Commissioner in Charge:
Charlie Hales, Mayor

Bureau Director:
Dante J. James, Esq.

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 Office of City Attorney

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? Prioritization of equity is one of the four main strategic goals of the office in the coming year. Creation of two Honors Attorneys positions is anticipated to reach out to diverse recent law school graduates for positions in the office.

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?
   NA

3. What is the remaining racial demographic of your bureau after the reductions?
   White – 82.54%
   Asian – 4.76%
   Black or African American - 4.76%
   Hispanic – 3.17%
   Native Hawaiian or Other Pacific Islander – 4.76%

4. What is the position level of any staff reductions being made, e.g., management vs. line staff?
   NA

5. To your knowledge, is there an adverse impact on employees with a disability due to these staff reductions?
   NA

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? Prioritizing equity Citywide and in the City Attorney's Office is a key goal, providing greater opportunities for diversity in employment.

2. Identify impacts on specific geographic areas.

☒ 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) NA

4. Identify potential impacts on people living with a disability. (SEE Attached Worksheet) NA

IV. CONTRACTING

1. Does the proposed budget impact contracting with outside sources?
No.

2. What percentage of contracting/consulting work is performed by M/WESB contractors? 14.29% of contracts
   a. In what capacity (prime contractor, sub-contractor, supplier, etc.)
   Prime contractor.

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

V. EQUITABLE PUBLIC PARTICIPATION

1. How have you ensured inclusive and equitable participation in the preparation of this budget? The office utilized an equity lens to prioritize equity as one of the

four key office goals for the coming year and we have ensured participation of persons of color on the office's budget advisory committee.

2. How does this budget build community capacity and power in communities most impacted by inequities?

This budget allows the City Attorney's office the resources needed to work to ensure the City complies with all of its legal obligations with respect to civil rights and the need to engage communities of color, low income communities, persons with disabilities and others in all City services, programs and activities. In addition, the additional resources requested for staff to work on public records issues will help facilitate open government for all. Finally, the office intends to expand its efforts to recruit diverse legal professionals to support the office's ability to effectively engage with all communities.

Tracy Reeve, City Attorney

BUREAU DIRECTOR (Typed name and signature)