



OFFICE OF GOVERNMENT RELATIONS

FY 2014-15 REQUESTED BUDGET

MARTHA PELLEGRINO
DIRECTOR



Office of Mayor Charlie Hales
City of Portland

TO: Commissioner Nick Fish
Commissioner Amanda Fritz
Commissioner Steve Novick
Commissioner Dan Saltzman

FROM: Mayor Charlie Hales 

DATE: February 3, 2014

RE: Office of Government Relations FY 2014-2015 Requested Budget

The Office of Government Relations' (OGR) core mission is to provide government representation for City Council, all City bureaus, the Portland Development Commission, and the City Auditor. The office advances city policy goals and initiatives through advocacy to federal, state, and regional governments, and a broad range of non-governmental interests.

Attached is the Office of Government Relations' (OGR) FY 2014-2015 Requested Budget. The request includes:

- Budget Advisory Committee Memo
- OGR Bureau Summary
- Patternstream documents
- Decision Packages

The OGR Requested Budget is the result of a process that included detailed review input by OGR's Budget Advisory Committee. OGR's Requested Budget prioritizes resources essential to continuing the core services provided to the city.

Please contact the Office of Government Relations if you have any questions.



CITY OF
PORTLAND, OREGON

GOVERNMENT RELATIONS

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February 3, 2014

TO: Portland City Council
Mayor Charlie Hales
Commissioner Nick Fish
Commissioner Amanda Fritz
Commissioner Steve Novick
Commissioner Dan Saltzman
Auditor LaVonne Griffin-Valade

FROM: Budget Advisory Committee for the Office of Government Relations
Nova Newcomer
Mark Landauer
David Salerno Owens

RE: Recommendations for Government Relations FY 2014-15
Requested Budget

The Office of Government Relations' Budget Advisory Committee (BAC) retained two of three community members from FY 2013-14 budget year and added a new member. The committee represents a cross-section of the community with varied experiences working in politics, including a seasoned professional, a communications specialist, and a student of political science.

The Budget Advisory Committee reviewed the Office of Government Relations budget and makes the following recommendations for FY 2014-2015:

- The BAC recommends approval of the add package of \$98,682 to fund the state advocacy program on an ongoing basis and add 1 FTE to replace OGR's Business Operations manager. This package represents stabilization levels for the office and will allow OGR to focus on advancing City Council's top intergovernmental priorities.
- The BAC recommends approval of the one-time IGA with the Portland Development Commission for \$35,000 related to federal and state advocacy.

- The BAC recommends approval of the IA's with the Bureau of Planning and Sustainability, the Bureau of Housing (new), the Portland Bureau of Transportation, the Portland Water Bureau, and the Bureau of Environmental Services. These IA's account for state and federal lobbying services provided above the level accounted for in the overhead model.
- The BAC expressed concern about the increasing burden of administrative requirements imposed by OMF and the City Council on very small bureaus and suggested that OMF explore ways to minimize impacts on small bureaus in the coming year.
- The BAC expressed interest in developing a two-year budget for the Office of Government Relations since the office's budget closely reflects the state's biennial budgeting cycle. It would also reduce administrative burdens on the office and allow greater focus on providing core services to the city.
- The BAC reviewed and discussed the Span of Control recommendation and asks that the City Council consider the unique circumstances of OGR and not accept the recommendation.
- The BAC asked staff to explore whether other IA's should be established in the next budget year with public safety bureaus and FPD&R.

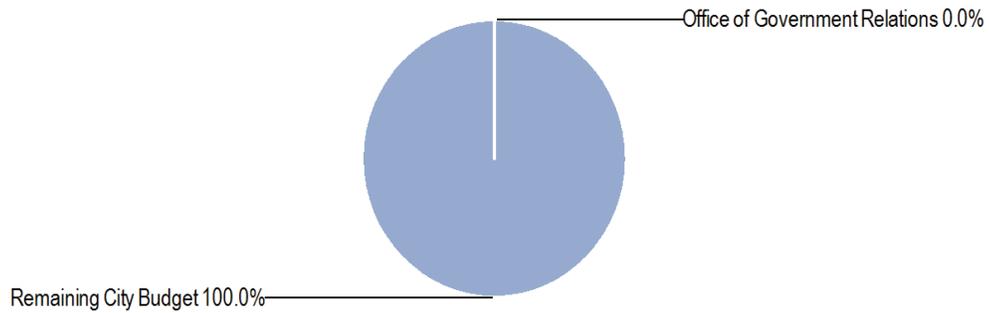
Office of Government Relations

City Support Services Service Area

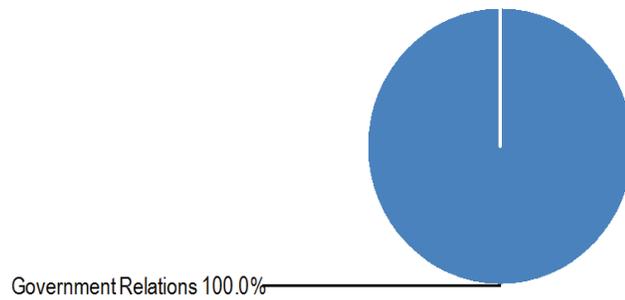
Mayor Charlie Hales, Commissioner-in-Charge

Martha Pellegrino, Director

Percent of City Budget



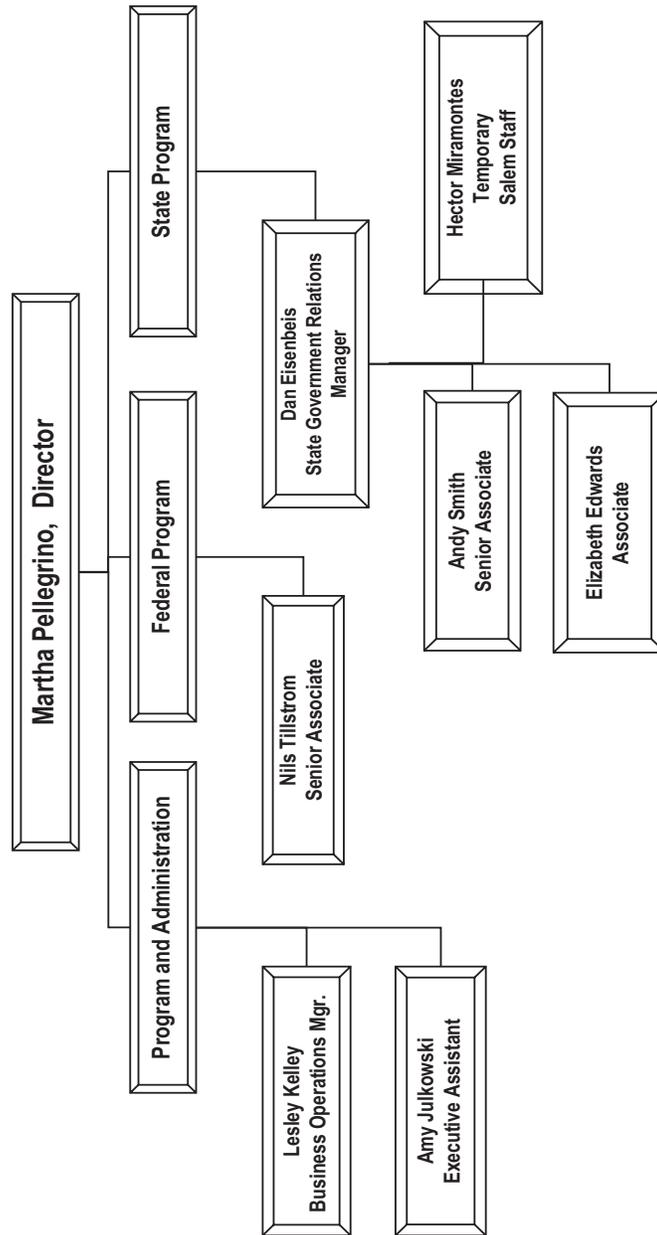
Bureau Programs



Bureau Overview

Expenditures	Revised FY 2013-14	Requested FY 2014-15	Change from Prior Year	Percent Change
Operating	1,222,840	1,330,789	107,949	8.83
Capital	0	0	0	0.00
Total Requirements	1,222,840	1,330,789	107,949	8.83
Authorized Positions	7.00	8.00	1.00	14.29

OFFICE OF GOVERNMENT RELATIONS



Bureau Summary

Bureau Mission

The mission of the Office of Government Relations is to help the City of Portland achieve its legislative objectives through advice to City Council and bureaus and through effective advocacy in the federal, state, and regional governments, and with other partners across the state.

Bureau Overview

The Office of Government Relations represents the City Council, the Auditor, bureaus, and the Portland Development Commission on legislative and administrative issues in Salem and in Washington DC. The office advances city policy goals and initiatives through effective advocacy to federal, state, and regional governments, and a broad range of non-governmental interests. The office has permanent staff in City Hall and temporary staff in Salem during legislative sessions.

Strategic Direction

Federal:

The office has elevated its focus at the federal level by coordinating the City's efforts on a broader range of federal issues, including more aggressively pursuing opportunities with administrative agencies, seeking regulatory relief, and advocating for policy and funding priorities of the City. In particular, OGR will focus on advancing the City Council's key federal priorities including the Portland Harbor Superfund Cleanup, transportation reauthorization, restoring Urban Area Security Initiative (UASI) funding for the Portland Bureau of Emergency Management, maintaining federal funding for affordable housing and homelessness, protecting the tax exempt status of municipal bonds, developing federal options for recertifying levees located in Portland, assisting with the city's involvement in the Columbia River Treaty, as well as advancing the city's interests on several other federal issues. The office also coordinates all federal requests for support at the City and works closely with each bureau and office to ensure that requests are prioritized and not in direct competition.

State:

At the state level, the office has moved to year-round advocacy since the passage of annual sessions by voters in 2010. In 2013, OGR reviewed over 5,000 bills for their potential impact on the city and actively lobbied on hundreds of pieces of legislation. The City Council prioritized several issues including K-12 education, public safety and mental health, 9-1-1 funding, gun safety and barriers to housing choice. OGR was successful in helping to advance several of these funding and policy priorities. In addition, OGR provided support for a legislative request for \$3.6 million in transportation funding for East Portland. Looking forward into FY 14-15, OGR will work closely with Council, the bureaus and the public to develop and implement a comprehensive legislative agenda for the 2015 session. Budget priorities including complete neighborhoods, housing and homelessness and emergency management will be supported with advocacy efforts and strategic advice by OGR.

Office of Government Relations

City Support Services Service Area

Community Engagement:

The office adapted to budget reductions in FY 13-14, including the loss of an FTE, by reconfiguring strategies for soliciting and integrating public input into the City's federal and state legislative agenda building processes. Administrative staff took on program responsibilities to help continue the community engagement program. OGR in partnership with the Mayor's office and ONI developed new ways the public could offer input into the city's federal and state legislative agendas and held one public Advocacy 101 training session. OGR will work with the Council and ONI build on the community engagement strategy leading up to the 2015 session.

Equity:

The bureau is committed to improving equity in internal operations and in the delivery of advocacy services. OGR partners with several community organizations leading up to and during legislative sessions in order to share information, build coalitions, and coordinate advocacy efforts. For example, the City worked with a large coalition groups to help pass the Tuition Equity bill in 2013. OGR along with ONI conducts outreach to communities of color and immigrant communities to participate in our community engagement sessions and trainings. Lastly, with internal recruitments, OGR surveyed potential barriers to employment and is trying new recruitment techniques for producing a more diverse pool of candidates for open positions. OGR has played an active role in the quarterly Say Hey: Partners in Diversity meetings and managers have committed to doing presentations and informational interviews with students and young professionals of color as a means of diversifying the pipeline of people working in state and federal legislative positions.

Span of Control Project:

While the Office of Government Relations actively participated in the Span of Control project as directed by the City Council and appreciates the goals of the citywide review, OGR does not currently have a proposed plan to implement the recommendation contained in the report. OGR has some special circumstances that make adoption of the recommendation particularly challenging. First, because OGR hires temporary staff and legal interns during the legislative sessions, in FY 14-15, the span of control for the State Government Relations Manager will be 1:4 and not 1:2. Second, the office operates as the smallest independent bureau at the City. Aside from the State Government Relations Manager, the Bureau Director is the only other supervisor in the office. For the Bureau Director to serve as the sole supervisor managing the city's programs in Portland, Salem and Washington DC in addition to responsibilities to act as the city's chief lobbyist, the office could not operate without a substantial detrimental impact to services provided to Council and bureaus.

Bureau Strategic Plan

The office's strategic plan objective is to successfully advocate for the City's state and federal legislative agendas and advance Council's other intergovernmental objectives. This is done through the following four approaches:

State Government Advocacy: The office engages elected officials throughout the state of Oregon, city bureaus, and the public to develop the City's state legislative agenda. This agenda provides directions for the City's state legislative efforts during the legislative session. In addition, staff is frequently called on to provide advice to Council and bureaus during the legislative sessions and legislative interim regarding state agency rule-making, funding decisions, and interim legislative activity. Year-round annual sessions have substantially increased the demands of the city's legislative program.

Federal Government Advocacy: The office engages elected officials throughout the State of Oregon, city bureaus, and the public to develop the City's federal legislative agenda. The agenda identifies the priority policy and funding opportunities for the City before Congress and with federal agencies. Each year, OGR facilitates lobbying visits to Washington DC by Council and bureau heads to advance the city's federal legislative priorities. The office also organizes regular contacts with Oregon's congressional delegation and facilitates meetings and tours for both members and staff.

Intergovernmental Outreach: The office develops and maintains positive relationships with governmental leaders, business groups, and not-for-profit advocacy organizations. This effort enhances the City's ability to advocate for, and achieve, its policy goals and initiatives at all levels of government. OGR also plans and facilitates outreach trips to rural Oregon to develop stronger relationships and shared priorities. OGR will continue to work closely with the Mayor's office to invite Mayors throughout Oregon to participate in the Rose Festival, participate in the Pendleton Roundup, and help to convene a West Coast Mayors Summit to discuss issues shared by communities on the I-5 corridor.

Communication and Advice: The office frequently provides City bureaus and elected officials with strategic advice on a range of topics related to the city's policy goals and initiatives with the state and federal governments.

Five-year Horizon

The passage of annual legislative sessions by the voters in November 2010 requires that the state legislative program operate year-round. Issues such as funding transportation and other infrastructure needs, protecting city authority and revenue including franchise fees, and making the property tax system more equitable are likely to present key challenges for city government in the coming years and OGR will be engaged in pursuing solutions to both funding and policy objectives.

In the coming year, OGR will review the scope of government relations services provided and will examine whether to add additional program areas.

State Legislative Sessions

In Spring 2014, OGR will begin the process for developing the 2015 legislative agenda. The office will implement the City's 2015 legislative agenda in Salem from January through June 2015.

In the summer of 2015, the office will begin to develop the agenda for the short session in February and March 2016. Annual sessions require additional resources to cover expenses for staff to work in Salem.

FY 2014-2019 Federal Agenda and Advocacy

The office will develop federal agendas every year for the next five years by soliciting the priorities from elected officials, bureaus, and the community. The agenda will include program and budget priorities for each federal fiscal year, policy issues for the 113th - 115th Congresses, the MAP-21 Reauthorization (Surface Transportation Reauthorization Bill), the Water Resources Development Act, reauthorization of the Superfund Tax, maintaining funding for the Community Development Block Grant, as well as funding for public safety, mental health and education.

Summary of Budget Decisions

OGR is requesting an add package of \$98,682 to support program operations for FY 14-15, including resources needed for the 2015 Legislative Session and intergovernmental outreach during the interims. This package includes salary and benefits for the Salem BillTrackOR Administrator as well as office equipment and supplies and transportation to and from Salem. The package also includes 1 FTE authorization and funding needed to bring a half-time limited term Business Operations position to full-time permanent position as a result of the retirement of a long-time city employee. \$52,504 of existing resources has been identified in the base budget to fund the new position. The increased capacity of the position will be used to provide program support for intergovernmental relations, including planning trips, events and conferences. Other resources to support the position will be repurposed from other funds in the budget.

With the decision package, the office will have the resources to advocate on the city's behalf during the 2015 legislative session and will meet intergovernmental outreach goals for FY 14-15. Moreover, the office will maintain its organizational capacity and business operations will be able to offer support to the Mayor and Council offices for intergovernmental trips, events, and city-hosted conferences.

Government Relations

Description	The Office of Government Relations represents the City Council, the Auditor, bureaus and the Portland Development Commission on legislative and administrative issues in Salem and in Washington, DC. The office advances city policy goals and initiatives through effective advocacy to federal, state, and regional governments, and a broad range of non-governmental interests. The office has permanent staff in City Hall and temporary staff in Salem during legislative sessions.
Goals	The program supports the City goal of delivering efficient, effective, and accountable government relations services.
Performance	The program added one additional performance measure in FY 2013-14 regarding responsiveness to client requests. All measures are expected to remain the same in FY 14-15
Changes to Services and Activities	<p>The Requested Budget includes a decision add package for \$98,682 for the 2015 Legislative Session and intergovernmental program support.</p> <p>The budget also reflects IA's for state and federal lobbying services:</p> <ul style="list-style-type: none"> - \$35,000 in one-time resources from the Portland Development Commission - \$40,000 in ongoing resources from the Portland Bureau of Transportation - An ongoing IA with the Bureau of Planning and Sustainability for \$15,000 - A new ongoing IA with the Bureau of Housing for \$9,000

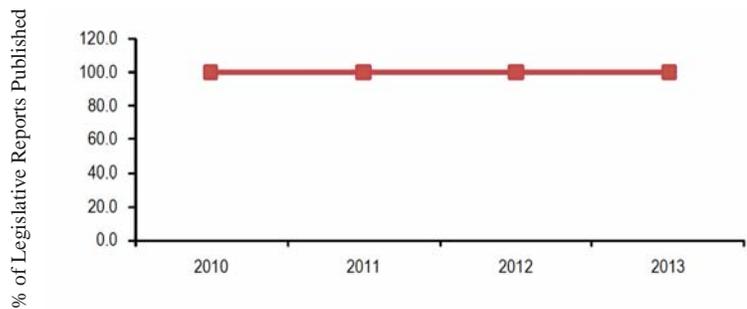
FTE & Financials	Actual FY 2011-12	Actual FY 2012-13	Revised FY 2013-14	Requested No DP FY 2014-15	Requested FY 2014-15
FTE	7.25	7.00	7.00	7.00	8.00
Expenditures					
Government Relations	1,214,548	1,251,889	1,222,840	1,232,107	1,330,789
Total Expenditures	1,214,548	1,251,889	1,222,840	1,232,107	1,330,789

Performance	Actual FY 2011-12	Actual FY 2012-13	Yr End Est. FY 2013-14	Base FY 2014-15	Target FY 2014-15
Effectiveness					
Responsiveness to client requests	100%	100%			
Workload					
Percentage of legislative reports published	100%	100%			
Percentage of targeted legislators contacted	90%	90%			

Performance Measures

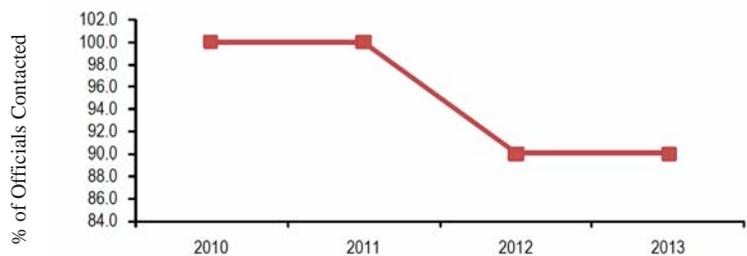
% of Legislative Reports Published

The office will produce a legislative package for City Council review and adoption before the biennial legislative session, and a report on the results of that package following the session. Reporting is expected to decline in FY 2013-14 due to budget constraints.



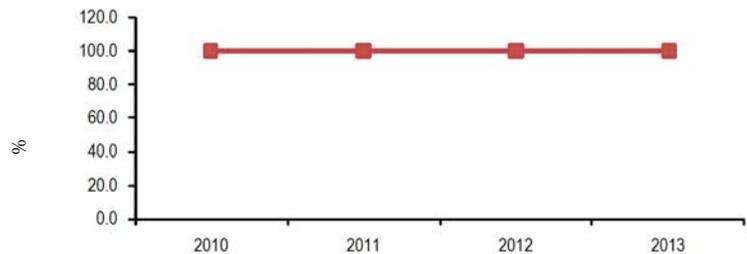
Legislative Outreach

The office will continue with its outreach efforts before, during, and following legislative sessions. Outreach declined in FY 2013-14 due to budget constraints and the loss of a position. However, OGR expects to increase Outreach levels in the FY 14-15 budget with the add package.



Responsiveness to Client Requests

The office sends an annual customer service survey to all bureaus and offices. This measure indicates whether OGR responds in a timely manner to requests for service. In the survey completed in July 2013, all respondents indicated that OGR was either 'very responsive' or 'responsive' to requests for assistance. OGR aims to maintain this level at 100%.



	Actual FY 2011-12	Actual FY 2012-13	Revised FY 2013-14	Requested No DP FY 2014-15	Requested FY 2014-15
Resources					
External Revenues					
Intergovernmental	0	0	35,000	35,000	35,000
Total External Revenues	0	0	35,000	35,000	35,000
Internal Revenues					
General Fund Discretionary	493,789	426,656	317,808	489,067	534,628
General Fund Overhead	669,430	727,529	718,057	570,207	623,328
Interagency Revenue	84,329	97,704	151,975	137,833	137,833
Total Internal Revenues	1,247,548	1,251,889	1,187,840	1,197,107	1,295,789
Beginning Fund Balance	0	0	0	0	0
Total Resources	\$1,247,548	\$1,251,889	\$1,222,840	\$1,232,107	\$1,330,789
Requirements					
Bureau Expenditures					
Personnel Services	832,051	840,001	784,437	796,452	875,304
External Materials and Services	263,982	252,963	306,667	292,119	303,400
Internal Materials and Services	151,515	158,925	131,736	143,536	152,085
Total Bureau Expenditures	1,247,548	1,251,889	1,222,840	1,232,107	1,330,789
Fund Expenditures					
Total Fund Expenditures	0	0	0	0	0
Ending Fund Balance	0	0	0	0	0
Total Requirements	\$1,247,548	\$1,251,889	\$1,222,840	\$1,232,107	\$1,330,789
Programs					
Government Relations	1,214,548	1,251,889	1,222,840	1,232,107	1,330,789
Legal Services	33,000	0	0	0	0
Total Programs	1,247,548	\$1,251,889	\$1,222,840	\$1,232,107	\$1,330,789

City Support Services Service Area

Class	Title	Salary Range		Revised FY 2013-14		Requested No DP FY 2014-15		Requested FY 2014-15	
		Minimum	Maximum	No.	Amount	No.	Amount	No.	Amount
30000434	Administrative Assistant	46,571	71,739	1.00	66,516	1.00	68,786	1.00	68,786
30000005	Commissioner's Staff Rep	47,840	87,443	2.00	114,324	2.00	117,936	2.50	141,852
30000414	Government Relations Director	106,038	151,798	1.00	151,800	1.00	151,800	1.00	151,800
30000498	Government Relations Lobbyist	77,584	103,355	2.00	168,057	2.00	174,049	2.00	174,049
30001783	State Government Relations Manager	83,450	111,114	1.00	111,108	1.00	111,108	1.00	111,108
TOTAL FULL-TIME POSITIONS				7.00	611,805	7.00	623,679	7.50	647,595
TOTAL PART-TIME POSITIONS				0.00	0	0.00	0	0.00	0
TOTAL LIMITED TERM POSITIONS				0.00	0	0.00	0	0.00	0
GRAND TOTAL				7.00	611,805	7.00	623,679	7.50	647,595

Decision Package Summary

Bureau: Office of Government Relations

Priority: 01

Type: Key Priorities

Decision Package: GR_01 - Stabilization Program

Program: Government Relations

	FY 2014-15 Requested 1 Time DP	FY 2014-15 Requested Ongoing DP	FY 2014-15 Requested Budget	FY 2015-16 Estimated Budget	FY 2016-17 Estimated Budget	FY 2017-18 Estimated Budget	FY 2018-19 Estimated Budget	
EXPENDITURES								
Personnel Services	0	78,852	78,852	0	0	0	0	0
External Materials and Services	0	11,281	11,281	0	0	0	0	0
Internal Materials and Services	0	8,549	8,549	0	0	0	0	0
TOTAL EXPENDITURES	0	98,682	98,682	0	0	0	0	0
REVENUES								
Interagency Revenue	0	0	0	0	0	0	0	0
General Fund Discretionary	0	45,561	45,561	0	0	0	0	0
General Fund Overhead	0	53,121	53,121	0	0	0	0	0
TOTAL REVENUES	0	98,682	98,682	0	0	0	0	0
FTE								
Full-Time Positions	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
TOTAL FTE	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00

Description:

OGR is requesting an add package of \$98,682 to support program operations for FY 14-15, including resources needed for the 2015 Legislative Session and intergovernmental outreach during the interims. This package includes salary and benefits for the Salem BillTrackOR Administrator as well as office equipment and supplies and transportation to and from Salem. The package also includes 1 FTE authorization and funding needed to bring a half-time limited term Business Operations position to full-time permanent position as a result of the retirement of a long-time city employee. \$52,504 of existing resources has been identified in the base budget to fund the new position. The increased capacity of the position will be used to provide program support for intergovernmental relations, including planning trips, events and conferences. Other resources to support the position will be repurposed from other funds in the budget.

Expected Results:

With the decision package, the office will have the resources to advocate on the city's behalf during the 2015 legislative session and will meet intergovernmental outreach goals for FY 14-15. Moreover, the office will maintain its organizational capacity and business operations will be able to offer support to the Mayor and Council offices for intergovernmental trips, events, and city-hosted conferences.