Budget Equity Assessment Tool

This Budget Equity Assessment Tool is a general set of questions to guide you and your Budget Advisory Committee in assessing how current budget requests or decisions benefit and/or burden communities, specifically communities of color and people with disabilities. This is a critical part of the City or Portland's commitment to ending inequity based on race and disability.

The use of the Budget Equity Assessment Tool in developing your budget will guide you through answering these questions. It is recommended that all managers and others who work on the budget for the bureau use this tool.

HOW TO USE THIS DOCUMENT

The document is divided into four specific sections: 1. Advancing Equity Overall; 2. Personnel; 3. Programs/Services; 4. Equitable Public Participation. Each section has a series of questions. The Office of Equity and Human Rights is available for discussion/training/consultation regarding the use of this document.

BUREAU/OFFICE/DEPARTMENT **Emergency Communications**

I. ADVANCING EQUITY

1. Will this budget proposal reduce, limit or eliminate programs that are vital to or disproportionately needed by communities of color, immigrant and refugee communities and/or people living with a disability? **No**

2. Will this budget proposal increase, expand or create programs that are vital to or disproportionately needed by communities of color, immigrant and refugee communities and/or people living with a disability? **No**

3. What considerations were taken into account in this proposal to maximize equity?

   BOEC's goal is to maintain an environment that emphasizes our commitment to affirmative Action, Equal Opportunity, and Diversity. As new positions are opened, BOEC staff will continue to work with the Bureau of Human Resources to ensure outreach and recruitment efforts are made to a diverse applicant pool. BOEC works to maintain its existing minority staff by providing a favorable environment, encouraging respect and diversity, and offering professional growth opportunities to all.

II. PERSONNEL

NOTE: *It is understood that final demographics resulting from any staff reduction may not be known if there is a bumping process to be completed. However, it is important to monitor the demographics of any layoffs or staff reductions to assess the specific impact to people of color and people with disability (if known). Human Resources can be a resource for this data if it is unknown.*

1. What is the number of staff reductions in this proposed budget? **None.**

2. What is the racial demographic of any staff reductions being proposed? **No reductions**.

3. What is the remaining racial demographic of your bureau after the reductions? **No reductions. No change in racial demographic. Equity website reports snapshot data for BOEC as 129 employees, representing 1.36% of the City employment. Demographics are as follows:**
   Gender: Male 31.01%; Female 68.99%
   Age: 20-29 12.40%; 30-39 37.98%; 40-49 31.78%; 50-59 15.5%; 60-69 2.33%
   Ethnic: Amer Indian 0.78%; Black/African Amer 2.33%; Hispanic 4.65%; White 92.25%

4. What is the position level of any staff reductions being made, e.g., management vs. line staff? **NA, no reductions.**

5. To your knowledge, is there an adverse impact on employees with a disability due to these staff reductions? **NA, no reductions.**

III. PROGRAM/SERVICES (SEE, Workforce Demographics per Bureau here or by visiting our website

1. What service/program outcome or philosophy will be met with the overall budget request?

   BOEC continues to participate in culturally specific job fairs to develop relationships within diverse communities and to explain the Bureau's role and the types of employment/career opportunities available in Emergency Communications.

   BOEC provides emergency and non-emergency call taking and dispatch services to all persons within Multnomah County.

2. Identify impacts on specific geographic areas.
   X☐ City-wide/Regional ☐ Northeast ☐ Northwest ☐ North

   ☐ Central Northeast ☐ Southeast ☐ Southwest ☐ East

   ☐ Central City

3. Identify the racial demographics of those impacted by this request. (SEE Attached Worksheet) **BOEC budget request has no impact on persons by racial demographic. BOEC provides services to all persons within Multnomah County.**

4. Identify potential impacts on people living with a disability. (SEE Attached Worksheet) **BOEC budget request has no change in impact on people living with disability. BOEC provides services to all persons within Multnomah County.**

IV. CONTRACTING

1. Does the proposed budget impact contracting with outside sources?_ **No change in this budget request. BOEC continues to contract with outside sources.**

2. What percentage of contracting/consulting work is performed by M/WESB contractors? **Information distributed by the CBO relays that BOEC has 6 NON_MWESB contracts, total value $71,661. All are prime with no subcontractors. No contracts are with MWESB.**
   a. In what capacity (prime contractor, sub-contractor, supplier, etc.) **NA as none are MWESB.**

3. How will this budget impact consulting or contracting with M/W/ESB contractors? (Including professional services) **No direct impact. BOEC**

continues to follow City of Portland requirements for purchasing, bid invitations and bid awards.

V. EQUITABLE PUBLIC PARTICIPATION

1. How have you ensured inclusive and equitable participation in the preparation of this budget? **A BAC opportunity was communicated via the City web site. 5 persons responded (5 white males) and participated in two meetings.**

2. How does this budget build community capacity and power in communities most impacted by inequities? **BOEC provides 9-1-1 services to all of Multnomah County. In an effort to maintain and foster trust and inclusiveness, BOEC staff periodically attend neighborhood meetings and participate in job fairs and recruitment efforts to reach out to surrounding communities.**

Toni Hytten 1/18/2014

BUREAU DIRECTOR, Lisa Turley

Identifying Impacts Worksheet - Once you have identified the populations/communities impacted, use the following chart to name the potential burdens and benefits. **No reductions in the budget so no impact.**

Populations Impacted	Potential Positive Impacts	Potential Negative Impacts