CITY OF PORTLAND, OREGON

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DATE:

February 3rd, 2012

TO:

Mayor Sam Adams

FROM:

Commissioner Amanda Fritz

CC:

Commissioner Randy Leonard; Commissioner Dan Saltzman,

Commissioner Nick Fish;

SUBJECT:

Office of Equity & Human Rights FY2012-13 Requested Budget

Please accept the Office of Equity & Human Rights Requested Budget for Fiscal Year 2012-13. A general description of the budget process and decision packages is included below.

Bureau Process to Develop the Budget

- The Office of Equity and Human Rights convened a Budget Advisory Committee (BAC) that included a Human Rights Commissioner, a Commission on Disability member, a Creation Committee member, OMF staff, and Commissioner staff.
- The Budget Advisory Committee met to analyze the budget, make recommendations for mandatory reductions, and adjust budget line items to reflect priorities of the members. This work was completed knowing the Office is still being formed, allowing opportunities of the first Director to make adjustments to reflect the work plan and priorities of the new Office.

Proposed Reduction Decision Packages

As directed by City Council, the Requested Budget includes 4%, 6%, and 8% mandatory cut packages. These cuts will hamper the opportunity of the new Office to fully meet the challenges identified in the Ordinance creating the Office. The 8% cut would severely hamper the new office from acquiring the needed personnel and resources to meet the mission of the upcoming Equity Initiative.

Council directed that this office be given a specific amount of additional general fund resources (\$525,000). We would ask that due to the nature of the new office and the need to maintain resources to meet the mandated mission that it be held harmless or at a lower threshold of cuts.

Thank you for your assistance and support with budget development. Please contact Tim Crail (503-823-3988) if you have any questions or concerns.

Office Summary

BUREAU OVERVIEW

The Office of Equity and Human Rights was created in September 2011 as a directive of Council. The office will focus on closing disparity gaps and on facilitating equitable outcomes. It will help to improve participation, build partnerships and implement a racial and ethnic justice initiative. The Office will work to create the means for the City to become accountable on issues of equity with initial focus on race/ethnicity and ability/disabilities. The Office will staff the Commission on Disabilities as well as the Human Rights Commission. A committee currently in formation called the New Portlanders Advisory Council will also be staffed by the Office.

STRATEGIC DIRECTION

Existing Work Programs

The Office will focus on the following goals in FY 2012-13:

- o Provide staff assistance to the HRC in implementing its strategic plan and programmatic goals.
- o Provide leadership on human rights education and peace building presentations on strategic and emerging issues of human rights and equity.
- o Facilitate the Inter-group Dialogues.
- o Facilitate opportunities for Portland to integrate newcomers into the economic, cultural, and political life of the city.
- o Facilitate use of the Effective Engagement Solutions program with the Community and in the City on conflict resolution especially as it pertains to issues of equity.

Emerging Work Program:

- Work with City Agencies and City employees to collect and evaluate data related to disparities in City government and development of an Equity Initiative.
- o Work with City agencies and stakeholders to develop an ongoing Office Work Plan.
- o Development of office advisory structure.
- o Development of New Portlanders Advisory Council.

SUMMARY OF BUDGET DECISIONS

The Office of Equity and Human Rights' projected budget appropriation for FY 2012-13 is \$1,306,498.

The Office of Equity is being funded with a combination of \$525,000 in new ongoing General Fund Discretionary resources and \$781,498 of existing resources which had been budgeted in the Office of Human Relations but is budgeted in Office of Equity for FY 2012-13. Additionally, ongoing budget has been transferred from ONI to Office of Equity to support two positions which were transferred between the bureaus.

Overhead funding to support the Office of Equity shall be considered in FY 2012-13 Fall Budget Monitoring Process, after a proposal has been submitted to and voted on by the City's General Fund Overhead Committee.

Office of Equity and Human Rights

Description

The Office of Equity and Human Rights will continue to manage and transition existing programs, which are described in detail below:

- The Human Rights Commission is a 15 member volunteer entity appointed by City Council to protect human rights and promote understanding, inclusion and justice for all who live, work, play, worship, and travel in Portland. The HRC oversees three ongoing committees including the Community and Police Relations committee, the Committee on Intergroup Understanding, and the Executive Committee.
- o The New Portlander program works toward providing greater equity and inclusion for newcomer communities through opportunities that honor the social and cultural contributions of these existing and emerging communities. The program seeks to connect City bureaus to community organizations, businesses, and faith communities that serve newly settled Portlanders with the ultimate outcome of addressing interests and needs of those who have recently settled here.
- o The Education and Peace Building program provides education on local and global human rights issues and facilitates Portlanders' exploring and connecting around social justice issues. Current projects include the Human Rights Film and Dialogue series and various classes of education on strategic and emerging peace building issues.
- O The Inter-group Dialogues program is a series of facilitated conversations between community members from different social identity groups that either have a history of conflict or potential conflict with one another. Dialogues occur over a period of time during which participants examine commonalities and differences and identify ways in which group identity affects their behavior and opportunities in society.
- O The Effective Engagement Solutions Program (to be retitled in the Equity Office) provides tools and resources for community members and the City staff to address chronic conflicts and remove barriers to effective collaboration between neighborhoods, businesses, community organizations, the public and City agencies. The program coordinates the Restorative Listening Project on Gentrification for monthly community sharing of experiences with gentrification and its impacts. The program responds to agencies, neighborhood associations for organizational and community conflict resolution, and provides coaching and facilitation services.
- O Diverse and Empowered Employees program (DEEP) is a volunteer-led employee organization that assists the City of Portland in creating and enhancing a supportive and inclusive environment to the City's diverse workforce. DEEP offers mentoring and networking opportunities through nine affinity groups and also hosts regular educational events to expand employee awareness of diversity issues. The Office of Equity provides financial oversight and Commissioner Oversight to the partnership.

Goals

The Office of Equity's work supports the City goals of improving community livability, implementing and evaluating equity policy, especially in the delivery of efficient, effective, and accountable municipal services. The Office of Equity is strategically positioned within City government to coordinate between City Bureaus, assist with implementation, monitor compliance, foster accountability, and help the City become a leader in defining and achieving equitable outcomes and eliminating disparities.

Performance

<u>Human Rights Commission (HRC)</u>: The HRC had established the goal of developing nine policy recommendation or reports on human rights issues in FY 2011-12. As of January of 2012 they have achieved the development and approval of the Police Use of Force report, Recommendations on the draft Portland Plan, sponsoring of an event by the Committee for Intercultural Group Understanding (CIGU) on Reconciliation with Terry Cross of National Indian Child Welfare association. The Commission sustained 3 resignation/vacancies and is just now in the process of filling them. The Commission also recently developed and issued an RFP and is currently involved in the selection of a consultant to develop their Strategic Plan.

The New Portlander program established the goals of reaching 3,000 people and conducting 40 educational presentations in FY 2011-12. These high numbers reflect the addition of participants from the Colored Pencils program which has since moved to the Regional Arts and Culture Council. Projected numbers for next year are: reaching at least 600 people. Author, support or otherwise initiate printed stories on New Portlanders: 12. Produce or support or otherwise initiate broadcast media stories on New Portlanders: 12.

<u>The Education and Peace Building program</u> has established the goals of 90% of program participants reporting increased levels of awareness or learning, achieving 500 participants in education program activities, and sponsoring 20 educational events in FY 2011-12.

<u>The Intergroup Dialogue program</u> has established the goals of 90% of program participants experiencing satisfaction, conducting ten dialogues on race or racism, and achieving 120 program participants. The program goals include: 13 dialogues, 98% satisfaction level, 928 participants, 9 new trainers trained, and 20 new facilitators trained.

<u>The DEEP program</u> has established the goal of 15 educational events in FY 2011-12; similar goals will be met in 2012-13.

The Effective Engagement Solutions Program (To Be Retitled under the Equity Office) highlights for 2011 included: early facilitation of the Friends of Last Thursday, Leaders Dialogues with Commissioner Fritz and the Mayor, Disparity Contracting Study Facilitation, Equity Office formation, Williams Bike Corridor facilitation and Holgate Bike Boulevard facilitation. We will be reassessing need and strategic direction of efforts in this area during the change from ONI to the Office of Equity once the new Director is hired and work plan finalized.

Changes to Services and Activities

The Office is new and all services and activities whether current or planned will be evaluated under the direction of the new director.

Summary of Bureau Budget

	FY 2009-10 Year-End Actuals	FY 2010-11 Year-End Actuals	FY 2011-12 Revised Budget	FY 2012-13 Requested Without DP's	FY 2012-13 Requested Budget
ice of Equity & Human Rights					
Expenditures					
Personal Services	0	0	0	922,180	922,180
External Materials and Services	0	0	0	301,198	196,678
Internal Materials and Services	0	0	0	83,120	83,120
Total Expenditures	0	0	0	1,306,498	1,201,978
Resources					
General Fund Discretionary	0	0	0	1,306,498	1,201,978
General Fund Overhead	0	0	0	0	0
Total Resources	0	0	0	1,306,498	1,201,978

Summary of Program Budgets

	FY 2009-10 Year-End Actuals	FY 2010-11 Year-End Actuals	FY 2011-12 Revised Budget	FY 2012-13 Requested Without DP's	FY 2012-13 Requested Budget
Office of Equity & Human Rights Administration & Support					
Administration	0	0	0	172,636	172,636
Operations	0	0	0	1,133,862	1,029,342
Total Administration & Support	0	0	0	1,306,498	1,201,978
Total Programs	0	0	0	1,306,498	1,201,978

Total FTE and Salary by Class Office of Equity & Human Rights

	CY_REVBUD {Rep} V52_NO_DP {Rep}				V52_TOTAL {Rep}		
Class Title	No.	Amount	No.	Amount	No.	Amount	
30000493 Community Outreach & Informtn Rep, Sr	0.00	0	1.00	68,010	1.00	68,010	
30001758 Equity and Human Rights Director	1.00	102,648	1.00	102,648	1.00	102,648	
30000464 Program Coordinator	0.00	0	1.00	66,710	1.00	66,710	
30000463 Program Specialist	0.00	0	2.00	121,038	2.00	121,038	
Total Full-Time Positions	1.00	\$102,648	5.00	\$358,406	5.00	\$358,406	
30000012 Office Support Specialist II	0.00	0	1.00	43,956	1.00	43,956	
Total Part-Time Positions	0.00	\$0	1.00	\$43,956	1.00	\$43,956	
Grand Total	1.00	\$102,648	6.00	\$402,362	6.00	\$402,362	

Decision Package Summary

Bureau: Office of Equity & Human Right		Priority:)1 Type	: Reductions				
Decision Package: OE_01 - Office of E								
	FY 2012-13 Requested 1 Time DP	FY 2012-13 Requested Ongoing DP	FY 2012-13 Requested Total DP	FY 2013-14 Estimated Budget	FY 2014-15 Estimated Budget	FY 2015-16 Estimated Budget	FY 2016-17 Estimated Budget	
EXPENDITURES								
External Materials and Services	0	(52,260)	(52,260)	0	0	0	0	0
TOTAL EXPENDITURES	0	(52,260)	(52,260)	0	0	0	0	0
REVENUES								
General Fund Discretionary	0	(52,260)	(52,260)	0	0	0	0	0
TOTAL REVENUES	0	(52,260)	(52,260)	0	0	0	0	0

Description:

The reductions include \$34,415 from Professional Services, \$6,010 from education, \$11,235 from miscellaneous materials and services, and \$600 from the DEEP program.

Expected Results:

Impacts are limiting the outside professional assistance (contracted) that the bureau can contract for, decreasing the education budget to train and develop the new office's staff, and a 30% from the miscellaneous materials and service budget for unforseen costs that may arise as the new office enters its first year of operations.

Decision Package Summary

Bureau: Office of Equity & Human Righ	ts				Priority:)2 Type	: Reductions				
Decision Package: OE_02 - Office of Equity - 6% reduction package					Program: Bureau Operations						
	FY 2012-13 Requested 1 Time DP	FY 2012-13 Requested Ongoing DP	FY 2012-13 Requested Total DP	FY 2013-14 Estimated Budget	FY 2014-15 Estimated Budget	FY 2015-16 Estimated Budget	FY 2016-17 Estimated Budget				
EXPENDITURES											
External Materials and Services	0	(26,130)	(26,130)	0	0	0	0	0			
TOTAL EXPENDITURES	0	(26,130)	(26,130)	0	0	0	0	0			
REVENUES											
General Fund Discretionary	0	(26,130)	(26,130)	0	0	0	0	0			
TOTAL REVENUES	0	(26,130)	(26,130)	0	0	0	0	0			

Description:

In addition to the reductions included in the 4% reduction package, this package includes reductions of \$6010 from the office's education budget to train and develop staff, \$4,080 of miscellaneous EMS, \$5,000 from out-of-town travel, and \$300 from the DEEP budget. The package also reduces the bureau's set aside for Fleet Services by \$10,000.

Expected Results:

If reductions are taken at the 6% level, bureau staff will have limited education and development opportunities (including staff travel for training opportunities, a smaller contingency (miscellansous materials and services) in the event that unforseen costs arise, DEEP will experience a \$900 total reduction, and the bureau will not be able to explore the option of contracting with City Fleet for a bureau-assigned vehicle.

Decision Package Summary

Bureau: Office of Equity & Human Rig		Priority:	03 Type	Reductions							
Decision Package: OE_03 - Office of Equity - 8% reductions					Program: Bureau Operations						
	FY 2012-13 Requested 1 Time DP	FY 2012-13 Requested Ongoing DP	FY 2012-13 Requested Total DP	FY 2013-14 Estimated Budget	FY 2014-15 Estimated Budget	FY 2015-16 Estimated Budget	FY 2016-17 Estimated Budget				
EXPENDITURES											
External Materials and Services	0	(26,130)	(26,130)	0	0	0	0	0			
TOTAL EXPENDITURES	0	(26,130)	(26,130)	0	0	0	0	0			
REVENUES											
General Fund Discretionary	0	(26,130)	(26,130)	0	0	0	0	0			
TOTAL REVENUES	0	(26,130)	(26,130)	0	0	0	0	0			

Description:

The reductions in this package build upon the cuts in OE_01 and OE_02 to achieve 8% cuts. The reductions in this package include a \$10,330 cut to professional services, an additional \$300 cut to the DEEP program, and another \$5,500 reduction to the bureau's Fleet earmark. This will reduce the fleet budget to \$1,040 for motor pool use only.

Expected Results:

The cuts, which are cumulative to include the proposed 4% and 6% cut packages, will reduce professional services by 36%, education/training budget by 60%, misc. materials and services by 57%, the DEEP program budget by 8%, and the bureau's allocation for Fleet services 100%. Impacts include decreased resources for contract services, less opportunity for staff development and training, less contingency to respond to any unforseen costs, and no funding for a bureau vehicle.

Office of Equity & Human Rights

Management Data

Commissioner in Charge: Amanda Fritz

Bureau Director: vacant Website: not yet developed Administration: 18%

M/W/ESB Contract \$: 100% Prime

Workforce Data

Minorities: 100.0% Female: 33.3%

Non-Represented: 100.0%

Span of Control: 3.0 positions per supervisor

Management Lavers: 1 to 3

Resource and FTE Summary

	FY 2011-12	FY 2012-13	FY 2012-13	FY 2012-13	FY 2012-13
	Adopted	Base	Reductions	Add Packages	Requested
GF Ongoing	\$0	\$1.306,498	\$104,520	\$0	\$1,201,978
GF One-Time	0	0	0	0	0
GF Overhead	0	0	0	0	0
Bureau's Choice	0	0	0	0	0
Other Revenues	0	0	0	0	0
Total Revenues	\$0	\$1,306,498	\$104,520	\$0	\$1,201,978
FTE	0.00	6.00	0.00	0.00	6.00

Bureau Overview and Significant Issues

The new Office of Equity and Human Rights has many challenges ahead with regard to starting a new Equity Initiative in City Government. Starting the conversation with Bureaus will take some time and resources. Each bureau has different perspectives, needs, and practices regarding issues of equity. Getting consensus will take time to communicate and research the issues and will require additional staffing as already planned for in the current budget (OSS III, Policy Analyst, Commission Staffing). Integrating the Office into City government, into a new office space, maintaining programs for New Portlanders, staffing and supporting the Human Rights Commission and the Commission on Disabilities, Restorative Listening & Facilitation and Peace Building education along with a new director will require consistent attention from the Commissioners and Council to keep Equity issues and opportunities at the fore front of the City's agenda.

INSERT PERFORMANCE DASHBOARD HERE

As the office is in formation and a final workplan will not be established until a new Director is hired this section will remain blank.

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Operating and Capital Requirements

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
	Actuals	Adopted	Base	Request	Estimate
Operating - Base	\$0	\$0	\$1,306,498	\$1,201,978	\$1,250,057
Operating - One-Time Initiatives	0	0	0	0	0
Capital - New Construction	0	0	0	0	0
Capital - Major Maintenance	0	0	0	0	0
Unappropriated Ending Balance	0	0	0	0	0
Total	\$0	\$0	\$1,306,498	\$1,201,978	\$0

Overview of Major Projects and Initiatives

Project/Initiative Title: Development of the Equity Office Strategic Workplan. Establishing and working with an Advisory Committee, the Director and Commissioner will work to establish a workplan that will guide the Office in the coming years.

Project/Initiative Title: City/ Community Dialogue and Facilitation: This includes the existing train the trainer and Community Inter-group Dialogues, the Leaders Dialogue series and will also include facilitation on Equity education in Bureaus and the Community.

Project/Initiative Title: Disparity Data Inventory Study – research available city and community data on disparities that exist in hiring, contracting and access for minorities and the disabled in the City.

Bureau Name Program Summary Template

1. Program Title	4 B	3. Staff	(FTE)	4. Requi	rements	5. Percent		6. Res	sources		700 t 10 t 700 t	8. Prog	ram Rankings
Manager Phone #	2. Program Description	Regular	Limited Term	Operating	Capital	Admin	General Fund	Rates, Fees & IAs	Federal, State & Local	Other	7. Output, Outcome, or Efficiency Measure(s)		Community
Title: Administration and Operations Manager: Commissioner Fritz Phone #: 503-823-3990	The office will focus on closing disparity gaps and on facilitating equitable outcomes. It will help to improve participation, build partnerships and implement a racial and ethnic justice initiative. The office will work to create the means for the City to become accountable on issues of equity with initial focus on race/ethnicity and ability/disabilities.Official duties of the office include staffing the Commission on Disabilities as well as the Human Rights Commission and the New Portlanders Advisory Council. Existing programs for education, facilitation, dialogues will be re-evaluated in the context of city resources and workplan development for the new office.	6		1,306,498		18.0%	1,306,498				Measure Title: BECAUSE THIS IS A NEW OFFICE, PROGRAMS HAVE NOT BEEN OFFICIALLY ESTABLISHED IN THE WORKPLAN BUT WILL BE FOR NEXT FISCAL YEAR WITH SOME ACTUAL ACCOMPLISHEMENTS IN FISCAL YEAR 12-13 AND TARGETS FOR FISCAL YEAR 13-14.		
Title Manager Phone #											Measure Title FY 2010-11 Actuals: FY 2012-13 Target: Measure Title FY 2010-11 Actuals: FY 2012-13 Target:		
Title Manager Phone #											Measure Title FY 2010-11 Actuals: FY 2012-13 Target: Measure Title FY 2010-11 Actuals: FY 2012-13 Target:		
Fund Level Expenses	This line contains the total fund level expenses, which includes all debt service, cash transfers, contingency, and unappropriated fund balance.	NA	NA			NA					NA	NA	NA
Total		6.00	-	1,306,498.00	-		1,306,498	-	-	-			