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## **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 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** Bureau of Development Services

#### **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?

No, BDS's FY 2014-15 Requested Budget will not reduce, limit, or eliminate any such programs. The Requested Budget includes staff additions that will benefit BDS customers and the larger community.

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?

BDS's Requested Budget includes two proposals that will preserve and expand programs that will impact disadvantaged neighborhoods throughout the city, and particularly in Southeast Portland.



The first proposal (DS\_03 – Extremely Distressed Properties Enforcement Program) requests that one-time General Fund support for a Senior Housing Inspector position be converted into ongoing funding. This position implements the Extremely Distressed Properties Enforcement Program (EDPEP), a pilot program in Southeast Portland. EDPEP has proven to be an effective tool to respond to the substantial impact on some neighborhoods and properties from the prolonged recession and mortgage-related foreclosures.

EDPEP is directed towards un-maintained properties (often caused by abandonment due to foreclosures) with chronic nuisance and housing conditions that create risks of fire, public health hazards, and encourage criminal activity such as trespass, vandalism, graffiti, drug use and sale, prostitution, and additional serious public safety threats. EDPEP enforces the City’s Property Maintenance Regulations and uses the abatement, vacation, and demolition of property as a key tool. EDPEP provides a vital city service to relieve pressure on the Police Bureau and other City agencies. EDPEP also proactively monitors properties to ensure that conditions are maintained and pursues additional abatements to resolve any recurring conditions.

EDPEP focuses on: abandoned/Foreclosed properties that are illegally occupied; abandoned/foreclosed properties generating multiple complaints to BDS, the Office of Neighborhood (ONI) Crime Prevention, or Portland Police service calls regarding illegal activity; occupied properties without basic utilities (water, electricity, heat, etc); and abandoned/foreclosed properties with chronic, significant, and recurring nuisance and housing maintenance violations, which have resulted in unpaid enforcement lien balances.

This budget proposal will continue services that have benefitted the significant percentage of the immigrant and refugee community that lives in Southeast Portland by improving neighborhood safety and livability. This proposal also requests \$200,000 in additional General Fund monies for nuisance abatements; a portion of these monies would go toward property vacations and demolitions through EDPEP.

The second proposal (DS\_02 – Improve Housing and Nuisance Inspections) requests that one-time General Fund support for a Housing Inspector position be converted into ongoing funding. This position has improved the bureau’s ability to respond to housing violation complaints citywide, particularly fire/life safety and health/sanitation issues and exterior property maintenance issues. These services benefit the entire community, including communities of color, immigrant and refugee communities, and people living with a disability, by improving neighborhood livability for all.



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

Each year, BDS Director Paul Scarlett lays out budget goals that guide and shape BDS's budget planning process, program directions, and spending decisions. One of this year's budget goals is "Equity – Organizationally and in Service Provision". This goal states that "The bureau is committed to pursuing equity in its staffing, its programs and services, and its interactions with customers and the community. Specifically, BDS will expand educational and training opportunities in equity issues for staff and will improve its outreach and accessibility, particularly to underrepresented, differently-abled, and disadvantaged communities."

To help make this goal a reality, BDS's Requested Budget includes a proposal (DS\_01 – Improve Overall BDS Service Level) to add 18 fee-supported staff positions to programs throughout the bureau. Two of these positions are specifically targeted toward supporting the bureau's Equity Program, community outreach, and staff training. BDS also received a position in the Fall 2013 Budget Monitoring Process (BuMP) to lead the Equity Program; the bureau plans to have that position filled in Spring 2014.

In addition, BDS's Budget Advisory Committee (BAC) spent significant time discussing all of the bureau's budget goals, including equity, and gave constructive feedback on how the bureau can achieve its equity goals.

## II. PERSONNEL

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

There are zero staff reductions in this Requested Budget.

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

There are zero staff reductions in this Requested Budget.

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

- 84.3% - White
- 5.7% - Black or African American
- 4.8% - Asian
- 1.9% - American Indian or Alaskan Native
- 1.9% - Hispanic
- 1.0% - Two or more races

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

There are zero staff reductions in this Requested Budget.

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

There are zero staff reductions in this Requested Budget.

### III. PROGRAM/SERVICES

1. What service/program outcome or philosophy will be met with the overall budget request?

BDS's work falls into two general categories:

- Administering state-adopted building codes; and
- Administering local regulations adopted within City Code, including the Zoning Code, Property Maintenance, and others.

BDS's budget is designed to support this work by funding efficient and effective programs and services. BDS's FY 2014-15 Requested Budget supports these functions, and is also designed to best achieve the bureau's budget goals:

- Provide adequate staffing levels
- Streamline access to services
- Equity (organizationally and in service provision)
- Leverage advanced technology
- Maintain fiscal sustainability
- Workforce planning, including training
- General Fund support for local code programs

BDS is proposing to strategically add staff in FY 2014-15 to help the bureau meet these budget goals. As described previously, some of these positions will specifically help the bureau meet its equity goal by increasing the capacity of the bureau's Equity Program and by maintaining the current level of housing code enforcement, including the EDPEP pilot program.

2. Identify impacts on specific geographic areas.

- 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)

76.1% - White alone

7.1% - Asian alone

6.3% - Black or African American alone

1.0% - American Indian and Alaskan Native alone

0.5% - Native Hawaiian and Other Pacific Islander alone

4.7% - Two or more racial groups

9.4% - Hispanic or Latino

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

BDS provides services citywide, potentially impacting all community members, including people living with a disability. Most of BDS's services are provided at the request of applicants or community members.

#### **IV. CONTRACTING**

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

BDS regularly contracts with outside sources for specialized services, such as expertise for workforce development and customer satisfaction surveying, that cannot be efficiently or effectively provided through bureau resources. This budget does not significantly change BDS's funding for contracting with outside sources.

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

- a. In what capacity (prime contractor, sub-contractor, supplier, etc.)

For FY 2012-13, 40% of BDS PTE contracts (2 of 5) were with M/W/ESB certified vendors; 7.5% of total contract value was awarded to M/W/ESB certified vendors. All of these vendors were acting as prime contractors.

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

BDS will continue its practice of actively seeking M/W/ESB proposers for all Requests for Proposal.

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## V. EQUITABLE PUBLIC PARTICIPATION

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

As in past years, BDS sought the input of a variety of stakeholders in its budget preparation process, including:

- The BDS Labor Management Committee (LMC) – The LMC reviewed BDS’s budget goals and decisions during their regular monthly meetings. Additionally, the LMC was provided with detailed financial information, such as budget line items for each bureau division, to allow for better familiarity with the bureau’s operations and aid in the LMC’s review of the final budget recommendations.
- BDS Employees – In addition to discussing the budget during section and workgroup staff meetings, the bureau held two drop-in sessions for employees to ask questions, share budget ideas, and vote on which ideas they thought most important.
- BDS Budget Advisory Committee (BAC) – The BAC met several times from November 2013 – January 2014. The BAC included representatives from bureau management, labor, customers, citizens, and internal and external stakeholders, including:
  - DRAC (Development Review Advisory Committee)
  - BDS LMC (Labor Management Committee)
  - Underserved/Underrepresented Community
  - BDS Non-Represented Employees
  - Development Industry
- Development Review Advisory Committee (DRAC) – The DRAC is a 17-member body of representatives from groups that are stakeholders to the development review process. The DRAC represents a wide variety of development review customers and the larger community. The DRAC reviews BDS’s budget at a more global level, and is interested in improving development review processes for customers and neighborhoods.

The participation of these groups has helped to ensure that BDS hears a wide variety of views as it crafts its budget request. In addition, the composition of these groups represents a mix of gender, race, professions, and perspectives.



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

First, BDS's budget supports the efficient and effective administration of international and Oregon State building codes, helping to ensure that all structures are built to code and meet mandatory safety and health requirements. The consistent application of building codes builds community capacity and power in communities most impacted by inequities by ensuring that structures in those communities meet the same standards as structures throughout the city. This budget includes a request for 18 staff positions that will help deal with significant workload increases and fill gaps in services, allowing the bureau to provide more timely services to all customers and the community.

Second, this budget requests the continuation of existing General Fund support for BDS's Land Use Services and Neighborhood Inspections Programs. Neighborhood Inspections has a significant positive impact in communities most impacted by inequities; the program protects the health, safety, and welfare of community members, prevents the deterioration of existing housing, and contributes to neighborhood livability by enforcing minimum standards for residential structures and exterior maintenance requirements on non-residential properties, outdoor areas, and adjacent rights-of-way.

As mentioned previously, this budget includes two requests to convert existing one-time General Fund support for two Neighborhood Inspections positions into ongoing funding. One position administers the EDPEP pilot program in Southeast Portland, while the other supports the ability to conduct housing inspections throughout the city. The requests for continued funding for these positions have received unanimous support from BDS's BAC, DRAC, and LMC because of the positive results, particularly for communities impacted by inequities.

Paul L. Scarlett, Bureau of Development Services Director

**BUREAU DIRECTOR**



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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
Citywide; see narrative		