

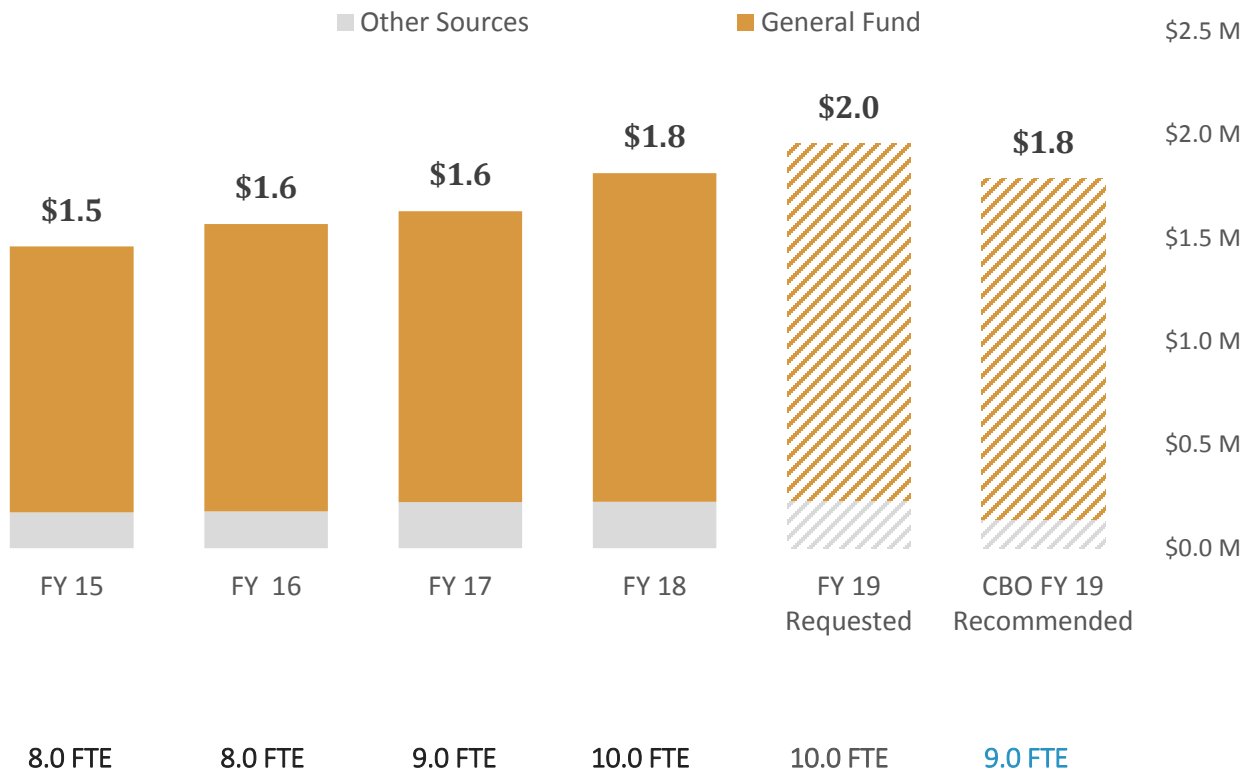


**City  
Budget  
Office**

# Office of Government Relations

*Analysis by Yung Ouyang*

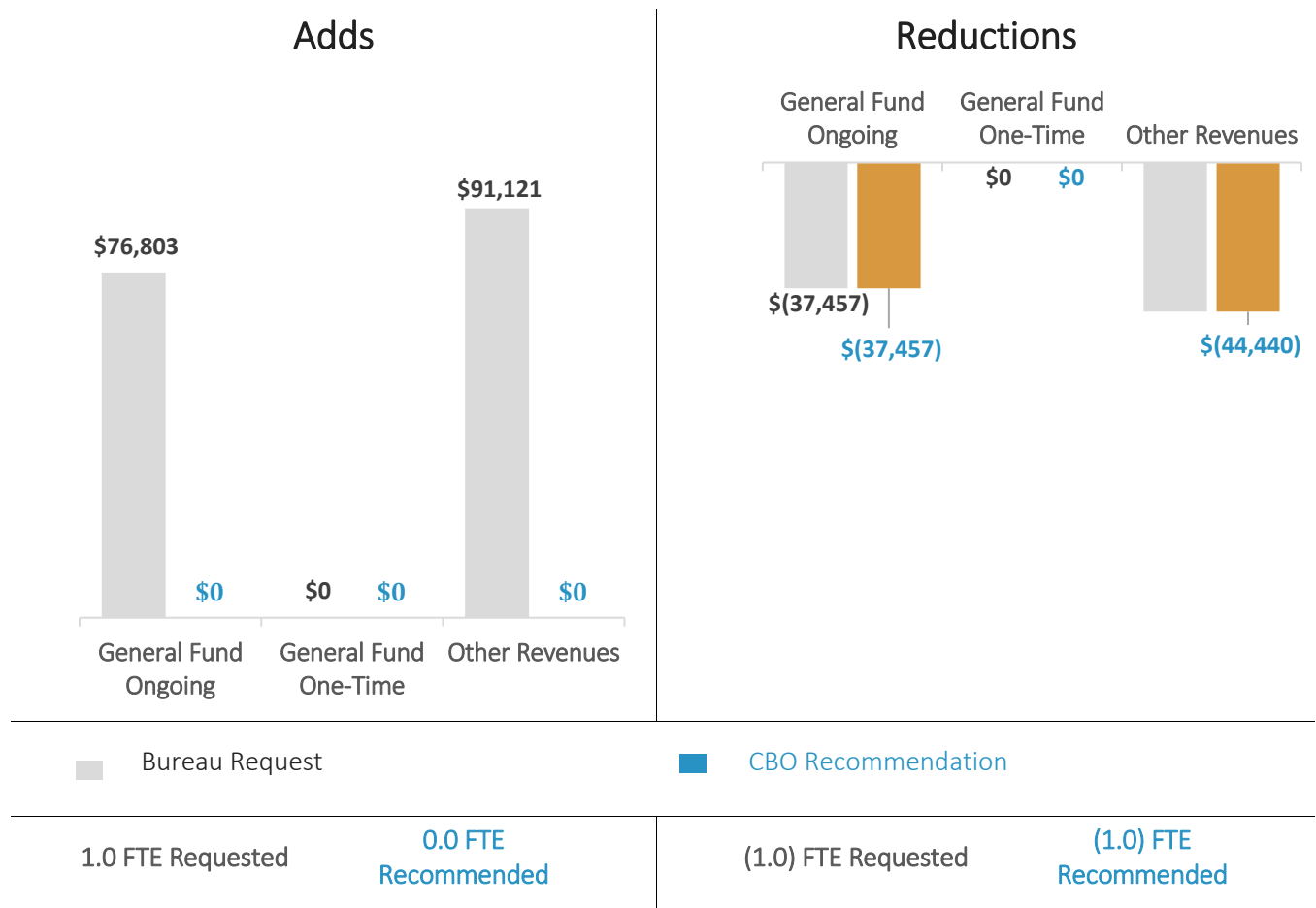
## Adopted Budget Resources: 5-Year Lookback



## INTRODUCTION

The Office of Government Relations (OGR) has proposed the elimination of the International Relations Associate position to meet the budget guidance to submit 5% reduction options. OGR is also requesting ongoing resources to add a Deputy Director position to manage operations as well as to work on regional relationships and issues.

# DECISION PACKAGE ANALYSIS AND RECOMMENDATIONS



## Eliminate International Relations Associate

*GR\_01, (\$81,897), (1.00) FTE*

OGR proposes eliminating an International Relations Associate position that was recently vacant between November 2017 through March 2018, plus an additional \$13,977 in personnel services. The position’s responsibilities include serving as a liaison to the leadership of Portland’s sister city associations, managing systems and processes to ensure the City’s International Relations program is compliant with City and State regulations, monitoring international developments in regions of the world that are of strategic importance to the City, and supporting communications for the program. OGR also had intentions of using the position to provide support to the new Tribal Relations program.

A vacancy was created when OGR promoted the last associate to the position of Director of the International Relations program. While the position was vacant, OGR relied on the current program director’s strong existing relationships with the sister city associations, the local international community, and City bureaus during

the slower winter months to manage the workload; the office states, however, that the program director is unable to be as responsive to incoming requests. The office states that it is not sustainable for one person to manage the entirety of the City's International Relations program, and losing the position would hinder OGR's ability to do succession planning for this type of work. With the programmatically intensive spring and summer months approaching, OGR filled the position to assist with the Portland Rose Festival, the annual sister city report, and the busy inbound and outbound travel season. Continuation of this position beyond the summer would be contingent upon funding.

According to OGR, at least three of the office's performance measures would be negatively affected by the elimination of the position:

- Responsiveness to client requests would be reduced by 3%, from 100% to 97%
- The percentage of respondents rating services as "excellent" or "very good" would drop to 95% from 97%
- The number of international delegations received would decrease 30%, from 100 delegations to 70 delegations.

In FY 2016-17, OGR welcomed 14 fewer visiting delegations than its intended target of 100. The office states that fewer visiting delegations may mean fewer opportunities to promote the City's economic development work. Measuring the impact of government relations work is difficult, although OGR is discussing ways to create a metric that assesses the economic and financial contributions provided by OGR. However, in light of the lack of direct and measurable impacts on the priorities identified in Mayor's budget guidance, CBO recommends this reduction in order to close the current year budget gap.

**CBO Recommendation: (\$81,897) | (1.00) FTE**

### **Add Deputy Director/Regional Relations**

*GR\_02, \$167,924, 1.00 FTE*

This request for an additional \$167,924 in ongoing General Fund resources is for a Deputy Director position intended to manage bureau operations as well as work on regional issues with other local governments. If the position is funded, the office intends to split the position's time evenly between the two types of work. OGR states that the addition of new programs over the years, including International Relations and the Tribal Liaison, as well as calls for a new program to handle regional relations, have left the OGR Director with limited capacity to work on strategy and policy issues. Hence, the office needs a Deputy Director to assist with operations and management functions, especially when the Director is in Salem or Washington, DC. The office states that it is already unable to attend to

time-sensitive projects as quickly as it would like to due to inadequate staffing.

Concerning regional relations, OGR sees significant deficiencies in the way the City is currently interacting with its regional partners in advancing the City’s agenda. It states that the lack of a centrally coordinated regional relations function can lead to inconsistent and sometimes conflicting interactions with regional partners. With the requested position, the office believes that conflicts on regional issues can be prevented before they arise and the City can become proactive and strategic in driving policy and outcomes at multiple levels of government, including on the state and federal levels. Two of the major issues where enhanced coordination on a regional level would be beneficial include housing and infrastructure, and entities across the metro area are already in discussion on how to leverage funding to address the region’s needs. The main performance measure that would be affected if the position is funded is the percentage of respondents reporting progress on state, federal, or intergovernmental issues, which the office indicates would be 5% higher, at 90%, than if the position is not funded.

In light of the lack of available General Fund, CBO does not recommend funding for the position.

**CBO Recommendation: \$0 | 0.00 FTE**

## SUMMARY OF REQUESTS AND RECOMMENDATIONS

OGR is an overhead funded bureau, with expenses primarily related to personnel. In addition to the discretionary and overhead funding, OGR receives funding from various bureaus and Prosper Portland through interagency or intergovernmental agreements. External materials and services, in addition to basic operating supplies, includes a considerable travel budget as well as significant spending on contracted lobbying support in Washington, DC. Internal materials and services are primarily rent and other services provided by OMF.

	Adopted FY 2017-18	Request Base (A)	Bureau Decision Packages (B)	CBO Recommended Adjustments (C)	Total Recommended Revised (A+B+C)
<b>Resources</b>					
Intergovernmental Revenues	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ 35,000
Interagency Revenue	189,305	196,000	-	-	196,000
General Fund Discretionary	730,228	754,356	39,346	(76,803)	716,899
General Fund Overhead	859,617	883,784	46,681	(91,121)	839,344
<b>Total Resources</b>	<b>\$1,814,150</b>	<b>\$1,869,140</b>	<b>\$86,027</b>	<b>(\$167,924)</b>	<b>\$1,787,243</b>
<b>Requirements</b>					
Personnel Services	\$ 1,279,929	\$ 1,365,763	\$ 86,027	\$ (167,924)	1,283,866
External Materials and Services	308,300	316,000	-	-	316,000
Internal Materials and Services	225,921	187,377	-	-	187,377
<b>Total Requirements</b>	<b>\$1,814,150</b>	<b>\$1,869,140</b>	<b>\$86,027</b>	<b>(\$167,924)</b>	<b>\$1,787,243</b>

**City of Portland**  
 Decision Package Recommendations  
 (Includes Contingency and Ending Balance)

	Bureau Priority	Bureau Requested					CBO Analyst Recommendations				
		FTE	Gen Fund Ongoing	Gen Fund 1-Time	Other Revenues	Total Expenses	FTE	Gen Fund Ongoing	Gen Fund 1-Time	Other Revenues	Total Expenses
<b>Office of Government Relations</b>											
<i>Adds</i>											
GR_02 - Add: Deputy Director/Regional Relations Pos	01	1.00	76,803	0	91,121	167,924	0.00	0	0	0	0
<i>Total Adds</i>		1.00	76,803	0	91,121	167,924	0.00	0	0	0	0
<i>Reductions</i>											
GR_01 - 5% Reduction: International Relations Associ:	01	(1.00)	(37,457)	0	(44,440)	(81,897)	(1.00)	(37,457)	0	(44,440)	(81,897)
<i>Total Reductions</i>		(1.00)	(37,457)	0	(44,440)	(81,897)	(1.00)	(37,457)	0	(44,440)	(81,897)
<b>Total Office of Government Relations</b>		<b>0.00</b>	<b>39,346</b>	<b>0</b>	<b>46,681</b>	<b>86,027</b>	<b>(1.00)</b>	<b>(37,457)</b>	<b>0</b>	<b>(44,440)</b>	<b>(81,897)</b>

