



**OFFICE of EQUITY
and HUMAN RIGHTS**
CITY OF PORTLAND

Realizing Equity. Enhancing the City of Portland.

Commissioner in Charge:
Charlie Hales, Mayor

Bureau Director:
Dante J. James, Esq.

To: City Council

From: Dante James 

RE: Office of Equity & Human Rights Spring BMP Submission

Date: Monday, March 30, 2015

The Office of Equity & Human Rights is pleased to submit its Spring Budget Monitoring Process (BMP) report. The following represents the key highlights:

- **Black Male Achievement Initiative:** OEHR is submitting two decision packages to support the creation of a City program coordinating the BMA initiative in Portland. The first package transfers \$100,000 of one-time general fund resources from the Mayor's budget to OEHR; \$40,000 of this will support this program in FY 2014/15. The second package carries forward \$60,000 of this resource in order to provide a materials & services budget for the program in FY 2015/16. (OEHR's FY 2015/16 Requested Budget includes a decision package that will fund a permanent BMA program coordinator.)
- **Other Carryover Requests:** In addition to the BMA carry over package described above, OEHR is submitting four carry over requests.
 1. \$98,723 funding for the ADA Transition Plan. This resource was transferred to OEHR along with the Title II & Title VI Civil Rights Program on 7/1/2014. These resources will support the extension of the limited-term transition plan program coordinator for one year (through 6/30/2015).
 2. \$10,000 funding for the culturally-specific mentorship pilot. The implementation of this pilot has been delayed due to capacity issues within the City employee cultural affinity group originally targeted to create this mentorship program. This program was funded in FY 2014/15 by realignment of resources within OEHR's CAL (current appropriation level) target.
 3. \$7,500 funding for a professional services training in FY 2015/16 for the network of bureau Title II and Title VI coordinators.
 4. \$2,000 funding from the \$100,000 Title VI translation & interpretation pool (established by City Council in the FY 2014/15 Fall BMP) for Portland Parks & Recreation for translation services for Fall Cleanup trainings at the community gardens.



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- **OMF Facilities Services Interagency:** OEHR is submitting this decision package to create an interagency agreement between OEHR and OMF Facilities Services for services rendered by OEHR during the transition of the Civil Rights Program during the summer of 2014.
- **New Portlander Program:** OEHR is submitting this decision package to transfer resources associated with this program, transferred to ONI effective 12/2/2014.
- **Year-End Projection:** OEHR anticipates it will spend down between 99% and 100% of its appropriation this fiscal year. This assumes Council approves the various carryover requests described above.

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

**CBO Discussion and Recommendations
FY 2014-15 Spring Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: Technical Adjustment

Request: OE_006 - Transfer Resources for BMA Initiative

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	23,100	0	23,100
External Materials and Services	76,900	0	76,900
TOTAL EXPENDITURES	100,000	0	100,000
REVENUES			
General Fund Discretionary	100,000	0	100,000
TOTAL REVENUES	100,000	0	100,000

Bureau Description:

OEHR is submitting two decision packages to support the creation of a City program coordinating the BMA initiative in Portland. The first package transfers \$100,000 of one-time general fund resources from the Mayor's budget to OEHR; \$40,000 of this will support this program in FY 2014/15.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Spring Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: Program Carryover Request

Request: OE_007 - Carry Over Portion of BMA Budget

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(60,000)	0	(60,000)
TOTAL EXPENDITURES	(60,000)	0	(60,000)
REVENUES			
General Fund Discretionary	(60,000)	0	(60,000)
TOTAL REVENUES	(60,000)	0	(60,000)

Bureau Description:

OEHR is submitting two decision packages to support the creation of a City program coordinating the BMA initiative in Portland. This second package carries forward \$60,000 of the \$100,000 one-time general fund resource transferred from the Mayor's office in order to provide a materials & services budget for the program in FY 2015/16. (Note: OEHR's FY 2015/16 Requested Budget includes a decision package that will fund a permanent BMA program coordinator.)

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Spring Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: Program Carryover Request

Request: OE_008 - Carry Over Transition Plan Funding

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(98,723)	0	(98,723)
TOTAL EXPENDITURES	(98,723)	0	(98,723)
REVENUES			
General Fund Discretionary	(98,723)	0	(98,723)
General Fund Overhead	0	0	0
TOTAL REVENUES	(98,723)	0	(98,723)

Bureau Description:

OEHR is requesting Council approval to carry over \$98,723 funding for the ADA Transition Plan. This resource was transferred to OEHR along with the Title II & Title VI Civil Rights Program on 7/1/2014. These resources will support the extension of the limited-term transition plan program coordinator for one year (through 6/30/2015).

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Spring Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: New Request

Request: OE_009 - Receive OMF Facilities Funding for CR Program

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	30,076	0	30,076
TOTAL EXPENDITURES	30,076	0	30,076
REVENUES			
Interagency Revenue	30,076	0	30,076
TOTAL REVENUES	30,076	0	30,076

Bureau Description:

OEHR is requesting Council approval for establishing an interagency agreement between OEHR and OMF Facilities Services for services rendered by OHER during the transition of the Civil Rights Program during the summer of 2014.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Spring Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: Program Carryover Request

Request: OE_010 - Carry Over Culturally Specific Mentorship Budget

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(10,000)	0	(10,000)
TOTAL EXPENDITURES	(10,000)	0	(10,000)
REVENUES			
General Fund Discretionary	(10,000)	0	(10,000)
TOTAL REVENUES	(10,000)	0	(10,000)

Bureau Description:

OEHR is requesting Council approval to carry over \$10,000 in one-time general fund resources for the culturally-specific mentorship pilot. The implementation of this pilot has been delayed due to capacity issues within the City employee cultural affinity group originally targeted to create this mentorship program. This program was funded in FY 2014/15 by realignment of resources within OEHR's CAL (current appropriation level) target.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Spring Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: Program Carryover Request

Request: OE_011 - Carry Over Civil Rights Program Budget

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(7,500)	0	(7,500)
TOTAL EXPENDITURES	(7,500)	0	(7,500)
REVENUES			
General Fund Discretionary	(7,500)	0	(7,500)
TOTAL REVENUES	(7,500)	0	(7,500)

Bureau Description:

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Spring Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: Technical Adjustment

Request: OE_012 - Transfer New Portlander Program to ONI

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(58,569)	0	(58,569)
External Materials and Services	(5,118)	0	(5,118)
Internal Materials and Services	(2,179)	0	(2,179)
TOTAL EXPENDITURES	(65,866)	0	(65,866)
REVENUES			
General Fund Discretionary	(65,866)	0	(65,866)
TOTAL REVENUES	(65,866)	0	(65,866)
FTE			
Full-Time Positions	0.58	0.00	0.58
TOTAL FTE	0.58	0.00	0.58

Bureau Description:

OEHR is requesting Council approval to transfer resources associated with the New Portlander Program, transferred to ONI effective 12/2/2014.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Spring Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: New Request

Request: OE_013 - Appropriate Miscellaneous Revenue

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,411	0	1,411
TOTAL EXPENDITURES	1,411	0	1,411
REVENUES			
Charges for Services	1,411	0	1,411
TOTAL REVENUES	1,411	0	1,411

Bureau Description:

OEHR is requesting Council approval to appropriate minor revenues associated with the Human Rights Commission.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Spring Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: Technical Adjustment

Request: OE_014 - Approve Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	7,500	0	7,500
Internal Materials and Services	(7,500)	0	(7,500)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

OEHR is requesting Council approval for a package of technical adjustments with neither programmatic impact nor net change in budget at the bureau level.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Spring Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: Program Carryover Request

Request: OE_015 - Carry Over 2% of Translation/Interpretation Fund

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(2,000)	0	(2,000)
TOTAL EXPENDITURES	(2,000)	0	(2,000)
REVENUES			
General Fund Discretionary	(2,000)	0	(2,000)
TOTAL REVENUES	(2,000)	0	(2,000)

Bureau Description:

OEHR is requesting Council approval to carry over \$2,000 funding from the \$100,000 Title VI translation & interpretation pool established by City Council in the FY 2014/15 Fall BMP. This resource will be used by Portland Parks & Recreation for translation services for Fall Cleanup trainings at community gardens.

CBO Discussion and Recommendation

Office of Equity & Human Rights – FY 2014/15 Spring BMP Current Year Decision Package Status Update

The FY 2014/15 Adopted Budget included five decision packages. As required in the Spring Budget Monitoring Process, OEHR is submitting status updates regarding these five packages.

1. OE_04 – Title II / Title VI Civil Rights Program Transfer

Add Package: \$208,581 ongoing and \$133,121 one-time general fund resources

The City's Title II and Title VI civil rights programs transferred to OEHR effective July 1, 2014. The resources transferred support ongoing activities (i.e., the program manager and ongoing materials & services budget) as well as one-time funded ones (i.e., a limited term program coordinator for the ADA transition plan and budget to support outstanding obligations on a professional services contract associated with the ADA transition plan). During this fiscal year, the civil rights program has continued to report, monitor and lead title II and title VI compliance activities in the City while the bureau has worked to integrate these activities with the other programs in the bureau.

2. OE_06 – ADA Transition Plan Transfer

Add Package: \$98,723 one-time general fund resources

This decision package transferred the \$98,723 transition plan fund to OEHR along with the City's Title II and Title VI civil rights programs. This fund exists to support the monitoring, reporting and technical assistance activities associated with the City's ADA transition plan. The ADA transition plan will take many years to implement, but the transition plan coordinator is funded only through FY 2014/15. Therefore, in the FY 2014/15 Spring BMP OEHR is requesting these resources be carried over to FY 2015/16 to support a one-year extension of this limited-term position.

3. OE_02 – Pilot Culturally-Specific Mentorship Program

Bureau Realignment Package: \$10,000 general fund resources

This decision package realigned existing OEHR resources in the FY 2014/15 budget to support a pilot program intended to create a culturally-specific mentorship program. This program is intended to create a replicable model that helps to address disparities in the demographics of the City's management workforce. Due to capacity issues within the City employee cultural affinity group originally targeted to create this mentorship program, these resources will not be spent in FY 2014/15. Therefore, in the FY 2014/15 Spring BMP OEHR is requesting these resources be carried over to FY 2015/16.

Office of Equity & Human Rights – FY 2014/15 Spring BMP Current Year Decision Package Status Update

4. OE_03 – Enhance Translation & Interpretation Services

Bureau Realignment Package: \$10,000 general fund resources

This decision package realigned existing OEHR resources in the FY 2014/15 budget to support additional translation and interpretation services in OEHR programs and functions. The bureau is projected to expend nearly \$20,000 for these services by fiscal year end, as compared to \$9400 during the entirety of FY 2013/14.

5. OE_05 – OMF IA – ADA Transfer

Reduction Package: \$337 general fund resources

This minor adjustment related to Office of Management and Finance central service rates was absorbed by OEHR within the bureau's administration budget.

Business Area Projection Report

	Spring BMP Revised Budget	FY 2014-15 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of Equity & Human Rights				
EXPENDITURES				
Personnel Services	\$1,281,042	\$850,619	\$1,272,238	99%
External Materials and Services	\$268,600	\$73,073	\$266,058	99%
Internal Materials and Services	\$150,054	\$94,268	\$147,519	98%
Fund Transfers - Expense	\$0	\$0	\$0	0%
TOTAL EXPENDITURES	\$1,699,696	\$1,017,960	\$1,685,815	99%
REVENUES				
Charges for Services	\$1,411	\$1,387	\$1,411	100%
Interagency Revenue	\$30,076	\$0	\$30,076	100%
Fund Transfers - Revenue	\$22,740	\$22,740	\$22,740	100%
General Fund Discretionary	\$964,455	\$0	\$957,415	99%
General Fund Overhead	\$681,014	\$0	\$674,173	99%
TOTAL REVENUES	\$1,699,696	\$24,127	\$1,685,815	99%

Bureau Projection Narrative

Bureaus are required to report on variances exceeding 10%. The Office of Equity and Human Rights anticipates no variances of that magnitude.