



CITY OF
PORTLAND, OREGON

GOVERNMENT RELATIONS

Elizabeth Edwards, Interim Director
1221 S.W. Fourth Ave., Room 410
Portland, OR 97204
(503) 823-4130
Fax: (503) 823-3014

DATE: September 11, 2017
TO: Shannon Fairchild, City Budget Office
FROM: Elizabeth Edwards, Government Relations
RE: Fiscal Year-End 2017-2018 Fall Budget Monitoring Process

Attached is the Office of Government Relations Fall Budget Monitoring Report for FY 2017-18. In summary, the Office allocated its resources. There are no significant issues to report for the prior year.

The package includes business area reconciliation and an update on performance measures for the Office.

Please contact me should you have any additional questions or concerns.

Thank you,

Elizabeth Edwards
Interim Director
Government Relations

Prior Year Business Area Reconciliation Report

	FY 2016-17 Revised Budget	FY 2016-17 Year-End Actuals	Percent of Actuals to Revised
Office of Government Relations			
EXPENDITURES			
Personnel Services	\$1,128,238	\$1,087,774	96%
External Materials and Services	\$293,267	\$255,494	87%
Internal Materials and Services	\$208,082	\$191,708	92%
TOTAL EXPENDITURES	\$1,629,587	\$1,534,976	94%
REVENUES			
Intergovernmental Revenues	\$35,000	\$35,000	100%
Interagency Revenue	\$187,361	\$187,361	100%
General Fund Discretionary	\$640,843	\$0	0%
General Fund Overhead	\$766,383	\$0	0%
TOTAL REVENUES	\$1,629,587	\$222,361	14%

Bureau Reconciliation Narrative

The Office of Government Relations' overall year-end expenditures for FY 2016-17 were within anticipated budgeted amounts. However, the external material services (EMS) category indicated underspending greater than 10% (2.88%) due factors that were unforeseen in the budgeting process.

The Government Relations federal contractor, Squire Patton Boggs, had a remaining invoice balance that was carried over into the following fiscal year 2017-18. The Office also experienced staff transitions that lowered the spending levels in education, travel and mileage, office supplies and other expenses in EMS.

Office of Government Relations

Performance Measures

Performance Measure	Type	FY 2014-15 Year-End Actuals	FY 2015-16 Year-End Actuals	FY 2016-17 Adopted Budget	FY 2016-17 Year-End Actuals	FY 2017-18 Adopted Budget
GR_0003 - Percentage of targeted legislators contacted	WORKLOAD	90%	90%	90%	90%	90%
GR_0004 - Responsiveness to client requests	KPM	100%	100%	100%	100%	100%
GR_0005 - Percentage of respondents rating services as "excellent" or "very good"	KPM	97%	97%	97%	97%	97%
GR_0006 - International delegations received	KPM	70	79	100	94	100
GR_0007 - Percentage of respondents reporting progress made on state, federal, or intergovernment issues	EFFECTIVE	60%	76%	70%	75%	75%

Performance Measure Variance Descriptions

The Office of Government Relations successfully met or surpassed all but one of its performance measure goals for FY 16-17. Three performance measures are tied to OGR's annual customer service survey, which is conducted each Fall. The International Relations Program did not meet the target number of international delegations received. In FY 16-17, OGR realigned funding to create an on-going FTE for an International Relations Associate. This position added needed capacity starting in October 2016, and helped to support and facilitate an increased volume of international delegations received, although narrowly missing the performance measure.