



CITY OF
**PORTLAND,
OREGON**

GOVERNMENT RELATIONS

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September 9, 2021

TO: Mayor Wheeler
Commissioner Rubio
Commissioner Hardesty
Commissioner Mapps
Auditor Mary Hull Caballero
Jessica Kinard, CBO
Christy Owen, CBO

FROM: Briannon Fraley, Director

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

The Office of Government Relations' (Office) overall year-end expenditures for FY 2020-2021 resulted in an underspending of 10.86%, primarily due to recruitment delays for two new positions, postponing of programmatic events and gatherings, canceled staff out-of-town travel, and in-person trainings, as well as cancellation of professional development opportunities due to the COVID-19 pandemic.

During the Spring BMP process, the Office requested a carryover of \$60,000 to complete a new five-year strategic plan that was delayed due to the COVID-19 pandemic. The development of a new plan will include new programs added to the Office and an updated racial equity plan. The strategic planning process is slated to begin in FY 2021-2022 through capability building of staff members through training and procuring a professional consultant to help facilitate the development and completion of the plan.

The Office of Government Relations is submitting a new General Fund request in the amount of \$20,000 for the planning and execution of the Tribal Nations Summit, which was delayed in FY 2020-2021 due to restrictions related to the Covid-19 pandemic for in-person meetings. Limited staffing to carry out the event coordination, the backlog in procurement and other restrictions created obstacles to plan a successful event in a timely fashion. Office of Government Relations was planning to host the event in-person, as case counts had been trending downward in recent months, and restrictions for gatherings and events lessened. However, in recent weeks, reports of extenuating circumstances, and

with the Covid-19 Delta Variant causing cases and hospitalizations to rise, plans have been further derailed this fiscal year, and the Office of Government Relations will need to enhance the technical platform and associated needs to execute a completely virtual event over two different periods for employee training and meetings with tribal delegates.

This Fall BMP package includes a Prior Year Fund Reconciliation Report and a report on prior year performance measures, as well as a new General Fund request that contains further explanation.

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

Thank you,



Briannon Fraley
Director

GR - Office of Government Relations

DP Type

New GF Request

Request Name: 12550 -New General Fund Request

Package Description

The Office of Government Relations is submitting a new General Fund request in the amount of \$20,000 for the planning and execution of the Tribal Nations Summit, which was delayed in FY 2020-2021 due to restrictions related to the Covid-19 pandemic for in-person meetings and limited staffing to carry out the event coordination, the backlog in procurement and other restrictions necessary to plan a successful event in a timely fashion. Office of Government Relations was planning to host the event in-person, as case counts had been trending downward in recent months, and restrictions for gatherings and events lessened. However, in recent weeks, reports of extenuating circumstances and with the Covid-19 Delta Variant causing cases and hospitalizations to rise again, plans have been further derailed this fiscal year, and the Office of Government Relations will need to enhance the technical platform and needs to execute a completely virtual events over different periods for training and meetings with tribal delegates.

The unforeseen circumstances around the Covid-19 Delta Variant forced the Office of Government Relations to identify three new dates within a two-month time frame that were not successive. As a result, the consultant overseeing professional services scheduled each portion as an individual event, therefore, increasing the price.

Service Impacts

The funds will address additional professional services that are needed to oversee the virtual platform for an extra day as breakout discussions planned in-person transition to remote. Speakers who planned to present in-person will now need to be recorded and edited into video format, with production costs increasing as a result. This includes more Director consultation with Josue Rivas and production hours with a vendor called OpenSignal. The Tribal Relations Program is working with The Wave Food Program to provide gift totes that will contain food and wellness items locally sourced from First Food community gatherers for additional costs. Design work and decorative items for the bags, as well as ceremonial gifts for our presenters will also come at an additional cost.

Equity Impacts

Connecting City employees to leadership of both tribal nations and community-based organizations is imperative for their continued learning around best engagement practices and tribal-specific projects that bureaus are involved in. Input from staff level representatives all the way up to tribal councils will diversify the scope of City work that has a tribal nexus, and provides opportunity to fortify relationships by unifying conversations and bringing Native Americans into the discussion from a project's start.

Speakers that will be presenting are often asked to provide perspective and insight with an Indigenous lens without being properly compensated. Paying them for their time demonstrates the City's commitment to working with these experts now and in the future. Items contained in the Wave Food Program boxes will be procured from local Native community vendors. With their branding incorporated into certain parts of the virtual presentation, we hope to promote these vendors and their products to a larger population.

Interest in attending the event was beginning to wane with the rise of the Covid-19 Delta Variant cases in recent weeks. Switching to a virtual platform for the entirety of the event allows us to provide the training and breakout sessions to individuals who would otherwise not be able to attend in-person.

2021-22 FALL Requested Adj		
Expense	External Materials and Services	20,000
Expense	Sum:	\$20,000

2021-22 FALL Requested Adj		
Revenue	General Fund Discretionary	20,000
Revenue	Sum:	\$20,000

Prior Year Fund Reconciliation Report

Office of Government Relations

100 - General Fund

EXPENDITURES	2020-21 Revised Budget	2020-21 Actuals	Percent of Actuals to Revised
Personnel	1,754,641	1,580,322	90.07%
External Materials and Services	269,956	235,633	87.29%
Internal Materials and Services	259,198	219,717	84.77%
TOTAL EXPENDITURES	2,283,795	2,035,671	89.14%

REVENUES	2020-21 Revised Budget	2020-21 Actuals	Percent of Actuals to Revised
Charges for Services	0	40,000	
Intergovernmental	40,000	0	0%
General Fund Discretionary	887,341	0	0%
Interagency Revenue	266,000	266,000	100%
General Fund Overhead	1,090,454	0	0%
TOTAL REVENUES	2,283,795	306,000	13.40%

Expenditure Discussion

Prior Year Fund Reconciliation Report

Office of Government Relations

The Office of Government Relations' overall year-end expenditures for FY 2020-2021 were within anticipated budget amounts, with underspending of 10.86%.

The personnel services expenditure category indicated underspending of 9.93%, largely due to delays in planned recruitment of the Tribal Relations Association position, which was adopted for FY 2020-2021, and the Tribal Relations Community Liaison position during the Fall BMP process, with the intention of a total 12 FTE for the Office moving forward. Also during the Fall BMP, funding for the Tribal Relations Program included the review of the Tribal Relations Director position, as it gained new supervisory responsibilities with added members to the Tribal Relations Program staff, and adjusted the compensation range for the position within the fiscal year. Other positions and classifications were also analyzed, resulting in the creation of a new classification series for the Office of Government Relations, which impacted several position titles, but had no significant salary implications.

The Office ended FY 2020-2021 with underspending of 12.71% in External Material and Services (EMS). The Office's shift to full telework with the onset of the COVID-19 pandemic since March 2020 curtailed certain expenditures, such as out-of-town-travel, programmatic events, and in-person training and professional development opportunities. The Mayor instructed all bureaus to stop non-essential travel and further direction from the Oregon Governor's Office restricted gatherings, such as the annual Rose Festival Parade and related activities, which both had substantial impacts on the regular activities of Office programs. The Office also has delayed procurement of a professional consultant to help facilitate the development of a new five-year strategic plan, which ended in 2021. During the Spring Budget Monitoring Process (BMP), the Office submitted a decision package for a carryover request of \$60,000 from EMS to facilitate the procurement and creation of the Office's strategic plan in FY 2021-2022. The Office also made a technical adjustment to align the Tribal Relations Program budget for its personnel services, transferring \$60,000 from EMS to Tribal Relations' Personnel budget.

Internal Material and Services (IMS) expenditures at the end of FY 2020-2021 were 15.23% remaining primarily due to lack of need for City Fleet usage for the State Relations team, as travel to Salem for the long legislative session during FY 2020-2021 were non-existent due to limited capacity at the State Capitol, and remote and virtual attendance were the only option for the team.

Revenue Discussion

The Office of Government Relations is a general fund bureau (\$2,283,795), with revenues supplemented by interagency and intergovernmental agreements with other bureaus and Prosper Portland, totaling \$306,000 in FY 2020-2021.

Other Notes

Bureau Performance Narrative

The Office of Government Relations conducted its annual customer service survey in Fall of 2020. Survey results trended toward a positive result, despite the Covid-19 pandemic that struck in March 2020, and completely changed the landscape of the OGR's workforce to 100% telework. Local and federal mandates restricted in-person meetings for State legislative sessions, meetings with regional partners, stakeholders, tribal governments and international delegations, which all have a great impact to the work of the Office of Government Relations. The Office was able to conduct and engage in meetings, trainings and productive sessions, including the long legislative session that took place on virtual platforms.

Legislative outreach for FY 20-21 was decidedly different than previous years. Remote meetings were an important tool to effectively communicate legislative priorities and to maintain strong relationships with stakeholders. The State Relations Program met virtually with 60 State legislators (66.67%) in FY 2020-2021.

The Covid-19 pandemic had the greatest negative impact to the International Relations Program due to travel restrictions that prohibited international delegations from visiting the Portland. With the restrictions on travel and other annual gatherings and events, like the Portland Rose Festival, Sister-City delegation visits, and other student and economic development engagement opportunities, the International Relations Program had no delegations received in FY 2020-2021.

The summary of the survey results reported 88% of respondents rated OGR's services as "excellent or very good," slightly down from the previous year, while 90% indicated OGR made progress on State, Federal or Intergovernmental issues. 98% of OGR's respondents indicated the Office was either "very responsive or responsive" to client requests, maintaining the service levels in the previous year.

The Office of Government Relations has intended to update its 5-year Strategic Plan, and anticipated creating the new Plan with the help of a professional consultant by the end of 2020. However, with the Covid-19 pandemic, program staffing changes and a new bureau director, the Office is working on contracting a consultant to support the strategic planning process in FY 2021-2022, to include the Regional Relations Program and the Tribal Relations Program that will uphold the City's Core Values and Racial Equity Plan. The Office also anticipates incorporating new performance measures that are inclusive of all OGR programs.

Key Performance Measures	Measure Type Name	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Target	FY 2020-21 Actuals	FY 2021-22 Target	Strategic Target	Details
GR_0004 Percentage of Respondents Rating Government Relations either Very Responsive or Responsive	OUTCOME	100%	100%	100%	98%	100%	100%	This rating result of 98% is slightly higher than in the previous year, despite the Covid-19 pandemic restrictions for in-person meetings. The Office was able to maintain service levels to clients.
GR_0005 Percentage of Respondents Rating Services as Excellent or Very Good	OUTCOME	90%	92%	95%	88%	95%	95%	This rating result of 88% is slightly lower than in the previous year, is likely due to the Covid-19 pandemic restrictions for in-person meetings. However, remote meetings were an important tool to effectively communicate and coordinate with stakeholders and clients and maintain strong relationships.

Office of Government Relations

Prior Year Performance Reporting

Run Date: 9/9/21

Run Time: 7:32:49 AM

GR_0007	Percentage of respondents reporting progress made on State, Federal, or Intergovernmental issues	OUTCOME	95%	86%	75%	90%	75%	75%	This rating result of 90% is slightly higher than in the previous year, despite the Covid-19 pandemic restrictions for in-person meetings. The Office was able to maintain service levels to clients.
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Other Performance Measures	Measure Type Name	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Target	FY 2020-21 Actuals	FY 2021-22 Target	Strategic Target	Details
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GR_0003	Percentage of targeted legislators contacted	WORKLOAD	87%	64%	90%	67%	90%	90%	Legislative outreach for FY 20-21 was decidedly different than previous years. Remote meetings were an important tool to effectively communicate legislative priorities and to maintain strong relationships with stakeholders. The State Relations Program met virtually with 60 State legislators (66.67%) in FY 2020-2021.
GR_0006	International Delegations Received	WORKLOAD	70	47	70	0	70	70	International Relations delegations received remain 0 due to the travel restrictions related to the Covid-19 Pandemic.