




Office of Mayor Sam Adams  
City of Portland

September 25, 2011

TO: Office of Management and Finance  
Lauren King  
Jeremy Patton

FROM: Mayor Sam Adams 

RE: Government Relations FY 2012-13 Fall BMP

The Office of Government Relations is currently not seeking any changes in their budget through the Fall BuMP.

If you have any questions please feel free to contact either myself or Martha Pellegrino, Director of Government Relations.

Cc: Martha Pellegrino

## Prior Year Business Area Reconciliation Report

|                                       | FY 2011-12<br>Revised<br>Budget | FY 2011-12<br>Year-End<br>Actuals | Percent<br>of Actuals<br>to Revised |
|---------------------------------------|---------------------------------|-----------------------------------|-------------------------------------|
| <b>Office of Government Relations</b> |                                 |                                   |                                     |
| <b>EXPENDITURES</b>                   |                                 |                                   |                                     |
| Personnel Services                    | \$852,004                       | \$832,051                         | 98%                                 |
| External Materials and Services       | \$320,866                       | \$263,981                         | 82%                                 |
| Internal Materials and Services       | \$147,006                       | \$151,516                         | 103%                                |
| <b>TOTAL EXPENDITURES</b>             | <b>\$1,319,876</b>              | <b>\$1,247,547</b>                | <b>95%</b>                          |
| <b>REVENUES</b>                       |                                 |                                   |                                     |
| Interagency Revenue                   | \$84,329                        | \$84,329                          | 100%                                |
| General Fund Discretionary            | \$566,117                       | \$0                               | 0%                                  |
| General Fund Overhead                 | \$669,430                       | \$0                               | 0%                                  |
| <b>TOTAL REVENUES</b>                 | <b>\$1,319,876</b>              | <b>\$84,329</b>                   | <b>6%</b>                           |

### Bureau Reconciliation Narrative

Government Relations did not overspend or underspend their total budget or revenues by 10%.

## **Government Relations FY 12-13 Fall BMP**

### BUDGET NOTES

There were no budget notes for the Office of Government Relations.

### DECISION PACKAGE UPDATES

4% Reduction/GR\_01, (\$18,935) – Government Relations was asked to reduce its General Fund portion of the budget by 4%. The cuts were taken in personnel services and external materials and services that include travel, conferences, publications, and office equipment and supplies. It will also result in:

- One less lobbying trip to Washington, DC for the Director or Council member;
- Reduced attendance at local meetings or events for the state lobbying team;
- One fewer intergovernmental outreach trip (e.g. statewide outreach, League of Cities, Oregon Mayors Assn.)
- Cuts to supplies and replacement equipment for the Salem office;
- A reduction in federal legislative research sources, publications, and directories.

### UNFUNDED ONGOING PACKAGES

Federal Assistant Add Package/GR\_04, (\$91,432) – This request continues one-time funding of the Federal Assistant position. Government Relations requested on-going funding for this position in the FY 12-13 budget but received one-time funding. Government Relations intends to request on-going funding for the position in the FY 13-14 budget for the Federal Assistant.

### REALIGNMENT PACKAGES

Reduction in BTS Interagency/GR\_06, (\$0) – This request reduced the OGR interagency with the Bureau of Technology Services (BTS) by \$3,000, and OGR used the savings to contract for a new software program, Bill TrackOR, to track state legislation and centralize comments from each bureau and office on legislation. The system was piloted during the 2012 legislative session. OGR surveyed their customers about this system after the 2012 session and received positive and constructive feedback. Additional adjustments will be made to program prior to the 2013 session to better accommodate the city's users.

## **Government Relations FY 2012-13 Fall BMP**

### **Service Improvement Plan Update**

**Coverage of State Legislative Issues:** The ambitious agenda that the City Council and bureaus seek at the state level has fully occupied and exceeds the work capacity of the lobby staff and others in the office. Additional support was needed for the federal program in order to allow the Director to split time between the federal and state programs. Government Relations received one-time funding in the FY 2010-11 fall BMP for an additional position of Federal Assistant. The position has served several bureaus and Council offices by ensuring coverage at key meetings involving federal legislative issues, research on new funding and policy opportunities, drafting and reviewing correspondence to the federal delegation and agencies, and facilitating other communications as needed. The position has helped to move forward funding and policy requests at the federal level for the city. Ongoing funding for this position will allow the office to better serve Council offices and bureaus at both the state and federal levels.

- The bureau received one-time funding for the position in both the FY 2011-12 and FY 2012-13 budgets and intends to request on-going funding for the position in the FY 2013-14 budget.

**Bill Tracking and Response:** The bill tracking system the bureau used to track legislation in Salem up through the 2011 legislative session was inefficient and prone to error. The bureau contracted with a vendor that had established an on-line, web-based bill tracking system that provided users more real-time options for tracking legislation and committee hearings.

- After substantial training of our customers, we used BillTrackOR during the short session of 2012. OGR surveyed their customers about this system after the 2012 session and received positive and constructive feedback. Additional adjustments will be made to program prior to the 2013 session to better accommodate the city's users.

**Agenda Development:** The bureau has continued to develop its community involvement process for the city's legislative agendas. Improvements have been made leading up to the 2013 regular legislative session to ensure that the community has the opportunity to identify issues and that the process is transparent and efficient for staff.

- One new element to the process is requesting community input into both the state and federal legislative agendas. The bureau also added a second listening session for the public in mid-September. The first session was completed in early August. We continue to improve upon

opportunities with community engagement as well as statewide outreach to legislators and attendance at town halls.

**Customer Service:** The office will continue to strive to meet a high level of customer service for the Council offices and the bureaus, as well as to the city's external customers.

- The office now surveys internal customers on an annual basis in July, conducts a detailed review of the results, and identifies areas for improvement for the coming year.
- Government Relations sent two surveys in 2012; the first was a survey of the new software system following the February legislative session and the second was the annual customer service survey.

# Office of Government Relations

## Performance Measures

| <b>Performance Measure</b>                          | <b>Type</b> | <b>FY 2010-11<br/>Year-End<br/>Actuals</b> | <b>FY 2011-12<br/>Year-End<br/>Actuals</b> | <b>FY 2012-13<br/>Revised<br/>Budget</b> | <b>FY 2013-14<br/>Performance<br/>No Dec Pkg</b> | <b>FY 2013-14<br/>Performance<br/>With Dec Pkg</b> |
|---|-------------|--|--|--|--|--|
| GR_0002 - Legislative Reporting                     | WORKLOAD    | 100%                                       | 100%                                       | 100%                                     | 0%   | 0%   |
| GR_0003 - Percent of Targeted Legislators Contacted | WORKLOAD    | 100%                                       | 100%                                       | 100%                                     | 0%   | 0%   |
| GR_0004 - Responsiveness to Client Requests         | EFFECTIVE   | 100%                                       | 100%                                       | 100%                                     | 0%   | 0%   |

### **Performance Measure Variance Descriptions**

Government Relations successfully achieved its performance measure goals by reporting to Council and bureaus regularly during the Legislative Session as well as producing a legislative report that was distributed to bureau directors, liaisons, Council offices and was posted on the website. The bureau is currently producing federal and state Legislative agendas that will be distributed to bureau directors, liaisons, Council offices and will be available on our website. Government Relations has worked diligently to maintain the public outreach program that was established. OGR met with targeted legislators, organizations and agencies to meet the performance measure. OGR established a baseline for determining responsiveness to client requests in the July 2011 customer service survey. 100% of respondents indicated that OGR is responsive to client requests. In 2012, all respondents again indicated that OGR responded to requests (1 respondent chose not to answer the question).