



CITY OF
PORTLAND, OREGON
OFFICE OF THE CITY ATTORNEY

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INTEROFFICE MEMORANDUM

TO: City Budget Office

FROM: James H. Van Dyke
City Attorney

SUBJECT: Office of the City Attorney FY 2013-14 Fall Budget Monitoring Report

Attached is the City Attorney's Office's Fall Budget Monitoring Report for FY2013-14. This report provides details about the office's prior year expenditures and includes updates on performance measures.

In summary, the office's prior year expenditures were 5% under budget. The only budget adjustment this period will be to transfer \$2,349 from OMF PERS savings to the office's education budget, which has been reduced over the last several years.

JVD/ccj
c: Crystine Jividen

BUDGET AMENDMENT REQUEST

Office of the City Attorney

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

AT_001 - PERS Adjustments

Savings resulting from reduced OMF PERS costs will be used to increase the office's education budget. Budget cuts over the last several years have reduced the education budget significantly. Reductions in education can impede the office's ability to participate in quality education programs, which reduces efficiency and effectiveness. Continuing legal education is required to maintain a license to practice law. Quality legal education programs enable the City to compete effectively with litigants challenging City actions and to avoid adverse situations.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: Internal Transfer

Prior Year Business Area Reconciliation Report

| | FY 2012-13 Revised Budget | FY 2012-13 Year-End Actuals | Percent of Actuals to Revised |
|------------------------------------|---------------------------------|-----------------------------------|-------------------------------------|
| Office of the City Attorney | | | |
| EXPENDITURES | | | |
| Personnel Services | \$8,141,620 | \$7,909,659 | 97% |
| External Materials and Services | \$441,801 | \$327,929 | 74% |
| Internal Materials and Services | \$867,526 | \$739,326 | 85% |
| TOTAL EXPENDITURES | \$9,450,947 | \$8,976,914 | 95% |
| REVENUES | | | |
| Charges for Services | \$0 | \$8,126 | 0% |
| Interagency Revenue | \$5,071,969 | \$5,071,969 | 100% |
| General Fund Discretionary | \$1,555,918 | \$0 | 0% |
| General Fund Overhead | \$2,823,060 | \$0 | 0% |
| TOTAL REVENUES | \$9,450,947 | \$5,080,095 | 54% |

Bureau Reconciliation Narrative

Overall expenditures were 5% under budget.

Personal Services: Expenditures were under budget primarily due to temporary vacancies throughout the year.

External Materials and Services: Expenditures were 26% under budget in the category. Due to budget concerns and the Mayor's directive to reduce spending, the office made temporary reductions to legal publications, office supplies, education and out-of-town travel. In addition, expenses for office supplies and operating supplies that were slated for the increase in office space were delayed to FY14.

Internal Materials and Services: Expenditures were 15% under budget for two reasons: 1) The office budgeted for additional rent and moving expenses that were not spent due to delays in office expansion; and 2) the budget for a BTS Applications Analyst was not spent due to unsuccessful recruitments and hiring delays.

Office of the City Attorney

Performance Measures

| Performance Measure | Type | FY 2012-13 Adopted Budget | FY 2012-13 Revised Budget | FY 2012-13 Year-End Actuals | | |
|--|------------|---------------------------------|---------------------------------|-----------------------------------|-----|-----|
| AT_0001 - Litigation Cases | WORKLOAD | 1,500 | 1,500 | 1,395 | 0 | 0 |
| AT_0003 - Hourly Rate | EFFICIENCY | \$160 | \$160 | \$141 | \$0 | \$0 |
| AT_0004 - Contracts Review and Approval | WORKLOAD | 7,200 | 7,200 | 8,610 | 0 | 0 |
| AT_0006 - Training hours provided by City Attorney staff to other City staff | WORKLOAD | 200 | 200 | 220 | 0 | 0 |

Performance Measure Variance Descriptions

Litigation cases handled for the year were slightly lower than projected, primarily due to a decrease in Bankruptcy matters. The actual hourly rate was also lower than projected due to expenses coming in under budget.

The number of contracts reviewed was significantly higher than target. Although the City Attorney's office has no control over the number of contracts that come through the office for review, the office has been able to handle the increase with available resources.

The number of training hours provided to City staff was slightly over target. The office will continue to make legal training a priority.