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CITY OF  
**PORTLAND,  
OREGON**

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GOVERNMENT RELATIONS

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March 25, 2021

TO: Mayor Ted Wheeler  
Commissioner Carmen Rubio  
Commissioner Dan Ryan  
Commissioner Jo Ann Hardesty  
Commissioner Mingus Mapps  
Auditor Mary Hull Caballero  
Jessica Kinard, CBO Director  
Douglas Imaralu, CBO Analyst

FROM: Briannon Fraley, Director

RE: Government Relations Fiscal Year 2020-2021 Spring Budget Monitoring Process

The Office of Government Relations (OGR) has prepared the attached Spring Budget Monitoring Process (BMP) submittal items for your consideration. Assuming the decision packages are approved, the Office is projected to spend approximately 95% of its current budget. Delays in the development of the new Tribal Relations Program positions, staffing transitions, and underspending in EMS was a partial 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.

OGR is requesting a technical adjustment in the amount of \$60,000 from External Material and Services (EMS) to Personnel Services. In the FY 2020-2021 Adopted Budget and Fall BMP adoption, resources were placed in EMS for the two Tribal Relations' positions, and we are currently in the development stages of creating that position with an anticipated hire this spring. An additional adjustment is made as a correction within the Internal Material and Services (IMS) budget for Risk Management. Further explanation is provided within the context of the following pages of this document.

Lastly, we are requesting a one-time carryover in the amount of \$60,000 to complete the strategic planning process that was halted due to the COVID-19 pandemic. We are currently drafting a Request for Proposal (RFP) to continue the planning process which is scheduled to take place this summer.

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

Thank you,

Briannon Fraley  
Director

# Business Area Projection Report

## Office of Government Relations - Fund 100

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	\$269,956	\$129,292	\$259,485	96%
Internal Materials and Services	\$259,198	\$137,707	\$240,741	93%
Personnel	\$1,754,641	\$1,006,020	\$1,667,523	95%
<b>Sum:</b>	<b>\$2,283,795</b>	<b>\$1,273,020</b>	<b>\$2,167,749</b>	<b>95%</b>

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	\$0	\$40,000	\$0	
General Fund Discretionary	\$947,341	\$0	\$947,341	100%
General Fund Overhead	\$1,090,454	\$0	\$1,090,454	100%
Interagency Revenue	\$266,000	\$251,000	\$266,000	100%
Intergovernmental	\$40,000	\$0	\$40,000	100%
<b>Sum:</b>	<b>\$2,343,795</b>	<b>\$291,000</b>	<b>\$2,343,795</b>	<b>100%</b>

### Revenue Discussion

The majority of the Office of Government Relations' (OGR) 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 95% of its FY 2020-2021 budget. The Office is currently staffed 10 FTE, with 25% of the fiscal year remaining. The Office recently completed a new classification structure for Government Relations that resulted in the reclassification of five positions with the Office. The positions we reclassified out of Commissioner Staff Representative series into the newly adopted Government Relations series. The adopted FY 2020-2021 OGR budget included one additional FTE for the Tribal Relations Associate position, and funding for an additional FTE position for the Tribal Relations Liaison in the Fall BMP at a pro-rated amount. However, these two positions were delayed in the recruitment process, resulting in personnel vacancy savings for the Bureau. The Office has made an offer, and the candidate has accepted the position for the Tribal Relations Associate role at the time of submittal of the Spring BMP, with anticipated start date of March 31, 2021. Therefore, OGR projects 5% remaining of its current personnel services budget.

Expenditures in External Material and Services (EMS) are projected at 4% remaining, due to the COVID-19 pandemic, which curtailed certain expenditures. Also due to the COVID-19 pandemic, the Office was delayed in completing its strategic plan which expired in 2020, as well as significantly reduced its spending in areas such as out-of-town travel, programmatic activities, and in-person training and professional development. OGR will be requesting a carryover to complete the 2021-2025 strategic planning process, by requesting a carryover from EMS included in this projection.

Expenditures in Internal Material and Services (IMS) are projected at 7% remaining, and are based on general internal service expenses and technology to support Bureau staff who are in a full telework environment. Also, due to the Covid-19 pandemic and limitations to in-person gathering for the State Legislative session, staff have not traveled from Portland to Salem, until further notice is given, which results in savings for Motor Pool Lease expenditures for the State Relations Program. In addition, out-of-town travel has been impacted for the Federal Relations and International Relations Programs. Other factors for underspending are due to lack of normal programmatic operations for the Office due to restrictions from the Covid-19 pandemic.

OGR anticipates returning approximately 5% of its overall underspending back to the General Fund, as requested by the Spring BMP budget guidance memo from the Mayor's Office.

### Expenditure Risks

# Business Area Projection Report

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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**

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**GR - Office of Government Relations                      DP Type                      Technical Adjustments**

**Request Name: 11657 -Technical Adjustments**

**Package Description**

The Office of Government Relations (OGR) is making a technical adjustment from resources within External Material and Services (EMS) to Personnel Services, in the amount of \$60,000 for anticipated expenditures for in-process recruitments for the Tribal Relations Program, the completion of the reclassification for the Tribal Relations Director and completion of other positions within OGR that resulted in changes in pay. During the Fall BMP, a pro-rated allocation was placed in EMS for the recruitment of the Tribal Liaison position, along with funding for the reclassification of the Tribal Relations Director and the accompanying pay equity study for this promotion, and along with other pay adjustments within the respective program offers. In addition, and at the request of the Office of Management and Finance (OMF), OGR is making a technical adjustment to correct an error within the Risk Management internal services budget in the amount of \$122 between IMS cost center (651032 Other Services & Charges) and IMS cost center (651602 Worker's Compensation), resulting in a net-zero amount.

**Service Impacts**

The technical adjustment from EMS to Personnel Services supports overall Office support and integration of the Tribal Relations Program services within the overall support offered by OGR. This technical adjustment will provide adequate support to continue growing the Tribal Relations Program and provide adequate resources for two the Tribal Summit before the end of FY 2020-2021. In addition, the adjustment addresses the reclassification of positions within OGR and the respective pay equity adjustments. The adjustment from EMS will not have services impacts. There are no service impacts from the technical adjustment correction made in IMS for Risk Management.

**Equity Impacts**

The technical adjustment from EMS to Personnel supports advocacy and outreach on behalf of OGR through the Director's work, the Tribal Relations Program and the City of Portland, which increases access to the City and its leadership for the Native community, and strengthens relations with Tribal Governments, while providing training the City employees and leadership for more opportunities for culturally-competent consultation and engagement. There are no identified equity impacts from the technical adjustment correction made for Risk Management.

Account Name	2020-21 SPRING Requested Adj
Expense                      External Materials and Services	-60,000
Internal Materials and Services	0
Personnel	60,000
<b>Expense                      Sum:</b>	<b>0</b>

**GR - Office of Government Relations**

**DP Type**

**GF Program Carryover**

**Request Name:** 11765 -Carryover Request

**Package Description**

OGR is requesting a carryover in the amount of \$60,000 for completion of the Office's 2021-2025 strategic plan from the Office's External Material and Services (EMS) budget. We have started the process and are currently developing a Request for Proposal (RFP) to procure a consultant to assist the Office in the process. Given capacity constraints within the current fiscal year we are unable to complete this planning process in this fiscal year.

**Service Impacts**

The process and completion of the strategic plan will serve as a tool to help us align our work with the City's core values and utilize and uplift the equity tools that have been developed in conjunction with the Office of Equity and Human Rights. The strategic plan will help the Office of Government Relations (OGR) visualize and document the plan for systems change that will be critical to uplift adopted core values that have not been a part of previous strategic planning process. With the growth of programs, the service model has traditionally had an inward facing model, and we need to be inclusive of all program areas and who we serve. The way in which we work with clients, legislators and collaborators is dependent on a mission-driven, and concerted strategy that demonstrates stability and excellence. This planning process will create the framework to ensure our service to the City is equitable, and sustainable.

**Equity Impacts**

The Office of Government Relations works to advance intergovernmental relations and policies that promote prosperity and equity for the people of Portland through the work of the City. This planning process will not only look at a strategy to advance the Office to meet that mission, but create the opportunity to identify areas of changes within our service structure that is alignment with the City-wide core values. The Strategic plan will create a shared vision of what success is through an equity lens.

Account Name	2020-21 SPRING Requested Adj
Expense External Materials and Services	-60,000
<b>Expense Sum:</b>	<b>-60,000</b>