



**OFFICE OF GOVERNMENT RELATIONS**


**FY 2013-14 REQUESTED BUDGET**

**MARTHA PELLEGRINO  
DIRECTOR**



Office of Mayor Charlie Hales  
City of Portland

TO: Commissioner Nick Fish  
Commissioner Amanda Fritz  
Commissioner Steve Novick  
Commissioner Dan Saltzman

FROM: Mayor Charlie Hales 

DATE: February 4, 2013

RE: Office of Government Relations FY 2013-2014 Requested Budget

The Office of Government Relations' (OGR) core mission is to provide government representation for City Council, all City bureaus, the Portland Development Commission, and the City Auditor. The office advances city policy goals and initiatives through advocacy to federal, state, and regional governments, and a broad range of non-governmental interests.

Attached is the Office of Government Relations' (OGR) FY 2013-2014 Requested Budget. The request includes:

- Budget Advisory Committee Memo
- OGR Bureau Summary
- Patternstream documents
- Decision Packages
- Customer Service Improvement Status Report

The OGR Requested Budget is the result of a process that included detailed review input by OGR's Budget Advisory Committee. OGR's Requested Budget prioritizes resources essential to continuing the core services provided to the city.

Please contact the Office of Government Relations if you have any questions.



---

CITY OF  
**PORTLAND, OREGON**  
GOVERNMENT RELATIONS

---

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

February 4, 2013

TO: Portland City Council  
Mayor Charlie Hales  
Commissioner Nick Fish  
Commissioner Amanda Fritz  
Commissioner Steve Novick  
Commissioner Dan Saltzman  
Auditor LaVonne Griffin-Valade

FROM: Budget Advisory Committee for the Office of Government Relations  
LaToya Fick  
Nova Newcomer  
Mark Landauer

RE: Recommendations for Government Relations FY 2013-2014 Requested Budget

The Office of Government Relations' Budget Advisory Committee (BAC) retained all three community members from FY 2012-2013 budget year. The continuity assisted with prioritization of core services.

The Budget Advisory Committee reviewed the Office of Government Relations budget and is making the following recommendations for the FY 2013-2014 budget:

- The BAC recommends approval of one-time funds for the Federal Assistant position, with a further recommendation that the position be included in ongoing when resources are available to do so.
- The BAC recommends developing an intergovernmental agreement with the Portland Development Commission for services related to federal and state legislative advocacy.
- The BAC recommends support for the 10% add back package. The BAC recognized that because several of OGR's larger budget line items are fixed costs (e.g. federal contract, OMF interagency agreements and rent for the Salem office), there will be a significant and disproportionate impact of proposed 10% cuts on remaining items in Materials and Services (M&S) and the personnel budget. Of the total \$233,109 allocated to the M&S budget in the 90% budget, \$214,500 are fixed costs (federal contract and Salem office rent). This leaves only \$18,609 to cover all remaining items, including out-of-town travel, statewide outreach trips, professional development, office supplies and equipment, and community outreach.

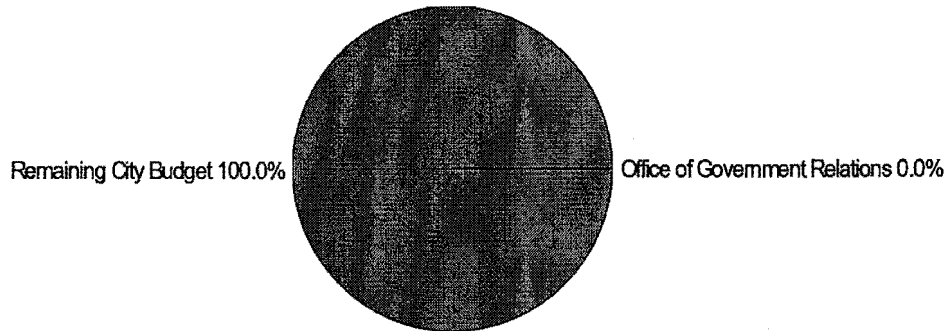
- The BAC also noted that funds were not allocated for a move or space configuration within City Hall.
- Lastly, the BAC acknowledged that given the restriction on new add packages, OGR's plan to ask for a full-time Business Operations Manager was not submitted for consideration. This position would have replaced the part-time casual employee currently performing the Business Operations Manager position on a half-time basis.

# Office of Government Relations

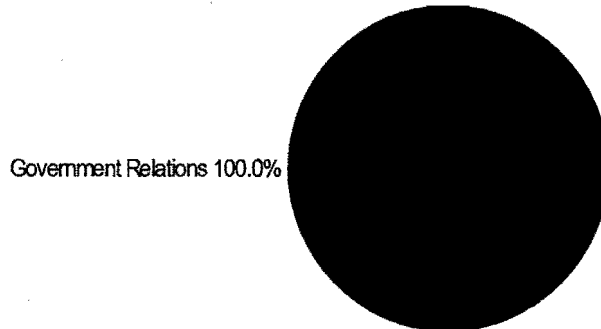
City Support Services Service Area

Mayor Charlie Hales, Commissioner-in-Charge  
Martha Pellegrino, Director

## Percent of City Budget



## Bureau Programs

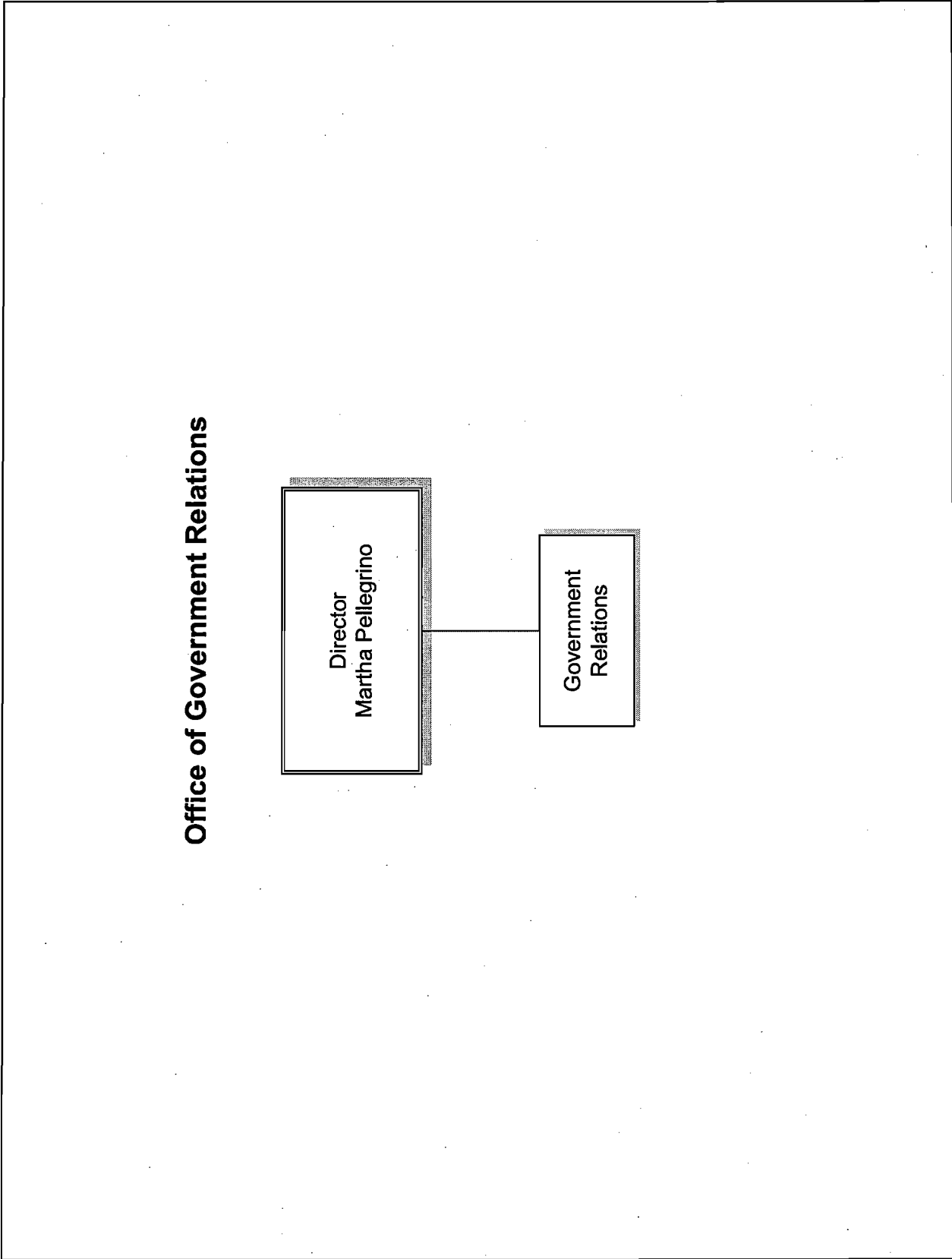


## Bureau Overview

Expenditures	Revised FY 2012-13	Requested FY 2013-14	Change from Prior Year	Percent Change
Operating	1,347,999	1,467,080	119,081	8.83
Capital	0	0	0	0.00
<b>Total Requirements</b>	<b>1,347,999</b>	<b>1,467,080</b>	<b>119,081</b>	<b>8.83</b>
Authorized Positions	7.00	8.00	1.00	14.29

**Office of Government Relations**

City Support Services Service Area



## Bureau Summary

### Bureau Mission

The mission of the Office of Government Relations is to help the City of Portland achieve its legislative objectives through advice to City Council and bureaus, and through effective advocacy in the federal, state, and regional governments, and with other partners across the state.

### Bureau Overview

The Office of Government Relations (OGR) provides government representation for all City bureaus, the Portland Development Commission, City Council, and the City Auditor. The office advances city policy goals and initiatives through advocacy to federal, state, and regional governments, and a broad range of non-governmental interests. The office has permanent staff in City Hall and temporary staff in Salem during legislative sessions.

### Strategic Direction

The office has elevated its focus at the federal level by coordinating the City's efforts on a broader range of federal issues, including more aggressively pursuing opportunities with administrative agencies, seeking regulatory relief, and advocating for policy and funding priorities of the city. The office has also implemented new strategies for soliciting and integrating public input into the City's federal and state legislative agenda building processes and has expanded intergovernmental outreach on the City's federal and state legislative agendas. Additionally, the office has increased the City's engagement on state advocacy as a result of coordinating legislative agendas for special sessions in even numbered years. This additional focus and comprehensive approach to government relations was needed to successfully address expanded state and federal legislative policy goals and initiatives and the state's adoption of annual legislative sessions.

### Bureau Strategic Plan

The office's strategic plan objective is to successfully advocate for the City's state and federal legislative agendas. This is done through the following four approaches:

- ◆ **State Government Advocacy:** The office engages council offices, bureaus, and the public to build the City's state legislative agenda. This agenda focuses the City's state legislative efforts during the legislative session. In addition, lobby staffs are frequently called on to provide advice to Council and bureaus during the legislative interim regarding state agency rule-making, funding decisions, and interim legislative activity.
- ◆ **Federal Government Advocacy:** The office engages council offices, bureaus, and the public to build the City's legislative agenda. The agenda identifies the priority policy and funding opportunities for the City before Congress and with federal agencies.
- ◆ **Intergovernmental Outreach:** OGR develops relationships with governments, business leaders, officials, and non-governmental organizations. This effort enhances the City's ability to advocate for, and achieve, its policy goals and initiatives at all levels of government.

## Office of Government Relations

### City Support Services Service Area

---

- ◆ Communication and Advice: OGR provides City bureaus and Council offices with strategic advice on City policy goals and initiatives and how to achieve those goals through advocacy.

#### Five-year Horizon

The passage of annual legislative sessions by the voters in November 2010 means that the state legislative program will run year-round, with a shorter, and more active, interim period between legislative sessions. The increased level of activity at the state level will mean that the office will need to hire an additional lobbyist and temporary Salem support staff in the near future to manage the increased workload.

State Legislative Sessions - The office began lobbying during the 2013 regular legislative session in January 2013. In February/March 2014, the office will implement the city's agenda during the short legislative session. OGR will implement the city's 2015 legislative agenda in Salem from January - June 2015.

In Summer 2013, the office will begin to develop the agenda for the short session in February/March 2014. In Spring 2014, the office begins the process for building the 2015 regular session agenda, including the community engagement sessions. Annual sessions require additional resources to cover expenses for City staff to work in Salem.

Fiscal Years 2013-2018 Federal Agenda and Advocacy - The office will develop federal agendas every year for the next five years, beginning in late summer/early fall by soliciting the priorities from the Council offices, bureaus, and the community. The agenda will include appropriations and/or program and budget priorities for each federal fiscal year, policy issues for the 113th - 115th Congresses, the SAFETEA-LU Reauthorization (surface transportation reauthorization bill), and the Water Resources Development Act. This program includes lobbying activity by the City's federal representative in Washington D.C., the Director of the Office of Government Relations, the Federal Assistant, City Council, and City bureau staff.



## Government Relations

<b>Description</b>	The Government Relations program provides government representation for all City bureaus, the Portland Development Commission, the City Council, and the City Auditor.
<b>Goals</b>	The program supports the City goal of delivering efficient, effective, and accountable municipal services.
<b>Performance</b>	The program added one additional performance measure in FY 2012-13 regarding responsiveness to client requests. Other than the new measure, the program does not expect any significant changes in its performance measures in FY 2012-13.
<b>Changes to Services and Activities</b>	The requested budget includes additional one-time resources to maintain the program's Federal Legislative Assistant.

FTE & Financials	Actual FY 2010-11	Actual FY 2011-12	Revised FY 2012-13	Requested No DP FY 2013-14	Requested FY 2013-14
FTE	7.00	7.25	7.00	7.00	8.00
<b>Expenditures</b>					
Government Relations	1,166,065	1,214,548	1,347,999	1,295,746	1,467,080
<b>Total Expenditures</b>	<b>1,166,065</b>	<b>1,214,548</b>	<b>1,347,999</b>	<b>1,295,746</b>	<b>1,467,080</b>
Performance	Actual FY 2010-11	Actual FY 2011-12	Yr End Est. FY 2012-13	Base FY 2013-14	Target FY 2013-14
<b>Effectiveness</b>					
Responsiveness to Client Requests	100%	100%	100%	75%	100%
<b>Workload</b>					
Legislative Reporting	100%	100%	100%	90%	100%
Percent of Targeted Legislators Contacted	100%	100%	100%	75%	100%

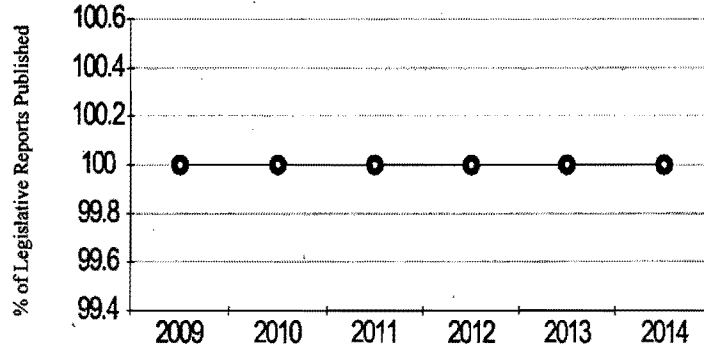
# Office of Government Relations

City Support Services Service Area

## Performance Measures

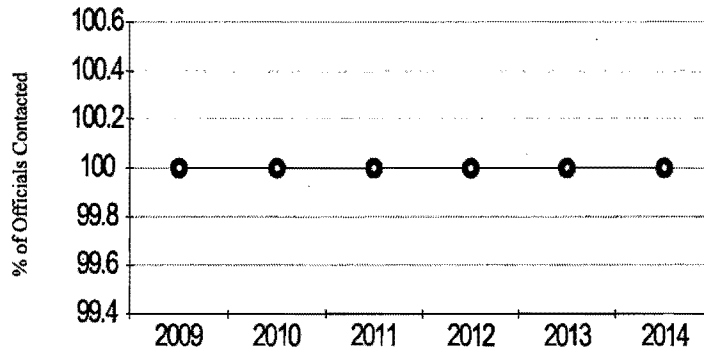
### % of Legislative Reports Published

The Office of Government Relations will produce a Legislative Package for City Council review and adoption before the biennial legislative session, and a report on the results of that package following the session.



### Legislative Outreach

Government Relations will continue with its outreach efforts before, during, and following legislative sessions.



	Actual FY 2010-11	Actual FY 2011-12	Revised FY 2012-13	Requested No DP FY 2013-14	Requested FY 2013-14
<b>Resources</b>					
<b>External Revenues</b>					
<b>Total External Revenues</b>	0	0	0	0	0
<b>Internal Revenues</b>					
General Fund Discretionary	446,819	493,789	522,766	475,714	647,048
General Fund Overhead	646,975	669,430	727,529	718,057	718,057
Interagency Revenue	72,271	84,329	97,704	101,975	101,975
<b>Total Internal Revenues</b>	<b>1,166,065</b>	<b>1,247,548</b>	<b>1,347,999</b>	<b>1,295,746</b>	<b>1,467,080</b>
Beginning Fund Balance	0	0	0	0	0
<b>Total Resources</b>	<b>\$1,166,065</b>	<b>\$1,247,548</b>	<b>\$1,347,999</b>	<b>\$1,295,746</b>	<b>\$1,467,080</b>
<b>Requirements</b>					
<b>Bureau Expenditures</b>					
Personnel Services	733,226	832,051	931,778	884,891	991,661
External Materials and Services	275,448	263,982	257,698	273,464	326,321
Internal Materials and Services	157,391	151,515	158,523	137,391	149,098
<b>Total Bureau Expenditures</b>	<b>1,166,065</b>	<b>1,247,548</b>	<b>1,347,999</b>	<b>1,295,746</b>	<b>1,467,080</b>
<b>Fund Expenditures</b>					
<b>Total Fund Expenditures</b>	0	0	0	0	0
Ending Fund Balance	0	0	0	0	0
<b>Total Requirements</b>	<b>\$1,166,065</b>	<b>\$1,247,548</b>	<b>\$1,347,999</b>	<b>\$1,295,746</b>	<b>\$1,467,080</b>
<b>Programs</b>					
Government Relations	1,166,065	1,214,548	1,347,999	1,295,746	1,467,080
Legal Services	0	33,000	0	0	0
<b>Total Programs</b>	<b>1,166,065</b>	<b>\$1,247,548</b>	<b>\$1,347,999</b>	<b>\$1,295,746</b>	<b>\$1,467,080</b>

**Office of Government Relations**

**FTE Summary**

**City Support Services Service Area**

Class	Title	Salary Range		Revised FY 2012-13		Requested No DP FY 2013-14		Requested FY 2013-14	
		Minimum	Maximum	No.	Amount	No.	Amount	No.	Amount
30000434	Administrative Assistant	45,074	69,451	1.00	62,028	1.00	66,080	1.00	66,080
30000005	Commissioner's Staff Rep	46,322	84,656	2.00	136,572	2.00	145,243	2.00	145,243
30000414	Government Relations Director	102,648	146,952	1.00	147,360	1.00	151,800	1.00	151,800
30000498	Government Relations Lobbyist	75,109	100,048	2.00	169,752	2.00	178,069	2.00	178,069
30001783	State Government Relations Manager	80,787	107,557	1.00	107,856	1.00	111,108	1.00	111,108
<b>TOTAL FULL-TIME POSITIONS</b>						7.00	623,568	7.00	652,300
<b>TOTAL PART-TIME POSITIONS</b>						0.00	0	0.00	0
30000005	Commissioner's Staff Rep	46,322	84,656	0.00	0	0.00	0	1.00	76,512
<b>TOTAL LIMITED TERM POSITIONS</b>						0.00	0	1.00	76,512
<b>GRAND TOTAL</b>						7.00	623,568	7.00	652,300

## Decision Package Summary

**Bureau:** Office of Government Relations

**Priority:** 01

**Type:** Bureau Adds

**Decision Package:** GR\_01 - Federal Assistant

**Program:** Government Relations

	FY 2013-14 Requested 1 Time DP	FY 2013-14 Requested Ongoing DP	FY 2013-14 Requested Total DP	FY 2014-15 Estimated Budget	FY 2015-16 Estimated Budget	FY 2016-17 Estimated Budget	FY 2017-18 Estimated Budget	
<b>EXPENDITURES</b>								
Personnel Services	106,770	0	106,770	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>106,770</b>	<b>0</b>	<b>106,770</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>								
General Fund Discretionary	106,770	0	106,770	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>106,770</b>	<b>0</b>	<b>106,770</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>								
Limited Term Positions	1.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL FTE</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Description:**

The Federal Legislative Assistant position assists with the preparation and implementation of the City's federal legislative agenda, including federal research, analyzing federal legislation, facilitating communications with federal delegation offices, drafting federal correspondence, supporting Council offices on visits from the Administration, monitoring legislation, and preparing advocacy materials. This position has been an essential addition to the government relations program as it has significantly increased the city's ability to coordinate a wide variety of requests to and from the federal government and allow the Director to split time between the state and federal agendas.

Examples of the work completed by the position include:

- Drafted comments for the Portland Housing Bureau on the Continuum of Care Interim Rule for the HEARTH Act, coordinated communications with Multnomah County on the issue, and worked with the congressional offices on submittal of these comments.
- Worked with Senator Merkley's office to coordinate feedback from the Portland Water Bureau about the Senator's water infrastructure financing bill and worked with the Water Bureau to host the press launch for the Water Infrastructure Financing Act.
- Provided support for lobbying trips to DC including developing briefing materials, coordinating logistics, and providing staffing.
- Drafted and coordinated the submission of the City's resolutions to the US Conference of Mayors.

The FY 2013-14 Requested Budget continues one-time funding for this position.

**Expected Results:**

- Improve the city's effectiveness in securing positive federal legislative action, regulatory relief, and defense against threats to city revenue and policy authority.
- Expert logistical support for high-level visits from the Administration and members of Congress, including public events with the City Council.
- Coordination within the city on communications with the federal government on priority issues for the city.

## Decision Package Summary

**Bureau:** Office of Government Relations

**Priority:** 01

**Type:** Bureau Adds

**Decision Package:** GR\_02 - 10% GR Add Back

**Program:** Government Relations

	FY 2013-14 Requested 1 Time DP	FY 2013-14 Requested Ongoing DP	FY 2013-14 Requested Total DP	FY 2014-15 Estimated Budget	FY 2015-16 Estimated Budget	FY 2016-17 Estimated Budget	FY 2017-18 Estimated Budget	
<b>EXPENDITURES</b>								
External Materials and Services	0	52,857	52,857	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>52,857</b>	<b>52,857</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>								
General Fund Discretionary	0	52,857	52,857	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>52,857</b>	<b>52,857</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Description:**

Without the 10% add-back package, the office's federal and state lobbying activities will be scaled back dramatically, reducing travel and outreach to levels far below what is needed to sustain a lobbying program for an entity with interests as broad and significant as the city's. It will mean the city has less opportunity to actively advance interests in projects and programs in Washington DC and Salem. It also means that there will be less of an opportunity to defend the city's interests when there are legislative threats that will have negative fiscal and policy impacts on the city.

**Expected Results:**

- Preserve out-of-town travel for Mayor, Council, Director and Federal Assistant to Washington, DC and national conferences to lobby Congress and the Administration on the city's federal agenda;
- Allow the state lobbying team to attend meetings and summits related to the city's state legislative agenda.
- Retain intergovernmental outreach trips, including statewide outreach for the Mayor and/or Commissioners, the League of Cities annual conference and board meetings and participation in the Oregon Mayors Association.
- Retain opportunities for staff to attend conferences and professional development seminars.
- Restore supplies and replacement equipment for both the Portland and Salem offices

Retain federal legislative research resources, publications and federal directories

## Decision Package Summary

**Bureau:** Office of Government Relations

**Priority:** NA      **Type:** Bureau Adds

**Decision Package:** GR\_03 - OMF IA Add Backs

**Program:** Government Relations

	FY 2013-14 Requested 1 Time DP	FY 2013-14 Requested Ongoing DP	FY 2013-14 Requested Total DP	FY 2014-15 Estimated Budget	FY 2015-16 Estimated Budget	FY 2016-17 Estimated Budget	FY 2017-18 Estimated Budget
<b>EXPENDITURES</b>							
Internal Materials and Services	0	11,707	11,707	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>11,707</b>	<b>11,707</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>							
General Fund Discretionary	0	11,707	11,707	0	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>11,707</b>	<b>11,707</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Description:**  
 The package reflects a decrease of \$11,707 in interagency costs resulting from in the Office of Management and Finance 90% budget. An adjustment to the bureau's ongoing General Fund discretionary target was made to balance the decreased costs. If OMF receives their add-back package we will need to budget for \$11,707 and reduce our budget accordingly.

The amount budgeted for the interagency with Fleet is \$11,802 less than FY 2012-2013 because the need for transportation to and from Salem is reduced for short legislative session in February 2014. However, these funds will need to be replaced in the FY 14-15 budget for the next regular session.

**Expected Results:**



---

CITY OF  
**PORTLAND, OREGON**  
GOVERNMENT RELATIONS

---

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

### **CUSTOMER SERVICE IMPROVEMENT STATUS REPORT**

Bureau: Government Relations  
Staff Contact: Martha Pellegrino/Lesley Kelley  
Phone: 503-823-4130  
Date: January 31, 2013

**Bureau Mission and Goals:** (Please attach copies of your bureau's mission, goals, and any workplans or other policy documents that specifically address customer service improvement efforts. Please describe how your strategic plans include customer service, and any plans for improvement.)

The core mission of the Office of Government Relations is to help the City of Portland achieve its legislative policy and funding goals through counsel to City Council and bureaus, effective advocacy to the federal, state and regional governments, and coordination with other business and governmental partners across the state and throughout the country.

A primary customer service goal over the past fiscal year has been to improve our public involvement efforts and offer additional resources to our internal customers. The office often receives positive feedback from elected officials and city staff that they believe the Government Relations office to be fully accessible, capable of working a broad range of city issues, and effective as advocates for the City. This includes regular communication regarding legislative events and issues on a periodic and as needed basis during the interim and legislative sessions.

A secondary customer service goal has been to identify other OGR "customers". This includes: other elected officials at the local, state and federal level and their respective staffs, other intergovernmental organizations, and the general public. Identifying these customers will not only make providing superior customer service possible but it will also allow the office to successfully measure its efforts.

**Customer Service Assessment:** (Please attach a copy of your most recent customer service survey and survey results. Please indicate how your bureau assesses timeliness, accuracy, helpfulness, expertise, and available information. If you do not currently survey bureau customers, please explain any future plans.)



The office will continue to strive to meet a high level of customer service for Council offices and the bureaus, as well as the City's external customers. The office sent a customer service survey to 208 city customers in August 2012. We received a response rate of 31%. Overall, the ratings were very good to excellent.

Specific results include:

- 85.7% of customers rated the quality of customer service as excellent (57.1%) or very good (28.6%). The remaining customers rated our overall service as good.
- 67.9% of customers indicated that the office helped to facilitate federal, state or intergovernmental successes for their bureau or office in the last 12 months. Some examples included:
  - Preserving funding for 9-1-1 and lobbying on closing the pre-paid wireless loophole
  - Preservation of funding for foreclosure mitigation
  - Organizing business delegation trip to DC to meet with White House
  - Expansion of film and video tax credit
  - Approval of PDC's Enterprise Zone Application
  - Working with OLCC on regulating liquor licenses at food carts

The office will continue to target improvement in areas where it received lower than excellent rankings.

Those areas included:

- Doing a better job translating legislative lingo to be more accessible
- Updating distribution lists more often with staffing changes
- Doing more to help bureaus and offices develop strategies to achieve desired outcomes. (See attached survey)

**Workforce Development:** (Please describe any efforts you have made to develop customer service competency within your workforce in the areas of recruitment, training, and evaluation. Please share any details you can provide regarding progress in these areas over the past year).

The Office of Government Relations has encouraged staff to participate in workforce development seminars, conferences and presentations in the areas of communication, business writing, public speaking, equity, cross-cultural understanding, leadership and media relations. Given the high-volume of issues that the office handles and the year-round legislative schedule, it is often difficult for staff to attend seminars. The Director conducts annual performance evaluations for all office staff that assesses performance, productivity and establishes goals that have proven to be essential in building upon existing professional competencies.