



CITY OF

PORTLAND, OREGON

GOVERNMENT RELATIONS

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

September 12, 2018

TO: Mayor Wheeler
Commissioner Fritz
Commissioner Fish
Commissioner Saltzman
Commissioner Eudaly
Auditor Mary Hull Caballero
Claudio Campuzano, CBO
Yung Ouyang, CBO

FROM: Elizabeth Edwards, Director

RE: Government Relations Fiscal Year-End 2017-18 Fall Budget Monitoring Process

The Office of Government Relations' overall year-end expenditures for FY 2017-18 were within anticipated budget amounts. However, the personnel services expenditure category indicated underspending greater than 10% (17%) due to multiple staff transitions, that resulted in periods of understaffing, as well as savings from the short legislative session.

This package includes a business area reconciliation report and an update on performance measures for the Office.

If you have any questions, please feel free to contact me.

Thank you,



Elizabeth Edwards
Director

Prior Year Business Area Reconciliation Report

	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Percent of Actuals to Revised
Office of Government Relations			
EXPENDITURES			
Personnel Services	\$1,279,929	\$1,058,630	83%
External Materials and Services	\$293,800	\$267,736	91%
Internal Materials and Services	\$253,475	\$249,538	98%
TOTAL EXPENDITURES	\$1,827,204	\$1,575,903	86%
REVENUES			
Intergovernmental Revenues	\$35,000	\$35,000	100%
Interagency Revenue	\$189,305	\$189,305	100%
General Fund Discretionary	\$743,282	\$0	0%
General Fund Overhead	\$859,617	\$0	0%
TOTAL REVENUES	\$1,827,204	\$224,305	12%

Bureau Reconciliation Narrative

The Office of Government Relations' overall year-end expenditures for FY 2017-18 were within anticipated budget amounts. However, the personnel services expenditure category indicated underspending greater than 10% (17%) due to multiple staff transitions, resulting in periods of under-staffing, as well as savings from the short legislative session. The Office operated with an interim director for the first six months of fiscal year. The state lobbyist position was vacant for the majority of the fiscal year. There were several additional staff transitions and short-term vacancies, including the executive assistant and international relations associate positions. Finally, the short legislative session (approx. 1 month) results in savings in contrast to the long legislative session (approx. 5.5 months). External Materials and Services were at 91% and Internal Materials and Services were at 98%.

Office of Government Relations

Performance Measures

Performance Measure	Type	FY 2015-16 Year-End Actuals	FY 2016-17 Year-End Actuals	FY 2017-18 Adopted Budget	FY 2017-18 Year-End Actuals	FY 2018-19 Adopted Budget
GR_0003 - Percentage of targeted legislators contacted	WORKLOAD	90%	90%	90%	87%	90%
GR_0004 - Responsiveness to client requests	KPM	100%	100%	100%	98%	97%
GR_0005 - Percentage of respondents rating services as "excellent" or "very good"	KPM	97%	97%	97%	86%	95%
GR_0006 - International delegations received	WORKLOAD	79	94	100	86	70
GR_0007 - Percentage of respondents reporting progress made on state, federal, or intergovernment issues	OUTCOME	76%	75%	75%	97%	90%

Performance Measure Variance Descriptions

The Office of Government Relations conducted its customer service survey in Fall of 2017 with new survey software different from prior years. This change may have impacted the data collection of the survey. However, survey results still remained positive, indicating the Office was successfully on track for good performance and positive feedback. Eighty-six percent (86%) of customers rated OGR's services as "excellent or very good," (down from 97%), and 97% indicated OGR made progress on State, Federal or Intergovernment issues (up from 75%). OGR customers indicated the Office was responsive to client requests (98%). The International Relations Program continued to welcome delegations to Portland, however, missed the 100-delegation goal, in part due to staff transition and understaffing. The International Relations Program supported the Mayor, Commissioners' offices, and other Bureaus, receiving 86 delegations to the City.

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Office of Government Relations

Type: Technical Adjustment

Request: GR_001 - Occupational Health Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Occupational Health Adjustment from Risk to BHR.

CBO Discussion and Recommendation

Service Area	Bureau Name	Decision Package Title	Package Description	Funded In	Year Funded:	Package Funding	Package FTE	Package Status	Package Update
Legislative, Administrative, and Support	Office of Government Relations	Sovereign Government Relations/Tribal Liaison	<p>The Office of Government Relations (OGR) requests an add package of \$56,000 for the Sovereign Government Relations position. This package would support the total \$112,000 in ongoing funding to add 1.0 FTE in OGR for this position. The other half of the \$112,000 is provided by an interagency agreement between the Mayor's Office and OGR. This position is being moved to OGR as part of an effort to continue centrally coordinating intergovernmental relations at the City. The position will assist City Council and all city bureaus to establish and strengthen relations with sovereign nations, officials and staff, and urban leadership and communities from these sovereign nations. The Sovereign Government Relations position will be a direct line from these groups to the Mayor's Office, which will also strongly support the position with existing staff.</p>	FY 2017-18 Adopted Budget	FY 2017-18	104,006	1.00	Complete	The Tribal Liaison (Tribal Relations Director) position was filled on 11/29/2017. Since hiring the Tribal Relations Director, OGR has built the foundation of a three-pillar approach to tribal relations: 1) Internal City training and technical assistance; 2) Urban Native community outreach; 3) City-to-tribal government engagement. The first annual Tribal Nations Summit at City Hall will occur at the end of September 2018.
Legislative, Administrative, and Support	Office of Government Relations	5% Reduction package	<p>Per FY 16-17 budget guidance, the Office of Government Relations is submitting a 5% reduction package in the amount of \$70,791. This position was funded in the FY 15-16 budget to add much needed capacity to the program. The Fellow assists with welcoming international delegations including visiting students, ambassadors, and elected officials from around the world. The Fellow also helps to support Portland's Sister City program, writes the program's quarterly newsletter, and helps with ensuring that all gifts received by the city from international visitors are appropriately logged and inventoried per city regulation.</p> <p>The other half of the reduction package includes cuts to interim legislative outreach, travel to Washington DC in support of the city's federal priorities, employee continuing education and professional development, and supplies for the International Relations program.</p>	FY 2016-17 Adopted Budget	FY 2016-17	\$ (35,791)		Complete	The Office of Government Relations became the Fellow, which later became the International Relations Associate (see below). The position has continued to add needed capacity to the International Relations program, including welcoming more international delegations; cataloging, inventoring and archiving international gifts received; and supporting Portland's Sister Cities.
Legislative, Administrative, and Support	Office of Government Relations	International Relations	<p>The FY 2015-16 Budget includes a one-time General Fund add package for \$10,000 to reimburse the Water Bureau for the donation of a Benson Bubblet to one of Portland's sister cities, Suzhou, China.</p>	FY 2016-17 Adopted Budget	FY 2016-17	\$ 10,000		Complete	At the request of the Portland-Suzhou Sister City Association, the City of Portland donated a Benson Bubblet to Portland's Sister City, Suzhou, China. The \$10,000 appropriation to the Office of Government Relations was used to reimburse the Portland Water Bureau for the fountain. The Portland-Suzhou Sister City Association paid the costs of shipping. In April 2016, the bubblet was successfully installed at a ceremony in Suzhou as a landmark to commemorate the lasting friendship between Portland and Suzhou.