



CITY OF
**PORTLAND,
OREGON**

GOVERNMENT RELATIONS

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September 9, 2019

TO: Mayor Wheeler
Commissioner Fritz
Commissioner Fish
Commissioner Hardesty
Commissioner Eudaly
Auditor Mary Hull Caballero
Jessica Kinard, CBO
Kea Cannon, CBO

FROM: Elizabeth Edwards, Director

RE: Government Relations Fiscal Year-End 2018-2019 Fall Budget Monitoring Process

The Office of Government Relations' overall year-end expenditures for FY 2018-19 were within anticipated budget amounts. The personnel services expenditure category indicated underspending of 9.19% due to staff transitions and resulting periods of understaffing.

In this Fall BMP package, the Office of Government Relations requests an encumbrance carryover of \$24,245 from FY 18-19.

This package includes a business area reconciliation report, technical adjustment for an encumbrance carryover, 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

GR - Office of Government Relations DP Type Encumbrance Carryover

Request Name: 9290 -Encumbrance Carryover

Package Description

The Office of Government Relations requests Encumbrance Carryover (totaling \$24,245.76) for two one-time expenditures that were planned in FY18-19, but not received before closing the fiscal year. The Office initiated purchase of workstation furniture in FY18-19 (\$15,245.76) that was received in early July. The Office also entered into a contract in FY18-19 for professional services (\$9,000) to support updating the Office of Government Relations Strategic Plan. The timing of these services was affected by the timing of staff recruitments and the legislative session, and the consultant services have not concluded.

Service Impacts

The workstation furniture enables more efficient configuration of Office workspaces, allowing four staff to share space previously occupied by one person. The workstation reconfiguration also facilitates enhanced inter-program collaboration. Consultant services are supporting the process (currently underway) to update the Office of Government Relations 2016-2020 Strategic Plan. The new Strategic Plan will guide service delivery to the Mayor, City Council, Auditor, and City bureaus, and reflect the addition of Tribal Relations and Regional Relations programs, respectively, within the Office since adoption of the current Strategic Plan.

Equity Impacts

Advancing Equity is a strategic goal for the Office of Government Relations. Updating the Strategic Plan will support integration of the Tribal Relations program and Regional Relations program (added to the Office since adoption of the current 2016-2020 Strategic Plan) within the Office. Reconfiguration of Office workspaces also support collaboration amongst program areas, including the Tribal Relations program.

CBO Analysis

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	24,245	0	0
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	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
General Fund Discretionary	24,245	0	0

Prior Year Fund Reconciliation Report

Office of Government Relations

100 - General Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	1,437,290	1,305,260	90.81%
External Materials and Services	316,849	302,584	95.5%
Internal Materials and Services	210,535	209,905	99.7%
TOTAL EXPENDITURES	1,964,674	1,817,748	92.52%

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Intergovernmental	35,000	35,000	100%
Miscellaneous	0	89	
General Fund Discretionary	800,693	0	0%
Interagency Revenue	196,000	196,000	100%
General Fund Overhead	932,981	0	0%
TOTAL REVENUES	1,964,674	231,089	11.76%

Expenditure Discussion

The Office of Government Relations' overall year-end expenditures for FY 2018-19 were within anticipated budget amounts, with underspending of 7.48%. The personnel services expenditure category indicated underspending of 9.19% due to staff transitions, resulting in periods of under-staffing. The Office made an appointment for a new deputy director and regional liaison position mid-fiscal year after conclusion of the citywide class/comp process and appointed an interim lobbyist position at approximately the same time. The appointments resulted in vacancies of a state government relations manager position and an associate position for the duration of the remainder of the fiscal year (which coincided with a long legislative session of 5.5 months). External Materials and Services expenditures were 95.5% of the budgeted amount and Internal Materials and Services expenditures were 99.7% of the budgeted amount.

Revenue Discussion

The Office of Government Relations is a general fund bureau (\$1,733,674), and also enters into interagency and intergovernmental agreements with other bureaus and Prosper Portland, totaling \$231,000 in FY 18-19.

Office of Government Relations

Prior Year Performance Reporting

Run Date: 9/6/19

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Bureau Performance Narrative

The Office of Government Relations conducted its annual customer service survey in Fall of 2018. Survey results were positive. 99% of customers rated OGR's services as "excellent or very good," (up from 86%), and 95% indicated OGR made progress on State, Federal or intergovernmental issues (down from 97%). 100% of OGR customers indicated the Office was responsive to client requests (up from 98%). The International Relations program supported the Mayor, Commissioners' offices, and other Bureaus, to welcome 70 delegations to the City in FY18-19 and the State Relations program contacted 87% of Oregon legislators.

Key Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
GR_0004 Percentage of Respondents Rating Government Relations either Very Responsive or Responsive	OUTCOME	100%	98%	97%	100%	100%	100%	100% of annual customer service survey respondents rated the Office of Government Relations very responsive or responsive for the FY18-19 reporting period, which is up from FY17-18 results (98%) and exceeds the FY18-19 target (97%).
GR_0005 Percentage of respondents rating services as excellent or very good	OUTCOME	97%	86%	95%	90%	95%	95%	90% of annual customer service survey respondents rated Office of Government Relations services as excellent or very good for the FY18-19 reporting period. This high rate of customer satisfaction exceeds FY17-18 results (86%), though does not reach the FY18-19 target (95%).
GR_0007 Percentage of respondents reporting progress made on state, federal, or intergovernmental issues	OUTCOME	75%	97%	90%	95%	75%	75%	95% of annual customer service survey respondents reported they were assisted by Government Relations in making progress on state, federal, intergovernmental or intergovernmental issues. This is down from FY17-18 (97%), though exceeds the FY18-19 target (90%).

Office of Government Relations

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Other Performance Measures		Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
GR_0003	Percentage of targeted legislators contacted	WORKLOAD	90%	87%	90%	87%	90%	90%	The State Relations program contacted 87% of Oregon legislators in FY18-19. This is consistent with FY17-18 results, though does not reach the FY18-19 target (90%). The Office will continue with its outreach efforts before, during, and following legislative sessions.
GR_0006	International delegations received	WORKLOAD	94	86	70	70	70	70	This measures the number of visiting delegations welcomed on an annual basis, ranging from international groups of students to high-ranking public officials. FY 18-19 target (70) and actual (70) data reflect a reduction in International Relations program budgeted staff FTE from prior years.