

> Bureau Director: Dante J. James, Esq.

Budget Equity Assessment Tool

This Budget Equity Assessment Tool is a general set of questions to guide you and your Budget Advisory Committee in assessing how current budget requests or decisions benefit and/or burden communities, specifically communities of color and people with disabilities. This is a critical part of the City or Portland's commitment to ending inequity based on race and disability.

The use of the Budget Equity Assessment Tool in developing your budget will guide you through answering these questions. It is recommended that all managers and others who work on the budget for the bureau use this tool.

HOW TO USE THIS DOCUMENT

The document is divided into four specific sections: 1. Advancing Equity Overall; 2. Personnel; 3. Programs/Services; 4. Equitable Public Participation. Each section has a series of questions. The Office of Equity and Human Rights is available for discussion/training/consultation regarding the use of this document.

BUREAU/OFFICE/DEPARTMENT Office of the Chief Administrative Officer

I. ADVANCING EQUITY

1. Will this budget proposal reduce, limit or eliminate programs that are vital to or disproportionately needed by communities of color, immigrant and refugee communities and/or people living with a disability?

This budget proposal will not reduce, limit or eliminate services that are needed by communities of color, immigrant and refugee communities, or people living with a disability.

2. Will this budget proposal increase, expand or create programs that are vital to or disproportionately needed by communities of color, immigrant and refugee communities and/or people living with a disability?

The FY 2014-15 OMF CAO Requested Budget contains no decision packages, thus it will not increase, expand or create services to communities of color, immigrant and refugee communities, or people living with a disability.



> Bureau Director: Dante J. James, Esq.

3. What considerations were taken into account in this proposal to maximize equity?

OMF's overall Requested Budget contains potential opportunities for both large and small contracting opportunities that could fit an array of diverse contractors. OMF's budget also contains several new positions, including entry level positions, that could be good opportunities for diverse candidates to begin a career with the City and gain valuable experience for future leadership opportunities.

II. PERSONNEL

NOTE: It is understood that final demographics resulting from any staff reduction may not be known if there is a bumping process to be completed. However, it is important to monitor the demographics of any layoffs or staff reductions to assess the specific impact to people of color and people with disability (if known). Human Resources can be a resource for this data if it is unknown.

- What is the number of staff reductions in this proposed budget?
 One position from the Public Safety Systems Revitalization Program (PSSRP).
 The reduction is in line with the anticipated completion of one of PSSRP's projects.
- 2. What is the racial demographic of any staff reductions being proposed? N/A vacant
- 3. What is the remaining racial demographic of your bureau after the reductions? Same as current demographics
- 4. What is the position level of any staff reductions being made, e.g., management vs. line staff?

 One professional level project manager from PSSRP.
- 5. To your knowledge, is there an adverse impact on employees with a disability due to these staff reductions?
 N/A vacant

III.PROGRAM/SERVICES (SEE, Workforce Demographics per Bureau here or by visiting our website

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1.	What service/program outcome or philosophy will be met with the overall budget request?
	The OMF Requested Budget supports the organization's mission to be a trusted partner, creating smart solutions for the City and our community.
2.	Identify impacts on specific geographic areas.
	☐ Central Northeast ☐ Southeast ☐ Southwest ☐ East
	Central City
3.	Identify the racial demographics of those impacted by this request. (SEE Attached Worksheet)
•	The FY 2014-15 OMF CAO Requested Budget contains no decision packages.
4.	Identify potential impacts on people living with a disability. (SEE Attached Worksheet)
•	The FY 2014-15 OMF CAO Requested Budget contains no decision packages.
IV.CO	ONTRACTING
	1. Does the proposed budget impact contracting with outside sources?
	The FY 2014-15 OMF CAO Requested Budget contains no decision packages, so no new opportunities for contracting are a part of this budget.
	2. What percentage of contracting/consulting work is performed by M/WESB contractors?
	a. In what capacity (prime contractor, sub-contractor, supplier, etc.)
	In FY 2012-13, the Office of the CAO had three contracts (Construction or PTE), totaling just over \$1,000,000 and none of them were M/W/ESB vendors at the prime or sub-contractor level.

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3. How will this budget impact consulting or contracting with M/W/ESB contractors? (Including professional services)

As mentioned above, the FY 2014-15 OMF CAO Requested Budget contains no decision packages, so no new opportunities for contracting are a part of this budget. The Office of the CAO will continue partnering with Procurement Services for contracting needs for on-going operations, which has the potential to use M/W/ESB vendors in contracting and consulting roles, particularly industries involved in the Social Equity Contracting Strategy.

V. EQUITABLE PUBLIC PARTICIPATION

1. How have you ensured inclusive and equitable participation in the preparation of this budget?

A guiding factor in the OMF budget development process is the OMF Strategic Plan, which calls out equity as a core value in leadership decision making. The budget decisions were determined by a team of leaders within OMF, which included discussions with both the OMF Budget Advisory Committee and the four OMF Labor Management Committees. The OMF Budget Advisory Committee includes diverse representation from customer bureaus and community members.

2. How does this budget build community capacity and power in communities most impacted by inequities?

As mentioned earlier, the overall OMF Requested Budget contains opportunities for contracting and several new positions. These opportunities have the potential to increase personal income and skill building in diverse communities, which could increase overall community capacity and power if diverse applicants and contractors are selected.



> Bureau Director: Dante J. James, Esq.

Identifying Impacts Worksheet - Once you have identified the populations/communities impacted, use the following chart to name the potential burdens and benefits.

The FY 2014-15 OMF CAO Requested Budget contains no decision packages.

Populations Impacted	Potential Positive Impacts	Potential Negative Impacts
N/A	N/A	N/A

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BUREAU DIRECTOR (Typed name and signature)



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Budget Equity Assessment Tool

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The use of the Budget Equity Assessment Tool in developing your budget will guide you through answering these questions. It is recommended that all managers and others who work on the budget for the bureau use this tool.

HOW TO USE THIS DOCUMENT

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BUREAU/OFFICE/DEPARTMENT

Bureau of Human Resources

I. ADVANCING EQUITY

1. Will this budget proposal reduce, limit or eliminate programs that are vital to or disproportionately needed by communities of color, immigrant and refugee communities and/or people living with a disability?

This budget proposal will not reduce, limit or eliminate services that are needed by communities of color, immigrant and refugee communities, or people living with a disability.

2. Will this budget proposal increase, expand or create programs that are vital to or disproportionately needed by communities of color, immigrant and refugee communities and/or people living with a disability?

Citywide Non-Represented Classification/Compensation Study - This budget request seeks to add services for a Citywide comprehensive job classification and compensation study. The non-represented pay structure and classifications have not been reviewed since 1999. This study, which will follow the M/W/ESB City contracting process, will address problems that have arisen over time as pay equity has not been maintained and classification specifications have become outdated.

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Diversity, Outreach, and Employment Resources—Senior HR Analyst — This budget request seeks to realign services to add a Senior HR Analyst position within the Diversity, Outreach, and Employment Resources program that was cut during the FY 2013-14 budget process. BHR created the Focused Outreach Program to reach out to potential job candidates who, because of their race, ethnicity, gender, national origin (including language barriers), sexual orientation or disabilities, may not envision themselves as viable applicants for City employment. This program provides a resource to bureaus in their efforts to increase the diversity of the City's applicant pool. The staff in this program have the primary responsibility within BHR for engaging with the community regarding employment opportunities with the City. Realigning the BHR budget to add back this position will help the bureau meet these strategic City goals.

Workforce Development – This budget request seeks to realign services to fund a new limited-term Training Development Analyst to assist in the creation of a Citywide new employee onboarding process. This program will benefit both new hires and managers/supervisors by ensuring all employees have the necessary information and resources readily available to succeed at their job. A successful onboarding program is a key piece in employee retention. Having a formal program could be particularly beneficial to new employees of color or employees with a disability who may not currently have access to information due to institutional barriers that currently rely on employee initiation and informal networks.

3. What considerations were taken into account in this proposal to maximize equity?

BHR's budget discussions focused on opportunities to leverage and realign existing resources to increase recruitment and outreach efforts to underserved communities.

BHR is a part of the larger Office of Management and Finance (OMF) organization. OMF's budget proposal contains potential opportunities for both large and small contracting opportunities that could fit an array of diverse contractors. OMF's budget also contains several new positions, including entry level positions, that could be good opportunities for diverse candidates to begin a career with the City and gain valuable experience for future leadership opportunities.

II. PERSONNEL

NOTE: It is understood that final demographics resulting from any staff reduction may not be known if there is a bumping process to be completed. However, it is important to monitor the demographics of any layoffs or staff reductions to assess the specific impact to people of color and people with disability (if known). Human Resources can be a resource for this data if it is unknown.

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	1.	What is the number of staff reductions in this proposed budget?
		N/A
	2.	What is the racial demographic of any staff reductions being proposed?
÷		N/A
	3.	What is the remaining racial demographic of your bureau after the reductions?
		Same as current demographics
	4.	What is the position level of any staff reductions being made, e.g., management vs. line staff?
		N/A
	5.	To your knowledge, is there an adverse impact on employees with a disability due to these staff reductions?
		N/A
III.Pl		GRAM/SERVICES (SEE, Workforce Demographics per Bureau <u>here</u> or by siting our website
1.	What service/program outcome or philosophy will be met with the overall budge request?	
	tru	e OMF Requested Budget supports towards the organization's mission to be a sted partner, creating smart solutions for the City and our community. In addition supports the BHR mission of being knowledge, helpful, and responsive.
2.		entify impacts on specific geographic areas. City-wide/Regional
		Central Northeast Southeast Southwest East
		Central City

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Bureau Director: Dante J. James, Esq.

3. Identify the racial demographics of those impacted by this request. (SEE Attached Worksheet)

Both the Sr. HR Analyst position and the Training Development Analyst will be hired through the City's open recruitment hiring procedures, allowing all individuals to apply. In addition, contracting for the Class/Comp Study will go through Procurement's M/W/ESB process.

4. Identify potential impacts on people living with a disability. (SEE Attached Worksheet)

The SR. HR analyst will allow BHR to improve recruitment and outreach activities to potential employees with disabilities.

IV. CONTRACTING

1. Does the proposed budget impact contracting with outside sources?

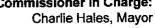
If approved by City Council, the Class/Comp study provides a new contracting opportunity to an outside vendor.

- 2. What percentage of contracting/consulting work is performed by M/WESB contractors?
 - a. In what capacity (prime contractor, sub-contractor, supplier, etc.)

In FY 2012-13, BHR had three contracts (Construction or PTE), totaling \$15,000 and 67% of them were M/W/ESB vendors at the prime contractor level.

3. How will this budget impact consulting or contracting with M/W/ESB contractors? (Including professional services)

As mentioned above, the BHR budget decision packages likely provide a new contracting opportunity for the Class/Comp Study. The Bureau will continue partnering with Procurement Services to use M/W/ESB vendors in its ongoing procurement processes, particularly those industries involved in the Social Equity Contracting Strategy.





Bureau Director: Dante J. James, Esq.

V. EQUITABLE PUBLIC PARTICIPATION

1. How have you ensured inclusive and equitable participation in the preparation of this budget?

A guiding factor in the overall OMF budget development process is the OMF Strategic Plan, which calls out equity as a core value in leadership decision making. The budget decisions were determined by a team of leaders within OMF, which included discussions with both the OMF Budget Advisory Committee and the four OMF Labor Management Committees. The OMF Budget Advisory Committee includes diverse representation from customer bureaus and community members.

2. How does this budget build community capacity and power in communities most impacted by inequities?

As mentioned earlier, the overall OMF Requested Budget contains opportunities for contracting and several new positions. These opportunities have the potential to increase personal income and skill building in diverse communities, which could increase overall community capacity and power if diverse applicants and contractors are selected.

BHR plays an especially important role in providing outreach to diverse communities on behalf of all City bureaus. By realigning services to expand this service, BHR can build community capacity and power in the communities it serves.

Anna Kanwit

BUREAU DIRECTOR (Typed name and signature)

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Identifying Impacts Worksheet - Once you have identified the populations/communities impacted, use the following chart to name the potential burdens and benefits.

Populations Impacted	Potential Positive Impacts	Potential Negative Impacts	
Workforce Development and Sr HR Analyst-eligible workforce	HR Analyst-eligible directly provides outreach to		
	opportunities for diverse employees to be hired.		
Class/Comp Study-current and potential City employees	Contracting for the Class/Comp Study will go through Procurement's M/W/ESB process or direct contracting options.	NA	



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BUREAU/OFFICE/DEPARTMENT Bureau of Internal Business Services (BIBS)

I. ADVANCING EQUITY

1. Will this budget proposal reduce, limit or eliminate programs that are vital to or disproportionately needed by communities of color, immigrant and refugee communities and/or people living with a disability?

The BIBS budget proposals will not reduce, limit or eliminate services that are needed by communities of color, immigrant and refugee communities, or people living with a disability.

- 2. Will this budget proposal increase, expand or create programs that are vital to or disproportionately needed by communities of color, immigrant and refugee communities and/or people living with a disability?
 - a. Janitorial Services This budget request seeks to restore janitorial services at various City facilities that have been cut since FY 2009-10. BIBS contracts with Qualified Rehabilitation Firms to provide Citywide janitorial services. This budget decision expands equity opportunities because these firms offer broad-based educational training and job opportunities to individuals with mental, physical, and developmental disabilities.

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- b. ADA Title II Transition Plan Project Management This budget requests funding for a limited-term position of an ADA/Transition Plan Coordinator to complete the ADA Title II Transition Plan Project. The addition of this position will ensure that that the development of the plan is completed as planned. This position will work with City bureaus to identify barriers and develop a plan to remove barriers and conditions that prevent people with disabilities from accessing, participating and benefiting from City programs, services and activities. This additional staff person to coordinate the Transition Plan Project allows the Program Manager to fully implement the other required compliance elements of Title II of the ADA and Title VI of Civil Rights Act.
- c. Assistant Procurement Specialist Position for PPS IGA This budget request seeks to add a position to provide contract compliance services for Portland Public Schools (PPS) through an Intergovernmental Agreement (IGA). This position will support the recently adopted PPS Equity in Public Purchasing and Contracting Policy. The goals for this policy include greater opportunities for minority-owned, women-owned, and emerging small businesses; increasing the number of women and minorities in the construction trades; and expanding the number of young people of color and young women participating in career learning programs. The PPS workforce policy mirrors the City's workforce training and hiring program.
- 3. What considerations were taken into account in this proposal to maximize equity?

This year's BIBS budget discussions included restoring previously cut services and compliance of necessary contract and ADA services, all of which have a direct impact on equity.

BIBS is a part of the larger Office of Management and Finance (OMF) organization. OMF's budget proposal contains potential opportunities for both large and small contracting opportunities that could fit an array of diverse contractors. OMF's budget also contains several new positions, including entry level positions, that could be good opportunities for diverse candidates to begin a career with the City and gain valuable experience for future leadership opportunities.

II. PERSONNEL

NOTE: It is understood that final demographics resulting from any staff reduction may not be known if there is a bumping process to be completed. However, it is important to monitor the demographics of any layoffs or staff reductions to assess the specific impact



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Commissioner in Charge: Charlie Hales, Mayor

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	our	ple of color and people with disability (if known). Human Resources can be a ce for this data if it is unknown.
	1.	What is the number of staff reductions in this proposed budget?
•		In BIBS, the Printing & Distribution Services division cut two positions to align its costs with reduced demand for services.
	2.	What is the racial demographic of any staff reductions being proposed?
		The two positions being cut in Printing & Distribution are vacant.
	3.	What is the remaining racial demographic of your bureau after the reductions?
		Same as current demographics.
	4.	What is the position level of any staff reductions being made, e.g., management vs. line staff?
		In BIBS, the Printing & Distribution Services division cut a Mail/Micrographics Supervisor (management) and a Customer Service Representative (staff).
	5.	To your knowledge, is there an adverse impact on employees with a disability due to these staff reductions?
		No.
III.PR		GRAM/SERVICES (SEE, Workforce Demographics per Bureau <u>here</u> or by iting our website
1.	What service/program outcome or philosophy will be met with the overall budget request?	
		e OMF Requested Budget supports towards the organization's mission to be a sted partner, creating smart solutions for the City and our community.
2.	Id€	entify impacts on specific geographic areas. City-wide/Regional Northeast Northwest North
		Central Northeast

> Bureau Director: Dante J. James, Esq.

☐ Central City	
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3. Identify the racial demographics of those impacted by this request. (SEE Attached Worksheet)

In BIBS, the Printing & Distribution Services division cut two positions to align its costs with reduced demand for services. Both positions are vacant.

4. Identify potential impacts on people living with a disability. (SEE Attached Worksheet)

None.

IV. CONTRACTING

1. Does the proposed budget impact contracting with outside sources?

If the janitorial services decision package is approved by City Council, services at various City facilities that have been cut since FY 2009-10 will be restored. The City contracts with Qualified Rehabilitation Firms (QRF's) for the provision of janitorial services.

- 2. What percentage of contracting/consulting work is performed by M/WESB contractors?
 - a. In what capacity (prime contractor, sub-contractor, supplier, etc.)

In FY 2012-13, BIBS had 43 total contracts (Construction and PTE), totaling close to \$6.6 million. Of these, about 18% used M/W/ESB vendors at the prime contractor level, and 14% at the sub-contractor level.

3. How will this budget impact consulting or contracting with M/W/ESB contractors? (Including professional services)

The janitorial services package will expand upon the use of the existing contractor who is identified as a Qualified Rehabilitation Facility through the State. BIBS will continue to look for opportunities to contract with M/W/ESB vendors through Facilities related construction projects and professional services contracts for other divisions.

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V. EQUITABLE PUBLIC PARTICIPATION

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2. How does this budget build community capacity and power in communities most impacted by inequities?

As mentioned earlier, the overall OMF Requested Budget contains opportunities for contracting and several new positions. These opportunities have the potential to increase personal income and skill building in diverse communities, which could increase overall community capacity and power if diverse applicants and contractors are selected.

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BUREAU DIRECTOR (Typed name and signature)



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Commissioner in Charge: Charlie Hales, Mayor

> Bureau Director: Dante J. James, Esq.

Identifying Impacts Worksheet - Once you have identified the populations/communities impacted, use the following chart to name the potential burdens and benefits.

Populations Impacted	Potential Positive Impacts	Potential Negative Impacts
Individuals with mental, physical, and developmental disabilities.	Janitorial Services –This budget decision expands equity opportunities because Qualified Rehabilitation Firms offer broad-based educational training and job opportunities to individuals with mental, physical, and developmental disabilities.	None
Individuals with disabilities.	ADA Title II Transition Plan Project Management — The position requested in this decision package will work with City bureaus to identify barriers and develop a plan to remove barriers and conditions that prevent people with disabilities from accessing, participating and benefiting from City programs, services and activities.	None
The goals for this policy include greater opportunities for minority-owned, womenowned, and emerging small businesses; increasing the number of women and minorities in the construction trades; and expanding the number of young people of color and young women participating in career learning programs.	Assistant Procurement Specialist Position for PPS IGA – This budget request seeks to add a position to provide contract compliance services for Portland Public Schools through an Intergovernmental Agreement. This position will support the recently adopted PPS Equity in Public Purchasing and Contracting Policy.	None



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BUREAU/OFFICE/DEPARTMENT_

Revenue Bureau

I. ADVANCING EQUITY

1. Will this budget proposal reduce, limit or eliminate programs that are vital to or disproportionately needed by communities of color, immigrant and refugee communities and/or people living with a disability?

This Revenue Bureau Requested Budget will not reduce, limit or eliminate services that are needed by communities of color, immigrant and refugee communities, or people living with a disability.

2. Will this budget proposal increase, expand or create programs that are vital to or disproportionately needed by communities of color, immigrant and refugee communities and/or people living with a disability?

Revenue Bureau - Tax Info Exchange - IRS and Portland

This decision package will provide a substantial reduction in tax filing burden for hundreds of thousands of local taxpayers because completing tax returns in common tax preparation software packages, such as TurboTax, will satisfy Portland, Multnomah County, Oregon, and federal filing requirements simultaneously when e-



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filing is implemented in conjunction with the Oregon Department of Revenue (data exchange is a precursor to e-filing).

It is estimated that the package would increase ongoing General Fund revenues of \$780,000 to \$2.3M, which would benefit all communities in the City.

3. What considerations were taken into account in this proposal to maximize equity?

This year's Revenue Bureau budget discussions focused on improving the tax filing experience for residents.

The Revenue Bureau is a part of the larger Office of Management and Finance (OMF) organization. OMF's budget proposal contains potential opportunities for both large and small contracting opportunities that could fit an array of diverse contractors. OMF's budget also contains several new positions, including entry level positions, that could be good opportunities for diverse candidates to begin a career with the City and gain valuable experience for future leadership opportunities.

II. PERSONNEL

NOTE: It is understood that final demographics resulting from any staff reduction may not be known if there is a bumping process to be completed. However, it is important to monitor the demographics of any layoffs or staff reductions to assess the specific impact to people of color and people with disability (if known). Human Resources can be a resource for this data if it is unknown.

1. What is the number of staff reductions in this proposed budget?

None.

2. What is the racial demographic of any staff reductions being proposed?

N/A – no staff reductions.

3. What is the remaining racial demographic of your bureau after the reductions?

N/A – no staff reductions.



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	4. What is the position level of any staff reductions being made, e.g., management vs. line staff?	
	N/A – no staff reductions.	
	5. To your knowledge, is there an adverse impact on employees with a disability due to these staff reductions?	
	N/A – no staff reductions.	
III.PF	ROGRAM/SERVICES (SEE, Workforce Demographics per Bureau here or by visiting our website	
1.	What service/program outcome or philosophy will be met with the overall budget request?	
	The OMF Requested Budget supports the organization's mission to be a trusted partner, creating smart solutions for the City and our community. In addition, this budget supports the Revenue Bureau mission of collecting revenues to fund essential services and providing regulatory oversight for protection of the public.	
2.	Identify impacts on specific geographic areas. ☑ City-wide/Regional ☐ Northeast ☐ Northwest ☐ North	
	☐ Central Northeast ☐ Southeast ☐ Southwest ☐ East	
	☐ Central City	
3.	3. Identify the racial demographics of those impacted by this request. (SEE Attache Worksheet)	
	This Revenue Bureau Requested Budget will not reduce, limit or eliminate services that are needed by communities of color, immigrant and refugee communities, or people living with a disability.	
4.	Identify potential impacts on people living with a disability. (SEE Attached Worksheet)	



Bureau Director: Dante J. James, Esq.

This Revenue Bureau Requested Budget will not reduce, limit or eliminate services that are needed by communities of color, immigrant and refugee communities, or people living with a disability.

IV. CONTRACTING

1. Does the proposed budget impact contracting with outside sources?

The previously mentioned decision package will involve an agreement with the IRS.

- 2. What percentage of contracting/consulting work is performed by M/WESB contractors?
 - a. In what capacity (prime contractor, sub-contractor, supplier, etc.)

In FY 2012-13, the Revenue Bureau had 3 total contracts (Construction and PTE), totaling just over \$12,000. Of these, 86% used M/W/ESB vendors at the prime contractor level, and none at the sub-contractor level.

3. How will this budget impact consulting or contracting with M/W/ESB contractors? (Including professional services)

As mentioned above, the Revenue Bureau decision package will provide for very limited contracting opportunities. However, the Bureau will continue partnering with Procurement Services to use M/W/ESB vendors in its ongoing procurement processes, particularly those industries involved in the Social Equity Contracting Strategy.

V. EQUITABLE PUBLIC PARTICIPATION

1. How have you ensured inclusive and equitable participation in the preparation of this budget?

A guiding factor in the overall OMF budget development process is the OMF Strategic Plan, which calls out equity as a core value in leadership decision making. The budget decisions were determined by a team of leaders within OMF, which included discussions with both the OMF Budget Advisory Committee and



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the four OMF Labor Management Committees. The OMF Budget Advisory Committee includes diverse representation from customer bureaus and community members.

2. How does this budget build community capacity and power in communities most impacted by inequities?

The Revenue Bureau collects revenues to fund essential services, provides regulatory oversight for protection of the public, and champions public policy and technology investments for communications and utility infrastructure to keep our local communities economically and culturally healthy. The Revenue Bureau's core values focus on how the bureau interacts with the public, and on the community itself. Specifically these values are customer focus, professionalism, innovation, diversity, and accountability.

As mentioned earlier, the overall OMF Requested Budget contains opportunities for contracting and several new positions. These opportunities have the potential to increase personal income and skill building in diverse communities, which could increase overall community capacity and power if diverse applicants and contractors are selected.

Thomas Lannom

BUREAU DIRECTOR (Typed name and signature) Bureau Director

Revenue Bureau Director



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BUREAU/OFFICE/DEPARTMENT_

Bureau of Technology Services (BTS)

I. ADVANCING EQUITY

1. Will this budget proposal reduce, limit or eliminate programs that are vital to or disproportionately needed by communities of color, immigrant and refugee communities and/or people living with a disability?

This BTS Requested Budget will not reduce, limit or eliminate services that are needed by communities of color, immigrant and refugee communities, or people living with a disability.

2. Will this budget proposal increase, expand or create programs that are vital to or disproportionately needed by communities of color, immigrant and refugee communities and/or people living with a disability?

BTS does not have any applicable decision packages that will increase or expand services to communities of color, immigrant and refugee communities, or people living with a disability.

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3. What considerations were taken into account in this proposal to maximize equity?

This year's BTS budget discussions focused on improving internal City operations. The particular services being discussed had little public impact.

BTS is a part of the larger Office of Management and Finance (OMF) organization. OMF's budget proposal contains potential opportunities for both large and small contracting opportunities that could fit an array of diverse contractors. OMF's budget also contains several new positions, including entry level positions, that could be good opportunities for diverse candidates to begin a career with the City and gain valuable experience for future leadership opportunities.

II. PERSONNEL

NOTE: It is understood that final demographics resulting from any staff reduction may not be known if there is a bumping process to be completed. However, it is important to monitor the demographics of any layoffs or staff reductions to assess the specific impact to people of color and people with disability (if known). Human Resources can be a resource for this data if it is unknown.

1. What is the number of staff reductions in this proposed budget?

One

2. What is the racial demographic of any staff reductions being proposed?

N/A – vacant

3. What is the remaining racial demographic of your bureau after the reductions?

Same as current demographics

4. What is the position level of any staff reductions being made, e.g., management vs. line staff?

One line staff position

5. To your knowledge, is there an adverse impact on employees with a disability due to these staff reductions?

N/A – vacant



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III.PR	OGRAM/SERVICES (SEE, Workforce Demographics per Bureau here or by visiting our website		
1.	What service/program outcome or philosophy will be met with the overall budget request?		
·	The OMF Requested Budget supports the organization's mission to be a trusted partner, creating smart solutions for the City and our community. In addition, it supports the bureau mission of providing innovative, reliable and secure technology services and strategic leadership in alignment with the needs of the City of Portland, the public and our regional partners.		
2.	Identify impacts on specific geographic areas.		
	☐ Central Northeast ☐ Southeast ☐ Southwest ☐ East		
	Central City		
3.	Identify the racial demographics of those impacted by this request. (SEE Attached Worksheet)		
	Not applicable		
4.	Identify potential impacts on people living with a disability. (SEE Attached Worksheet)		
	Not applicable		
IV. CONTRACTING			
	1. Does the proposed budget impact contracting with outside sources?		
	While BTS will contract with outside vendors for upcoming projects, none of this year's budget decision packages directly provide new contracting opportunities.		

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- 2. What percentage of contracting/consulting work is performed by M/WESB contractors?
 - a. In what capacity (prime contractor, sub-contractor, supplier, etc.)

In FY 2012-13, BTS had 64 total contracts (Construction and PTE), totaling just over \$14 million. Of these, 67% used M/W/ESB vendors at the prime contractor level, and 5% at the sub-contractor level.

3. How will this budget impact consulting or contracting with M/W/ESB contractors? (Including professional services)

As mentioned above, the BTS budget decision packages likely won't provide new contracting opportunities. The Bureau will continue partnering with Procurement Services to use M/W/ESB vendors in its ongoing procurement processes, particularly those industries involved in the Social Equity Contracting Strategy.

V. EQUITABLE PUBLIC PARTICIPATION

1. How have you ensured inclusive and equitable participation in the preparation of this budget?

A guiding factor in the overall OMF budget development process is the OMF Strategic Plan, which calls out equity as a core value in leadership decision making. The budget decisions were determined by a team of leaders within OMF, which included discussions with both the OMF Budget Advisory Committee and the four OMF Labor Management Committees. The OMF Budget Advisory Committee includes diverse representation from customer bureaus and community members.

2. How does this budget build community capacity and power in communities most impacted by inequities?

As mentioned earlier, the overall OMF Requested Budget contains opportunities for contracting and several new positions. These opportunities have the potential to increase personal income and skill building in diverse communities, which could increase overall community capacity and power if diverse applicants and contractors are selected.



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Identifying Impacts Worksheet - Once you have identified the populations/communities impacted, use the following chart to name the potential burdens and benefits.

Populations Impacted	Potential Positive Impacts	Potential Negative Impacts	
None	N/A	N/A	

Ben Berry	Bonsey
веп ветту	Jan Jery

BUREAU DIRECTOR (Typed name and signature)