

ANALYSIS

Item 58: Land Use Board of Appeals Strategic Plan

Analyst: Alex Perkins

Request: Appropriate \$9,995 General Fund to procure strategic planning services.

Analysis: The Land Use Board of Appeals (LUBA) is Oregon’s specialized appellate review body that provides an accessible forum for resolving land use disputes quickly and efficiently. LUBA makes its decisions available as a resource to state and local legislators, land use professionals, city and county land use decision makers, property owners, and residents of Oregon.

In a January 11, 2023 letter to state agency leaders, the Governor presented several expectations for improving customer service for Oregonians. Among the expectations was the development of a strategic plan for each agency. LUBA has initiated the process of developing a strategic plan that reflects the Governor’s enterprise goals. Without any strategic planners on staff, LUBA must rely on contracted strategic planning services.

To perform this work, LUBA has entered into a contract with Olympic Performance, Inc., at a cost of \$5,830. LUBA’s existing budget cannot absorb this additional cost, so the agency is requesting the Legislature to appropriate General Fund for this purpose. While the initial request was for \$9,995, to reflect the “Not to Exceed” amount in the contract, the final cost for the strategic planning service amounted to \$5,830. The Legislative Fiscal Office recommendation has been updated to reflect the final cost.

Recommendation: The Legislative Fiscal Office recommends that the Joint Interim Committee on Ways and Means recommend appropriating \$5,830 General Fund in a budget reconciliation bill during the 2024 legislative session for the Land Use Board of Appeals to develop a strategic plan.

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Land Use Board of Appeals
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Request: Appropriate \$9,995 General Fund for one-time strategic planning services.

Recommendation: Approve the request during the 2024 Legislative Session, with the following modification: Appropriate \$5,830 General Fund for one-time strategic planning services.

Discussion: The Land Use Board of Appeals (LUBA) is requesting \$9,995 General Fund to cover the cost of strategic planning services being provided by Olympic Performance, Inc. LUBA entered into a contract with the contractor in October 2023, and services were provided during the months of November and December 2023. The contracted work includes multiple sessions with LUBA staff to identify goals, complete SWOT (strengths, weaknesses, opportunities, threats) and PESTLE (political, economic, social, technological, legal, and environmental) analysis, and develop a strategic plan that aligns with LUBA's mission statement and is adaptable to changes in state government. This strategic planning is being completed in order to fulfill the Governor's Agency Expectation that every state agency develop a strategic plan by June 1, 2024. The funding for these services was not included in LUBA's 2023-25 Legislatively Adopted Budget. As such, LUBA requested a one-time appropriation of \$9,995 General Fund to cover the cost of the strategic planning services. The recommendation to appropriate \$5,830 General Fund reflects updated information received from the agency regarding the actual costs of the provided services.

Legal Reference: Appropriation of \$5,830 General Fund to supplement the appropriation made by chapter 456, section 1, Oregon Laws 2023, for the Land Use Board of Appeals, for the 2023-25 biennium.



Oregon

Tina Kotek, Governor

Land Use Board of Appeals
775 Summer St NE Ste 330
Salem, OR 97301-1283
(503) 373-1265

December 7, 2023

Senator Elizabeth Steiner, Co-Chair
Representative Tawna Sanchez, Co-Chair
Interim Joint Committee on Ways and Means
900 Court Street NE
H-178 State Capitol
Salem, OR 97301

Dear Co-Chairs:

Nature of the Request

The Land Use Board of Appeals (LUBA) has entered into a contract with Olympic Performance, Inc. under which LUBA will pay the contractor \$9,995 to provide strategic planning services to LUBA.

Agency Action

These services are being provided to LUBA during the months of November and December 2023 in order to fulfill the Governor's Agency Expectation that every state agency have a Strategic Plan by June 1, 2024.

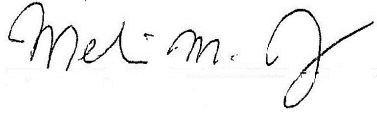
Action Requested

LUBA is requesting a general fund appropriation of \$9,995 for payment to the contractor. These services were not budgeted for in LUBA's 2023-2025 Legislatively Approved Budget, and LUBA does not have the funds to pay for these services in its existing 2023-25 budget.

Legislation Affected

LUBA is requesting an increase the General Funds appropriation established by Oregon Law Chapter 456 Section (1), for the Land Use Board of Appeals, by \$9,995 for the 2023-2025 biennium.

Very Truly Yours,

A handwritten signature in black ink, appearing to read "Melissa M. Ryan". The signature is written in a cursive style with a large, stylized "M" and "R".

Melissa M. Ryan, Board Chair
Land Use Board of Appeals
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Salem, Oregon 97301
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Office: 503-373-1265