



# Office of Equity and Human Rights

Realizing Equity. Enhancing the City of Portland.

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City of Portland, Oregon  
Amanda Fritz, Commissioner • Dante J. James, Director

To: City Council

From: Commissioner Amanda Fritz

RE: Office of Equity & Human Rights Fall BMP Submittal

Date: Monday, October 1, 2012

The Office of Equity and Human Rights (OEHR) has prepared the attached report as requested by the Office of Management and Finance for the Fall Budget Monitoring Process (BMP). This submission can be broken into two major categories – budget status reporting and budget amendment requests.

## **Budget Status Reporting**

The Fall BMP requires several status reporting exercises. The first is an explanation of variances between the FY 2011/12 Revised Budget and actual expenditures and revenues. Overall, the bureau underspent its budget significantly. The primary reason for this was that the bureau was in the process of recruiting for several positions over the course of FY 2011/12.

The second reporting requirement is for a final tally of budgetary performance measures for FY 2011/12. Because the existing budgetary performance measures apply to the former Office of Human Relations and not to the operations of the new bureau, the OEHR Fall BMP submission does not include final FY 2011/12 performance measures. The bureau will include a new set of performance measures specific to the work of the new bureau as part of its FY 2013/14 Requested Budget.

The third requirement is for a status update on FY 2011/12 service improvement plans. As with the performance measures above, the service improvement plan included in the FY 2011/12 Adopted Budget applied to the work of the Office of Human Relations. Looking forward, the OEHR will include a new service improvement plan specific to its work its FY 2013/14 Requested Budget.

## **Budget Amendment Requests**

The OEHR is requesting Council approval for three packages in the Fall BMP, as described below:

1. **Fall BMP Vacancy Savings** - This package reduces the Office of Equity and Human Rights personnel services budget by **\$69,401** as per vacancy savings identified by OMF for reduction in the Fall BMP.
2. **Fall BMP Vacancy Savings Exceptions** - This package requests City Council approval to increase the bureau's personnel services budget by **\$26,174**. This is the portion of vacancy savings identified by OMF associated with the Office's Principal Management Analyst. This position was filled in July because failure to do so would have compromised the progress and momentum of this newly-formed bureau. Commissioner Fritz has approved an exception per the vacancy savings process.
3. **Fall BMP Technical Adjustments** - This package requests City Council approval for net-zero shifts in the bureau budget between materials & services and personnel services. As the bureau has progressed in defining its strategic direction, these shifts will bring the bureau budget into alignment with the actual budget needs in M&S and in personnel.

# BUDGET AMENDMENT REQUEST

Office of Equity & Human Rights

PERIOD Fall BuMP

FISCAL YEAR FY 2012-13

## OE\_001 - Fall BMP Vacancy Savings

This package makes a one-time \$69,401 general fund reduction in the the Office of Equity and Human Rights personnel services budget, as per vacancy savings identified by OMF for the Fall BMP.

Dollar Amount: **(\$69,401)**

Type: Mid-Year Reductions

Resources: General Fund Discretionary

## OE\_002 - Fall BMP Vacancy Savings Exceptions

This package requests City Council approval for a one-time \$26,174 general fund increase to the bureau's personnel services budget. This is the portion of vacancy savings identified by OMF associated with the Office's Principal Management Analyst. This position was filled in July because failure to do so would have compromised the progress and momentum of this newly-formed bureau. Commissioner Fritz has approved an exception per the vacancy savings process.

Dollar Amount: \$26,174

Type: New Request

Resources: General Fund Discretionary

## OE\_003 - Technical Adjustments

This package requests City Council approval for net-zero shifts in the bureau budget between materials & services and personnel services. As the bureau has progressed in defining its strategic direction, these shifts will bring the bureau budget into alignment with the actual budget needs in M&S and in personnel.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: General Fund Discretionary

## Prior Year Business Area Reconciliation Report

	FY 2011-12 Revised Budget	FY 2011-12 Year-End Actuals	Percent of Actuals to Revised
<b>Office of Equity &amp; Human Rights</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$568,446	\$315,174	55%
External Materials and Services	\$293,397	\$59,878	20%
Internal Materials and Services	\$27,033	\$39,390	146%
<b>TOTAL EXPENDITURES</b>	<b>\$888,876</b>	<b>\$414,441</b>	<b>47%</b>
<b>REVENUES</b>			
General Fund Discretionary	\$888,876	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$888,876</b>	<b>\$0</b>	<b>0%</b>

### Bureau Reconciliation Narrative

Personnel services expenditures were significantly less than budgeted because the employee's of this newly-formed bureau only began charging their time against the OEHR budget in March 2012.

External M&S expenditures were significantly less than budgeted. This was due to the fact that the bureau hadn't become fully operational until the hiring of the bureau director in March 2012. The exact M&S budget needs will be defined over the course of FY 2012/13 and in the FY 2013/14 Requested Budget.

Internal M&S expenditures exceeded budget. This was due to the omission from the budget of the sub-lease portion of the OEHR - PHB interagency.

## Prior Year Business Area Reconciliation Report

	FY 2011-12 Revised Budget	FY 2011-12 Year-End Actuals	Percent of Actuals to Revised
<b>Office of Human Relations</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$248,083	\$151,256	61%
External Materials and Services	\$87,851	\$78,774	90%
Internal Materials and Services	\$33,503	\$30,180	90%
<b>TOTAL EXPENDITURES</b>	<b>\$369,437</b>	<b>\$260,210</b>	<b>70%</b>
<b>REVENUES</b>			
General Fund Discretionary	\$369,437	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$369,437</b>	<b>\$0</b>	<b>0%</b>

### Bureau Reconciliation Narrative

Personnel services expenditures were significantly less than budgeted for two reasons. First, only three of the four Council-authorized positions were filed during the fiscal year. And second, each of these positions was "transferred" to the Office of Equity & Human Rights budget in March 2012.

## **Office of Equity & Human Rights – FY 2012/13 Fall BMP**

### **Budget Note Status Report**

#### **Budget Note:**

The Office of Equity will be established in FY 2011-12 and funded with a combination of \$525,000 in new ongoing General Fund Discretionary resources and \$617,937 of existing resources currently budgeted in the Office of Human Relations. An ordinance establishing the new office, and a work plan, must be approved by Council before the \$525,000 of new resources can be expended on staff, materials and services, and related costs. However, up to \$100,000 of the new funding may be used to assist with the development of the structure and operations of the new office. Beginning in FY 2012-13, the Office of Equity will be considered for funding through the General Fund overhead model, with the General Fund Overhead Committee making a recommendation to Council in the FY 2011-12 Fall Budget Monitoring Process. Any overhead metrics necessary for the new office will be approved by the General Fund Overhead Committee.

#### **Bureau Response:**

On 6/28/2012, the City Council accepted the bureau's report on the Office of Equity and Human Rights First 90 Days. This report established a workplan for ingraining equity as a cultural and business imperative in the City of Portland, and for pursuing the City's mission of providing education and technical assistance to bureaus and city staff.

Regarding the \$525,000 of new resources allocated to the Office of Equity & Human Rights, the bureau for all intents and purposes did not expend these funds. The bureau returned \$583,000 to the General Fund from the combined budgets of the Office of Equity & Human Rights and the Office of Human Relations. The reason these savings were realized is that the bulk of the bureau's budgeted expenses are in personnel and many of these positions were not yet filled for much if not all of FY 2011/12.

Regarding conversion to General Fund overhead funding, the Office of Equity and Human Rights intends to submit a proposal to the General Fund Overhead Committee requesting that some or all of the bureau's General Fund allocation be converted to overhead.

## **Office of Equity & Human Rights – FY 2012/13 Fall BMP**

### **Service Improvement Plan Status Report**

#### **Service Improvement Plan:**

The bureau will focus on the following strategic goals in FY 2011-12:

- Assist the HRC in implementing its strategic plan and programmatic goals. The HRC will continue to expand upon the successes of the Community and Police Relations Committee. The HRC will work to develop its communications and messaging in FY 2011-12.
- Provide leadership on human rights education and peace building in Portland. This program will continue to expand its Human Rights Education program to deliver presentations on strategic and emerging issues of human rights and equity.
- Facilitation of Inter-group Dialogues. The office will continue the inter-group dialogue discussions with existing staff from ONI and OHR.
- Facilitate opportunities for Portland to integrate newcomers into the economic, cultural, and political life of the city. The New Portlander program is staffed by one FTE and is continuing to serve newcomers to communities in the city. Measurement tools have are being developed that can evaluate the reach and impact of the program. The New Portlander program is currently in the process of appointing a leadership advisory committee to guide program priorities.

#### **Bureau Response:**

The service improvement plan described above relates to the work of the Office of Human Relations, which no longer exists. The Office of Equity & Human Relations has taken its place and will submit a Service Improvement Plan as part of its FY 2013/14 Requested Budget.

## **Office of Equity & Human Rights – FY 2012/13 Fall BMP**

### **Prior Year Performance Measure Report**

With the creation of the Office of Equity & Human Rights, the operations of the Office of Human Relations were partly discontinued and partly merged into the OEHR. At this point in time, the Office of Equity and Human Rights is developing performance measures to track and quantify its work going forward. As such, performance measures specific to the operations of the OEHR do not exist. However, the bureau will submit performance measures and targets as a part of its FY 2013/14 Requested Budget.