2012 Seattle City Council Green Sheet

Ready for Notebook

Tab	Action	Option	Version
44	2	A	1

Budget Action Title: Add $218,000 GSF to create a new Office relating to immigrant and refugee affairs in the Executive Department and add two positions

Councilmembers: Burgess; Clark; Godden; Harrell; Licata; O'Brien

Staff Analyst: Rebecca Herzfeld

Council Bill or Resolution:

Date		Total	SB	BH	SC	TR	JG	NL	RC	TB	MO
	Yes										
	No										
	Abstain										
	Absent										

Summary of Dollar Effect

See the following pages for detailed technical information

	2012 Increase (Decrease)
General Subfund	
General Subfund Revenues	*$0*
General Subfund Expenditures	*$218,000*
Net Balance Effect	***($218,000)***
Total Budget Balance Effect	***($218,000)***

Budget Action description:

This green sheet would add $218,000 GSF to the Executive Department to create new Office that addresses immigrant and refugee affairs, and would add two positions: a Strategic Advisor 2 and a Planning and Development Specialist 1 (P&D 1).

The purpose of the new Office is to facilitate the successful integration of immigrants and refugees into Seattle's civic, economic, and cultural life. The Office will work with the Immigrant and Refugee Commission and community partners to define and achieve desired outcomes for City investments for immigrant and refugees, including setting specific measurable outcomes related to employment, public health, student achievement, citizenship, and public safety.

The Office will be dedicated to improving services and better engaging immigrant and refugee communities, in partnership with other City departments and government agencies, community organizations, and the private sector. The Director of the Office would report to the Mayor, and would supervise the P&D 1 position. The P&D 1 position would staff the Immigrant and Refugee Commission, which would move to the new Office from the Seattle Office for Civil Rights.

The Council will propose legislation to name and create this Office by January 31, 2012, in consultation with the Immigrant and Refugee Commission, Seattle Office for Civil Rights and other City departments, and the community. In developing this legislation, Council and the Executive will work with these stakeholders to more formally define the duties and expectations of the Office and to develop at near-term work plan of activities and actions.

Potential duties of the Strategic Advisor 2 position include:

- Launch initiatives to address identified issues in immigrant and refugee communities, and work to ensure that immigrant and refugee communities are included in all stages of development, planning, and implementation of major City initiatives;
- Provide advice to the Mayor, Council, and City departments on policy issues related to immigrants and refugees;
- Represent the City at events and meetings within immigrant and refugee communities; and
- Evaluate the level of City services received by immigrants and refugees and develop strategies to improve comprehensive access to services for immigrant and refugee communities.

Potential duties of the Planning and Development Specialist 1 include:

- Provide staff support for the Immigrant and Refugee Commission;
- Coordinate development and implementation of an comprehensive interpretation and translation policy across City departments;
- Develop and maintain a comprehensive listing of services for immigrants and refugees and the community-based organizations and government agencies that provide those services;
- Assist in developing coordinated outreach to immigrant communities across City departments through information-sharing strategies that include local ethnic media, technology, and meeting people in the community; and
- Develop strategies to improve demographic data collection to help monitor Seattle's progress toward the goal of equal access to services, in ways that do not relate to immigration status.

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44	*2*	*A*	*1*

Budget Action Transactions

Budget Action Title: Add $218,000 GSF to create a new Office relating to immigrant and refugee affairs in the Executive Department and add two positions

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
1	Add Strategic Advisor 2 position	StratAdvsr2,Exempt - FT	1	1	ONA	Office for New Americans	X1N00	00100	2012		$126,000
2	Add Planning & Development Specialist 1 position	Plng&Dev Spec I - FT	1	1	ONA	Office for New Americans	X1N00	00100	2012		$92,000