

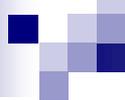
City Attorney's Office Budget Advisory Committee Meeting

City Attorney's Office Conference Room
City Hall
January 11, 2016
Time 2:00 p.m.



Goals for today

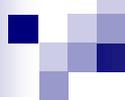
- Provide a brief background about the City Attorney's Office
- Describe the role of the Budget Advisory Committee (BAC)
- Provide information about the City budget process in general and the City Attorney's Office budget specifically
- Discuss and receive comments about the 2016/17 City Attorney's Office 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.

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 and share ideas

City of Portland Budget Process

- Nov-Jan
 - Bureaus Prepare Requested Budgets
 - Hold Budget Advisory Committee meetings
- Feb 1
 - 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

■ FY16-17 Budget Guidelines provided to Bureaus



- 5% Reduction for General Fund Bureaus
- Realignment to address housing crisis
- Preserve core public safety functions
- Ongoing requests only for highest priorities
- One-time requests focused on infrastructure and assets

City Attorney's Office Budget Process

- Develop draft budget based on Bureau requirements, City Budget Office guidance and Council priorities and direction
- Budget Advisory Committee Review
 - Revenues and Expenses
 - Decision packages
 - Equity lens
 - Performance management
 - Discussion/ideas/comments
- Finalize and submit Requested Budget on Feb 1
- 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.

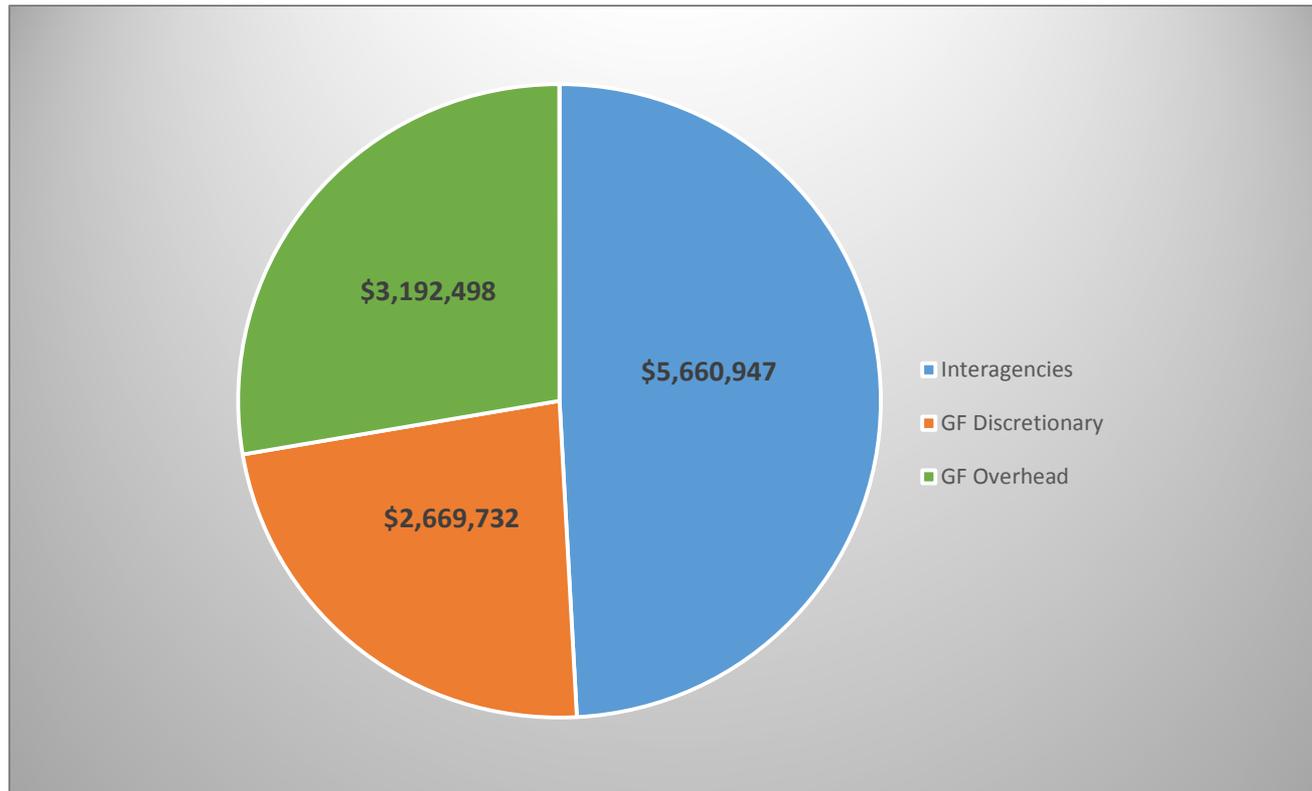
■ Interagency Agreements

- 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

(FY17 – Draft Current Appropriation Level Target)



Est. Total. Budget \$11,523,177

Expenses – Definitions

■ Personal Services

- Salaries and Benefits

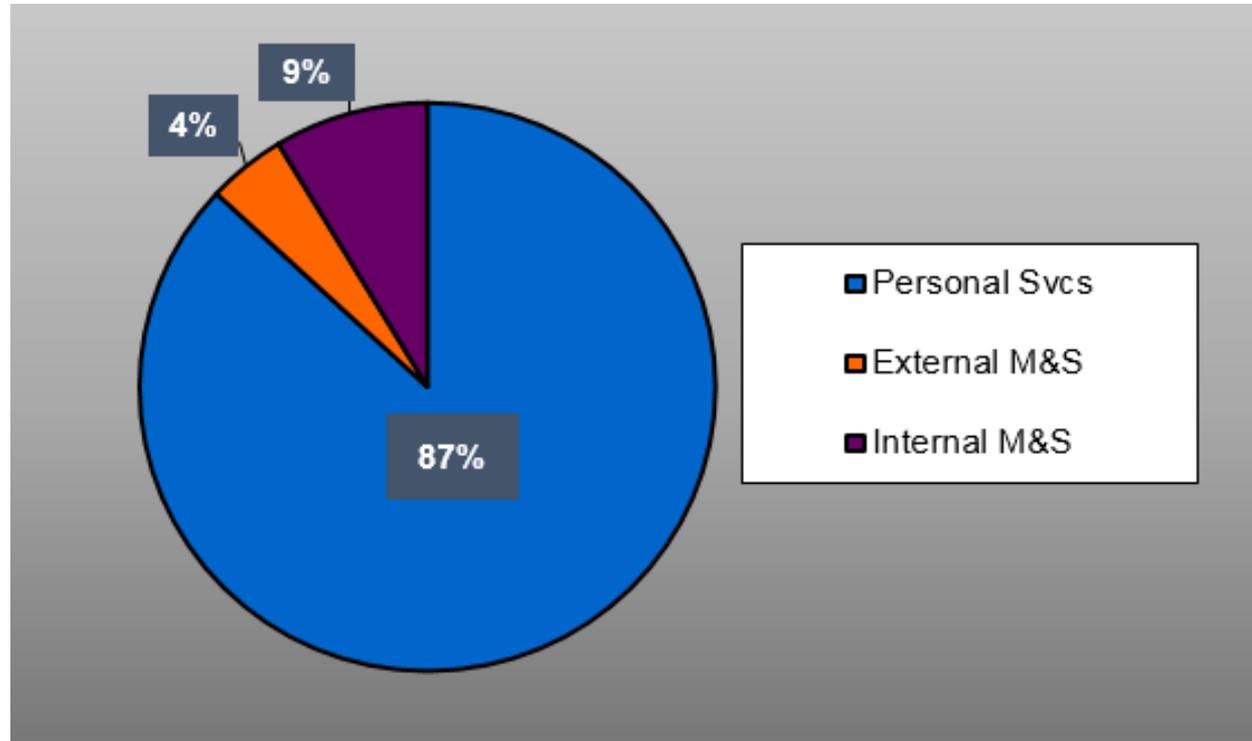
■ External Materials & Services (EMS)

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

■ Internal Materials & Services (IMS)

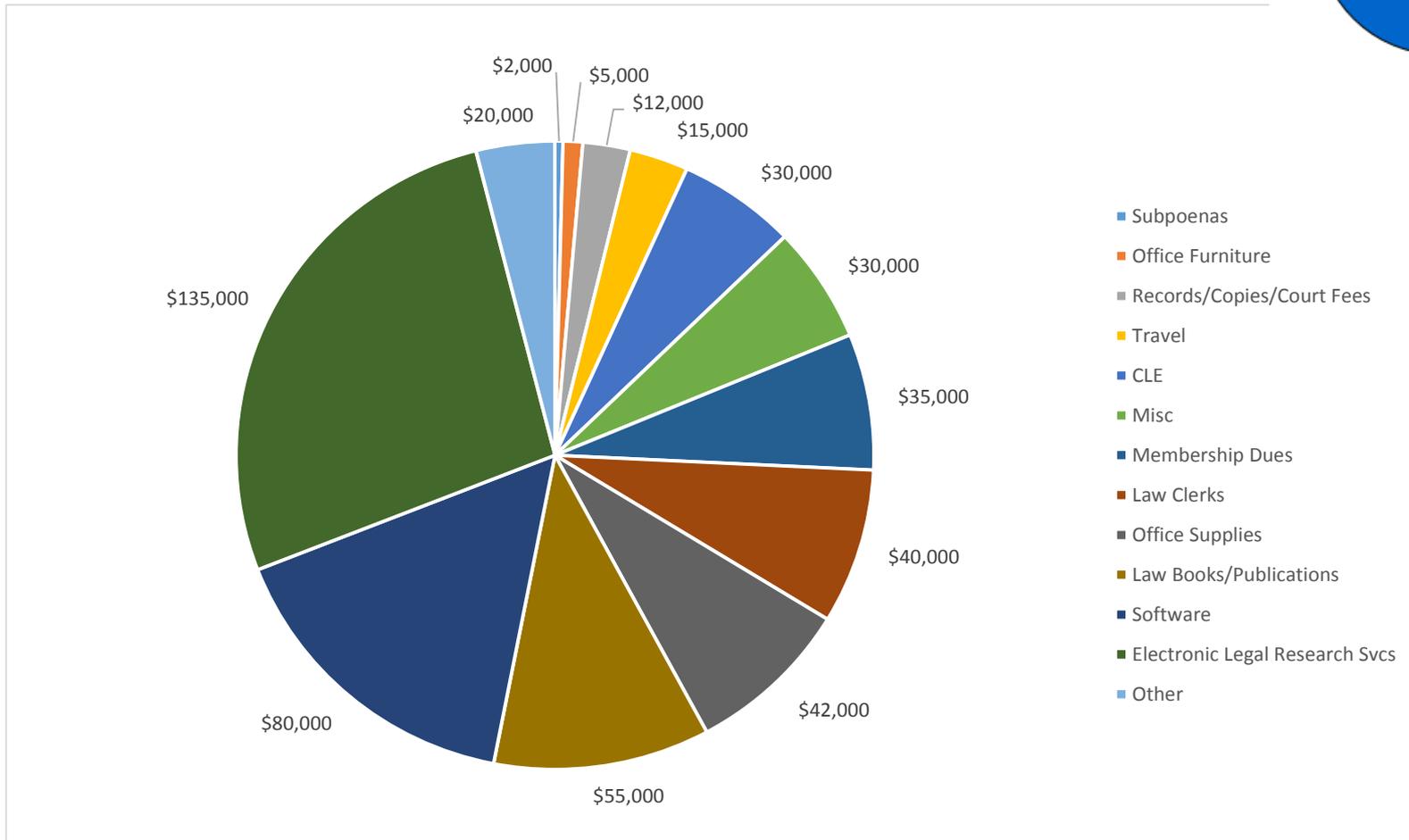
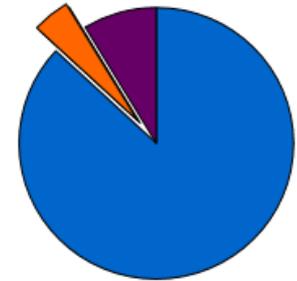
- Fleet, Printing & Distribution, Facilities, EBS, Technology Services, Liability, Workers' Comp.

City Attorney's Office Budget Expenses



External Materials & Services

FY16/17 Expense Estimates



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 \$142 vs. \$375**

City Attorney's Office Budget

▪ Budget Decisions History

FY	Budget Decisions	Amounts
10/11	4% General Fund Discretionary (GFD) Reduction & -1 Attorney FTE (PPB)	-\$269,371
11/12	No Reductions or Additions	
12/13	6% GFD Reduction + Merit Freeze	-\$165,416
13/14	10% GFD Reduction	-\$242,538
14/15	Stabilization – No Reductions Required Legal Records Attorney added	+\$161,380
15/16	Stabilization – No Reductions Required Equity & Civil Rights Enforcement Legal Holds program Special projects added (non-operating costs)	+277,000 + \$175,000
16/17	5% GFD and GFOH Reduction	-\$293,112

Decision Packages

□ 5% General Fund Reduction -\$293,112

■ Possible Reductions

- IT Support – (\$150,308)
- Civil Forfeiture Program – (\$100,000)
- EMS – (\$42,800)

■ New Revenues

- Forfeiture Fees - \$100,000

□ New Requests

■ Paralegal Support \$115,000

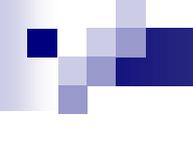
- Legal records, discovery, litigation

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



Key Performance Measures

■ Current Performance Measures

- Outside Counsel Costs – Efficiency
- Cost of Service per Atty Hr.- Efficiency
- Training provided - Workload/Output
- Cases handled – Workload/Output
- Contracts reviewed – Workload/Output

■ Possible Performance Measures

- Litigation Results – Outcome
- Customer Service Satisfaction – Outcome



Comments and Suggestions

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

Next Steps

- Review information & materials
- Provide any additional comments by Jan 18.
- Summary report of BAC recommendations will be included with budget submittal