



The city is conducting this public meeting using a hybrid model. The public is welcome to attend tonight's meeting in-person at City Hall (Council Chambers), or virtually by using the meeting access link below.

<https://sumnerwa-gov.zoom.us/j/86045268519>

Or One tap mobile :

US: +12532158782,,86045268519# or +13462487799,,86045268519#

Or Telephone:

+1 253 215 8782

Webinar ID: 860 4526 8519

CALL TO ORDER

Roll Call: Bitetto, Brown, Cole, Hochstatter, Neuman, Reed and Stuard

REGULAR BUSINESS

1. Diversity, Equity and Inclusivity Committee Update

CITY ADMINISTRATOR REPORT

AGENDA SETTING

1. Council Meeting Agenda Calendar
2. Council Committee Meeting Calendar

EXECUTIVE SESSION

ADJOURNMENT

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact the City Clerk at (253) 299-5590, 24 hours in advance.

SUBJECT: Diversity, Equity and Inclusivity Committee Update

CATEGORY: Presentation

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. DEI Presentation
 2. Implementation Plan - 2022/2024
-

STAFF CONTACT: Maili Barber, Deputy City Attorney, Andria Swann, Pretreatment Coordinator

SUMMARY BACKGROUND:

The Diversity, Equity and Inclusion Committee Chair and Co-Chair will share the accomplishments that this employee-led committee has achieved since forming in August of 2020. They will share the goals that have been established for the next biennium. They will highlight objectives within an implementation plan as the basis for measuring effectiveness and success.

COUNCIL COMMITTEE/STUDY SESSION: MEETING/STUDY SESSION DATE: COMMITTEE RECOMMENDATION:
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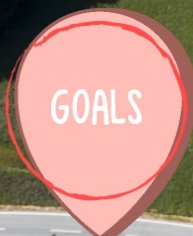
STAFF RECOMMENDATIONS/MOTION:

This is a staff presentation, no action is asked or needed.



Our Road to Success

The Employee Lead Diversity, Equity and Inclusion Committee:
Celebrating Achievements and Sharing Goals



AGENDA



An aerial photograph of a road and forest is shown. A large pink circle is overlaid on the image. Inside the circle, there is a brown rectangular box with the word 'AGENDA' in white. Below this box, there is a map of a region in Colorado. Overlaid on the map are five yellow circles, each with a black dot and a line pointing to a specific location. The text 'Our Road Trip', 'WHY D.E.I.?', 'COMMITTEE', 'ACHIEVEMENTS', and 'GOALS' is written in white next to each circle respectively.

AGENDA

Our Road Trip

WHY D.E.I.?

COMMITTEE

ACHIEVEMENTS

GOALS

AGENDA



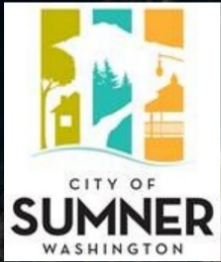


Our Road to Success

The Employee Lead Diversity, Equity and Inclusion Committee:
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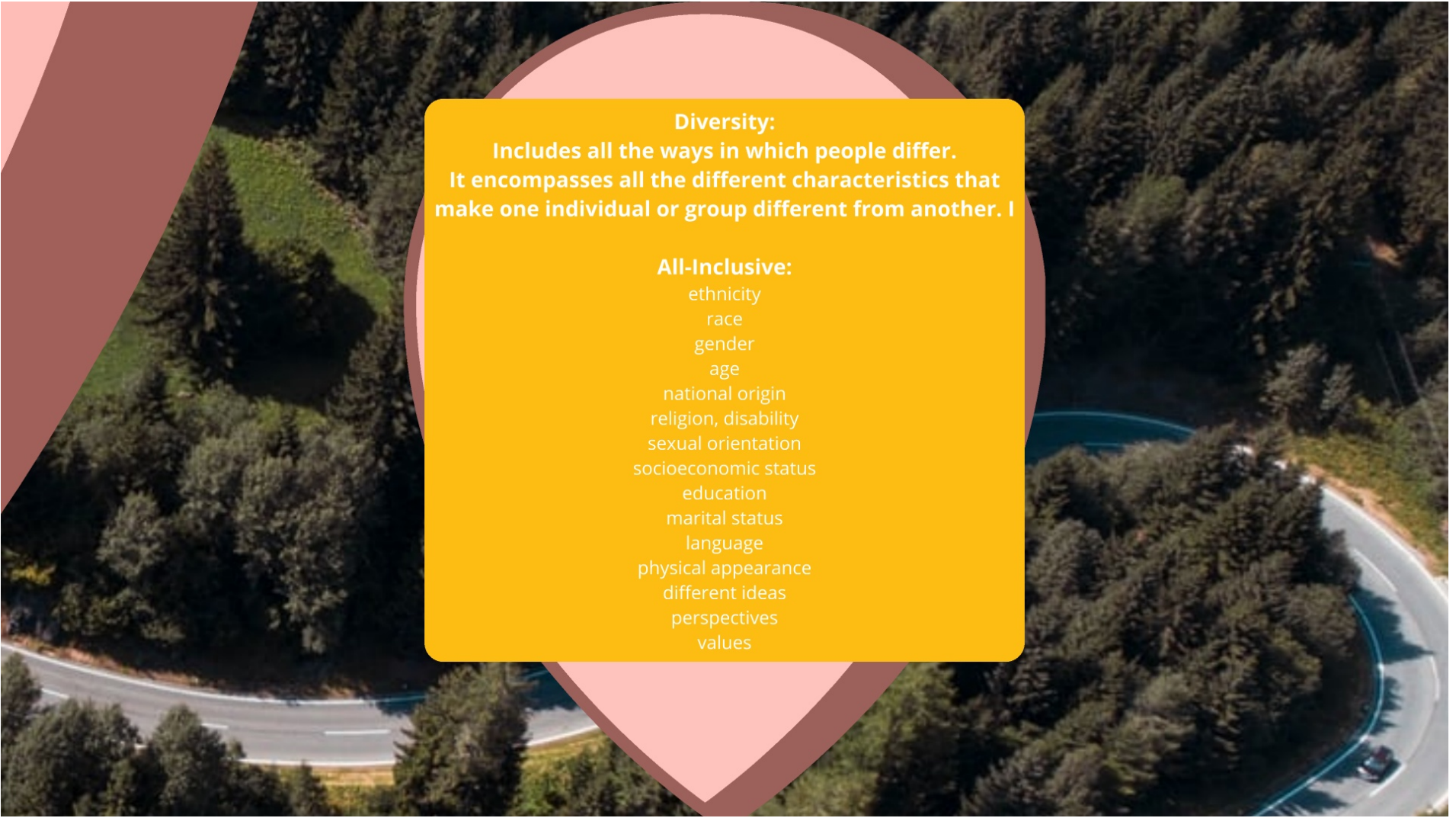


Our Road to Success

The Employee Lead Diversity, Equity and Inclusion Committee:
Celebrating Achievements and Sharing Goals





An aerial photograph of a winding asphalt road through a dense green forest. A large yellow rectangular text box is centered over the image, containing definitions of diversity and an all-inclusive list of characteristics. The text box has rounded corners and a subtle drop shadow. The background image shows a road curving through trees, with a small car visible on the road in the lower right.

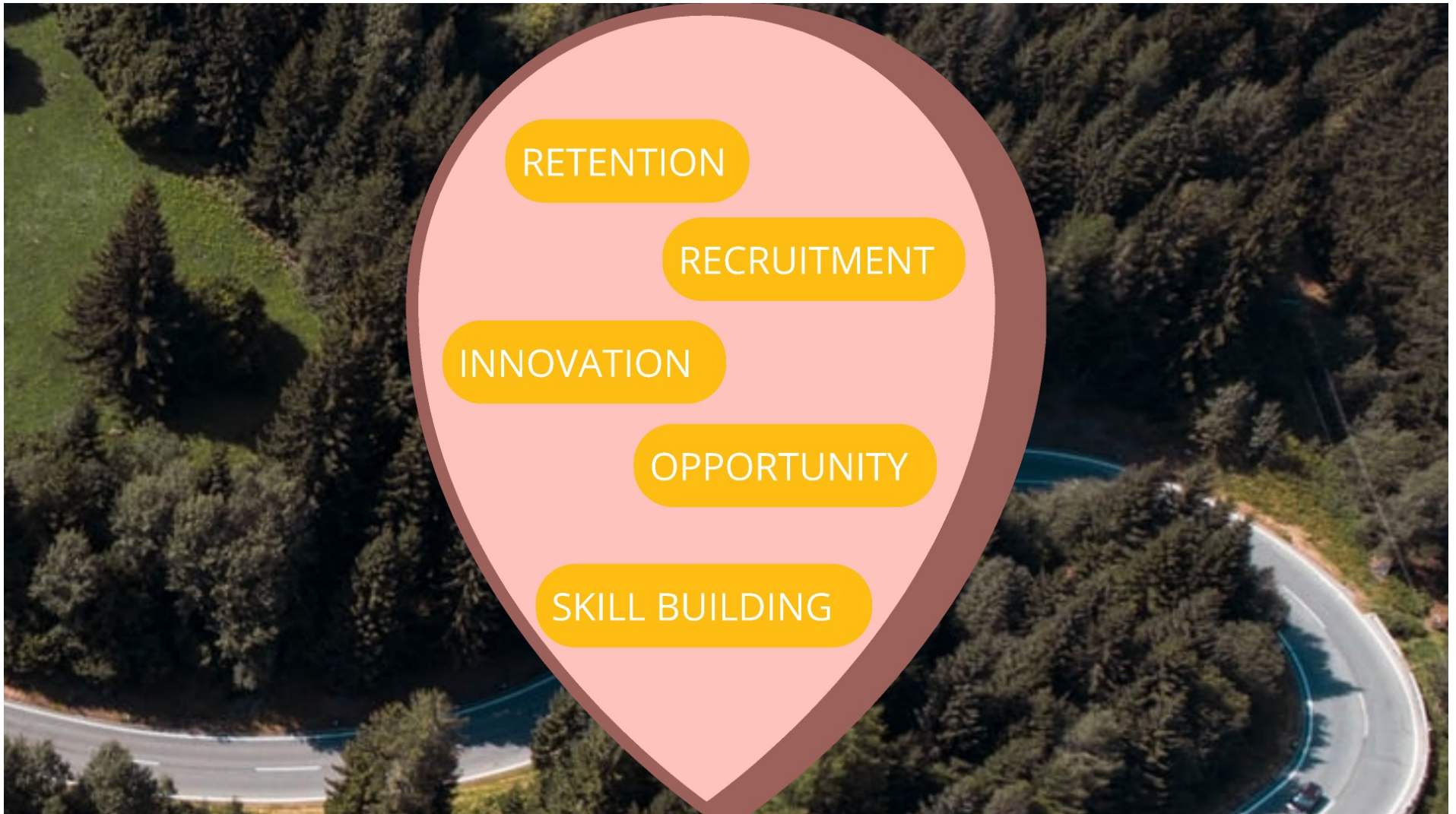
Diversity:

**Includes all the ways in which people differ.
It encompasses all the different characteristics that
make one individual or group different from another. I**

All-Inclusive:

- ethnicity
- race
- gender
- age
- national origin
- religion, disability
- sexual orientation
- socioeconomic status
- education
- marital status
- language
- physical appearance
- different ideas
- perspectives
- values







An aerial photograph of a winding asphalt road through a dense green forest. A large, semi-transparent pink heart shape is centered over the image. Inside the heart, there is a yellow rounded rectangle containing text and a bulleted list.

... comes great responsibility.

Transparent and equitable
decision making.

- builds community trust
- equitable allocation of resources
- giving everyone a voice





Our Road to Success

The Employee Lead Diversity, Equity and Inclusion Committee:
Celebrating Achievements and Sharing Goals



An aerial photograph of a winding asphalt road through a dense green forest. A large, semi-transparent pink circle is centered over the road. Inside this circle, there is a smaller, textured orange shape. Overlaid on the orange shape is a white notepad with a green border and blue horizontal lines. The text "It's Inter-derpartmental" is written on the notepad in a black, monospace-style font.

It's
Inter-
derpartmental

LIST OF MEMBERS

Public Works Department

1 Andria Hannegan, Chair
Ann Bustamante
Ron Basinger

Legal Department

2 Maili Barber, Co-Chair
Andrea Marquez
Maria Parsot

Executive Department

3 Joseph McKinney
Jason Wilson

Development Services Department

4 Chrissanda Walker

Community Development Department

5 Derek Berry
Lana Hoover

Administrative Services Department

6 Dori Franich
Adrienne McNeilly
Jeff Steffens

Police Department

7 Brad Moericke

An aerial photograph of a winding asphalt road through a dense green forest. A large, semi-transparent pink circle is centered over the road. Inside this circle, there is a smaller, semi-transparent orange circle. Overlapping the orange circle is a white notepad with a green border and blue horizontal lines. The text "It's Inter-derpartmental" is written on the notepad in a black, monospace-style font.

It's
Inter-
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Our Road to Success

The Employee Lead Diversity, Equity and Inclusion Committee:
Celebrating Achievements and Sharing Goals







Diversity, Equity and Inclusion
Committee Charter
Updated November 19, 2020

Purpose

The City of Sumner Committee on Diversity, Equity and Inclusion "Committee" will advocate and promote equality and diversity within the organization. We will conduct research to identify and define community issues in order to suggest appropriate changes to City ordinances, policies and practices.

Welcoming Climate

Create and present an environment that values and promotes diversity of all City employees by facilitating their full inclusion within the organization.

Awareness Building

Increasing DEI foundational knowledge and providing support to increase awareness of DEI among City employees. Provide learning opportunities for each City employee to understand DEI issues, recognize appropriate behaviors, know their rights, and acknowledge the benefits of enhancing DEI.

Sustainable Initiative

Ensuring the long-term implementation and sustainability of this initiative, make addressing DEI an integrated, consistent, meaningful, and continual part of the organization (Sumner community). Recognize that success long-term relies on our ability to weave DEI principles into all of the City's decisions, programs, and activities.

Enhancing DEI

Enhance diversity, equity, and inclusion in the organization (community) through programs targeted at both recruitment and retention of diverse employees.



Action



Listening

Representing

Achieving

Review and Update

- City Mission, Vision & Values
- Personnel Policy
- Hiring Practices

Library Story Walk

DEI Training: All Staff and Council

Strategic Goals and Initiatives



Action



Listening

Representing

Achieving

Thoughtful Feedback

- Sumner History
- Name of Monthly Highlights
- Transportation Equity
- Sidewalk Repairs
- Planning and Development



Action



Listening

Representing

Achieving

School District DEI Taskforce

Sumner Connects

Annual Employee Survey



Action

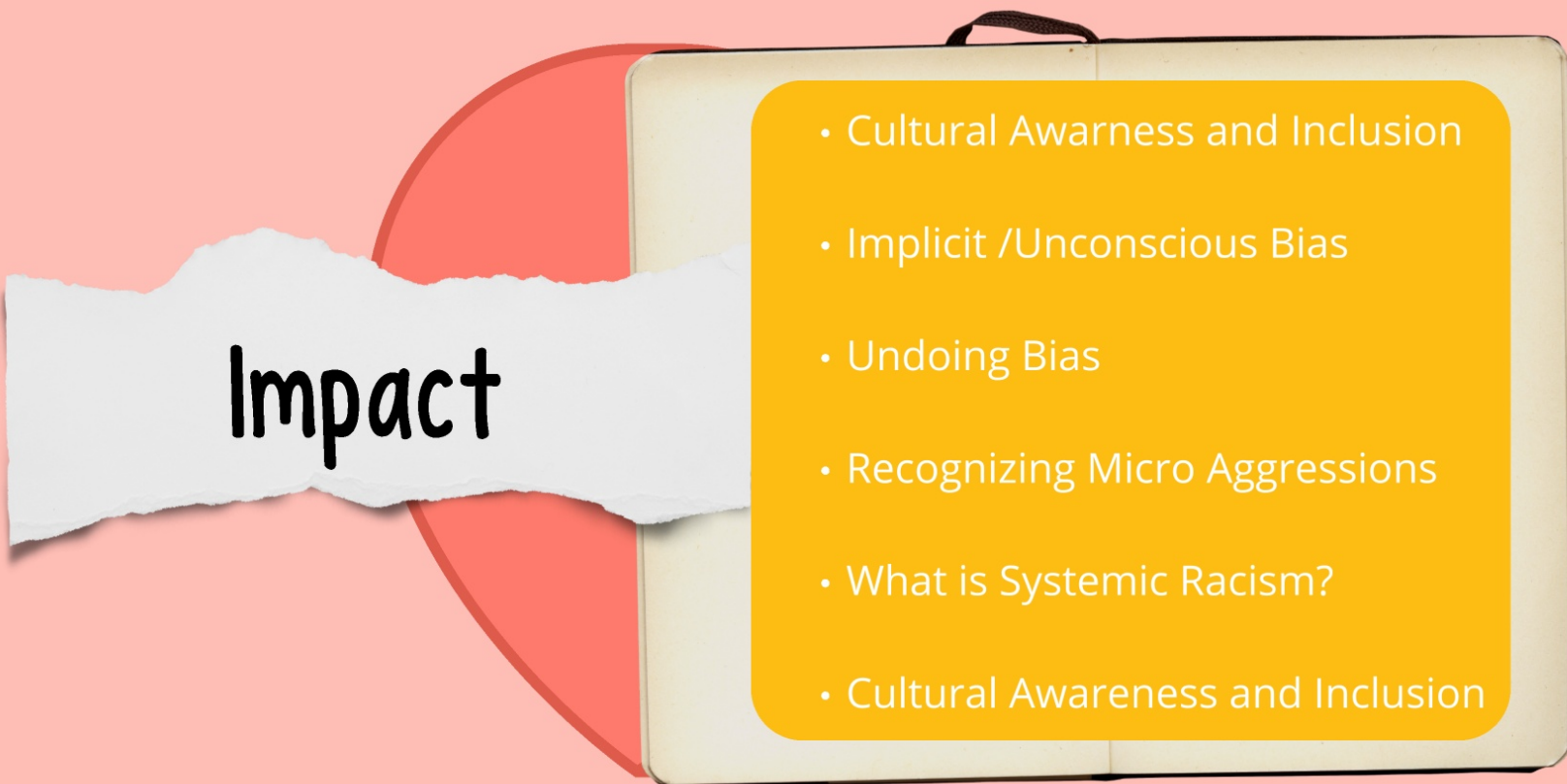


Listening

Representing

Achieving





Impact

- Cultural Awareness and Inclusion
- Implicit /Unconscious Bias
- Undoing Bias
- Recognizing Micro Aggressions
- What is Systemic Racism?
- Cultural Awareness and Inclusion





Our Road to Success

The Employee Lead Diversity, Equity and Inclusion Committee:
Celebrating Achievements and Sharing Goals



An aerial photograph of a winding road through a lush green forest. A large, semi-transparent red circle is overlaid on the center of the image, containing four numbered points in black text. The text is centered within the circle and reads: 1. Create a Diverse, Equitable, and Inclusive Organizational Culture; 2. Empower City Employees through Training and Professional Development; 3. Promote inclusion through Community Outreach; 4. Analyse measurements to verify efficacy, and amplify accountability.

1. Create a Diverse, Equitable, and Inclusive Organizational Culture

2. Empower City Employees through Training and Professional Development

3. Promote inclusion through Community Outreach

4. Analyse measurements to verify efficacy, and amplify accountability.



Our Road to Success

The Employee Lead Diversity, Equity and Inclusion Committee:
Celebrating Achievements and Sharing Goals





DEI Committee Goals Strategic Implementation Plan 2022 – 2024



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DEI Committee			
Name	Position	Department	Goal(s)
Andria Hannegan	Pretreatment Coordinator	Public Works	Committee Chair / Goal 2
Mali Barber	Deputy City Attorney	Legal	Committee Co-Chair / Goal 4
Adrienne McNeilly	HR Manager	Administrative Services	Goal 1
Brad Moericke	Chief of Police	Police Department	Goal 2
Andrea Marquez	City Attorney	Legal	Goal 2
Jason Wilson	City Administrator	Administrative Services	Goal 1
Joseph McKinney	Communications Coordinator	Communications	Goal 3
Dori Franich	Financial Services Manager	Administrative Services	Goal 4
Ann Bustamante	Pollution Prevention Specialist	Public Works	Goal 4
Derek Barry	Community Services Manager	Development Services	Goal 3
Lana Hoover	Community Relations Specialist	Development Services	Goal 3
Robert Wright	Source Control Specialist	Public Works	Goal 4
Chrissanda Walker	Associate Planner	Development Services	Goal 4
Ron Basinger	Plant Superintendent	Public Works	Goal 1
Jeff Steffens	Administrative Services Director	Administrative Services	Goal 2



Definitions

Diversity – includes all the ways in which people differ, and it encompasses all the different characteristics that make one individual or group different from another. It is all-inclusive and recognizes everyone and every group as part of the diversity that should be valued. A broad definition includes not only race, ethnicity, and gender — the groups that most often come to mind when the term "diversity" is used — but also age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, and physical appearance. It also involves different ideas, perspectives, and values (UC Berkeley Center for Equity, Inclusion and Diversity).

Equity - "Racial equity is the condition that would be achieved if one's racial identity no longer predicted, in a statistical sense, how one fares. When we use the term, we are thinking about racial equity as one part of racial justice, and thus we also include work to address root causes of inequities, not just their manifestation. This includes elimination of policies, practices, attitudes, and cultural messages that reinforce differential outcomes by race or that fail to eliminate them (Center for Assessment and Policy Development).

Inclusion - a state of being valued, respected, and supported. It's about focusing on the needs of every individual and ensuring the right conditions are in place for each person to achieve their full potential. Inclusion should be reflected in an organization's culture, practices, and relationships.

Implementation Strategy

Goal 1: Create a Diverse, Equitable, and Inclusive Organizational Culture

Strategy 1:1: City Policy Review

- Objective 1:1:1: Build DEI awareness throughout the organization.
- Objective 1:1:2: Ensure that The City's mission, vision, and values reflect their ongoing commitment to embracing an organizational culture that diverse, equitable, and inclusive.
- Objective 1:1:3: Thorough analysis of The City's website to ensure DEI is represented throughout the pages.
- Objective 1:1:4: Ensure that the organizational culture is one that makes employees feel that they belong.

Strategy 1:2: Establish an ongoing assessment cycle and monitor progress of goals.

- Objective 1:2:1: Develop a communication strategy to uphold transparency and accountability for The City's stakeholders.
- Objective 1:2:2: Create a report summarizing the results of the assessment/survey to inform future DEI initiatives.

Strategy 1:3: Review and establish HR policies and procedures that are equitable and inclusive.

- Objective 1:3:1: Review current HR policies, procedures, curriculums, and manuals. (Set up ongoing, annual review policies and procedures to ensure The City continues to meet best practices for equity.)
- Objective 1:3:2: Create and implement workplace integrity policy best practices.
- Objective 1:3:3: Create a culture within HR that is equitable and inclusive.
- Objective 1:3:4: Create a robust onboarding and orientation process/program.
 - Provide a robust, inclusive training program that properly prepares all employees to be successful in their roles.
- Objective 1:3:5: Retention and Promotion
 - Build a strong culture of recognition and rewards for employees.
 - Develop a professional development program.
 - Create a mentorship program for new employees and those seeking to grow professionally.
 - Encourage a Healthy Work-Life Balance



- Ensure that all employees have the tools needed to be successful. (Ongoing)
- Encourage employee creativity and innovation.
- Build a holistic and healthy benefits package for employees.
- Develop a standard for evaluation plan that is inclusive and equitable for all employees.

Strategy 1:4: Resources are devoted to developing and sustaining The City's goal of establishing an organizational culture that is equitable and inclusive.

- Objective 1:4:1: Allocate resources for DEI training, workshops, and programs.
- Objective 1:4:2: Establish an annual funding process for DEI work (internal and external).
- Objective 1:4:3: Allocate resources to the DEI committee for their work.

Strategy 1:5: Communication

- Objective 1:5:1 Report to staff, council, leadership, etc. any and all updates and progress regarding the DEI strategic plan.
- Objective 1:5:2: Digitize the DEI strategic plan and implementation plan for ease of access and future revisions as circumstances change.
- Objective 1:5:3: Create and maintain a physical and digital space for employees to engage in meetings.
- Objective 1:5:4: Create and maintain an accessibility protocol for all meetings (internal and external), events, and activities.
- Objective 1:5:5: Develop and disseminate resources for City employees to easily access DEI information.

Strategy 1:6 Artifacts

- Objective 1:6:1: Ensure that all artifacts including art, décor, material, designs, and etc. within The City reflects a culture that is diverse and inclusive.

Strategy 1:7: Formalize and empower the DEI committee to lead DEI efforts for the city.



Goal 2: Training and Professional Development

Strategy 2:1: Employee Training

- Objective 2:1:1: Refer to DEI Training Program

Strategy 2:2: New Employee Training

- Objective 2:2:1: Refer to DEI Training Program

Strategy 2:3: Leadership Training

- Objective 2:3:1: Refer to DEI Training Program

Strategy 2:4: DEI Committee Training and Development

- Objective 2:4:1: Book Club Reading and Discussion
- Objective 2:4:2: 21 Day Challenge

Goal 3: Community Outreach

Strategy 3:1: Cultural Festivals

Strategy 3:2: Celebrate Diversity through Sumner Downtown Business Association.

Strategy 3:3: Participate in community events and activities.

Strategy 3:4: Create a process to obtain community feedback on events and activities that impact the community.

Strategy 3:5: Create a communication plan to ensure the highest level of community participation.



Goal 4: Measuring and Accountability

Strategy 4:1: Mission, Vision, and Values

- Objective 4:1:1: Continue endorsing the DEI committee to the entire organization.
- Objective 4:1:2: Measure key performance measures/key behavior indicators.
- Objective 4:1:3: Evaluate how staff demonstrates The City's mission, vision, values.
- Objective 4:1:4: Maintain environment supportive of DEI

Strategy 4:2: Create a Diverse, Equitable, & Inclusive Departmental Culture

- Objective 4:2:1: Progressive Discipline for violations of DEI policy and procedures.

Strategy 4:3: Training & Professional Development

- Objective 4:3:1: Measure training related to all four DEI initiatives.

Strategy 4:4: Communication

- Objective 4:4:1: Ensure consistent messaging of DEI to all levels of The City's staff.
- Objective 4:4:2: Ensure communication, questions, and efforts of DEI team are met.

CA – CONSENT AGENDA	ES – EXECUTIVE SESSION	NB – NEW BUSINESS
UB – UNFINISHED BUSINESS	P – PRESENTATION	PH – PUBLIC HEARING PR – PROCLAMATION

AUGUST 15 RCM

- CA Lease Back Agreement 902 Kincaid – Shades Salon
- CA Resolution No. XXXX – Capital Facilities Plan Extension (*Ryan virtual*)
- CA Contract Approval – MS 365 (*KR*)
- CA RCO Grant Acceptance - Pacific Point Bar Acquisition
- CA Resolution No. 1635 – 2021 Tacoma-Pierce County Solid & Hazardous Waste Plan Adoption
- CA YMCA 2013 Services Agreement Amendment (*AM in person*)
- CA YMCA 2019 Services Agreement Amendment (*AM in person*)
- UB Ordinance No. 2823 - 2022 ZTA: Electronic Reader Board Signs and Digital Message Signs
- NB Civil Service Commission Appointment (Dobbs)
- NB Ordinance No. XXXX - Zoning Code Amendment-Accessory Dwelling Units (*AS virtual*)

AUGUST 22 SS

- Council Budget Tours (WWTF & Parks)

AUGUST 29 SS (5th Monday)

- Council Budget Tours

SEPTEMBER 6 RCM (Tuesday)

- CA Contract Approval MIC Transit (*RW*)
- UB Ordinance No. XXXX Houston Road Annexation Decision (*AS virtual*)

SEPTEMBER 12 SS

- Community Projects Budget Presentation
- Budget Review (*KR*)
- Community Float Discussion
- Parks Funding (*RW*)

SEPTEMBER 19 RCM

- CA PSA (Nurdyke property) (*MD virtual*)
- NB 3rd Quarter Budget Amendment (21/22)

SEPTEMBER 26 SS

- Budget Review
- Utility Rate Review

OCTOBER 10 SS

- Budget Review
- Property Tax

CITY COUNCIL AGENDA CALENDAR

Updated August 4, 2022

CA – CONSENT AGENDA ES – EXECUTIVE SESSION NB – NEW BUSINESS
UB – UNFINISHED BUSINESS P – PRESENTATION PH – PUBLIC HEARING PR - PROCLAMATION

Pending

MISC.	MISC.	WHITE RIVER RESTORATION PROJECT
ROW Vacation Code Amendment	Ordinance – Refuse Collection	PH - Surplus Utility Property South of 24 th Street East
CA State Homeland Security Program Grant Acceptance for Small Unmanned Aerial System	Bond Issuance for Operations Facility	UB - Resolution No. XXXX - Surplus Utility Property South of 24 th St E
Ordinance Insurance Requirements	Temporary Use Permit – Food Trucks	
Sign Code Update (off premise)	Safe Parking	BNSF Agreement
CTR Ordinance Update	Zero Lot Line Home	CA - Water Rights Acquisition Agreement
Development Agreement Code updates	PC Solid Waste Plan Adoption	
Ordinance Updating AC Code	River Walk Trail ROW Vacation	
RCC ILA		

Budget Calendar –

Review of Utility Rates (SS)	TBD
Clerk publishes notice that preliminary budget has been filed and publishes notice of public hearing(s) on final budget once a week for two consecutive weeks.	10/24 & 10/31
Budget Review (possible)	10/31
Ordinance Adopting Utility Rates	TBD
Public Hearing (Property Tax)	October 17
Public Hearing Proposed Budget	November 7
Public Hearing Proposed Budget (final)	November 21
Budget Adoption	December 5

AUGUST 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6
6:00PM - Regular Council Meeting (Virtual/Chambers)	4:00 PM CANCELLED Public Works Committee (Virtual/FF Conf Room)	5:30PM Finance Committee (Virtual/FF Conf Room)	6:00PM Planning Commission (Virtual/Chambers)		
8	9	10	11	12	13
6:00PM Study Session (Virtual/Chambers)		5:30PM American Rescue Plan Committee (Virtual/FF Conf Room) 6:30PM CANCELLED Design Commission (Virtual/Chambers)	4:30PM CANCELLED Forestry/Parks Commission (Virtual/FF Conf Room)		
15	16	17	18	19	20
6:00PM Regular Council Meeting (Virtual/Chambers)		5:30PM Public Safety (Virtual/FF Conf Room)			
22	23	24	25	26	27
6:00PM Study Session (Virtual/Chambers)		5:00PM CD Committee (Virtual/FF Conf Room)	5:30PM Arts Commission (Virtual/FF Conf Room)		
29	30	31			

*Meeting dates and times may change. Please contact City Hall to confirm this information prior to any meeting you plan to attend. **These meetings are accessible to persons with disabilities.** For individuals who require special accommodations, please contact City Hall at (253) 299-5500, 24 hours in advance.*

Name: Michelle Converse, CMC

Title: City Clerk

City of Sumner
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