



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

Realizing Equity. Enhancing the City of Portland.

Commissioner in Charge:  
Amanda Fritz

Interim Bureau Director:  
Koffi Dessou



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MEMORANDUM

To: City Council

From: Koffi Dessou

Re: Office of Equity & Human Rights Fall BMP Submission

Date: September 11, 2018

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

**BUDGET ADJUSTMENT REQUESTS**

OEHR is submitting the following budget adjustment request in the Fall BMP:

1. **Encumbrance Carryover** – OEHR is requesting Council approval to carry over \$38,826, primarily to fund the remaining work on a professional services contract for the bureaus strategic plan.

**STATUS REPORTING REQUIREMENTS**

The Fall BMP requires bureaus to perform several status-reporting exercises. The first explains variances between the FY 2017-18 budget and actual expenditures and revenues. The second requirement is for year-end budgetary performance measures, along with explanation of significant variances. The final requirement is for a status update on FY 2017-18 decision packages. Details are available in the content of OEHR's BMP submission materials.

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

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**CBO Discussion and Recommendations  
FY 2018-19 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Equity & Human Rights

**Type:** Encumbrance Carryover Request

**Request:** OE\_001 - OEHR Encumbrance Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	38,826	0	38,826
<b>TOTAL EXPENDITURES</b>	<b>38,826</b>	<b>0</b>	<b>38,826</b>
<b>REVENUES</b>			
General Fund Discretionary	38,826	0	38,826
<b>TOTAL REVENUES</b>	<b>38,826</b>	<b>0</b>	<b>38,826</b>

**Bureau Description:**

Carryover of four encumbered contracts, two (\$33,215) related to the strategic planning process currently underway.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2018-19 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Equity & Human Rights

**Type:** Technical Adjustment

**Request:** OE\_002 - OEHR Technical Adjustments

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	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Internal Materials and Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**Bureau Description:**

Risk management charges.

**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	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 bureau's strategic plan.	FY 2017-18 Fall BMP	FY 2017-18	8,425		In Progress	The Strategic Planning process has begun but not yet completed.
Community Development	Office of Equity & Human Rights	OEHR Program Carryover	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 Spring BMP.	FY 2017-18 Spring BMP	FY 2017-18	(50,000)		In Progress	Stakeholders' engagements have begun for OEHR racial and disability equity initiatives but not yet completed.
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		In Progress	Summer Youth Experience Program in operation
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		In Progress	Consulting contract was signed and consulting services 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		In Progress	Training on applying Results-Based Accountability principles to racial equity goals has begun. More training will be offered
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)		In Progress	Funds were carried over.



# Office of Equity & Human Rights

## Performance Measures

Performance Measure	Type	FY 2015-16 Year-End Actuals	FY 2016-17 Year-End Actuals	FY 2017-18 Adopted Budget	FY 2017-18 Year-End Actuals	FY 2018-19 Adopted Budget
OE_0012 - Number of City employees who received equity trainings annually	WORKLOAD	1,637	1,202	1,000	980	350
OE_0019 - Number of requests to PCOD for advice, consultation, or technical assistance by City bureaus or elected officials	WORKLOAD	2	13	15	13	20
OE_0021 - Number of HRC advisements, consultations, or technical assistance provided to City bureaus and elected officials offices	OUTPUT	2	7	6	18	6
OE_0023 - Number of bureau consultations regarding Title II / Title VI	WORKLOAD	100	115	75	156	90
OE_0025 - Number of requests by City bureaus or elected officials for equity consultation or technical assistance	WORKLOAD	15	40	30	75	60
OE_0027 - Percentage of City workforce that are employees of color	OUTCOME	20%	25%	25%	28%	35%
OE_0028 - Percentage of City management that are employees of color	KPM	16%	18%	18%	21%	25%
OE_0030 - Percentage of bureaus that have translated essential documents into the safe harbor languages	KPM	48%	100%	60%	65%	60%
OE_0034 - Percentage of ADA Title II Transition Plan barriers removed by City bureaus each year	KPM	34%	47%	60%	60%	90%
OE_0036 - Percentage of City employees that have completed Equity 101 training	KPM	54%	74%	81%	91%	90%
OE_0037 - Number of participants who engaged in BMA sponsored/hosted activities or programs	OUTPUT	590	650	700	750	500
OE_0039 - Number of bureau consultations regarding the Language Access Program	WORKLOAD	36	60	0	40	75

**Performance Measure Variance Descriptions**

**Prior Year Business Area Reconciliation Report  
100 - General Fund**

	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Percent of Actuals to Revised
<b>Office of Equity &amp; Human Rights</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$1,305,755	\$1,183,550	91%
External Materials and Services	\$222,993	\$113,005	51%
Internal Materials and Services	\$216,110	\$216,041	100%
<b>TOTAL EXPENDITURES</b>	<b>\$1,744,858</b>	<b>\$1,512,596</b>	<b>87%</b>
<b>REVENUES</b>			
Interagency Revenue	\$5,689	\$0	0%
Miscellaneous	\$2,428	\$224	9%
General Fund Discretionary	\$1,105,250	\$0	0%
General Fund Overhead	\$631,491	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$1,744,858</b>	<b>\$224</b>	<b>0%</b>

**Bureau Reconciliation Narrative**

**Expenditures**

External Materials and Services are underspent due primarily to delays in the implementation of the racial equity toolkit cohort, and general underspending throughout the bureau.

**Revenue**

Interagency and Miscellaneous are undercollected due to fewer than anticipated charges for services by the bureau.