



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Megan George, Deputy City Manager
DATE: February 12, 2024

SUBJECT:
Government Affairs and Lobbying Services Discussion

EXECUTIVE SUMMARY:

Staff is looking for direction from the City Council on the scope of services to include in the Request for Proposals for government affairs and lobbying services.

Tualatin is a member of the League of Oregon Cities, Metropolitan Mayors Consortium, and National League of Cities. While all three organizations provide some level of advocacy support on behalf of cities, whether at the state or federal level, none provide advocacy for Tualatin-specific priorities or issues.

Currently, City Council members and City staff submit funding requests, track legislative issues, and advocate when capacity exists. Adding a consultant to support government affairs and lobbying would provide subject-matter expertise in navigating legislative processes and add significant capacity to current efforts.

Possible services at both the state and federal level could include:

1. Develop Legislative Priorities;
2. Build Relationships;
3. Facilitate Development of Project Funding Asks;
4. Bill and Issue Tracking;
5. Advocate for Legislative Priorities; and
6. Communicate Progress.

Staff's presentation will explain models followed by other cities, additional information on how each of those six services might look, and discussion prompts for the City Council.

OUTCOMES OF DECISION:

Staff will finalize and issue a Request for Proposals. All proposals will be reviewed by the City's Contracts and Procurement Analyst and by the Review Committee. The Review Committee consists of Mayor Frank Bubenik, City Manager Sherilyn Lombos, and Deputy City Manager Megan George.

FINANCIAL IMPLICATIONS:

The Fiscal Year 2023/2024 Budget includes \$100,000 to hire a consultant to support government affairs and lobbying services. Depending on the scope of services, we can expect to pay between

\$5,000 - \$6,000 per month for services at the state-level alone. Staff anticipates this will be an ongoing expense.

It is also possible the City will see new one-time revenue because of successful advocacy efforts.

ATTACHMENTS:

- Presentation
- Draft Request for Proposals