



Memorandum

Date: 8/2/2023

Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 23-385

Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files, Chief Operating Officer	425-556-2166
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DEPARTMENT STAFF:

Executive	Jan Harrison	DEI Program Advisor
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TITLE:

DEI Internal and External Assessments Overview

OVERVIEW STATEMENT:

Per council's feedback on June 20, 2023, this report contains an informational update on the 2022 DEI Listening Session Summary Report and the Diversity, Equity, and Inclusion External Assessment.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☒ **Receive Information**

☐ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Community Strategic Plan
- **Required:**
N/A
- **Council Request:**
Council requested update on DEI Internal and External Assessment conducted by Chanin Kelly-Rae Consulting LLC.
- **Other Key Facts:**
N/A

OUTCOMES:

At the June 20, 2023, Public Safety and Human Services Committee of the Whole, Council requested monthly DEI updates along with additional information concerning the DEI Internal Listening Session Summary Report as well as the DEI External Assessment. Attachment A contains the presentation assessment presented released in April 2022. Items

of note in the Assessment include:

- The sample size was small with 43 participants
- Conclusions by staff included appreciation of the City as an employer, concern with heavy workloads, experiencing positive work experiences, but some feelings of isolation and feeling under threat (see page 6 of Attachment A).
- Employee vision of DEI included an integrated strategy, dedicated resources for successes, transparent goals and actions and partnerships with the Community, to name a few. Other ideas can be found on Slide 8 of Attachment A.
- Recommendations included but are not limited to assessing current culture and regular monitoring of staff sentiment, clear professional progression for staff roles and clear communication by Mayor and Directors of strategic vision (see page 9 of Attachment A for more information).

The DEI External Assessment is contained in Attachment B. Observations of note include:

- 108 total participants
- Ensuring infrastructure is accessible for everyone
- More public involvement in decisions
- Addressing Human Service needs and communicating with non-profit organizations
- More education about how government works
- Connecting community organizations with demographic leaders
- Providing liaison and problem-solving services to underrepresented groups
- Equitable and diverse hiring, retention and promotion

Staff continues to use this data to inform the DEI five-year strategic plan. Because the number of participants was small, other work is being done to gather more information both internally through the City's work with R.E.D.I and externally through building relationships with organizations throughout the City.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
N/A

Approved in current biennial budget: ☒ **Yes** ☐ **No** ☐ **N/A**

Budget Offer Number:

0000024

Budget Priority:
Strategic and Responsive

Other budget impacts or additional costs: ☐ Yes ☐ No ☒ N/A

If yes, explain:

N/A

Funding source(s):
General Fund

Budget/Funding Constraints:
N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
6/20/2023	Committee of the Whole - Public Safety and Human Services	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
8/2/2023	Committee of the Whole - Planning and Public Works	Receive Information

Time Constraints:
N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: 2022 DEI Listening Session Summary Report
Attachment B: Diversity, Equity, and Inclusion External Assessment