



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

April 20, 2020

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

FROM: Elizabeth Edwards, Director

RE: Government Relations Fiscal Year 2019-2020 Spring Budget Monitoring Process

The Office of Government Relations (OGR) has prepared the attached Spring Budget Monitoring Process (BMP) submittal items:

- 1) Summary of Budget Adjustments:
 - a.) Technical adjustment from External Materials and Services (EMS) of \$10,000 to Internal Materials and Services (IMS).
 - b.) A "net-zero" technical adjustment to move the amount of \$15,905 to the correct cost center for an interagency agreement between OGR and the Bureau of Environmental Services (BES).
- 2) Current year projections: OGR is projecting to spend approximately 96% of its current budget. Projected underspending in EMS is partially a result of the COVID-19 pandemic, which curtailed certain expenditures such as out-of-town travel, office supplies, and in-person training and professional development.

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

Thank you,

Elizabeth Edwards
Director

GR - Office of Government Relations

DP Type

Technical Adjustments

Request Name: 9931 -Technical Adjustments

Package Description

OGR is making a technical adjustment from External Material and Services (EMS) to Internal Material and Services (IMS) in the amount of \$10,000 for over-expenditures within the Bureau's internal services and operational expenses. Specifically, the technical adjustment addresses over-expenditure in the category of vehicle leases through City Fleet for use by OGR's State Relations program to provide City representation during state legislative sessions. This cost center over-expenditure is due to session vehicle leases for the long legislative session from the prior fiscal year for travel to and from Portland and Salem. In addition, and at the request of the Office of Management and Finance (OMF), OGR is making a technical adjustment to reduce by \$33 the amount in IMS cost center 651115 (fuel debt service), and is adding the amount to IMS cost center 651112 (leases). Also, per the request of the Bureau of Environmental Services (BES), the Office of Government Relations (OGR) is making a technical adjustment for the amount of \$15,905 from cost center 642217 to cost center 642233 associated with their interagency agreement, resulting in a net-zero amount.

Service Impacts

The technical adjustment from EMS to IMS supports State Relations program services to provide City representation at the state legislature. The adjustment from EMS will not have services impacts. There are no service impacts from the technical adjustment made for the interagency agreement between OGR and BES.

Equity Impacts

The technical adjustment from EMS to IMS supports advocacy on the State Legislative Agenda approved by City Council, which prioritizes historically disadvantaged and underserved communities. There are no identified equity impacts from the technical adjustment made for the interagency agreement between OGR and BES.

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	-10,000
	Internal Materials and Services	10,000
	Personnel	0
Expense	Sum:	0

Account Name		2019-20 SPRING Requested Adj
Revenue	Interagency Revenue	0
Revenue	Sum:	0

Business Area Projection Report

Office of Government Relations - Fund 100

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	311,466	158,178	245,000	79%
Internal Materials and Services	213,203	161,299	208,000	98%
Personnel	1,547,976	1,137,641	1,531,018	99%
Sum:	2,072,645	1,457,118	1,984,018	96%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	0	1,000	1,000	#DIV/0
General Fund Discretionary	874,561	0	784,934	90%
General Fund Overhead	967,084	0	967,084	100%
Interagency Revenue	196,000	176,000	196,000	100%
Intergovernmental	35,000	0	35,000	100%
Sum:	2,072,645	177,000	1,984,018	96%

Revenue Discussion

The majority of the Office of Government Relations' funding is from General Fund dollars, with revenues supplemented by interagency agreements and one intergovernmental agreement.

Revenue Risks

As a bureau that relies largely on the General Fund, future declines in City revenues are a serious concern to the Office of Government Relations. Given the relative size of the bureau and the programmatic workload delegated to each respective FTE, even small percentage reductions would result in a notable impact to bureau services. Possible reductions in interagency or intergovernmental funds would compound this risk.

Expenditure Discussion

The Office of Government Relations is expected to spend 96% of its FY 2019-2020 budget. The Office is currently fully staffed with no personnel vacancies. Expenditures in External Material and Services are projected to be lower than anticipated due to the COVID-19 pandemic, which curtailed certain expenditures such as out-of-town travel, office supplies, and in-person training and professional development.

Expenditure Risks

The Office of Government Relations largely operates its five programs with General Fund dollars. Budget reductions would likely impact the personnel budget and ability of the Office to uphold service levels. Budget cuts could also result in insufficient resources to continue supporting the Office's programs.

Other Notes