



[Home](#) / [Portland Policy Documents](#) / [Administrative](#) / [Government Relations](#)

ADM-3.01 - Coordination of Government Relations

Administrative Rules Adopted by Bureaus Pursuant to Rule Making Authority (ARB)

Search Code, Charter, Policy

Policy category: [Government Relations](#)

Keywords

Policy number: ADM-3.01

Search

COORDINATION OF GOVERNMENT RELATIONS

Administrative Rule Adopted by Office of Government Relations Pursuant to Rule-Making Authority

ARB-ADM-3.01

The City's Office of Government Relations is responsible for managing and representing the state legislative and federal agendas of the City. This office engages in the initiation and development of major legislative policies that touch on all aspects of City government. Once these policies are approved by Council, the Government Relations Office is responsible for advocating for and defending City interests at the Legislature and in Congress.

The Office is also responsible for managing and coordinating the City's relationships with sovereign tribal nations. The City recognizes the unique legal status of Tribes as sovereign governments as established by treaty, executive order, state law or federal law of the United States. The City seeks opportunities to build and maintain relationships of mutual respect through formal government-to-government engagement.

The City's state, federal and tribal government relations functions and responsibilities are coordinated and managed centrally. This is City policy, and its purpose is to avoid any doubts or confusion with the Legislature, Congress, and tribal governments as to the City's priorities and requests for assistance. The Office supervises and directs all state legislative, federal legislative, and tribal affairs work performed for the City by consultants.

Centralization also helps outside elected officials contact the City through the same City representatives they work with regularly.

Ad hoc legislative advocacy and tribal relations could have a direct and adverse impact on the success of the City in promoting its overall goals. For these reasons, all legislative and tribal affairs activities shall be coordinated and managed through the City's Office of Government Relations. This policy applies equally to all City bureaus and City elected offices, including work by City staff and elected officials with City advisory boards, committees, and commissions.

[Back to top](#)

RULE

1. Contact the Office of Government Relations PRIOR TO:

- Responding to an outside invitation to testify before a congressional or legislative committee, tribal council or body, task force, or work group;
- Preparing oral or written testimony on behalf of a City issue;
- Attending a legislative, congressional or tribal government task force, workgroup, committee hearing, or meeting on a City issue;
- Initiating written, electronic, or oral communication with a state, federal or tribal elected official or their staff to advocate for a City issue;
- Submitting a federal or tribal grant application or support letter;
- Representing a state or national organization, including a professional organization, with a state, federal or tribal elected official, their staff or committees on legislative matters, especially when the employee is strongly identified with the City or when testimony could be contrary to City policy.

2. Report to the Office of Government Relations AFTER:

- Monitoring a legislative, congressional or tribal affairs task force, workgroup, committee hearing, or meeting on behalf of the City;
- Submitting comments on proposed state or federal administrative rules;
- Responding to a City-related contact by a state, federal, or tribal elected official or their staff.

HISTORY

Amended by Ordinance No. 189236, passed by City Council November 7, 2018 and effective December 7, 2018.

Submitted for inclusion in PPD November 6, 2002.

Rule adopted by Office of Government Relations and signed by Mayor Vera

Katz, Commissioner Jim Francesconi, Commissioner Charlie Hales,
Commissioner Dan Saltzman and Commissioner Erik Sten December 15,
2000.

[Back to top](#)

General information

✉ cityinfo@portlandoregon.gov

📞 [503-823-4000](tel:503-823-4000)

🗎 [711](#) Oregon Relay Service

City of Portland, Oregon



© Copyright 20182021