



CITY OF  
**PORTLAND, OREGON**  
OFFICE OF THE CITY ATTORNEY

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FY15-16 BUDGET ADVISORY COMMITTEE SUMMARY REPORT

The City Attorney's Office Budget Advisory Committee (BAC) convened on December 16, 2014 at 3:30 p.m. The Committee members present were Tracy Reeve, Harry Auerbach, Scott Moede, Linda Law, Crystine Jividen, Kim Sneath, Kerry Tompulis, citizen advisor Melvin Oden-Orr, client advisor Shelli Tompkins, from PBEM. Also present was City Budget Office analyst Daniel Trubman.

The group discussed the City budget process, the City Attorney's Office's background, and the services the office provides to the City. The role and goals of the BAC were reviewed and the group concurred they had an understanding of the services the office provides, the budget process, and the role of the BAC. It was discussed that the office was in early stages of budget development and that the financial forecast allowed for a stabilization budget which means no cuts are required. The group also reviewed the Mayor's goals and priorities.

Funding sources were discussed. The City Attorney's Office's budget is comprised of Interagency Agreements and General Fund overhead and discretionary funds.

Tracy Reeve discussed the Office's proposed add package for an attorney to provide equity legal work for the City and the potential this position has for affirmatively advancing civil rights enforcement throughout the City. Attendees engaged in a lengthy discussion about the Mayor's Budget Equity Assessment Tool and Citywide policy initiatives. Tracy Reeve further discussed how the City Attorney's Office is integrating equity in all the legal work they provide for the City and how the office is internally tracking this information. Melvin Oden-Orr discussed the social impact of our legal work and how it is going to affect the community moving forward.

Attendees engaged in a discussion on the cost of outside counsel hourly rates compared to the office's hourly rate and the reasons outside counsel is hired. Last year's goal was to minimize the City's reliance on outside counsel and the group discussed how the office is reaching that goal. The group emphasized how important it is to get this information in the budget documents, possibly by a footnote.

The group reviewed the External Material & Services expenditures and Shelli Tompkins inquired about the high cost of Electronic Legal Research Services. The group explained how the hard copy library is becoming obsolete and publication costs have vastly decreased while Electronic Legal Research Services has increased and most likely will continue to increase.

Final discussion was on performance measures and the difficulty of quantifying legal work. Melvin Oden-Orr brought up client satisfaction and the group discussed the office's customer service surveys. The office will be changing its survey this coming fiscal year.

The group closed the meeting and concurred that they understood the office's budget processes, would review notes from our meeting and would provide feedback within the requested timeline. Crystine Jividen will email the summary report and the BAC Members will then decide if another meeting would be beneficial.