



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

Realizing Equity. Enhancing the City of Portland.

Commissioner in Charge:
Amanda Fritz

Bureau Director:
Markisha Smith, Ed.D



Date: April 20, 2020

To: City Council

From: Markisha Smith, Director

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:

BUDGET ADJUSTMENT REQUESTS:

1. OEHR Service Level Agreement with PCCEP (\$23,584) - This agreement covers the period March 1, 2020 through June 30, 2020. The following services will be provided by the Office of Equity & Human Rights (OEHR) to the Special Appropriation for the Portland Committee on Community-Engaged Policing (PCCEP) program for the period of the agreement.

HR Functions - OEHR Director will provide the following services: supervision, approving time in SAP; conducting annual evaluations.

Payroll, Procurement card & Facilities/IT/Phone Coordination - The executive assistant in OEHR will provide the following services to the two City staff positions in the PCCEP office: processing and submitting SAP payroll transactions; receiving and reconciling procurement card expenditures; initiating & processing necessary personnel actions; coordinating Facilities & BTS requests for service and troubleshooting.

Program Coordination - The OEHR Senior Policy Advisor will provide the following services: assistance in the facilitation of PCCEP subcommittee meetings, provide input and guidance around city process, provide insight into collaborative opportunities for PCCEP around the city and more broadly, in the community, and may attend meetings concerning PCCEP.

2. OEHR Compensation Set-Aside (\$55,000) - The bureau requests \$55,000 in General Fund contingency for compensation set-aside to cover wage and benefits cost increases due to the implementation of Pay Equity and the recent Citywide reclassification processes. This resulted in a strain on the OEHR budget. The total projected gap for personnel is \$71,235. The bureau has included in the Spring BMP one-time revenue from a service level agreement (SLA) with Portland Committee on Community-Engaged Policing (PCCEP). The total SLA with PCCEP is \$23,584, which will help cover the projected gap.

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OE - Office of Equity & Human Rights DP Type New Revenue

Request Name: 9875 -OEHR SLA with PCCEP

Package Description

This agreement covers the period March 1, 2020 through June 30, 2020 for \$23,584. The following services will be provided by the Office of Equity & Human Rights (OEHR) to the Special Appropriation for the Portland Committee on Community-Engaged Policing (PCCEP) program for the period of the agreement.

HR Functions - OEHR Director will provide the following services: supervision, approving time in SAP; conducting annual evaluations.

Payroll, Procurement card & Facilities/IT/Phone Coordination - The executive assistant in OEHR will provide the following services to the two City staff positions in the PCCEP office: processing and submitting SAP payroll transactions; receiving and reconciling procurement card expenditures; initiating & processing necessary personnel actions; coordinating Facilities & BTS requests for service and troubleshooting.

Program Coordination - The OEHR Senior Policy Advisor will provide the following services: assistance in the facilitation of PCCEP subcommittee meetings, provide input and guidance around city process, provide insight into collaborative opportunities for PCCEP around the city and more broadly, in the community, and may attend meetings concerning PCCEP.

Service Impacts

This agreement will ensure that PCCEP has adequate administrative support.

Equity Impacts

Account Name		2019-20 SPRING Requested Adj
Expense	Personnel	23,584
Expense	Sum:	23,584

Account Name		2019-20 SPRING Requested Adj
Revenue	Interagency Revenue	23,584
Revenue	Sum:	23,584

OE - Office of Equity & Human Rights DP Type Compensation Set-Aside

Request Name: 9930 -OEHR Compensation Set-Aside

Package Description

The bureau requests \$55,000 in General Fund contingency for compensation set-aside to cover wage and benefits cost increases due to the implementation of Pay Equity and the recent Citywide reclassification processes. This resulted in a strain on the OEHR budget. The total projected gap for personnel is \$71,235. The bureau has included in the Spring BMP one-time revenue from a service level agreement (SLA) with Portland Committee on Community-Engaged Policing (PCCEP). The total SLA with PCCEP is \$23,584, which will help cover the projected gap.

Service Impacts

This request would establish adequate funding for the inflation factors that impact all of the bureau's existing programs and services. Without this additional funding the bureau stands a significant chance of exceeding its current budgeted appropriation.

Equity Impacts

Account Name		2019-20 SPRING Requested Adj
Expense	Personnel	55,000
Expense	Sum:	55,000

Account Name		2019-20 SPRING Requested Adj
Revenue	General Fund Discretionary	55,000
Revenue	Sum:	55,000

OE - Office of Equity & Human Rights DP Type New Revenue

Request Name: 9970 -Training Revenue

Package Description

This package is to recognize \$4,305 in new revenue that OEHR received for providing equity training to Mercy Corp. and Oregon State University.

Service Impacts

This request will help cover some of the additional Bureau of Technology Services costs that are related to cellular usage.

Equity Impacts

Account Name		2019-20 SPRING Requested Adj
Expense	Internal Materials and Services	4,305
Expense	Sum:	4,305

Account Name		2019-20 SPRING Requested Adj
Revenue	Charges for Services	4,305
Revenue	Sum:	4,305

OE - Office of Equity & Human Rights DP Type Technical Adjustments

Request Name: 9978 -Technical Adjustments

Package Description

OEHR requests to move budgeted appropriation within External Materials and Services and Internal Materials and Services accounts to better align the budget with actuals. These changes represent no net change to the overall budget.

Service Impacts

N/A

Equity Impacts

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	-13,000
	Internal Materials and Services	13,000
Expense	Sum:	0

Business Area Projection Report

Office of Equity & Human Rights - Fund 100

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	176,884	111,295	165,894	94%
Internal Materials and Services	242,420	193,876	237,653	98%
Personnel	1,758,361	1,313,350	1,751,012	100%
Sum:	2,177,665	1,618,521	2,154,559	99%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	4,305	4,305	4,305	100%
General Fund Discretionary	1,297,486	0	1,274,380	98%
General Fund Overhead	852,290	0	852,290	100%
Interagency Revenue	23,584	0	23,584	100%
Sum:	2,177,665	4,305	2,154,559	99%

Revenue Discussion

Revenues - No narrative required.

Revenue Risks

Expenditure Discussion

OEHR is projected to spend 99% of the overall budgeted appropriation, due to salary increases related to the implementation of Pay Equity and recent Citywide reclassifications processes that has resulted in a strain on the budget. The projection does not include furlough days, because of the uncertainty of when they will be taken. OEHR is requesting compensation-set-aside to prevent exceeding the budget. Any underspending will fall to fund balance.

The office was able to move some external materials & services savings to cover increased Motor Pool and unanticipated expenses for moving from the Commonwealth Building to The Portland Building. External materials & services savings are realized due to postponing the ADA 30th anniversary celebration, training, and Disability Equity task force meetings. There may be some additional savings with BMA if they decide to postpone and/or restructure the Summer Youth Experience Program.

Expenditure Risks

Other Notes