

**CITY OF PORT WASHINGTON, WISCONSIN
RESOLUTION NO. 2020 - 14**

RESOLUTION CREATING A DIVERSITY AND INCLUSION COMMITTEE

WHEREAS, according to the Society for Human Resource Management (SHRM), studies show that organizations with diverse qualities, experiences, and work styles bring more ideas, perspectives and approaches to organizational operations, which correlates with and leads to inclusion and greater organizational success; and

WHEREAS, as defined by SHRM, “diversity” refers to the similarities and differences between individuals, accounting for all aspects of a person’s individual identity and personality, and implies variety in characteristics such as, but not limited to, race, ethnicity, culture, sex, gender, or age; and

WHEREAS, as defined by SHRM, “inclusion” refers to the efforts used to embrace those differences, and describes how much each person feels welcomed, respected, supported and valued by an organization, recognizing that their differences make them uniquely qualified to contribute to the organization; and

WHEREAS, the Common Council of the City of Port Washington deems it in the public interest, and beneficial to the public welfare, to establish a Diversity and Inclusion Committee to promote a diverse and inclusive environment for City employees and members of City governmental bodies, boards, commissions and committees, and within the community, so that all persons can thrive and contribute their best ideas and work,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Port Washington, that a Diversity and Inclusion Committee is hereby created, organized, and shall function as follows:

1. **Purpose.** The Diversity and Inclusion Committee will review City policies, procedures and practices with a focus on diversity and inclusion regardless of race, color, ethnicity, religion, national origin, gender identity, marital or familial status, immigration status, sexual orientation, age, economic status, disability, and other individual identities. The Committee will make recommendations to the Mayor, Common Council, City Administrator, and Police and Fire Commission to promote an organizational and community culture that values diversity and inclusion.
2. **Membership.** The Committee shall consist of eight (8) members, as follows:
 - a. The Mayor, who shall serve as the Chairperson and is a non-voting member.
 - b. Three community members, appointed by the Mayor with approval of the Common Council.
 - c. One alderperson, appointed by the Mayor with approval of the Common Council.
 - d. Three City staff members, assigned by the City Administrator.
3. **Terms of Office.** The Mayor shall be a standing member of the Committee. Commencing upon the establishment of the Committee, the seven other members of the Committee shall serve from the time of their initial appointment or assignment until the third Tuesday in April, 2021. Commencing on the third Tuesday in April, 2021, the seven other members appointed or assigned to the Committee shall be divided into three groups to serve for 1-, 2- and 3-year terms, respectively, as follows: For the alderperson member the term of office shall be for 1 year; for the City staff members the term of office shall be for 2 years; and for the community members the term of office shall be for 3 years. Thereafter, the term of office of the alderperson member of the Committee shall be for 1 year, and, except for the Mayor, the term of office of the other Committee members shall be for 3 years. A vacancy during a term of office shall be filled for the unexpired term in the same manner as regular appointments or assignments are made.

4. **Quorum.** A majority of the members shall be a quorum necessary to conduct business; provided, however, that the Mayor shall not be counted in determining whether a quorum is present.

5. **Goals.** The Committee shall:
 - a. Develop and recommend adoption by the Common Council of a City of Port Washington “Community Unity Statement.”
 - b. Identify and execute opportunities to engage the community in a broader conversation to promote diversity and inclusion.
 - c. Make contact and establish a communications channel with local organizations with a focus on improving diversity and inclusion in the City.
 - d. In collaboration with the Mayor and City Administrator, identify and recommend actions and areas to improve all City governmental bodies, boards, commissions, and committees.
 - e. Review and, as necessary, recommend to the Mayor diverse persons for appointment as members of City governmental bodies, boards, commissions, and committees.
 - f. Formulate best practice recommendations to enhance the integration of diversity and inclusion into the policies, procedures and practices of the City.
 - g. Increase the City’s capacity to be a more culturally competent organization that values diversity and inclusion by developing learning opportunities for employees.
 - h. Review and, as necessary, recommend programs on diversity and inclusion.
 - i. Ensure that the City’s strategic goals and programs align with diversity and inclusion initiatives, specifically user-facing services.
 - j. Review and, as necessary, recommend updates to public safety standard operating procedures for diversity and inclusion.

6. **Reporting.** The alderperson member of the Committee shall act as the Common Council liaison and will provide a quarterly report to the Common Council on the Diversity and Inclusion Committee’s activities and progress toward achieving goals. The Committee shall prepare input for the Mayor and City Administrator for an annual update.

Adopted at Port Washington, Wisconsin, and effective this 20th day of October, 2020.

Martin T. Becker, Mayor

ATTEST:

Susan L. Westerbeke, City Clerk