



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: December 4, 2023		Subject: Resolution No. 3104 Revising Section 4.E. Of The Diversity, Equity And Inclusion (DEI) Committee Charter	
		Staff Member: Zoe Mombert, Assistant to the City Manager	
		Department: Administration	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: The Diversity, Equity and Inclusion Committee unanimously recommended the updated charter language at their November 14, 2023 meeting (8/11 appointed members present)	
Staff Recommendation: Staff recommends Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to adopt the Consent Agenda.			
Project / Issue Relates To: Diversity, Equity and Inclusion Committee			
<input checked="" type="checkbox"/> Council Goals/Priorities: Diversity, Equity + Inclusion (DEI): We are committed to promoting DEI in the delivery of City services to the community and in our organizational operations.	<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Adopt the updated bylaws to revise Section 4.E. of the Diversity, Equity, and Inclusion Committee Charter.

EXECUTIVE SUMMARY:

The Diversity, Equity and Inclusion (DEI) Committee was established by Resolution 2893 in May 2021. Since that time, the Committee has developed a strategic plan and made progress on the top priorities. The committee has hosted three successful Juneteenth events, started their second Speaker Series and produced a cultural calendar to raise awareness of dates of importance for historically marginalized communities. The committee, which includes, two student member is a large committee with passionate committee members. Over time, the committee has run into scheduling conflicts among the members as well as quorum issues. There is not a shortage of interest, as there are many applicants to serve on the committee.

The committee started discussing the attendance policy regularly at the beginning of the fiscal year. After much discussion and review of the current charter, the committee requested that the Section 4.E. of the charter be updated. The committee does not want to request that City Council remove their peers and instead made the following recommended revision. The proposed charter would automatically remove a committee member if they are absent form five (5) committee meetings in one (1) calendar year for any reason. This provides clear attendance rules and allows the City to replace inactive members.

The Diversity, Equity and Inclusion Committee met on November 14, 2023. Eight (8) of the eleven appointed members were present and unanimously recommended the updated charter. Charter amendments are allowed by Section 8 of the committee’s charter as long as there is a “vote of at least two thirds of the entire committee”. This committee is between 11- 13 members per section 4.A.

EXPECTED RESULTS:

Revise Section 4.E. of the DEI Committee Charter to establish clear and automatic removal language for committee members who are absent for Five (5) meetings in one (1) calendar year.

CURRENT YEAR BUDGET IMPACTS:

There are no budget impacts.

COMMUNITY INVOLVEMENT PROCESS:

The committee, made up of community members, discussed the revising Section 4.E. of the charter during regular meetings, open to the public, on September 12, October 10 and November 14.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Clear attendance requirements for the Diversity, Equity and Inclusion Committee and increased opportunity to serve on the committee when others are no longer available to attend the meetings regularly.

ALTERNATIVES:

The City Council can also chose not to move forward with a recommended revision to the Diversity, Equity and Inclusion Committee Charter.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3104
 - A. Diversity, Equity, and Inclusion Committee Charter (December 2023)