



Office of Equity and Human Rights

Realizing Equity. Enhancing the City of Portland.

421 SW 6th Avenue Suite 500
Portland, OR 97204

City of Portland, Oregon
Charlie Hales, Mayor • Dante J. James, Director

To: Mayor Charlie Hales
Commissioner Nick Fish
Commissioner Amanda Fritz
Commissioner Steve Novick
Commissioner Dan Saltzman
Auditor LaVonne Griffin-Valade

From: Dante James 

Re: Office of Equity & Human Rights Spring BMP Submittal

Cc: City Budget Office

Date: Friday, March 29, 2013

The Office of Equity and Human Rights (OEHR) has prepared the attached report for the Spring Budget Monitoring Process (BMP) as requested by the City Budget Office (CBO). OEHR's submission can be broken into two categories – budget status reporting and budget amendment requests.

Budget Status Reporting

There are two required status-reporting components -- an update on decision package funding and a budget projection to fiscal year-end. Regarding decision packages, OEHR is pleased to report that expected outcomes are in progress or have been achieved.

Regarding the budget projection, OEHR forecasts that the bureau will remain within budget across all major object categories and that as much as \$70,000 of the bureau's general fund allocation may remain at fiscal year-end. This comes after the OEHR & Human Relations budgets left \$584,000 general fund unspent at FY 2011/12 year-end. This was due to the fact that the bureau had just been created, had several positions (including the director) vacant for most or all of the fiscal year, and was still in the earliest stages of existence as a bureau.

Budget Amendment Requests

OEHR is requesting that Council approve a single package of technical adjustments to the bureau's budget. This package is budget-neutral and will reallocate budgeted resources to allow OEHR to

make several expenditures it deems mission-critical as it continues the initial roll-out of its programs and services to the City at-large. These include:

- \$5,000 to purchase minor audio-visual equipment such that OEHR staff can more effectively conduct equity training across the City
- \$20,000 to engage a consultant to assist OEHR in developing a brand strategy, communications plan and metrics for measuring success. Branded messaging materials are necessary for any bureau and do not yet exist given the relative newness of OEHR. Moreover, effective informational materials are especially crucial to OEHR, given that the City at-large still doesn't truly understand the bureau's role and function.
- \$5,000 to utilize City printing & distribution to reproduce bureau informational materials (as described above).

Should you have any questions about the OEHR BMP submittal, please contact Dante James at 823-4433.

**Business Area Projection Report
Office of Equity and Human Rights**

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of Equity & Human Rights				
EXPENDITURES				
Personnel Services	\$960,578	\$589,683	\$930,578	97%
External Materials and Services	\$158,633	\$67,055	\$121,220	76%
Internal Materials and Services	\$126,396	\$78,360	\$123,334	98%
TOTAL EXPENDITURES	\$1,245,607	\$735,098	\$1,175,132	94%
REVENUES				
Miscellaneous	\$0	\$1,569	\$1,569	0%
General Fund Discretionary	\$1,245,607	\$0	\$1,173,563	94%
TOTAL REVENUES	\$1,245,607	\$1,569	\$1,175,132	94%

Bureau Projection Narrative

The Office of Equity and Human Rights projects to be within budget across all major object categories at the end of FY 2013/14. OEHR anticipates the bureau's appropriation for external materials and services will be underspent by approximately 24%. This is due largely to the fact that during the beginning of this fiscal year, this newly-created bureau was still focused on establishing strategy and programmatic infrastructure. As a result, the bureau did not expend its external materials and service budget as aggressively in the early part of the fiscal year as it otherwise might have.

BUDGET AMENDMENT REQUEST

Office of Equity & Human Rights

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

OE_007 - Technical Adjustments

OEHR is requesting that Council approve a single package of technical adjustments to the bureau's budget. This package is budget-neutral and will reallocate budgeted resources to allow OEHR to make several expenditures it deems mission-critical as it continues the initial roll-out of its programs and services to the City at-large.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: Internal Transfer

Office of Equity Human Rights - FY 2012-13 Spring BMP

Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
ADOPTED BUDGET - REDUCTIONS						
HC_10 - Non-Rep Merit Pay Freeze	0	0	(7,375)	0	(7,375)	Non-rep merit increases for employees making more than \$45k annually have been suspended throughout FY 2013/14.
HC_11 - OMF IA Savings	0	(1,857)	0	0	(1,857)	These savings are being recaptured via reductions in OMF interagency service level and/or rate reductions.
FALL & WINTER BMP PACKAGES						
OE_02 - 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 approved an exception per the vacancy savings process.	0	26,174	0	0	26,174	OEHR's principal management analyst position has been filled for the entirety of the fiscal year and has assisted the bureau in the progress it has achieved over that period.