



City Attorney's Office Budget Advisory Committee Meeting

City Attorney's Office Conference Room
City Hall
December 16, 2014
3:30 p.m.



Goals for today

- 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 and the City Attorney's Office budget specifically
- Discuss and receive comments about the 2015/16 City Attorney's Office budget



City Attorney's Office Background

MISSION

- To provide excellent, objective, timely and cost-effective legal advice and advocacy in support of the City's policy goals and to ensure that the official actions of the City, its elected officials and employees comply with the law.



City Attorney's Office Background

STRATEGIC GOALS

- To provide the highest level of customer service to our clients through preventative legal advice that is timely, accurate and easy to access.
- To effectively and vigorously advocate for the City's interests in state and federal courts and otherwise.
- To support and advance the City's objective of achieving equity in all of its programs, services and activities.
- To ensure accountability for our professional performance and our effective stewardship of public resources.



City Attorney's Office Background

GENERAL DESCRIPTION

- 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.

Role of the Budget Advisory Committee

■ Goals

- To increase citizen involvement in the management of the City's resources;
- To assist with assessing how this budget request may benefit and/or burden communities, specifically communities of color and people with disabilities.
- To provide recommendations regarding goals, priorities, policies and budget.

Role of the Budget Advisory Committee

■ Tasks

- Review materials and information
- Participate in discussions
- Ask questions
- Share ideas, recommendations and/or comments

City of Portland Budget Process

- Nov-Jan
 - Bureaus Prepare Requested Budgets
 - Hold Budget Advisory Committee meetings
- Feb 2
 - Bureaus Submit Requested Budgets
- Mar
 - City Budget Office provides analysis of Requested Budgets to Council
- Mar-Apr
 - Council Work Sessions
 - Public hearings on Requested Budget
- Apr 28
 - Mayor's Proposed Budget decisions released
- May-Jun
 - Community Hearings
 - City Council Hearings & Budget Approvals
 - Tax Supervising Conservation Commission (TSCC) Hearing
- June
 - Council Vote to Adopt Budget
- Budget Monitoring Process in Fall, Spring

City of Portland Budget Process

- Budget Guidelines provided to Bureaus



- FY15/16 – Stabilization Budget

- Requests for ongoing funding should focus on:

- Equity and Opportunity
 - Complete Neighborhoods
 - Emergency Preparedness

City Attorney's Office Budget Process

- Develop budget based on Bureau requirements, City Budget Office guidance and Council priorities and direction
- Budget Advisory Committee Review
 - Funding Sources
 - Expenses
 - Additional Information; add/cut packages
 - Equity lens
 - Performance management
 - Discussion/ideas/comments
- Finalize and submit Requested Budget on Feb 2
- CBO analysis, Council work session, Mayor's proposed

Funding Sources - Definitions

■ 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.

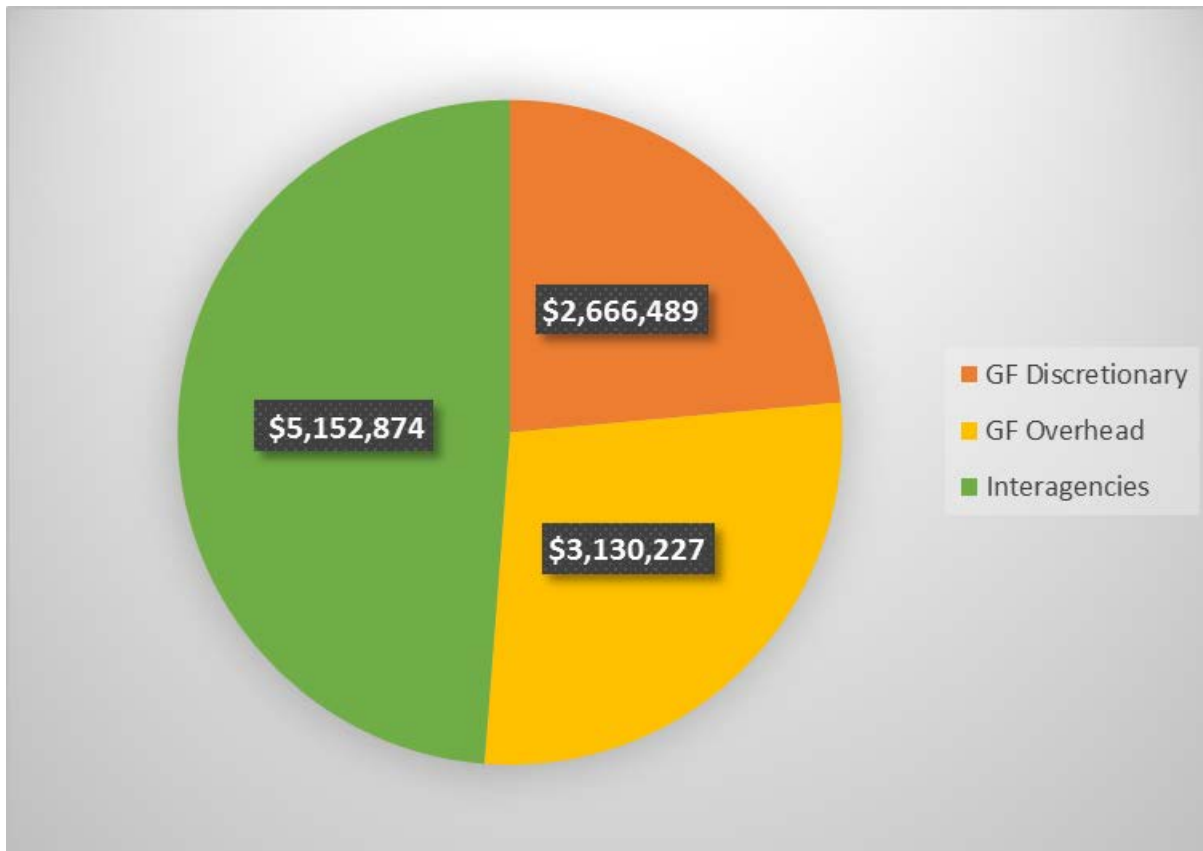
■ Interagency Agreements

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

City Attorney's Office Budget

Funding Sources

(FY16 – Draft Current Appropriation Level Target)



Est. Total. Budget \$11,314,516

Expenses – Definitions

- Personnel Services

 - Salaries and Benefits

- Materials & Services (M&S)

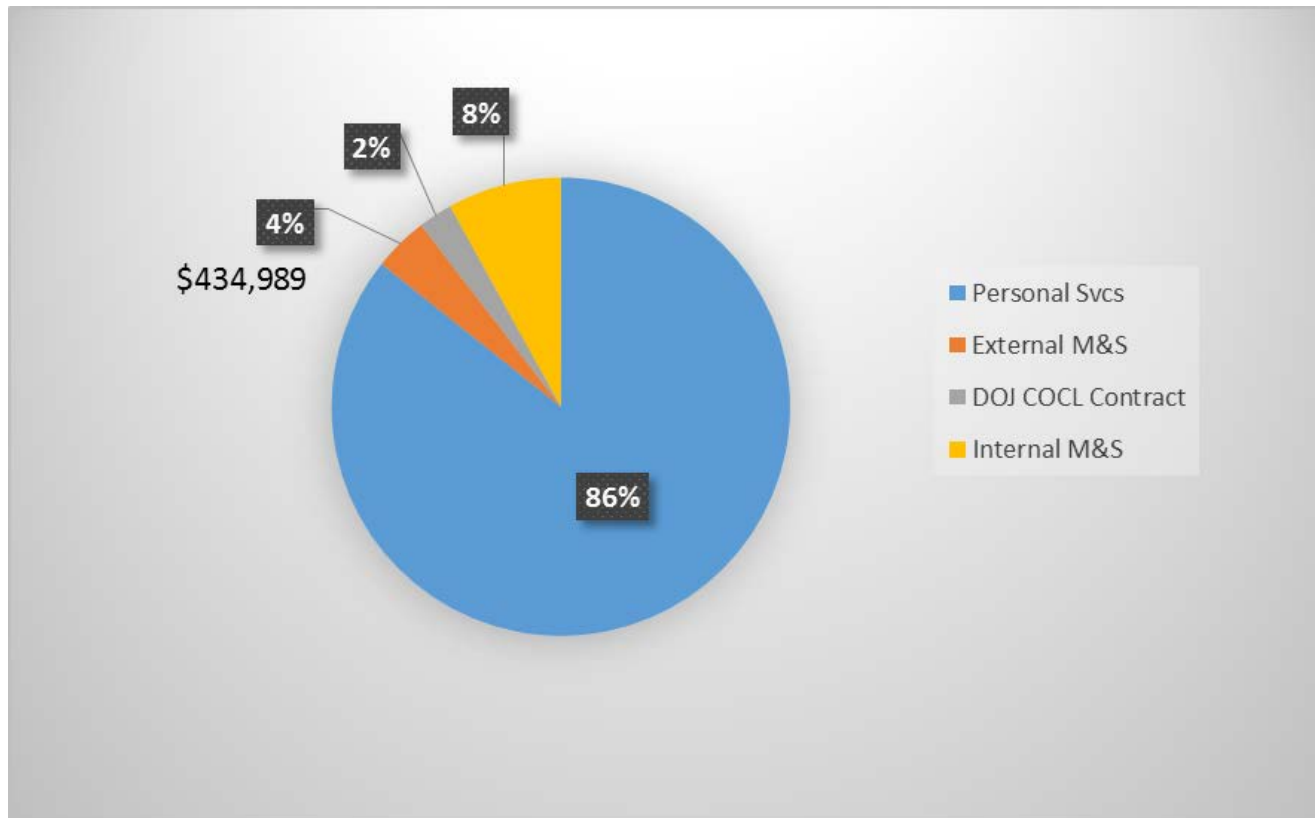
 - External M&S

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

 - Internal M&S

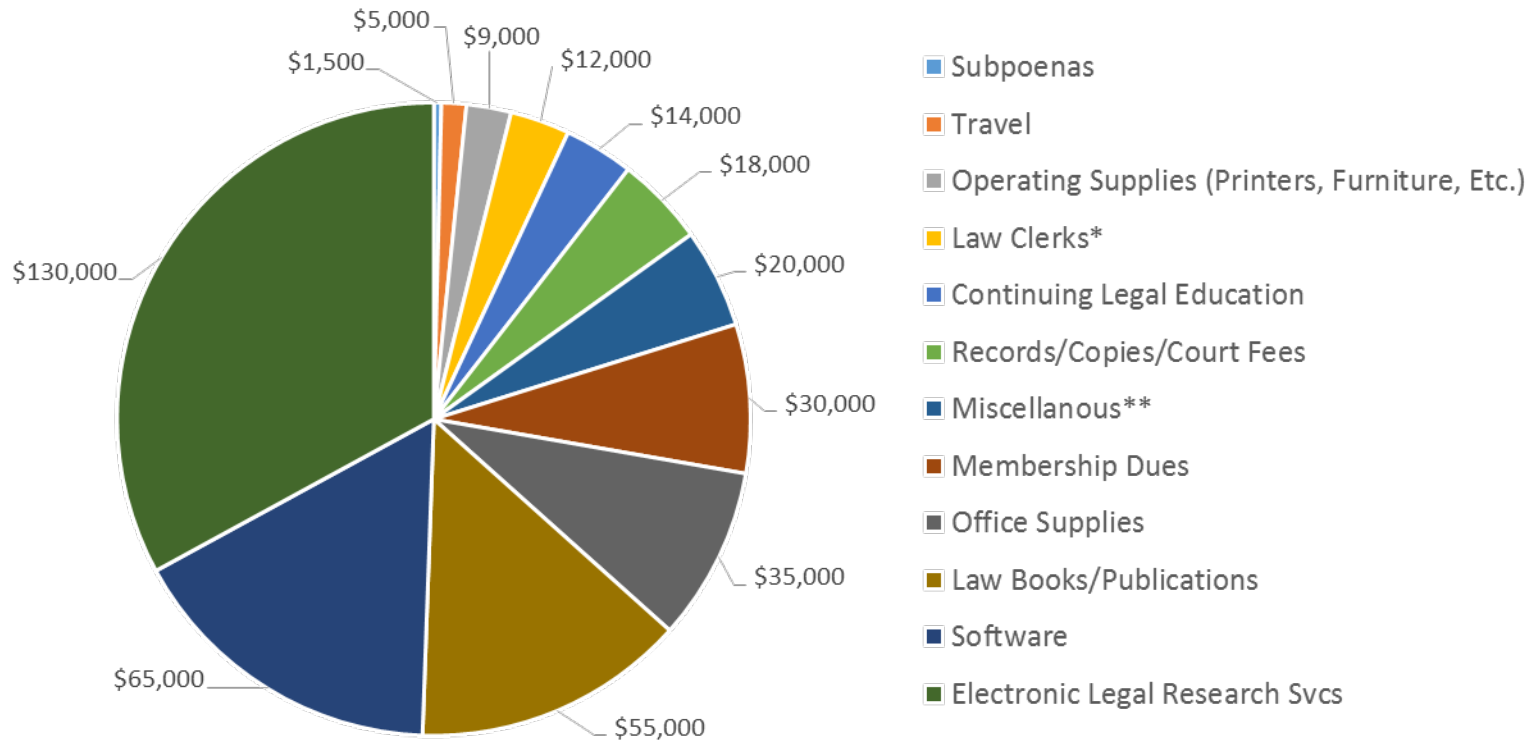
 - Fleet, Printing & Distribution, Facilities, EBS, Technology Services, Risk Mgmt, Workers' Comp.

City Attorney's Office Budget Expenses



External Materials & Services

FY15/16 Expense Estimates (based on FY14 Actuals)



*Total Law Clerk expenses approximately \$45,000; some costs paid through personnel services.

**Miscellaneous may include: Advertising for job postings, courthouse ID badges, deliveries, notary commissions, postage, process services, confidential document shredding, and other similar office expenses.

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 \$151 vs. \$303**

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 Legal Records Attorney added	+\$161,380
15/16	Stabilization – No Reductions Required	



Decision Packages

<input type="checkbox"/> Equity Legal Work	\$198,000
■ 1.0 FTE Deputy City Attorney	
<input type="checkbox"/> PPB IA Adjustment (Forfeitures)	\$75,000
■ 0.5 FTE Legal Assistant	
<input type="checkbox"/> Revenue Bureau IA Adjustment	\$198,000
■ 1.0 FTE Attorney	
<input type="checkbox"/> Risk IA Adjustment (Legal Hold Program)	\$82,000
■ 1.0 FTE Asst. Program Spec.	
<input type="checkbox"/> Realignment	\$0
■ .5 FTE Legal Assistant	

Council Direction on General Fund Decision Packages

- Bureaus should limit requests for new ongoing General Fund discretionary resources to the highest priority programs and services.
- Must identify expected results and quantify impact on service delivery outcomes.
- Each request for new General Fund ongoing resources must be offset with a reduction package to an existing program or service within the bureau.

- Equity Legal Work \$ 198,000

Equity Assessment

■ Budget Equity Assessment Tool



- To guide Bureaus and Budget Advisory Committees is assessing how a Bureau's budget request impacts communities of color and people with disabilities

Performance Management

■ Key Performance Measures (KPM)



- Outcome indicators of core service delivery
- To provide managers and City Council with information to guide decision-making

■ Characteristics of KPMs

- Simple
- Results-oriented
- Selective
- Useful
- Reliable
- Comparable

Key Performance Measures

■ Current Performance Measures

- Training provided - Workload/Output
- Cases handled – Workload/Output
- Contracts reviewed – Workload/Output
- Hourly rate – Efficiency

■ Possible Performance Measures

- Litigation Results – Outcome
- Customer Service Satisfaction – Outcome
- Outside Counsel Costs – Efficiency

Comments and Suggestions

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

Next Steps

- Review information & materials
- Provide any additional comments by Jan. 12
- Summary report of BAC recommendations will be included with budget submittal
- Option to provide feedback on BAC process