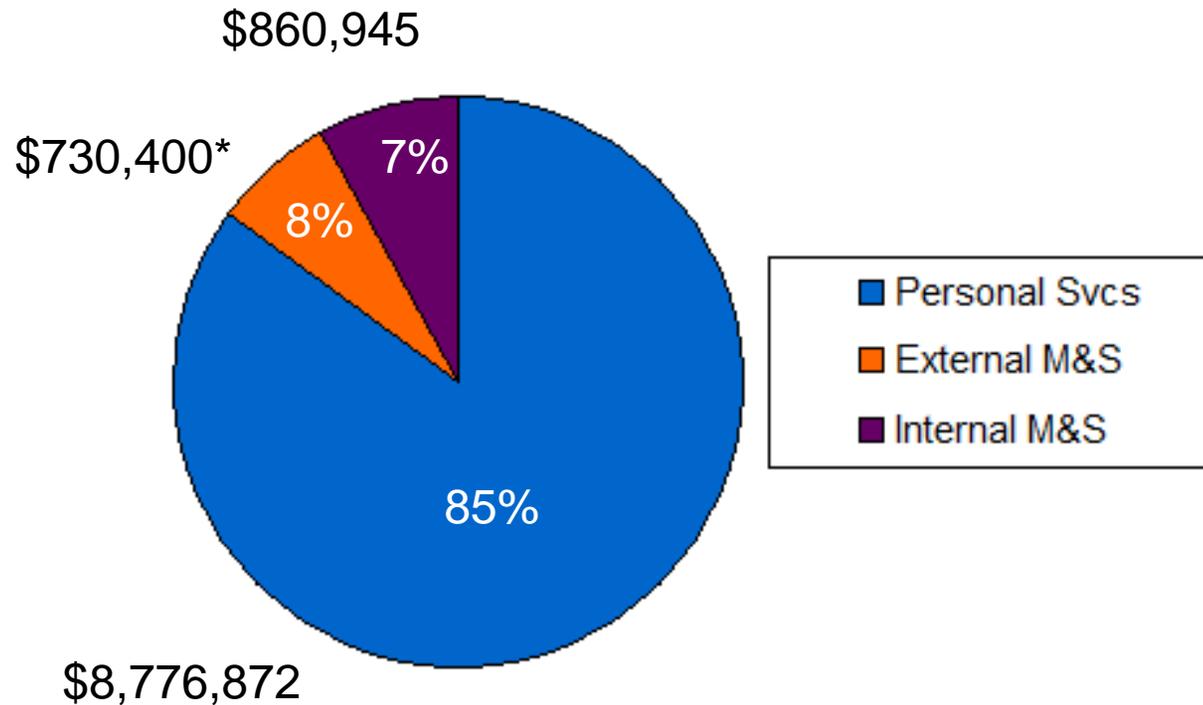
- External M&S

- Office Supplies, Publications, Legal Research Services, Education, Misc. Services, Repair & Maintenance, Software, etc.

- Internal M&S

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

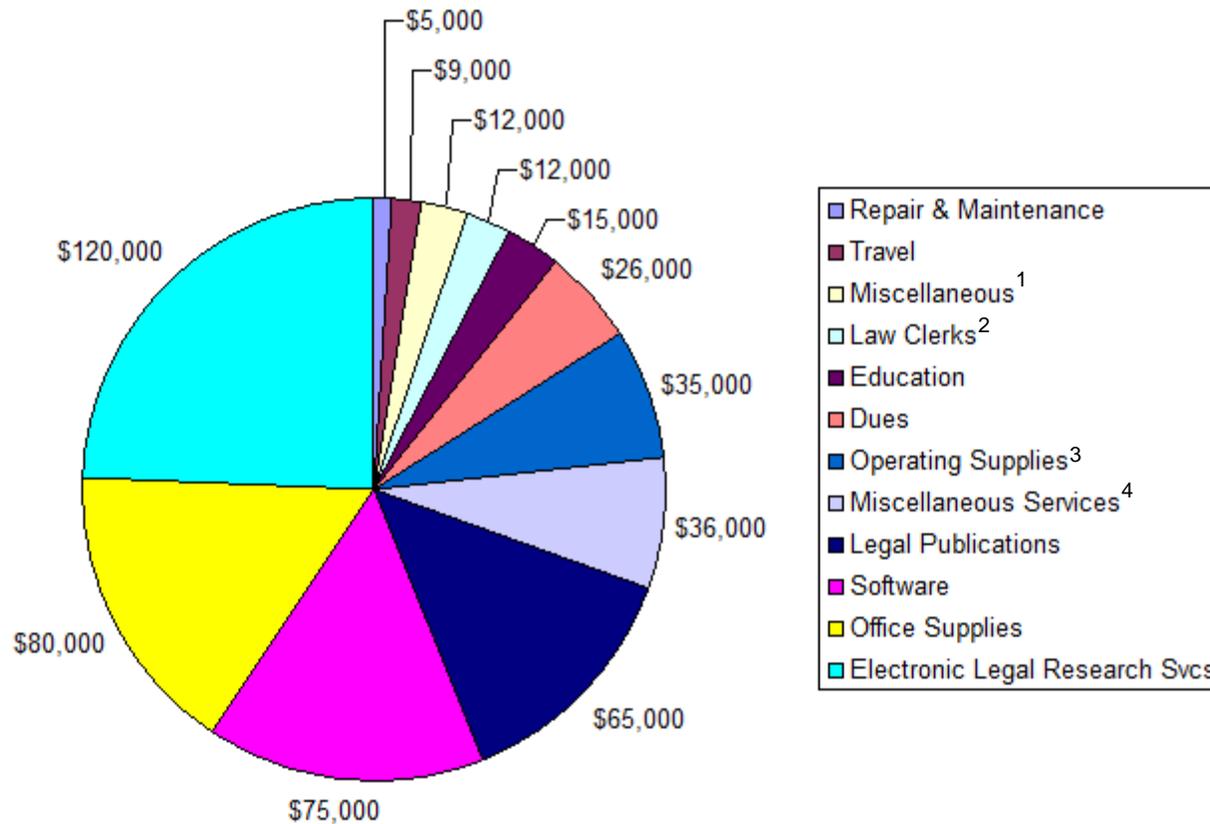
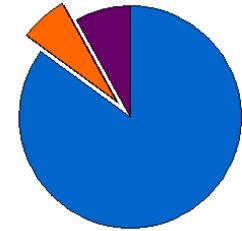
City Attorney's Office Budget Expenses (FY14 Stabilization Budget)



*\$240,000 budgeted for DOJ Settlement Costs. True Budget \$490,400.

External Materials & Services

FY14/15 Expense Estimates



1-Misc may include subpoena fees, court fees, position advertising, notary commissions, court access IDs, etc.

2-Total Law Clerk Costs Approx \$45,000; Some clerk costs are paid through Personnel Svcs.

3-Operating Supplies may include computer hardware, furniture, chairs, printers, etc.

4-Misc Services may include deliveries, transcribing, process service, shredding, professional services, legal copy services, etc.



City Attorney's Office Budget

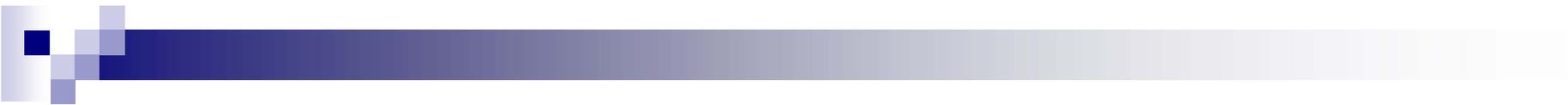
- Legal Services are not optional for the City.
- City Attorney's Office has little or no control over how much and/or what types of legal services will be required; however, need is consistent.
- City Attorney hourly rate vs. average Outside Counsel rate - *Approximately \$143 vs. \$277.**



City Attorney's Office Budget

■ Budget Decisions History

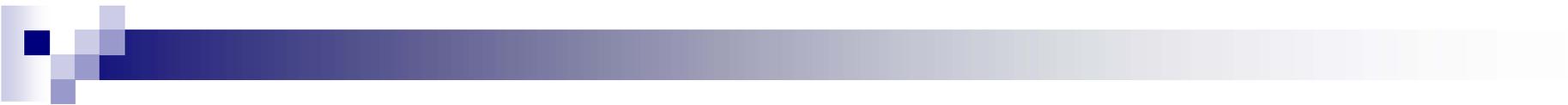
FY	Budget Decisions	Amounts
09/10	5% Reduction	-\$100,157
10/11	4% Reduction & 1 Attorney FTE (PPB)	-\$269,371
11/12	No Reductions or Additions	
12/13	6% Reduction + Merit Freeze	-\$165,416
13/14	10% Reduction	-\$242,538
14/15	Stabilization – No Reductions Required	



Decision Packages

■ Citywide Legal Records Issues

- Deputy City Attorney (~\$165,000)
 - Compliance, Training, Policies
- Paralegal Support; or (~\$110,000)
 - Records Management, Legal Holds, Training
- Legal Assistant Support (~\$106,000)
 - This will be third attorney position added (general fund) in 10 years, with no additional legal asst support



Comments and Suggestions

- Discussion
- Recommendations
 - E.g. Improvements, Efficiencies

Next Steps

- Review information & materials
- Provide any additional comments by Jan. 29
- Summary report of BAC recommendations will be included with budget submittal
- Option to provide feedback on BAC process