



CITY OF
PORTLAND, OREGON
OFFICE OF THE CITY ATTORNEY

Tracy Reeve, City Attorney
1221 S.W. 4th Avenue, Suite 430
Portland, Oregon 97204
Telephone: (503) 823-4047
Fax: (503) 823-3089

March 26, 2018

INTEROFFICE MEMORANDUM

TO: City Budget Office

FROM: Tracy Reeve
City Attorney

SUBJECT: FY2017-18 Spring Budget Monitoring Process

Attached is the FY2017-18 Spring Budget Monitoring Report for the Office of the City Attorney. The office is expected to spend 96% of its FY 2017-18 budget. The office will have some vacancy savings this year due to retirements and other unexpected vacancies. Therefore, the office will not require Compensation Set-Aside funds.

The office is requesting three program carryovers: 1) \$200,000 to continue the office's software technology replacement fund, 2) \$108,001 for expenses related to the Portland Harbor Natural Resource Trustees Participation Agreement, and 3) \$22,750 for contracting with BOLI to enforce the City's Barriers to Employment ordinance.

The office is also requesting a technical adjustment to transfer \$40,000 from External Materials and Services to Internal Materials and Services to cover expenses for additional photocopier and technology services.

Thank you for your consideration.

TPR/ccj
Encls.

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of the City Attorney

Type: Technical Adjustment

Request: AT_003 - Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(40,000)	0	(40,000)
Internal Materials and Services	40,000	0	40,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Technical adjustment to transfer \$40,000 from External Services to Internal Services to cover additional photocopier costs and network data storage costs.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of the City Attorney

Type: Program Carryover Request

Request: AT_004 - Technology Fund Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(200,000)	0	(200,000)
TOTAL EXPENDITURES	(200,000)	0	(200,000)
REVENUES			
General Fund Discretionary	(200,000)	0	(200,000)
TOTAL REVENUES	(200,000)	0	(200,000)

Bureau Description:

This is a request to carryover \$200,000 to continue the office's technology replacement fund. The office currently uses several key software programs to manage litigation, trial presentation and legal advice matters. The office successfully replaced its litigation discovery program this year, but the other two programs have become obsolete. In March, the office hired a consultant to identify and document the office's software needs and to draft an RFP. Selection and implementation is planned for FY18-19 and the office will not be able to cover those costs without the carryover funds. Like the BTS hardware replacement fund, this program enables the office to put aside funds to pay for technology upgrades and replacement costs that otherwise would not be possible within one year's budget.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of the City Attorney

Type: Program Carryover Request

Request: AT_005 - Superfund Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(108,001)	0	(108,001)
TOTAL EXPENDITURES	(108,001)	0	(108,001)
REVENUES			
General Fund Discretionary	(108,001)	0	(108,001)
TOTAL REVENUES	(108,001)	0	(108,001)

Bureau Description:

This request is to carryover \$108,001 to the FY18-19 budget for expenses related to the Portland Harbor Natural Resource Trustees Participation Agreement. City Council authorized the City's participation in funding the Portland Harbor Natural Resource Damage Assessment Plan to resolve liability before a Record of Decision is issued for the Portland Harbor Superfund Site. The Council authorized \$400,000 by Ordinance No. 186810. To date \$291,999 has been spent and the remaining \$108,001 will not be required until next fiscal year.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of the City Attorney

Type: Program Carryover Request

Request: AT_006 - Barriers to Employment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(22,725)	0	(22,725)
TOTAL EXPENDITURES	(22,725)	0	(22,725)
REVENUES			
General Fund Discretionary	(22,725)	0	(22,725)
TOTAL REVENUES	(22,725)	0	(22,725)

Bureau Description:

This request is to carryover \$22,725 for contracting with BOLI for Removal of Barriers to Employment. \$25,000 was added to the City Attorney's FY17-18 budget for outreach and education to the public, to contract with agencies who provide services to returning citizens, and to contract with BOLI for enforcement of the City's ordinance. The office has a contract with BOLI for \$25,000 to provide administrative enforcement of complaints for violations of Portland City Code Chapter 23.10 and implementing administrative regulations addressing the removal of barriers to employment. To date, the office has paid \$2,275 to BOLI for responding to inquiries and complaints, creating and distributing materials, and conducting seminars that include information on the City's ordinance. The office requests carryover of the remaining funds to continue training and provide for the processing of investigations by the Civil Rights Division.

CBO Discussion and Recommendation

Business Area Projection Report

	Spring BMP Revised Budget	FY 2017-18 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of the City Attorney				
EXPENDITURES				
Personnel Services	\$10,916,669	\$6,901,761	\$10,456,400	96%
External Materials and Services	\$474,355	\$202,061	\$403,300	85%
Internal Materials and Services	\$1,526,420	\$914,748	\$1,504,600	99%
TOTAL EXPENDITURES	\$12,917,444	\$8,018,570	\$12,364,300	96%
REVENUES				
Charges for Services	\$30,000	\$42,890	\$62,000	207%
Interagency Revenue	\$6,224,862	\$4,149,908	\$6,224,862	100%
Miscellaneous	\$0	\$85	\$85	0%
General Fund Discretionary	\$3,082,870	\$0	\$2,497,641	81%
General Fund Overhead	\$3,579,712	\$0	\$3,579,712	100%
TOTAL REVENUES	\$12,917,444	\$4,192,883	\$12,364,300	96%

Bureau Projection Narrative

The office is expected to spend 96% of its FY 2017-18 budget. The office will have some vacancy savings due to retirements and other unexpected vacancies. Internal and External Materials and Services expenses are on target and within budget. Interagency Revenues will be at 100% as expected. Charges for Services will be higher than expected due to the variable nature of these services. These revenues are only half of one percent of the budget and include reimbursements for services such as public records production, prevailing party fees, costs awarded in litigation, civil forfeiture services, and other miscellaneous reimbursements.

Budget Note Update
City Attorney's Office

Date of Budget Note: July 1, 2017 in Current FY 2017-18 Adopted Budget

Budget Note Title: Citywide Text Message Archiving

Budget Note Language: Council directs each City bureau to enroll all City owned phones, as well as any other City owned cellular device that uses text messaging, in the SMARSH archiving system or an approved alternative administered by the Office of the City Attorney. This enrollment should occur at the beginning of FY 2017-18. City bureaus will also work with the City Attorney's Office and the City Archivist to properly retain those messages according to state law, including moving them into HP Records Manager or an approved alternative for longer term archiving. The Bureau of Technology Services is directed to act as the agent for cost recovery through its cellular phone service billing platform.

Summary Status: Underway

Budget Note Update: March 26, 2017

Portland Police Bureau has completed its enrollment of current phones. The City has enrolled 1,256 City phones. Phones considered high priority (elected officials, Bureaus directors) have been enrolled. The City Attorney's Office is conducting an audit to determine which remaining phones have not been enrolled and why.