




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

Realizing Equity. Enhancing the City of Portland.

Commissioner in Charge:
Ted Wheeler, Mayor
Interim Bureau Director:
Koffi Dessou



Date: March 26, 2018
To: City Council
From: Koffi Dessou, Director (Interim) 
Subject: Office of Equity and Human Rights Spring BMP Submission

The Office of Equity & Human Rights (OEHR) is pleased to offer its Spring Budget Monitoring Process (BMP) submittal. The following represents the key highlights. The amount of anticipated underspending is approximately \$300,000. This amount in large is due to late hiring of key positions in FY 17-18. These positions have now been filled. Late filling of these positions resulted in staff shortage and the inability provide equity training to external organizations. This in addition contributed to lower revenues from training. The savings from late personnel hiring will allow OEHR to fulfill its mandates by implementing racial and disability equity initiatives as well as compliance with Civil Rights Title VI and ADA Title II requirements. The following represents key highlights:

BUDGET ADJUSTMENT REQUESTS:

1. **Program Carryover \$200,000** – OEHR is requesting the carryover of approximately \$200,000 to cover the following programs and projects:
 - Contract a comprehensive OEHR Stakeholder Engagement. This project will help to collect rich data from internal and external stakeholders and strategic recommendations. The data and recommendations will allow City Council to set a direction for the OEHR. The office will also use the recommendations to develop strategies and goals.
 - Contract a strategic development for the Portland Commission on Disability (PCOD). This project will help develop strategies about the best ways PCOD can serve the city in its advisory role.
 - Acquire an Accessibility Technology system for PCOD. This project is necessary to use technology and make PCOD meetings more accessible to members and communities at large.

In compliance with Civil Rights laws, it is the policy of the City of Portland that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any City program, service, or activity on the grounds of race, color, national origin, or disability. To request accommodations, translation and/or interpretation, to file complaints, or for additional information or services, please contact us at 503-823-4433, City TTY 503-823-6868, or Oregon Relay Service: 711.

- Subscribe to a software application to collect data and report on the implementation of the Citywide Equity performances across the city bureaus. This project is to support the reporting needs of the Citywide Racial Equity Plans and Goals. It will also support the reporting needs of the disability equity plans.
- Cover additional personnel change costs and material and services, such as professional development and miscellaneous costs, that will occur during the fiscal year FY 2018-19.

2. **Set-Aside \$100,000** –OEHR is requesting approximately \$100,000 in Set-aside in order to cover Personnel Services costs through June 30, small contracts, and material services.

Should you have any questions about the OEHR BMP submittal, please contact Koffi Dessou at 823-4429.

Business Area Projection Report

	Spring BMP Revised Budget	FY 2017-18 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of Equity & Human Rights				
EXPENDITURES				
Personnel Services	\$1,230,755	\$795,342	\$1,173,997	95%
External Materials and Services	\$147,993	\$50,765	\$97,789	66%
Internal Materials and Services	\$216,110	\$141,189	\$214,168	99%
TOTAL EXPENDITURES	\$1,594,858	\$987,295	\$1,485,954	93%
REVENUES				
Charges for Services	\$0	\$0	\$524	0%
Interagency Revenue	\$5,689	\$0	\$0	0%
Miscellaneous	\$2,428	\$224	\$0	0%
General Fund Discretionary	\$955,250	\$0	\$853,939	89%
General Fund Overhead	\$631,491	\$0	\$631,491	100%
TOTAL REVENUES	\$1,594,858	\$224	\$1,485,954	93%

Bureau Projection Narrative

The Office of Equity and Human rights anticipates remaining within budget to the end of the fiscal year. Per Budget Monitoring Process Guidelines projected variances are explained below as well as in supporting documents. The Office of Equity and Human Rights is solely funded with General Fund Revenue.

The amount of anticipated underspending is approximately \$300,000. This amount in large is due to late hiring of key positions in FY 17-18. These positions have now been filled. Late filling of these positions resulted in staff shortage and the inability provide equity training to external organizations. This in addition contributed to lower revenues from training. The savings from late personnel hiring will allow OEHR to fulfill its mandates by implementing racial and disability equity initiatives as well as compliance with Civil Rights Title VI and ADA Title II requirements.

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of Equity & Human Rights

Type: Encumbrance Carryover Request

Request: OE_002 - OEHR Program Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(200,000)	0	(200,000)
TOTAL EXPENDITURES	(200,000)	0	(200,000)
REVENUES			
General Fund Discretionary	(200,000)	0	(200,000)
TOTAL REVENUES	(200,000)	0	(200,000)

Bureau Description:

Amount to Carryover: \$200,000

This request is to secure funding to allow OEHR to supplement existing resources to fulfill its mandates by implementing racial and disability equity initiatives. The funds accumulated from position vacancies during the FY 2017-18. These funds will allow OEHR to meeting the following needs:

- Contract a comprehensive OEHR Stakeholder Engagement for about \$50,000. This project will help to collect rich data from internal and external stakeholders and strategic recommendations. The data and recommendations will allow City Council to set a direction for the OEHR. The office will also use the recommendations to develop strategies and goals.
- Contract a strategic development for the Portland Commission on Disability (PCOD) for about \$25,000. This project will help develop strategies about the best ways PCOD can serve the city in its advisory role.
- Acquire an Accessibility Technology system for PCOD for about \$25,000 (\$5,000 of consulting + \$20,000 of equity purchase). This project is necessary to use technology and make PCOD meetings more accessible to members and communities at large.
- Subscribe to a software application to collect data and report on the implementation of the Citywide Equity performances. This project will cost about \$50,000 as an annual subscription for about 100 users across the city bureaus. This project is to support the reporting needs of the Citywide Racial Equity Plans and Goals. It will also support the reporting needs of the disability equity plans.
- Cover additional personnel change costs and material and services, such as professional development and miscellaneous costs, that will occur during the fiscal year FY 2018-19.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of Equity & Human Rights

Type: Technical Adjustment

Request: OE_003 - BTS IA Changes

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(4,818)	0	(4,818)
Internal Materials and Services	4,818	0	4,818
TOTAL EXPENDITURES	0	0	0

Bureau Description:

BTS Interagency increases

CBO Discussion and Recommendation

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in	Year Funded:	Package Funding	Package FTE	Package Status	Package Update
Community Development	Office of Equity & Human Rights	Provide M&S Budget For BMA Program	This program was established in the FY 2015-16 Adopted Budget, but only provided funding sufficient to support the program coordinator. This request will provide a materials and services budget to support the BMA Summer Youth Experience Program, a collaboration with Worksystem's to provide culturally specific curriculum and support to African American young men in the Summerworks program.	FY 2016-17 Adopted Budget	FY 2016-17	20,000		Complete	Program in operation
Community Development	Office of Equity & Human Rights	Equitable Contracting & Purchasing Commission	Transfers \$25,000 of ongoing General Fund resources from the Office of Management & Finance (General Fund) to the Office of Equity & Human Rights (General Fund) for administration of the Equitable Contracting & Purchasing Commission	FY 2016-17 Adopted Budget	FY 2016-17	25,000		Complete	Transfer completed
Community Development	Office of Equity & Human Rights	Transfer COCL Support Position	OEHR has been providing space and HR support for the administrative support position for the COAB. The COCL has located a new office that is more accessible to the community and better suited to their needs. This package, in concert with packages submitted by other bureaus, will house the COCL budget within a City Special Appropriation. OEHR may continue to provide limited HR function.	FY 2016-17 Adopted Budget	FY 2016-17	(90,866)	(1.00)	Complete	Shift has occurred, OEHR providing limited support services
Community Development	Office of Equity & Human Rights	FY 2015-16 Carryover: BMA Contract	OEHR is requesting that Council approve the carry over of \$15,000 general fund resources to support the BMA Summer Works Experience. These funds would specifically allow OEHR to contract with a community-based organization to support the employment-focused activities for the BMA cohort of participants in the larger Summer Works program led by Worksystems, Inc, Multnomah County and the City of Portland.	FY 2016-17 Adopted Budget	FY 2016-17	15,000		Complete	Program in operation
Community Development	Office of Equity & Human Rights	FY 2015-16 Carryover: FRE Contract	OEHR is requesting Council appropriate \$40,000 of the revenue associated with the OEHR director's three-month "executive loan" to the City of Oakland in order to carry forward \$40,000 of existing general fund budget into FY 2016-17 to support the Fellowship for Racial Equity (FRE) program. This new program will be a year-long intensive training cohort designed to build organizational capacity to achieve Racial Equity goals throughout the bureaus. The funding will allow OEHR to supplement existing resources by contracting with an outside organization with specific experience in growing organizational capacity to implement racially equitable policies and practices in local government through cohort-model training.	FY 2016-17 Adopted Budget	FY 2016-17	40,000		Complete	Program completed
Community Development	Office of Equity & Human Rights	General Fund Program Carryover	This request is to reduce appropriations in the Racial Equity Toolkit CoHort program by \$42,000 in order to carry the funds over to FY 17-18 to continue development of the program.	FY 2016-17 Spring BMP	FY 2016-17	(42,000)		Complete	Program completed

Community Development	Office of Equity & Human Rights	Equitable Contracting Purchasing Commission	<p>In the FY 2016-17 Adopted Budget, City Council transferred responsibility for coordinating the Equitable Contracting & Purchasing Commission (ECPC) from OMF to OEHR. With this action, \$25,000 of ongoing general fund resources moved from OMF to OEHR. This decision package reduces the budget allocated to the ECPC by \$20,000. This reduction will preclude the ECPC from procuring any internal or external services to support the fulfillment of its mandate. So, for example, it will be unable to engage consultants to perform studies or to request the City's IT department pull procurement data on a fee-for-service basis.</p>	FY 2017-18 Adopted Budget	FY 2017-18	(25,000)		Complete	
Community Development	Office of Equity & Human Rights	Create City Disability Equity Program	<p>The City has a responsibility to meet basic compliance mandates under both the Americans with Disabilities Act Title II and Civil Rights Title VI. A recent audit (Americans with Disabilities Act: Coordination Gaps Complicate City Response (Report #476)) highlighted what OEHR has long known -- the City needs to increase training and technical support to bureaus to meet these Federal requirements.</p> <p>OEHR proposes the City create two full-time positions (a program specialist and a management analyst) to establish a robust centralized coordination office and dedicate staff in each bureau to improve city-wide performance. An ADA Title II compliance effort such as this will reduce the likelihood of future lawsuits that cost the City more than the cost of establishing compliance. Furthermore, this request aligns with City goals summarized in the Portland Plan Equity Goals Elements 5 and 6 (pages 22, 23). This goal is also in keeping with Federal ADA Title II Civil Rights law which the City is required to follow. Last, but certainly not least, an effective compliance program ensures that Portlanders with disabilities will have access to their government.</p>	FY 2017-18 Adopted Budget	FY 2017-18	100,396	1.00	Complete	The hiring was completed. The Disability Equity Program Specialist was hired and started on March 19, 2018.

Community Development	Office of Equity & Human Rights	FY 2016-17 Carryover: Data Analysis Support	This request is to reduce appropriations in the Racial Equity Toolkit CoHort program by \$42,000 in FY 2016-17 in order to carry the funds over to FY 17-18 to continue development of the program. This request is to reduce appropriations in the Racial Equity Toolkit CoHort program by \$42,000 in order to carry the funds over to FY 17-18 to continue development of the program. CBO typically only recommends program carryovers for discrete projects with clearly defined scope, timelines and budgets. These projects are often appropriated or begun in one year but require carryover into subsequent years to be completed. CBO recommends this carryover, but recommends that this funding be used for data analytics and support, as Council allocated \$42,170 in the Fall Supplemental Budget to create a limited term position to provide this function for the Equitable Contracting & Purchasing Commission as well as for the bureau more broadly. To date, the bureau has not hired this position, and the funding remains unspent and available for carryover.	FY 2017-18 Adopted Budget	FY 2017-18	42,000		Complete	
Community Development	Office of Equity & Human Rights	General Fund Encumbrance Carryover	This request is for a General Fund encumbrance carryover, reflecting funds that were contractually encumbered, but did not spend in FY 16-17. This contract is for work on the bureaus strategic plan.	FY 2017-18 Fall BMP	FY 2017-18	8,425		In Progress	The Strategic Planning process has began but not yet completed.