

NI - Office of Community and Civic Life DP Type Mid-Year Reduction

Request Name: 11637 -Revenue reductions for Liquor and Noise

Package Description

Revenues for the Liquor and Noise programs are down this fiscal year. The main driver of these reductions is the limiting of large gatherings that would require noise permits, as well as the effects of COVID on the restaurant industry. Civic Life made reductions to both Liquor and Noise programs in the Fall BMP, this is an additional revision to those reductions. On the expense side, Civic Life has had personnel vacancies in the Noise and Liquor programs that will offset the reductions in revenue. Liquor License reduction: \$55,000. Noise Program reduction: \$12,000.

Service Impacts

The Noise program has gone without a Code Specialist since the position was vacated in February of 2020. The Livability supervisor, who supervises the Noise, Liquor, and Graffiti programs has been vacant since July 2020.

Equity Impacts

Account Name		2020-21 SPRING Requested Adj
Expense	Personnel	-67,000
Expense	Sum:	-67,000

Account Name		2020-21 SPRING Requested Adj
Revenue	Charges for Services	-67,000
Revenue	Sum:	-67,000

NI - Office of Community and Civic Life DP Type Internal Transfer

Request Name: 11638 -Move Personnel savings to Graffiti

Package Description

The combination of COVID closures and public demonstrations over the past year, there has been a major increase in graffiti and associated clean-up. The Mayor's office has identified graffiti clean-ups as a priority for livability in the City. The graffiti program will surely exceed its current year budget. Civic Life intends to support additional graffiti clean-ups by re-allocating personnel savings to support clean-ups. This transfer is on a one-time basis. Ongoing resources are required to maintain a greater level of service delivery.

Service Impacts

Civic Life will continue to be able to clean-up graffiti at the higher level required for the remainder of the fiscal year.

Equity Impacts

Account Name		2020-21 SPRING Requested Adj
Expense	External Materials and Services	150,000
	Personnel	-150,000
Expense	Sum:	0

NI - Office of Community and Civic Life DP Type Technical Adjustments

Request Name: 11639 -Move funds for SWNI audit

Package Description

Civic Life contracted to have a forensic audit of Southwest Neighborhoods Inc. (SWNI) This budget action is to move the funding from the budget for direct payments to coalitions into the budget for the administration of the coalitions. \$70,000.

Service Impacts

This funding was used to conduct a forensic audit in order to move forward with a better understanding of SWNI's financial and organizational practices in order to safeguard taxpayer dollars.

Equity Impacts

Account Name	2020-21 SPRING Requested Adj
Expense External Materials and Services	0
Expense Sum:	0

NI - Office of Community and Civic Life DP Type GF Program Carryover

Request Name: 11640 -Community Budgeting funding carryover

Package Description

In the Fall BMP, Civic Life was awarded \$1.9 million in ongoing Recreational Cannabis Tax resources and \$1.5 million in one-time General Fund resources as part of the multi-bureau Reimagine Oregon participatory budgeting initiative. This project is not expected to begin work until next fiscal year, therefore we are requesting carryover of the full amount.

Service Impacts

None.

Equity Impacts

Account Name		2020-21 SPRING Requested Adj
Expense	External Materials and Services	-3,400,000
Expense	Sum:	-3,400,000

Account Name		2020-21 SPRING Requested Adj
Revenue	General Fund Discretionary	-1,500,000
	Miscellaneous Fund Allocation	-1,900,000
Revenue	Sum:	-3,400,000

NI - Office of Community and Civic Life DP Type Internal Transfer

Request Name: 11642 -Technology upgrades - Civic Life Database

Package Description

As part of our bureau wide technology upgrade, Civic Life is procuring a technology platform (\$417,000) the costs of which are shared between the Cannabis Program (\$312,750, which is 75%) and \$20,850 (5%) each from Liquor Licensing, Noise, Advisory Boards & Commissions, Neighborhood Services, and Communications Programs. The funds for the Cannabis Program will come from vacancy salary savings (\$300,000) and existing EM&S (\$12,750). The funds for the remaining programs will come from salary savings.

Service Impacts

The platform, currently in the final steps of procurement and BTS review, will result in improved efficiency and productivity for Cannabis regulatory and SEED initiatives through data management, reporting and web based licensee user interface. Similar efficiency and productivity enhancements will accrue to the other five programs who will share this technology platform that will be modified for their particular needs.

Equity Impacts

Account Name		2020-21 SPRING Requested Adj
Expense	External Materials and Services	404,250
	Personnel	-404,250
Expense	Sum:	0

Account Name		2020-21 SPRING Requested Adj
Revenue	Beginning Fund Balance	0
Revenue	Sum:	0

NI - Office of Community and Civic Life DP Type Internal Transfer

Request Name: 11647 -Serving SW Neighborhoods

Package Description

Ordinance 190321 adopted by City Council on March 10, 2021, authorized the addition of two coordinator positions in the Office of Community & Civic Life and authorized a grant agreement with a nonprofit organization to provide liability insurance coverage for neighborhood associations and place-based community groups in Southwest Portland. This request creates a new cost center for tracking the costs of providing services to Southwest neighborhoods. \$212,543 of funding is moved from the non-profit coalition cost object to a new SW coalition cost object, including personnel and external M&S costs.

Service Impacts

Southwest neighborhoods will receive services from Community & Civic Life staff and liability insurance coverage through a nonprofit partner selected through a competitive request for proposals. Benefits, waivers, exemptions and privileges provided by multiple City bureaus as required in code are maintained; Civic Life programs such as Community safety, Constructing Civic Dialogues, and other services continue to be provided to Southwest neighborhoods. Liability insurance and small grants program activities funded through FY 2019-20 continued to be provided in FY 2020-21.

Equity Impacts

Account Name	2020-21 SPRING Requested Adj
Expense	-27,090
External Materials and Services	-27,090
Personnel	27,090
Expense	0
Sum:	0

NI - Office of Community and Civic Life DP Type Internal Transfer

Request Name: 11670 -Disability Leadership Small Grants

Package Description

Small grants to be distributed by Mackenzie River Gathering Foundation. The total amount of the agreement is \$112,752, which exceeds the currently available program budget. This is a technical adjustment.

Service Impacts

Equity Impacts

Account Name		2020-21 SPRING Requested Adj
Expense	External Materials and Services	28,000
	Personnel	-28,000
Expense	Sum:	0

NI - Office of Community and Civic Life DP Type Internal Transfer

Request Name: 11671 -Organizational Assessment contract

Package Description

The City Attorney's Office contracted for an organizational assessment of Civic Life. We're transferring funds from personnel savings to the special projects fund to cover \$62,358 of the \$127,000 total contract amount.

Service Impacts

Equity Impacts

Account Name		2020-21 SPRING Requested Adj
Expense	External Materials and Services	62,358
	Personnel	-62,358
Expense	Sum:	0

NI - Office of Community and Civic Life DP Type Technical Adjustments

Request Name: 11674 -Correction for Proposed budget IA Reductions

Package Description

There were several reductions in IA charges in the Mayor's Proposed budget stage for FY2020-21. One item for \$4115 was entered in the wrong line. This request corrects that error.

Service Impacts

None.

Equity Impacts

Account Name	2020-21 SPRING Requested Adj
Expense Internal Materials and Services	0
Expense Sum:	0

NI - Office of Community and Civic Life DP Type Internal Transfer

Request Name: 11691 -PSU Population Center census tracking

Package Description

Applying 2020 Census results to neighborhood association, district coalition and voter precinct boundaries. The bureau applies the results of each decennial census to the boundaries of neighborhood associations and district coalitions. The results of the 2020 census are delayed in being certified and shared with states. This request moves funds from salary and other savings to contract with the Population Research Center at Portland State University to: update neighborhood association, district association, and voting precinct boundaries with 2020 Census results; add socio-economic data such as race/ethnicity, language, age, disability and voter participation data from multiple Census, American Community Survey and other publicly available data sources; identify significant trends in population characteristics or movement in the region; and explore the deployment of this information in accessible formats that allow for sharing with other bureaus, jurisdictions and community members.

This request is based on a proposal submitted by the Population Research Center and the contracting process has been initiated. This request is a precaution against the known variables contributing to delays in contracting that are beyond the control of the bureau. This request transfers funds from unexpended External Materials and Services in the district coalition program. \$40,000.

Service Impacts

Program and service provision must be data informed; updated demographic and socio-economic Census data is essential for understanding and meeting the needs of neighborhoods, communities and specific program investments. This data is critical in our ability to prioritize limited resources at the community and program level for greater impact (e.g., which languages are spoken in which parts of the City), to respond to inquiries by communities and other bureaus, and foundational to our ability to track measurement against the bureau's key performance indicator of participation in local elections.

Equity Impacts

Account Name	2020-21 SPRING Requested Adj
Expense External Materials and Services	40,000
Personnel	-40,000
Expense Sum:	0

NI - Office of Community and Civic Life

DP Type

Internal Transfer

Request Name: 11692 -Strategic Planning

Package Description

Following up on the organizational assessment of strategy and culture conducted by ASCETA, these resources will be applied toward a contract (with vendor TBD) for an estimated six months for strategic planning, technical assistance and coaching and an additional 4 months for plan implementation, coaching and communications support (up to 10 months). This estimate is based on a similar set of services recently contracted for another city bureau with no obligation or expectation of engaging with that contractor. Project goals include but is not limited to: development of a strategic plan; leveraging input from stakeholders; incorporation of City of Portland values; an efficient process that leverages existing resources; a finished product that engages team members to be actively invested in plan outcomes. This request transfers personnel savings to Special Projects for an estimated contract amount of \$70,000.

Service Impacts

A strategic plan that encompasses assessment recommendations will contribute to the overall functioning of the bureau.

Equity Impacts

Account Name	2020-21 SPRING Requested Adj
Expense External Materials and Services	70,000
Personnel	-70,000
Expense Sum:	0

NI - Office of Community and Civic Life DP Type GF Program Carryover

Request Name: 11717 -Recreational Cannabis Tax Fund Carryover

Package Description

In FY2020-21, Social Equity & Educational Development (SEED) Initiatives were launched with an ongoing \$1 million allocation from cannabis tax revenue. As part of SEED Initiatives, 20% (or \$200,000) of the allocation was designated for the SEED Technical Assistance (TA) Program, providing necessary technical support to SEED Grant recipients from day one. Additionally, the vendors for the SEED TA Program are anticipated to be selected from COBID-certified vendors. However, due unexpected impacts to staffing post-COVID 19, the cannabis program has adjusted the public launch for the SEED TA program from April 2021 to July 2021. This request transfers \$200,000 to FY2021-22 with preparations currently underway for a public launch in early FY 2021-22. This request still aligns with the goal of support grant recipients from day one, as they start grant work in FY2021-22. Additionally, this will not impact future SEED Initiatives allocation and/or ongoing implementation of the SEED TA Program.

Service Impacts

Community recipients of SEED investments will receive industry-specific technical assistance addressing a range of needs experienced by minority, women and emerging small business in a rapidly developing industry without access to traditional banking or businesses services.

Equity Impacts

SEED Initiatives is one small step toward rectifying past racially-biased cannabis policies and disparate cannabis-related arrests. This commitment has the potential to begin to repair the lasting legal, social, economic and inter-generational consequences past cannabis prohibition has had on Black and brown communities.

Account Name	2020-21 SPRING Requested Adj
Expense External Materials and Services	-200,000
Expense Sum:	-200,000

Account Name	2020-21 SPRING Requested Adj
Revenue Miscellaneous Fund Allocation	-200,000
Revenue Sum:	-200,000

NI - Office of Community and Civic Life

DP Type

Internal Transfer

Request Name: 11751 -EPCO Office Move

Package Description

The East Portland Community Office (EPCO) is currently leasing space from the Water Bureau in the Hazelwood Facility. The Water Bureau has requested that we vacate the space, due to several factors, including deferred maintenance, and a desire to re-evaluate the future of the building. Civic Life has worked with OMF - Facilities partners to locate new space. This request moves funds from salary and other savings to pay for the one-time costs of a move. One-time costs include: \$5,500 OMF/Capital Projects estimate to move EPCO and East Portland Action Plan staff; \$24,000 Bureau of Technology Services estimate for fiber connectivity; TBD tenant improvements; and \$2950 10% contingency. The request for ongoing general fund dollars for rent is included in the proposed FY 2021-22 budget. These funds will not be expended without City Council's authorization to sign a lease agreement.

Service Impacts

The EPCO will have a space, projected to be co-located with the East Portland Action Plan, to house 5 staff, and host community events.

Equity Impacts

Account Name	2020-21 SPRING Requested Adj
Expense	External Materials and Services 8,450
	Internal Materials and Services 24,000
	Personnel -32,450
Expense	Sum: 0

Business Area Projection Report

Office of Community and Civic Life - 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	\$6,391,976	\$1,883,768	\$6,123,000	96%
Internal Materials and Services	\$769,552	\$458,744	\$715,000	93%
Personnel	\$4,723,887	\$2,970,913	\$4,410,000	93%
Sum:	\$11,885,415	\$5,313,426	\$11,248,000	95%

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	\$269,378	\$173,144	\$269,378	100%
General Fund Discretionary	\$11,401,635	\$0	\$10,775,525	95%
General Fund Overhead	\$129,238	\$0	\$129,238	100%
Interagency Revenue	\$85,164	\$56	\$73,859	87%
Intergovernmental	\$0	\$14,000	\$0	
Miscellaneous	\$0	\$175	\$0	
Sum:	\$11,885,415	\$187,374	\$11,248,000	95%

Revenue Discussion

Liquor and Noise revenues are down significantly due to COVID restrictions. Liquor is at about 75% and Noise about 45%. We expect these reductions to last through the end of the FY and have made budget adjustments accordingly.

Revenue Risks

Revenue shortfalls should reverse themselves sooner rather than later as COVID restrictions reduce, and live events and restaurants become more accessible.

Expenditure Discussion

EM&S expenditures are down across several of our programs due to COVID. Some of the projected actual expenses will likely end up as encumbrance carryovers in contracts that will cross into next fiscal year. Personnel costs are also down as the Bureau has had several long-term vacancies. We have attempted to re-prioritize much of this funding this year. Internal M&S is also down - some due to staff working remotely due to COVID, some through realized internal efficiencies.

Expenditure Risks

None anticipated.

Other Notes

Business Area Projection Report

Office of Community and Civic Life - Fund 100

Major Object	2020-21 SPRING Revised Base	2020-21 SPRING Total ADJ	2020-21 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget	2020-21 February Actuals YTD	2020-21 March Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Budget
External Materials and Services	7,456,008	-1,064,032	6,391,976	-17%	1,883,768	1,883,768	6,123,000	96%
Internal Materials and Services	745,552	24,000	769,552	3%	458,744	458,744	0	
Personnel	5,250,855	-526,968	4,723,887	-11%	2,970,913	2,970,913	0	
Sum:	13,452,415	-1,567,000	11,885,415	-13%	5,313,426	5,313,426	6,123,000	52%

Major Object	2020-21 SPRING Revised Base	2020-21 SPRING Total ADJ	2020-21 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget	2020-21 February Actuals YTD	2020-21 March Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Budget
Charges for Services	336,378	-67,000	269,378	-25%	173,144	173,144	0	
General Fund Discretionary	12,901,635	-1,500,000	11,401,635	-13%	0	0	0	
General Fund Overhead	129,238	0	129,238	0%	0	0	0	
Interagency Revenue	85,164	0	85,164	0%	56	56	0	
Intergovernmental	0	0	0	#DIV/0	14,000	14,000	0	
Miscellaneous	0	0	0	#DIV/0	175	175	0	
Sum:	13,452,415	-1,567,000	11,885,415	-13%	187,374	187,374	0	

Sum: 5,500,799.86

	26,904,830	-3,134,000	23,770,830	-13%	5,500,800	6,123,000	26%
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Sum: 5,500,799.86

Revenue Discussion

Liquor and Noise revenues are down significantly due to COVID restrictions. Liquor is at about 75% and Noise about 45%. We expect these reductions to last through the end of the FY and have made budget adjustments accordingly.

Business Area Projection Report

Revenue Risks

Revenue shortfalls should reverse themselves sooner rather than later as COVID restrictions reduce, and live events and restaurants become more accessible.

Expenditure Discussion

EM&S expenditures are down across several of our programs due to COVID. Some of the projected actual expenses will likely end up as encumbrance carryovers in contracts that will cross into next fiscal year. Personnel costs are also down as the Bureau has had several long-term vacancies. We have attempted to re-prioritize much of this funding this year. Internal M&S is also down - some due to staff working remotely due to COVID, some through realized internal efficiencies.

Expenditure Risks

None anticipated.

Other Notes

Business Area Projection Report

Office of Community and Civic Life - Fund 227

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	\$1,562,069	\$189,583	\$1,550,000	99%
Sum:	\$1,562,069	\$189,583	\$1,550,000	99%

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Miscellaneous Fund Allocation	\$1,562,069	\$0	\$1,550,000	99%
Sum:	\$1,562,069	\$0	\$1,550,000	99%

Revenue Discussion

Revenues will match expenditures

Revenue Risks

None currently known.

Expenditure Discussion

Civic Life expects the vast majority of the carried over contracts (\$762,069) to be expended. There will likely be some under expended amounts - so we have predicted \$750,000. \$800,000 of the adopted grant amounts are also expected to be contracted by fiscal year end, although at least some portion of that will be carried over as encumbrance carryover in the Fall BMP - the remaining \$200,000 is being asked for as a Spring carryover. The \$1.9 million added to this fund in the Fall BMP for re-imagined budgeting is also part of our Spring BMP carryover request.

Expenditure Risks

None currently known.

Other Notes

Business Area Projection Report

Office of Community and Civic Life - Fund 227

Major Object	2020-21 SPRING Revised Base	2020-21 SPRING Total ADJ	2020-21 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget	2020-21 February Actuals YTD	2020-21 March Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Budget
External Materials and Services	3,662,069	-2,100,000	1,562,069	-134%	189,583	189,583	1,550,000	99%
Sum:	3,662,069	-2,100,000	1,562,069	-134%	189,583	189,583	1,550,000	99%

Major Object	2020-21 SPRING Revised Base	2020-21 SPRING Total ADJ	2020-21 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget	2020-21 February Actuals YTD	2020-21 March Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Budget			
Miscellaneous Fund Allocation	3,662,069	-2,100,000	1,562,069	-134%	0	0	0				
Sum:	3,662,069	-2,100,000	1,562,069	-134%	0	0	0				
Sum:					189,582.89						
					7,324,138	-4,200,000	3,124,138	-134%	189,583	1,550,000	50%
Sum:					189,582.89						

Revenue Discussion

Revenues will match expenditures

Revenue Risks

None currently known.

Expenditure Discussion

Civic Life expects the vast majority of the carried over contracts (\$762,069) to be expended. There will likely be some under expended amounts - so we have predicted \$750,000. \$800,000 of the adopted grant amounts are also expected to be contracted by fiscal year end, although at least some portion of that will be carried over as encumbrance carryover in the Fall BMP - the remaining \$200,000 is being asked for as a Spring carryover. The \$1.9 million added to this fund in the Fall BMP for re-imagined budgeting is also part of our Spring BMP carryover request.

Expenditure Risks

Business Area Projection Report

None currently known.

Other Notes

Business Area Projection Report

Office of Community and Civic Life - Fund 228

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	\$358,395	\$4,872	\$350,000	98%
Fund Transfers - Expense	\$16,507	\$11,008	\$16,507	100%
Internal Materials and Services	\$200,398	\$43,414	\$185,000	92%
Personnel	\$888,206	\$556,323	\$870,000	98%
Sum:	\$1,463,506	\$615,617	\$1,421,507	97%

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	\$0	\$0	\$0	
Charges for Services	\$1,463,506	\$832,365	\$1,463,506	100%
Miscellaneous	\$0	\$105	\$0	
Sum:	\$1,463,506	\$832,470	\$1,463,506	100%

Revenue Discussion

Revenue projections were for over \$1.5 million, although we are currently trending below that amount. We will monitor through OEO in case we need to backfill any funds through the reserve.

Revenue Risks

Cannabis revenues have generally been brisk, with little to no reduction as we've seen in Noise and Liquor programs.

Expenditure Discussion

Personnel costs are lower than budgeted due to some long-term vacancies. We are re-allocating much of those savings to external M&S to pay for our technology needs.

Expenditure Risks

None.

Other Notes

Business Area Projection Report

Office of Community and Civic Life - Fund 228

Major Object	2020-21 SPRING Revised Base	2020-21 SPRING Total ADJ	2020-21 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget	2020-21 February Actuals YTD	2020-21 March Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Budget
External Materials and Services	58,395	300,000	358,395	84%	4,872	4,872	350,000	98%
Fund Transfers - Expense	16,507	0	16,507	0%	11,008	11,008	0	
Internal Materials and Services	200,398	0	200,398	0%	43,414	43,414	0	
Personnel	1,188,206	-300,000	888,206	-34%	556,323	556,323	0	
Sum:	1,463,506	0	1,463,506	0%	615,617	615,617	350,000	24%

Major Object	2020-21 SPRING Revised Base	2020-21 SPRING Total ADJ	2020-21 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget	2020-21 February Actuals YTD	2020-21 March Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Budget
Beginning Fund Balance	0	0	0	#DIV/0	0	0	0	
Charges for Services	1,463,506	0	1,463,506	0%	832,365	832,365	0	
Miscellaneous	0	0	0	#DIV/0	105	105	0	
Sum:	1,463,506	0	1,463,506	0%	832,470	832,470	0	

Sum: 1,448,086.92

2,927,012 0 2,927,012 0% 1,448,087 350,000 12%

Sum: 1,448,086.92

Revenue Discussion

Revenue projections were for over \$1.5 million, although we are currently trending below that amount. We will monitor through OEO in case we need to backfill any funds through the reserve.

Revenue Risks

Cannabis revenues have generally been brisk, with little to no reduction as we've seen in Noise and Liquor programs.

Business Area Projection Report

Expenditure Discussion

Personnel costs are lower than budgeted due to some long-term vacancies. We are re-allocating much of those savings to external M&S to pay for our technology needs.

Expenditure Risks

None.

Other Notes

FY 2020-21 Budget Note Update

Office of Community & Civic Life

Date of Budget Note: March 18, 2021 in the FY 2020-21 Spring BMP

Budget Note Title: FY 2019-20 Adopted Budget Note Office of Community & Civic Life

Budget Note Language: Policy on Stipends for Advisory Body Members

City Council directs the Office of Community & Civic Life, working with the Office of Equity and Human Rights, Bureau of Human Resources, and City Attorney's Office, to conduct a thorough analysis of current practices and policies for providing stipends to volunteer members of City advisory bodies, looking both at existing practice for City of Portland advisory bodies and examples of stipend policies and practices used by other jurisdictions. The bureaus shall present the findings of this analysis and a recommendation for a Citywide policy on stipends for advisory bodies to Council by January 2020.

Summary Status: Underway

Budget Note Update: March 18, 2021

The stipends taskforce delivered their report and recommendations to council on February 2nd, 2020. Council requested a variety of follow up information based on the presentation; the taskforce then planned to continue to convene meetings to address council questions. At the same time, the pandemic hit the country and state orders of shelter in place happened; taskforce members determined that they needed to postpone meeting due to urgent and new needs arising within their bureaus as a result of COVID-19, in addition to delays due to furlough schedules. In the meantime, Civic Life worked to address the council questions within their area of expertise and conducted an online survey for the advisory bodies program to learn more from community members and staff liaisons about their needs.

Civic Life reconvened the task force on August 24th to revise the project timeline and create and implement and plan to address council questions including topics such as: the viability of the current boards and commission, financial constraints, and research current nominal stipends practices.

The taskforce continues to be convened by Civic Life. Civic Life will conduct a community engagement process to collect further feedback and is continuing to explore questions to further shape a proposed policy. In addition, Civic Life is producing and will distribute a communications briefing based on the report delivered to Council to provide a user-friendly summary of stipends report findings and next steps that can be used by bureaus.

The taskforce is preparing to conduct another work session to follow up with council at a date still to be determined.