

Mayor and Council, I'd like to inform you of several initiatives that I will be pursuing to advance and foster diversity and inclusion in the City's work force, operations and services.

1. The current Personnel Resolution will be reviewed and updated to ensure our procedures for recruiting, hiring, and promotions, and the creation of new positions, including management and executive level positions, incorporate current best human resources and EEO practices and that the hiring and promotional process is transparent and consistent with the City's values and completed in an efficient and timely manner.
2. We will refine our policies and processes to improve the recruitment of underrepresented candidates for job openings and contract opportunities.
3. We're going to create a leadership training for qualified employees seeking the education and experience necessary for advancement within the organization.
4. We're going to establish a mandatory diversity training program for all supervisory employees.
5. As directed by City Council, the 2020/2021 fiscal year budget proposal will include work for Council to consider adding a new Diversity, Equity and Inclusion Specialist position.
6. We will be reviewing the performance of our Minority Women Business Enterprise (MWBE) purchasing policy and develop strategies to encourage more MWBE firms to be competitive in doing business with the City. As directed by City Council the feasibility and need for a Minority Women Business Enterprise (MWBE) position, including evaluating the types of duties the position would have and in which department the position would be housed will be assessed. This assessment will also consider whether the duties could be performed by a newly created Diversity, Equity and Inclusion Specialist.

This work will be undertaken in close coordination with Legal and HR. I anticipate this work being completed As Soon As Possible (ASAP) and will provide information as we finalize the 2020/2021 budget by June 30, 2020.