

SUMMARY and FISCAL NOTE*

Department:	Dept. Contact/Phone:	Executive Contact/Phone:
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** Note that the Summary and Fiscal Note describes the version of the bill or resolution as introduced; final legislation including amendments may not be fully described.*

1. BILL SUMMARY

- a. Legislation Title:** AN ORDINANCE relating to organization of the Office for Civil Rights; amending Section 3.14.910 of the Seattle Municipal Code to change removal from at-will to for-cause for subsequent Directors of the Office for Civil Rights.
- b. Summary and background of the Legislation:** This legislation will make the next director position subject to removal for cause instead of at-will, require the Mayor to give written notice to Council about removal, and require consultation with SOCR staff and commissions before appointment or removal. It also creates a term for the next director. The bill is intended to remove a potential conflict of interest between the executive branch and the SOCR while SOCR conducts a racial equity toolkit around its structure and level of independence from the executive branch.

2. CAPITAL IMPROVEMENT PROGRAM

- a. Does this legislation create, fund, or amend a CIP Project?** Yes No
 If yes, please fill out the table below and attach a new (if creating a project) or marked-up (if amending) CIP Page to the Council Bill. Please include the spending plan as part of the attached CIP Page. If no, please delete the table.

3. SUMMARY OF FINANCIAL IMPLICATIONS

- a. Does this legislation amend the Adopted Budget?** Yes No
 If there are no changes to appropriations, revenues, or positions, please delete the table below.
- b. Does the legislation have other financial impacts to the City of Seattle that are not reflected in the above, including direct or indirect, short-term or long-term costs?**
 If so, describe the nature of the impacts. This could include increased operating and maintenance costs, for example. SOCR may require a consultant or additional staffing to complete the RET. This will be addressed through the 2018 budget process.
- c. Is there financial cost or other impacts of *not* implementing the legislation?**
 Estimate the costs to the City of not implementing the legislation, including estimated costs to maintain or expand an existing facility or the cost avoidance due to replacement of an existing facility, potential conflicts with regulatory requirements, or other potential costs or consequences.
 No

If there are no changes to appropriations, revenues, or positions, please delete sections 3.d., 3.e., and 3.f. and answer the questions in Section 4.

4. OTHER IMPLICATIONS

a. Does this legislation affect any departments besides the originating department?

If so, please list the affected department(s) and the nature of the impact (financial, operational, etc.).

Mayor's office –the next SOCR Director will be subject to for cause removal rather than at will removal.

b. Is a public hearing required for this legislation?

If yes, what public hearing(s) have been held to date, and/or what public hearing(s) are planned/required in the future?

No

c. Does this legislation require landlords or sellers of real property to provide information regarding the property to a buyer or tenant?

If yes, please describe the measures taken to comply with RCW 64.06.080.

No

d. Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required for this legislation?

For example, legislation related to sale of surplus property, condemnation, or certain capital projects with private partners may require publication of notice. If you aren't sure, please check with your lawyer. If publication of notice is required, describe any steps taken to comply with that requirement.

No

e. Does this legislation affect a piece of property?

If yes, and if a map or other visual representation of the property is not already included as an exhibit or attachment to the legislation itself, then you must include a map and/or other visual representation of the property and its location as an attachment to the fiscal note. Place a note on the map attached to the fiscal note that indicates the map is intended for illustrative or informational purposes only and is not intended to modify anything in the legislation.

No

f. Please describe any perceived implication for the principles of the Race and Social Justice Initiative. Does this legislation impact vulnerable or historically disadvantaged communities?

If yes, please explain how this legislation may impact vulnerable or historically disadvantaged communities. Using the racial equity toolkit is one way to help determine the legislation's impact on certain communities.

Yes – it will allow SOCR to run a racial equity toolkit around what the structure and leadership of the office should look like and incorporate community and City staff input, prioritizing those most impacted. The racial equity analysis implementation plan is attached.

g. If this legislation includes a new initiative or a major programmatic expansion: What are the specific long-term and measurable goal(s) of the program? How will this legislation help achieve the program's desired goal(s).

This answer should highlight measurable outputs and outcomes.

No

h. Other Issues:

List attachments/exhibits below:

Attachment A: SOCR structure and design racial equity analysis implementation plan

The Racial Equity Toolkit Team will conduct a racial equity toolkit on the new structure for the Seattle Office for Civil Rights, resulting in the deep transformation of the City's approach to policy, budget and service development/delivery, while investing deeply in the development of their own racial equity analysis.

SOCR will:

- Contribute staff and staff time to deepening racial equity analysis, support community engagement and conduct a revised Racial Equity Toolkit (RET)
- Design and coordinate community engagement events
- Apply the 6 steps of the racial equity toolkit to define and determine the permanent structure, leadership appointment or designation, duties, and responsibilities of SOCR, and other recommendations deemed critical by community stakeholders
- Draft an RET report organized by: 1) methodology and sources, 2) literature review, 3) quantitative survey results, 4) qualitative feedback, and 5) recommendations
- Share out report with the internal and external city stakeholders

Step 1: Planning RET (10-12 weeks)

During the planning phase, RET team members will conduct a self-assessment of their own racial equity analysis, invest in relationships, and develop a growth mindset that will guide their development and time during the RET process.

RET Team will:

- Formulate RET Team – OCR staff
- Recruit interested city and community members
- Establish RET Team member roles and responsibilities
- Support the hiring of an outside consultant and develop scope of work
- Set vision, guiding principles, and strategy
- Participate in Undoing Institutional Racism training as a team
- Develop and engage in Strategy Chart and Power Analysis
- Examine historical impacts and structural conditions of racism
- Develop racial equity outcomes and action plans
- Provide preliminary update to Council

Step 2: Community Engagement Occurs (20-24 weeks)

During the community engagement phase, the RET team will critically examine the City's historical role in community engagement; analyze the ways relationships with communities most impacted can be developed, strengthened, and repaired during this RET process and beyond; and seek continuous input from stakeholders on the process itself.

RET Team will:

- Gather, analyze, and evaluate qualitative and quantitative data including research of similarly situated agencies and offices
- Design community engagement plans that center communities most negatively impacted in an effort to build accountable, trusting community relationships

- Community engagement will include creative, arts- and culture- based facilitation, engagement, and communication strategies
- Develop a compensation assessment and plan for community participation
- Intentionally engage within strategic spheres to gather stories, feedback, and input from internal and external community members
- Provide preliminary update to Council

Step 3: Analysis (8-10 weeks)

During the RET Analysis phase, the RET team will engage in deep personal and team reflection regarding their own social positions and the importance of leading with a racial equity lens to bring about effective institutional change.

RET Team will:

- Analyze input and feedback from community engagement
- Conduct any additional engagement sessions as needed
- Draft recommendations and report that will define SOCR structure, leadership appointment, or designation, and leadership duties and responsibilities and other recommendations deemed critical by community stakeholders
- Provide final report to Council

Step 4: Reflection (3-4 weeks)

The RET team will reflect critically on their own personal development and steps needed to continue strengthening their racial equity analysis past the RET process and ways to make the RET process a more transformative experience.

RET Team will:

- Reflect on each step, specifically community engagement
- Coordinate follow-up with community participants, include sharing results of community engagement, burdens and benefits, and recommendations of the final report

Step 5: Implementation (8-10 weeks)

During the Implementation period, the RET team, together with SOCR staff, will engage in a restorative process to address the harm that may have arisen before and during the RET process.

RET Team will:

- Guide implementation of new structure, duties and responsibilities
- Report back to communities most negatively impacted on the new structure, duties and responsibilities, and accountability measures
- Guide and support transparent practices between Council and stakeholders in drafting and passing legislation for SOCR's permanent structure based upon the RET Team's final report and recommendations from the Racial Equity Toolkit
- Create spaces and ways for stakeholders to provide feedback and input into the RET process
- Provide opportunities for community feedback on how the City can continue developing, strengthening, and repairing relationships with communities most negatively impacted

Council will:

- Pass timely legislation and allocate appropriate funding to SOCR's permanent restructure and duties and responsibilities based on the RET Team's final report and recommendations from the Racial Equity Toolkit
- Ensure proper appointment of SOCR leadership as designated by the RET Team's final report and recommendations

BUDGET AND REQUIRED RESOURCES FOR:

Arranging meeting support (e.g., facilitator, note taker, etc.), reserve meeting space, organize volunteers, invite participants, prepare meeting materials, arrange facility overhead, provide food, childcare, parking, transportation accommodation/reimbursement, interpreter and translation services, artist facilitators, community member stipends, prepare outreach materials, arrange staff overtime, stipends for RET team members (non-city staff), funds for the RET team to attend the Undoing Institutional Training, etc.