



Budget Equity Assessment Tool

February 18, 2014

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 of 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 _____ **PBOT** _____

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?

Maintenance:

Dignity Village: This request would cover the cost of leasing additional property from ODOT due to lost use of the land Dignity Village occupies at Sunderland Yard.

Business Services:

Business Services does not have any Decision Packages in the FY 14-15 Budget Request.

Capital:

This budget proposal maintains current service levels (CSL) for the Capital group's operating budget. Funding for capital projects is leveraged. In previous years, as much as ¾ of the funding came from federal, state and local grants, tax increment (TIF) dollars from the Portland Development Commission, and partnerships with the Port of Portland and TriMet. Transportation capital investments remain highly leveraged and fluctuate year to year. The estimated total budget for transportation



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capital infrastructure in FY 14-15 is approximately \$65.8 million dollars. This includes a number of projects within East and Far East Portland, and two projects in Southwest Portland, to address pedestrian and bicycle deficiencies and needed safety improvements. There is a proposed increase of \$1M for safety improvements included in the Requested Budget, which provide new and upgraded pedestrian crossings to meet current best practices for safety on high priority East Portland streets. These safety improvements will provide “active warning” (flashing beacons) crossing improvements in NE and SE Portland.

Engineering Services:

Engineering Services does not have any Decision Packages in the FY 14-15 Budget Request

Transportation System Management:

There is no change in planned service level.

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?

Maintenance:

PBOT considered its core maintenance functions across this City to be of higher benefit to all citizens. Therefore, seeking GF support in order to redirect PBOT funding to core services would maximize equity.

Business Services:

Business Services does not have any changes to the current year budget, so no impacts in this area.

Capital:

PBOT continues to advance safety as its top priority – especially in parts of the city that are disproportionately experiencing traffic crashes and fatalities. As such this budget proposal includes a GF request for pedestrian crossing improvements focused on East Portland. These crossing improvements will directly benefit the higher proportions of communities of color, immigrant and refugee communities, and people living with a disability that live in East Portland.

Engineering Services:

There is a small amount of contract paving which is being done in outer SE and N Portland.



Transportation System Management:

A number of considerations were used to maximize equity in the budget. For example, our Safe Routes to School program resources are deployed using an equity based matrix that accounts for underserved populations, percentages of students receiving free or reduced lunch, and languages spoken at home. Those school populations that are most vulnerable receive priority for funding.

Similarly, in building the budget for materials and services a priority was given to translating existing materials in to multiple languages prior to creating new materials in English only.

Another example is identifying funding for staff outside of the context of specific projects so they are free to pursue equity and diversity goals and develop relationships on behalf of the bureau.

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

Capital:

Many of the capital projects within this budget are the result of years-long efforts to obtain funding to construct needed transportation improvements, particularly in areas with infrastructure deficiencies with vulnerable populations. Projects in East Portland were identified and prioritized with community support through East Portland In Motion, using an innovative transportation equity analysis that considered the proportion of children and older adults, non-white residents, poverty rates, prevalence of zero-car households, employment density and population density. Additionally, transportation crash and fatality data was considered when preparing our GF request for pedestrian safety, to target those funds toward the communities experiencing the greatest harm from traffic crashes.

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? 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?
N/A



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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 a positive or adverse impact on employees of color, and if so, what?

Maintenance:

There is no anticipated impact to employees of color.

Business Services:

There is no anticipated impact to employees of color.

Engineering Services:

There is no anticipated impact to employees of color.

Transportation System Management:

There is no anticipated impact to employees of color.

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

Maintenance:

There is no anticipated impact to disabled employees.

Business Services:

There is no anticipated impact to disabled employees.

Capital Group:

There is no anticipated impact to disabled employees.

Engineering Services:

There is no anticipated impact to disabled employees.

Transportation System Management:

There is no anticipated impact to disabled employees.

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?

Maintenance:

Maintenance applies best practices in asset management to preserve and maximize Portland's public investment in transportation, sewer and stormwater infrastructure by inspecting, cleaning, maintaining and repairing assets. Maintenance also fulfills first responder roles in emergency situations including spill response to motor vehicle accidents, flooding, snow, ice, landslides and earthquakes.

Business Services:

Business Services provides multiple services to PBOT staff, programs and projects: finance, accounting, budget, asset management, business technology, and employee and administrative support. These services are delivered with goal of following best practices and being efficient and cost effective.

Capital Program:

The Capital Program continues the City's investment in our transportation system, which is essential to keeping people and goods moving and having our city remain economically competitive. The program strives to achieve the goals of the City Council and provide for a diversity of transportation modes and alternatives for Portlanders and implement actions identified in the Portland Plan to achieve a prosperous, educated, healthy and equitable city. *(See pages 10-12 of the Requested Budget for FY 13-14.)*

Engineering Services:

Engineering staff provides support for the projects in the CIP. Staff also applies the best practices in asset management for pavement, bridges, signals, street lights, and other assets to preserve the assets.

Transportation System Management:

Transportation System Management is responsible for managing the City's Traffic and Parking Operations, Parking Enforcement, and Active Transportation systems. The group continues to pioneer solutions in transportation safety, encouraging active transportation, and partnering with community groups to accomplish PBOT goals.



2. Identify impacts on specific geographic areas.

PBOT has positive impacts on specific geographic regions as a result of the maintenance and capital programs.

Maintenance/Capital Groups: City-wide/Regional

- Northeast Northwest North
 Central Northeast Southeast Southwest East
 Central City

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

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

IV. CONTRACTING

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

Capital Group:

Historically, the Capital Program has contracted out a portion of the professional work. This has been accomplished through project specific Requests for Proposals, existing Flexible Service Contracts, and smaller-dollar contracting methods. Beginning this year, we have been allowed to direct contract with MWESB providers when contracts are under \$50,000. At this time, we are anticipating most professional work being accomplished by in-house staff, augmented as needed by direct contracting.

2. What percentage of contracting/consulting work is performed by M/WESB contractors?

To date FY 13-14:

- o PTE Direct Contracting 10 executed in place, 3 pending execution. 13 total. 100% MWESB participation.
- o Formal Construction Contracting - 13% MWESB participation
- o PTE RFP Contracting - 18% MWESB Participation



Prime Contracts - Construction and PTE - FY 12-13					
Bureau of Transportation	MWESB	9	26.47%	\$3,498,521.22	21.91%
Bureau of Transportation	NON MWESB	25	73.53%	\$12,467,208.40	78.09%
Subcontractor Utilization - Construction and PTE - FY 12-13					
Bureau of Transportation	MWESB	51	52.04%	\$2,087,739.66	36.94%
Bureau of Transportation	NON MWESB	47	47.96%	\$3,563,905.11	63.06%

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

Director’s Office and Business Services:

PBOT will continue to place emphasis on improving its MWESB contracting outcomes through PTE contracts for organizational reviews and funding initiatives.

Capital Group:

As we are anticipating most professional work being accomplished by in-house staff, opportunities for these contractors remain flat at best.

Construction contracts will continue to be bid on both the open market as well as through the Prime Contractor Development Program (PCDP).

V. EQUITABLE PUBLIC PARTICIPATION

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

PBOT has followed the city PIAC rules in providing adequate and inclusive participation in the budget development process. PBOT held six Budget Advisory Committee meetings to discuss PBOT’s FY 14-15 Requested Budget. PBOT will also participate in the Community Budget Forums and the Budget Hearings at City Council. Public notices for meetings were



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provided on the PBOT website and City Budget Office website in advance of the first public meeting.

2. How does this budget build community capacity and power in communities most impacted by inequities? (e.g., improved leadership opportunities within BAC, community meetings, stakeholder groups, increased outreach, etc.)

Specific capital projects, such as East Portland Access to Transit, were identified to meet the needs of communities where transportation infrastructure is deficient and prioritized by an equity analysis. Building community capacity and directly engaging community members began with East Portland in Motion and is continuing through design and construction of specific projects.

This budget supports growth in community capacity by empowering groups across the city to engage in active transportation activities. For example, the Sunday Parkways program engages over 400 community groups and specifically funds staff to partner with underserved communities. The purpose of that outreach is to empower communities to be actively involved in the program development. The budget also supports staff time to work the Portland Bike Share “High Roads” Committee which is tasked with developing equity based programs for bike share.

Greg Jones, Assistant Bureau Director

BUREAU DIRECTOR (Typed name and signature)

Identifying Impacts Worksheet - Once you have identified the populations/communities impacted, use the following chart to name the potential burdens and benefits. *This could be addressed in reference to the demographic data shown under Section III, questions 3 and 4. We could answer this question at the capital program level or at the bureau level. For the capital program, the mapping of projects will show that PBOT is addressing needs in East Portland – a more ethnically and racially diverse, less affluent area with a greater proportion of both children and seniors. (See page 11 of EPIM.) It would be important to note that achieving a more equitable Portland is a 25 year plan (per the Portland Plan) and the Bureau believes it will take long-term continued investment to realize this goal.....*

