

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

(Deliver original to Financial Planning Division. Retain copy.)

| | | |
|---|--|---|
| 1. Name of Initiator Anna Kanwit | 2. Telephone No. 823-3506 | 3. Bureau/Office/Dept. Human Resources |
| 4a. To be filed (date): November 28, 2012 | 4b. Calendar (Check One) Regular <input checked="" type="checkbox"/> Consent <input type="checkbox"/> 4/5ths <input type="checkbox"/> | 5. Date Submitted to Commissioner's office and FPD Budget Analyst: November 29, 2012 |
| 6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed | | 6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed |

1) Legislation Title:

Accept the report on the initial equity inventory and direct the Office of Equity and Human Rights and the Office of Management and Finance to develop additional tools to assess bureau performance with regard to specific equity goals and metrics (Resolution)

2) Purpose of the Proposed Legislation:

To advance City equity goal, particularly in the City's recruitment practices.

3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?

- | | | | |
|--|------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> City-wide/Regional | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East |
| <input type="checkbox"/> Central City | | | |
| <input type="checkbox"/> Internal City Government Services _____ | | | |

FINANCIAL IMPACT**4) Revenue:** Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.

N/A

5) Expense: What are the costs to the City related to this legislation? What is the source of funding for the expense? (Please include costs in the current fiscal year as well as costs in future years. If the action is related to a grant or contract please include the local contribution or match required. If there is a project estimate, please identify the *level of confidence*.)

N/A

6) Staffing Requirements:

- **Will any positions be created, eliminated or re-classified in the current year as a result of this legislation?** *(If new positions are created please include whether they will be part-time, full-time, limited term, or permanent positions. If the position is limited term please indicate the end of the term.)*

N/A

- **Will positions be created or eliminated in future years as a result of this legislation?**

N/A

(Complete the following section only if an amendment to the budget is proposed.)

7) Change in Appropriations *(If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Fund Center column if new center needs to be created. Use additional space if needed.)*

| Fund | Fund Center | Commitment Item | Functional Area | Funded Program | Grant | Sponsored Program | Amount |
|-------------|--------------------|------------------------|------------------------|-----------------------|--------------|--------------------------|---------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

PUBLIC INVOLVEMENT

8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:

☐ **YES:** Please proceed to Question #9.

☒ **NO:** Please, explain why below; and proceed to Question #10.
Internal city government services.

9) If "YES," please answer the following questions:

a) What impacts are anticipated in the community from this proposed Council item?

b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?

c) How did public involvement shape the outcome of this Council item?

d) Who designed and implemented the public involvement related to this Council item?

e) Primary contact for more information on this public involvement process (name, title, phone, email):

10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.

Future public involvement is neither anticipated nor necessary because actions resulting from the approval of this resolution specifically effect and/or enhance internal City services.

ANNA KANWIT

HUMAN RESOURCES DIRECTOR

Office of Management and Finance

Jack D. Graham, Chief Administrative Officer

November 26, 2012

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

TO: Sam Adams, Mayor

FROM: Anna Kanwit, Human Resources Director

SUBJECT: Accept the report on the initial equity inventory and direct the Office of Equity and Human Rights and the Office of Management and Finance to develop additional tools to assess bureau performance with regard to specific equity goals and metrics (Resolution)

1. **INTENDED WEDNESDAY FILING DATE:** November 28, 2012
2. **REQUESTED COUNCIL AGENDA DATE:** December 12, 2012
3. **CONTACT NAME & NUMBER:** Anna Kanwit, 823-3506
4. **PLACE ON:** ☐ CONSENT ☒ REGULAR (9:30 Time Certain)
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ Y ☐ N ☐ N/A
6. **(3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** ☐ Yes ☐ No ☒ N/A

7. BACKGROUND/ANALYSIS

This resolution directs the Office of Equity and Human Rights (OEHR) and the Office of Management and Finance (OMF) to build on the baseline data concerning the diversity of the City's applicant pool and current workforce as well as the baseline equity inventory information collected by OMF, to further develop and measure OEHR's first year work plan. Equity in hiring and promoting is essential to achieving these goals and citywide support for the Bureau of Human Resources' (BHR) increased use of focused outreach is critical. This resolution directs both OEHR and OMF to develop additional tools to meaningfully assess performance of all bureaus on specified equity metrics and directs BHR to develop and implement a minority evaluator program.

8. FINANCIAL IMPACT

None

9. RECOMMENDATION/ACTION REQUESTED

I recommend that the Mayor and City Council approve this resolution.

Sam Adams, Mayor

We are an equal opportunity employer

Please notify the City of Portland of the need for ADA accommodations no less than five (5) days prior to any City-sponsored event by contacting the Bureau of Human Resources at 503-823-3572 or the City's TTY at 503-823-6868.

