



CITY OF

**PORTLAND,
OREGON**

GOVERNMENT RELATIONS

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September 7, 2022

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

FROM: Nils Tillstrom, Interim Director

RE: Government Relations Fiscal Year-End 2022-2023 Fall Budget Monitoring Process

The Office of Government Relations' (Office) overall year-end expenditures for FY 2021-2022 resulted in an underspending of 9.38% primarily due to staffing changes, delays for recruitment of 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, which is now postponed further until FY 2022-2023 in the anticipation of new leadership for the Office. The development of a new plan will include the newer programs added to the Office and an updated Racial Equity Plan since after 2016. The strategic planning process is slated to begin in FY 2022-2023 through a fully staffed office and the assistance of training and procurement of a professional consultant to help facilitate the development and completion of the plan.

The Office of Government Relations is requesting new one-time General Fund decision package for a limited-term duration Administrative Support Specialist II in the amount of \$143,000 for the Tribal Relations Program. The request is an urgent and unforeseen in nature to provide needed administrative support to the Tribal Relations Program, and to address workload constraints so as to further the work on behalf of the City of Portland to enhance relationships Native American Portlanders and sovereign tribal governments and to improve the quality of programs and services delivered by City Bureaus and Offices.

Additionally, the Office is requesting an encumbrance carryover for \$27,848 for purchase furniture and equipment to complete and upgrade the current office space, allowing for the growth of the OGR team. An order for furnishings was placed in FY 2021-2022, and a purchase order was created to encumber the funds before the end of the last fiscal year, with anticipated delivery shortly after the beginning of FY 2022-2023.

This Fall BMP package includes a Prior Year Fund Reconciliation Report and a report on prior year performance measures, as well as additional details for the decision package requests mentioned above and other technical adjustment details.

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

Thank you.

A handwritten signature in black ink, appearing to read 'N. Tillstrom', with a long horizontal flourish extending to the right.

Nils Tillstrom
Interim Director

Prior Year Fund Reconciliation Report

Office of Government Relations

100 - General Fund

EXPENDITURES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Personnel	1,882,737	1,766,625	93.83%
External Materials and Services	373,861	264,581	70.77%
Internal Materials and Services	251,081	241,256	96.09%
TOTAL EXPENDITURES	2,507,679	2,272,462	90.62%

REVENUES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Charges for Services	0	16,820	
Intergovernmental	40,000	40,000	100%
Miscellaneous	0	-27	
General Fund Discretionary	935,147	0	0%
Interagency Revenue	266,000	266,000	100%
General Fund Overhead	1,266,532	0	0%
TOTAL REVENUES	2,507,679	322,793	12.87%

Expenditure Discussion

The Office of Government Relations' overall year-end expenditures for FY 2021-2022 were within anticipated budget amounts, with underspending of 9.38%.

The personnel services expenditure category indicated underspending of 6.17%, despite staffing changes and delays in planned recruitments. The Office of Government Relations has grown to 15 FTE in FY 2022-2023, which include 2 FTE under the American Rescue Plan (ARP) grant funds, and a new State Lobbyist (limited-term duration) position approved in the budgeting process. Going into FY 2022-2023, OGR is working to recruit several open positions, with the hope to fill all of them in the early part of the fiscal year.

The Office ended FY 2021-2022 with underspending of 35.4% in External Material and Services (EMS). The Office's shift between telework and hybrid due to the COVID-19 pandemic in the latter part of FY 2021-2022 began to change certain expenditures, such as out-of-town-travel, programmatic events, and in-person training and professional development opportunities. 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 2022-2023. The Office also made a technical adjustment within its budget to align their projected expenditures in this Fall BMP process.

Internal Material and Services (IMS) expenditures at the end of FY 2021-2022 were 3.91% remaining, utilizing its internal services for functional and operational resources to meet the capacity of the Office's staffing level.

Revenue Discussion

The Office of Government Relations is a General Fund bureau, with revenues supplemented by interagency and intergovernmental agreements with other bureaus and Prosper Portland, totaling \$306,000 in FY 2021-2022.

Prior Year Fund Reconciliation Report

Office of Government Relations

217 - Grants Fund

EXPENDITURES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Personnel	331,912	118,194	35.61%
External Materials and Services	30,000	0	0%
TOTAL EXPENDITURES	361,912	118,194	32.66%

REVENUES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Intergovernmental	361,912	118,194	32.66%
TOTAL REVENUES	361,912	118,194	32.66%

Expenditure Discussion

The two ARPA positions were filled approximately mid-FY 2021-2022, primarily consuming its personnel services budget and some external material and services costs for operational purposes, such as computer hardware, software and training. However, a technical adjustment has been added for the FY 2022-2023 Fall BMP for \$30,000 that went underspent last year from the grant fund.

Revenue Discussion

Office of Government Relations received funding on behalf of the American Rescue Plan (ARPA) in the Adopted FY 2021-2022 Budget in the amount of \$361,912 for 2.0 FTE: Research and Communications Associate (Analyst II) and Sr. Research and Communications Associate position (Analyst III.) Funding included personnel costs and operational budget for each position on a 2-year limited-term basis.

Office of Government Relations received funding on behalf of the American Rescue Plan (ARPA) in the Adopted FY 2021-2022 Budget in the amount of \$361,912 for 2.0 FTE: Research and Communications Associate (Analyst II) and Sr. Research and Communications Associate position (Analyst III.) Funding included personnel costs and operational budget for each position on a 2-year limited-term duration basis.

Other Notes

GR - Office of Government Relations**DP Type****Urgent/Unforeseen GF
Contingency Request****Request Name: 14355 -Tribal Relations Program New Position Request****Package Description**

The Office of Government Relations is submitting a one-time, urgent and unforeseen General Fund decision package request in the amount of \$143,000 for Administrative Support Specialist II position in the Tribal Relations Program, limited-term duration (1 year.)

The nature of this request in the Fall BMP process is for a one-time, urgent and unforeseen request for general fund for a limited-term duration Administrative Specialist II position. However, other recruitments are underway where final personnel allocations are unknown. Any personnel resources deemed as vacancy savings this early in FY 2022-2023 will be realized once the recruitments are complete for the Government Relations Director and positions within the State Relations Program are filled in Fall 2022. In the FY 2023-2024 Budget Development Process, the Office of Government Relations and its Tribal Relations Program may request on-going funding for this Administrative Specialist II position.

Service Impacts

The Administrative Specialist II will provide the Tribal Relations Program administrative support to the Program team and assist in the coordination of the services provided by the team to City bureaus, provide staff support in the engagement with Tribal governments and Native communities and support programmatic activity. Without this decision package, the Program will need to seek other internal resources, partner with other City bureaus for interagency funding, or request support in subsequent budget monitoring cycles to carry on the duties of the position. The position will add capacity for the Tribal Relations Program to effectively impact momentum and community engagement and relationship building with internal City bureaus, external regional partners, tribal governments, Native American urban community and community-based organizations, and other non-Native partners and constituents.

The Tribal Relations Program will be engaging in a strategic framework process with a consulting firm during the FY 2022-23, which includes a discovery phase to gather documents, data, conduct interviews, and archival research that will be used to produce a five-year retroactive report on the outcomes, lessons learned, and identify areas of the program that can be improved upon in the next five-year cycle. The Administrative Specialist II position will assist in gathering, organizing, and packaging the material for the contractor who has been hired to conduct this strategic process. The next phase of the strategic framework process will include assembling an informal advisory committee of key stakeholders and informants who will provide insight and be thought partners to the Tribal Relations Program as we engage with the consultants to create a well-defined and effective program plan for the next five years. This position will assist this work by scheduling meetings, conducting interviews with key informants, organizing and archiving incoming data and documents, and staffing meetings related to the strategic framework process, in addition to other tasks that will be identified during the process.

The Administrative Specialist II will also assist the Program beyond the strategic framework process. This position will also provide to the Tribal Relations Program the following general support services: scheduling meetings/events, creating, updating, and maintaining the newly developed portfolio management system, fiscal tracking system and the soon to be developed City-wide tribal consultation database, support staff to conduct various focus groups and community conversations, be on-hand to support Tribal Relations events such as the Missing and Murdered Indigenous Peoples' (MMIP) Awareness Week, produce and post social media and website content, and complete other tasks related to supporting the Tribal Relations Program team.

Equity Impacts

Since its inception, the Tribal Relations Program has worked diligently to improve the equity and inclusion of Native American Portlanders and tribal governments. There are numerous examples of the team needing to shift quickly to prioritize urgent programmatic needs and tasks. This position will provide essential support, allowing for Program staff to direct their full attention to current work. Often, this is in regard to direct services and programs related to the City's policy priorities, such as safety, housing, and climate action.

The nature of doing this work in a trauma-informed and culturally-relevant manner for the urban Native American community requires a higher level of commitment, time, and engagement. Due to the City's history of consistently falling short in meeting the needs of Native American Portlanders, it is necessary to put forward more time and effort than needed when working with other communities. Much of the work that the Tribal Relations Program is required to do to be successful is to take the time to needed to convey that the City is listening to the needs of Native people, rebuilding rapport, and committing the time to do this through a cultural framework that requires more time and attention than is typically needed. Native American culture is relationship based, thus requires more time to engage in conversations, sitting and listening to elders, being present in community spaces and at community events, and responding as quickly as possible when members of the community reach out for assistance.

This culturally-specific approach is what is necessary to meet the objectives of the City's Tribal Relations Program and has resulted in many past successes. The Program philosophy is to prioritize meeting the needs of Native American constituents and engaging with tribal governments, which often results in administrative tasks being set aside. The Administrative Specialist II position will be able to support the team in carrying out these tasks that ensure the program is fully functional. Without this position, the Tribal Relations Program team will continue to struggle to balance meeting the needs of Native people with the administrative and bureaucratic tasks necessary to run a City-wide program.

Prior Year Fund Reconciliation Report

TOTAL REVENUES

Expenditure Discussion

The two ARPA positions were filled approximately mid-FY 2021-2022, primarily consuming its personnel services budget and some external material and services costs for operational purposes, such as computer hardware, software and training. However, a technical adjustment has been added for the FY 2022-2023 Fall BMP for \$30,000 that went underspent last year from the grant fund.

Revenue Discussion

Office of Government Relations received funding on behalf of the American Rescue Plan (ARPA) in the Adopted FY 2021-2022 Budget in the amount of \$361,912 for 2.0 FTE: Research and Communications Associate (Analyst II) and Sr. Research and Communications Associate position (Analyst III.) Funding included personnel costs and operational budget for each position on a 2-year limited-term duration basis.

Other Notes

F4 - BMP Amendment Request Report (Fall Requested)

Run Date: 9/7/22

BMP Amendment Request Report

Run Time: 9:03:55 AM

Expense	External Materials and Services	\$23,793
	Personnel	\$119,207
Expense	Sum:	\$143,000

2022-23 FALL Requested Adj

Revenue	General Fund Discretionary	\$143,000
Revenue	Sum:	\$143,000

Position Detail

Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003003 - Administrative Specialist II	1.00	76,388	0	5,844	36,975	119,207
Total	1.00	76,388	0		36,975	119,207

GR - Office of Government Relations

DP Type

Encumbrance Carryover (Fund 100 ONLY)

Request Name: 14405 -Encumbrance Carryover Request

Package Description

The Office of Government Relations is submitting encumbrance carryover request in the amount of \$27,847.46 to complete a one-time upgrade to the Office of Government Relations' suite in City Hall. This upgrade allows for adequate ergonomic workstations and equipment to withstand the growth of the team in anticipation of returning to an in-person, full-time or hybrid work environment.

Service Impacts

The encumbrance carryover will accommodate the growth of OGR staff, allowing capacity for each employee to have a personal workspace for both the hybrid and return-to-work in-person environments. Covid-19 Pandemic and emerging health concerns. The furnishings also create a professional and uniform appearance within the City Hall office space, and individual ergonomic work stations that do not require staff to share space and limits sanitization concerns.

Equity Impacts

The office furnishing carryover will generate space for all OGR employees to have a place for them to perform their work and provide the option to work in both the in-person and hybrid work environments. The furnishings are ergonomic and provide adequate physical accommodations for employees.

2022-23 FALL Requested Adj		
Expense	External Materials and Services	\$27,848
Expense	Sum:	\$27,848

2022-23 FALL Requested Adj		
Revenue	General Fund Discretionary	\$27,848
Revenue	Sum:	\$27,848

GR - Office of Government Relations

DP Type

Technical Adjustments & True-ups

Request Name: 14411 -Technical Adjustment-Net Zero

Package Description

Office of Government Relations is completing a technical adjustment within External Material and Services (EMS) to correct an error from the FY 2021-2022 Spring BMP carryover, which was entirely allocated into one program area budget. The technical adjustment will appropriately allocate across all programs as an administrative budget item to complete the Office's Strategic Plan project that was delayed from FY 2020-2021 due to varying factors. The amount of the carryover was \$60,000, which will be evenly allocated across all five program functional areas within the Office of Government Relations. The expense will be realized in the same manner when the invoice is received and the project is underway. The budgetary impact in this Fall BMP is a net-zero.

Service Impacts

No impact

Equity Impacts

No impact

2022-23 FALL Requested Adj		
Expense	External Materials and Services	\$0
Expense	Sum:	\$0

GR - Office of Government Relations

DP Type

Technical Adjustments & True-ups

Request Name: 14515 -American Rescue Plan Grant Fund Technical Adjustment and True-Ups

Package Description

This is a technical adjustment and true-up, in nature for the two American Rescue Plan (ARP) grant fund positions that were filled approximately mid-FY 2021-2022. The budget for the two staff primarily consumed personnel services budget and affiliated start-up operational costs, such as computer hardware, software and training during FY 2021-2022. However, a technical adjustment in the FY 2022-2023 Fall BMP for \$30,000 to true-up underspending from FY 2021-2022 for the ARP grant fund.

Service Impacts

The technical adjustment is made for external material services (EMS) budget to support ARP staff for training and educational opportunities, operational expenditures and needed supplies in the fiscal year.

Equity Impacts

None

2022-23 FALL Requested Adj

Expense	External Materials and Services	\$30,000
Expense	Sum:	\$30,000

2022-23 FALL Requested Adj

Revenue	Intergovernmental	\$30,000
Revenue	Sum:	\$30,000

Bureau Performance Narrative

The Office of Government Relations conducts a customer service survey annually in the Fall to determine its satisfaction as an internal-facing office. Key data points include overall ratings from other City bureaus, Council Offices and the Mayor's Office in representing the City's priority areas and legislative agenda, both at the State and Federal levels. In addition, these measures are intended to measure the Office's five program offers. However, due to changes within the Office structure and programs, the initial five-year Strategic Plan for 2016-2020 has expired, and the Office has intended to work with a consultant to create a new plan that includes all five program areas, including the Tribal Relations and Regional Relations Programs added in 2016 and 2017, respectively. The Strategic Plan was slated to be addressed in FY 2019-2020, but due to the Covid-19 Pandemic, the procurement process to select a consultant has been delayed. Furthermore, the Office experienced changes in leadership at the Director-level, and the Strategic Plan has been delayed even further. The Office decided to carryover funds in the Spring BMP process both in FY 2019-2020 and again in FY 2021-2022 for the same amount of \$60,000, with the hope to complete the Strategic Plan in FY 2022-2023.

Updated performance measures for the Office will be created upon completion of a new Strategic Plan and under new leadership to be inclusive of all programs under the Office of Government Relations in FY 2022-2023.

For the purposes of providing updates in the Fall Budget Monitoring (BMP) process, the Office of Government Relations provides the following narrative for two programs in this reporting:

International Relations Program:

The impact of the pandemic on travel restrictions, particularly internationally, has kept the number of delegations received/meetings facilitate by the International Relations Program fairly low. While we saw a brief uptick in July of 2021, increased concerns around COVID-19 variants resulted in the cancellation or postponement of travel plans and inbound trips to Portland. Since the pandemic, the International Relations Program has shifted towards capturing virtual/hybrid outreach meetings/engagements, as opposed to solely focusing on delegations received. However, while we've had the opportunity to accommodate diplomatic delegations from the region, the number of international delegations received during FY 2021-2022 reached a total of 12 due to COVID-19 and international travel restrictions.

State Relations Program:

The ability of the State Relations Program to meet with all 90 Oregon Legislators was impaired by the remote nature of our work, which limited the number of meetings we were able to facilitate on a daily basis during the 2022 state legislative session. Further, there are far fewer opportunities for meetings during a 35-day session in even-numbered years compared to 160-day sessions in odd-numbered years. Finally, the State Government Relations Program experienced vacancies in the State Associate position (vacated in December 2021) for the second half of the fiscal year and with the transition of the State Government Relations Manager in April 2022. The State Associate position is charged with being the lead scheduler for the team. Both factors led to a reduction in capacity and meetings with legislators.

While the overall number of meetings was lower than the prior year, the State Relations Program met with 86 percent (25 of 29) of legislators that represent at least a portion of Portland's geographic boundary (Portland delegation). If including meetings with their staff, this number increases to 97 percent (28 of 29). Given the remote nature of our work and the format of the legislative session in the previous fiscal year, the State Government Program pivoted to a strategy of engaging with fewer legislators, but more frequently, and building higher quality relationships with legislators that share a constituency and common goals with the City of Portland, like the Portland delegation.

This metric does not measure frequency or quality of interactions with state legislators. Despite a year over year reduction in the total number of legislators our team met with at least once, the City enjoyed significant success on 2022 State Legislative Agenda priorities. There is not a causal relationship between a high percentage on this metric and achieving successful legislative outcomes for the City of Portland.

	Key Performance Measures	Measure Type Name	FY 2019-20 Actuals	FY 2020-21 Actuals	FY 2021-22 Target	FY 2021-22 Actuals	FY 2022-23 Target	Strategic Target	Details
GR_0004	Percentage of Respondents Rating Government Relations either Very Responsive or Responsive	OUTCOME	100%	98%	100%	100%	100%	100%	
GR_0005	Percentage of Respondents Rating Services as Excellent or Very Good	OUTCOME	92%	88%	95%	90%	95%	95%	

Office of Government Relations

Prior Year Performance Reporting

Run Date: 9/6/22

Run Time: 4:24:42 PM

GR_0007	Percentage of respondents reporting progress made on State, Federal, or Intergovernmental issues	OUTCOME	86%	90%	75%	91%	75%	75%
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Other Performance Measures		Measure Type Name	FY 2019-20 Actuals	FY 2020-21 Actuals	FY 2021-22 Target	FY 2021-22 Actuals	FY 2022-23 Target	Strategic Target	Details
GR_0003	Percentage of targeted legislators contacted	WORKLOAD	64%	67%	90%	54%	90%	90%	
GR_0006	International Delegations Received	WORKLOAD	47	0	70	12	70	70	