




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

Commissioner in Charge:
Ted Wheeler, Mayor
Interim Bureau Director:
Jeff Selby



Date: March 14, 2022

To: City Council

From: Jeff Selby, Interim Director 

Subject: Office of Equity and Human Rights Spring BMP Submission

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

BUDGET ADJUSTMENT REQUESTS:

1. Technical Adjustments (\$21,500)

- Office of Equity IA with Bureau of Environmental Services (\$9,500) – For budget and financial assistance in the FY 2022-23 budget and FY 2021-22 Spring BMP.
- Office of Equity IA with Bureau of Technology Services (\$12,000) – To account for higher-than-usual life cycle replacement costs for laptops and cellphones.

2. Diverse and Empowered Employees of Portland (DEEP) Leadership Development Program (LDP) Carryover (-\$90,000) – The LDP launch is taking longer than anticipated due to planning capacity. DEEP has assembled a committee to re-imagine the LDP from the first pilot that only represented three affinity groups. This time they are representing all 12 groups.

3. LGBTQIA+ Equity and Black Reparations Study Carryover (-\$230,000) –

- The LGBTQIA+ Equity initiative is being led by one staff person, which limits capacity for planning and implementation. A plan for the budgeted \$180,000 for Transgender Inclusion Trainings, LGBTQIA+ Equity Summit, and Focus Groups has been developed.
- The remaining \$50,000 will go to a Reparations Study process in collaboration with Mayor Ted Wheeler's Office.

4. Position Savings to Help Fund Disability Program Consultant Decision Package (-\$70,000) – The position savings will help fund the approved FY 2022-23 Decision Package for Disability Consultant.

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.

5. **Anti-white Supremacy Training Carryover (-\$9,500)** – The funding will cover the proposed Anti-white Supremacist Training, a workshop assigned to the Office of Equity in a FY 2021-22 budget note from Commissioner Jo Ann Hardesty.

If you have any questions regarding the Office of Equity and Human Rights' BMP submittal, please contact Jeff Selby at 503-865-6006.

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

Request Name: 13423 -Technical Adjustments

Package Description

Technical Adjustments (\$21,500) - The changes in this package reflect internal adjustments and realignments. All increases are offset by a corresponding reduction such that there is no additional funding requested.

Service Impacts

- Office of Equity IA with Bureau of Environmental Services (\$9,500) – For budget and financial assistance in the FY 2022-23 budget and FY 2021-22 Spring BMP.
- Office of Equity IA with Bureau of Technology Services (\$12,000) – To account for higher-than-usual life cycle replacement costs for laptops and cellphones.
- All transfers are offset with money from the Black Male Achievement Program, which had a pause this year due to a staffing transition.

Equity Impacts

Equity impacts with this package are consistent with those identified for the adopted budget.

Account Name	2021-22 SPRING Requested Adj
Expense	External Materials and Services -21,500
	Fund Transfers - Expense 9,500
	Internal Materials and Services 12,000
Expense	Sum: 0

OE - Office of Equity & Human Rights

DP Type

GF Program Carryover

Request Name: 13424 -Carryover - Spring

Package Description

The changes in this package reflect program carryover to the FY 2022-23 budget.

Service Impacts

1. Diverse and Empowered Employees of Portland (DEEP) Leadership Development Program (LDP) Carryover (-\$90,000) – The LDP launch is taking longer than anticipated due to planning capacity. DEEP has assembled a committee to re-imagine the LDP from the first pilot that only represented three affinity groups. This time they are representing all 12 groups.
2. LGBTQIA+ Equity and Black Reparations Study Carryover (-\$230,000) –
 - The LGBTQIA+ Equity initiative is being led by one staff person, which limits capacity for planning and implementation. A plan for the budgeted \$180,000 for Transgender Inclusion Trainings, LGBTQIA+ Equity Summit, and Focus Groups has been developed.
 - The remaining \$50,000 will go to a Reparations Study process in collaboration with Mayor Ted Wheeler’s Office.
3. Position Savings to Offset Disability Program Consultant Decision Package (-\$70,000) – The position savings will help offset costs related to Decision Package 13155 – Disability Program Consultant approved in the FY 2022-23 budget.
4. Anti-white Supremacy Training Carryover (-\$9,500) – The funding from underspending will cover the proposed Anti-white Supremacist Training proposal, a workshop assigned to the Office of Equity in a FY 2021-22 budget note from Commissioner Jo Ann Hardesty.

Equity Impacts

All service impacts will have a direct, positive influence on outcomes for systemically excluded and institutionally oppressed community members and staff.

Account Name	2021-22 SPRING Requested Adj	
Expense	External Materials and Services	-307,500
	Personnel	-92,000
Expense	Sum:	-399,500

Account Name	2021-22 SPRING Requested Adj	
Revenue	General Fund Discretionary	-399,500
Revenue	Sum:	-399,500

Business Area Projection Report

Office of Equity & Human Rights - Fund 100

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	\$416,416	\$97,654	\$284,283	68%
Fund Transfers - Expense	\$9,500	\$0	\$0	
Internal Materials and Services	\$281,457	\$201,263	\$268,923	96%
Personnel	\$2,645,495	\$1,789,821	\$2,480,319	94%
Sum:	\$3,352,868	\$2,088,738	\$3,033,525	90%

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	\$5,000	\$0	\$0	
General Fund Discretionary	\$1,721,106	\$0	\$1,722,369	100%
General Fund Overhead	\$1,520,847	\$0	\$1,235,241	81%
Interagency Revenue	\$105,915	\$44,161	\$75,915	72%
Sum:	\$3,352,868	\$44,161	\$3,033,525	90%

Revenue Discussion

The Office of Equity is primarily funded with general fund revenues, so the focus of this discussion is on the interagency revenue and service charges. The forecast assumes all interagency revenues are fully collected except for the interagency with the Mayor's Office. The interagency with the mayor's office was based on the staff expertise that is no longer available due to staffing turnover. The forecast also assumes no service charges, which reflects actuals from the prior year.

Revenue Risks

The main risk to the revenues is the availability of staff to complete the tasks associated with interagency revenue. This is a low risk.

Expenditure Discussion

The external materials and services (EMS) budget is likely to be largely underspent. EMS underspending is due in part to large amounts of staff turnover and transition during the fiscal year. The Office of Equity will request \$307,500, or 41% of the EMS budget, for carryover into the next year. After reducing the current year budget by carryover, the Office of Equity would project to spend EMS in line with the prior five years (67%). Internal materials and services are likely to be slightly overspent due to a large amount of life cycle replacement for technology within the Office. There is a proposed technical adjustment to account for the increased expenditure this year. Personnel services are projected to be underspent roughly in line with five-year historical underspending (90% expenditure rate).

Expenditure Risks

A persistent risk to fully expending budget is minimal financial support. This is reflected in minimal EMS spending, particularly over the past two years. Without support, staff are unable to plan for expenditures and be confident they will be within budget. Over the next several months, staff intend to spend EMS at a greater rate to meet needs that have been identified across the Office of Equity. Not doing so would result in lower percent of EMS budget spent.

Other Notes

FY 2021-22 Budget Note Update

The Office of Equity and Human Rights

Date of Budget Note: July 1, 2021 in the FY 2021-22 Adopted Budget

Budget Note Title: Citywide Anti-white Supremacy Training

Budget Note Language:

In October 2020, City Council participated in anti-white supremacy training with Western States Center and committed to bringing anti-white supremacy training to all employees at the City of Portland. The Office of Equity and Human Rights has begun incorporating anti-white supremacy concepts into its Equity 101 trainings, as well as through the Racial Equity Results-based Accountability Framework as initial first steps, but we need to do more.

The Office of Equity and Human Rights is directed to partner with the Office of Commissioner Hardesty on a Request for Proposals for citywide anti-white supremacy training and come to Council in the Fall BMP with an update and request for resources.

Summary Status: Not begun. The Equity Training Manager is collaborating with Commissioner Hardesty's Office on details.

Budget Note Update: March 25th, 2022

The Office of Equity and Human Rights is submitting a program carryover to implement the training in FY 2022-23 with underspent funds from FY 2021-22.