City of Seattle

Department of Planning and Development
Diane M. Sugimura, Director

MEMORANDUM

TO: Councilmember Richard Conlin, Chair, PLUS Committee
Councilmember Tim Burgess
Councilmember Mike O'Brien
Councilmember Sally Clark

FROM: Diane M. Sugimura, Director

DATE: October 4, 2013

SUBJECT: Department of Planning and Development, RSJI Update: Mid-2012 to Mid-2013

Thank you for this opportunity to highlight some of the actions we have taken over the past year to implement our Race and Social Justice work plan and help ensure that the RSJ principles are a regular part of our day-to-day work. Several examples are included below, both internal actions that are clearly related to how we respond to our external contacts, as well as how we work externally with the people of Seattle.

Training Related to Our Department Hiring Process:
The department developed a training program required for all managers, supervisors and other staff who are/will be involved with a DPD hiring/selection process, whether as the hiring manager, participating on the interview panel or screening applications. The Hiring Process training session begins with an overview of RSJI and why it's important to the hiring process, and RSJI best practices are interwoven throughout.

- Our Progress in 2013: In 2013 DPD conducted five sessions of "DPD Hiring Process" which included 114 employees, and three sessions of "Cultural Competency" training with 45 employees trained.
- Our Overall Progress: Combined with the training that began in the fall of 2012, a total of 136 of 350 employees or 39% have completed both phases of training.

Stand Your Ground Informational Sessions:
This was started in late 2012, an outgrowth of current events. Following the shooting of Trayvon Martin, several Change Team members wanted to hold a discussion or training regarding laws that allow people to "stand their ground" or otherwise defend themselves. This was especially relevant in light of the number of individuals we send out on a daily basis to do

inspections. Particularly with enforcement cases, people may not be too happy to see the inspectors. With the help of the Law and Police departments, we created an informational session that outlined the laws in Washington State and reinforced DPD policy to remove oneself from any threatening situation rather than to stand your ground and possibly be hurt. Upon hearing about the sessions, City Light requested our assistance as they prepared their own sessions.

Disciplinary Disparities:
In the 2012 RSJI Employee Survey, employees were asked whether they understood the department's disciplinary procedures, whether race affected the outcomes of those procedures, and whether they felt the department holds all employees to the same standards. While there were small differences in how whites vs. staff of color responded to those questions, there were large differences (about 30 percentage points) between how supervisors and non-supervisors responded.

We then looked at our disciplinary statistics for the period of 2008-2012, and found that staff of color were disciplined (suspension and/or termination) at rates well above their representation in the department. We began to address both of these issues (the statistics and the perceptions) in an expanded Leadership Team retreat that included DPD directors, managers, supervisors and human resources staff. The outcome of the first retreat was for each participant to commit to one thing they would do to reduce the need to discipline *any* employee. A follow-up retreat was held several months later to reflect on and continue the discussion begun at the earlier retreat. This work is far from finished, but good discussions and awareness are taking place.

Broad Community Engagement, Including Traditionally Underrepresented Populations:
The department continues to work to broaden our outreach and engagement efforts. With the assistance of Public Outreach and Engagement Liaisons (POELs), we've had positive results. A couple examples from this past year include the following:

Northgate Urban Design Framework: With our outreach efforts we were seeking input on improving livability, creating healthier communities, and understanding the community's preferred features for a future transit oriented development (TOD) near the Northgate light rail station. We identified and trained community people to be meeting facilitators, leading 14 meetings in their settings, with City staff attending most meetings as informational resources.

We engaged a wide cross-section of stakeholder groups, most new to public participation, including:

- immigrant households and service providers
- faith communities
- Native American residents
- single-parent households
- elementary/middle schoolchildren, high school and college students

- senior citizens
- apartment residents, subsidized housing residents
- small business owners, health care providers

We felt the results were excellent, pinpointing commonly-held values, and gaining details on unique priorities for community life and daily environment. We also worked with Seattle/KC Public Health on health indicators. Their analysis/outreach on that topic informed the TOD vision. For example, we moved away from locating housing adjacent to I-5. Findings will be broadly relevant to future City efforts in terms of neighborhood quality, parks and recreation, public safety, job training and community services. Many stakeholders expressed thanks for the opportunity to be included and be heard on their own terms, and group leaders noted individuals gained a new interest in learning about community affairs. This effort will serve as a baseline for including these stakeholders and leaders in future discussions on Northgate and North Seattle initiatives.

Rental Registration and Inspection Ordinance (RRIO) Program: RRIO has been incorporating RSJ principles into development of a number of program elements, and has also begun the first steps of our inclusive outreach effort. So far we have:

- Worked with a stakeholder group representing diverse interests such as affordable housing providers, property owners, previous offender housing, tenant organizations, and neighborhood and community groups
- Worked closely with the Change Team on key program elements such as the inspection checklist, outreach, geographically phased registration, and private inspector training
- Hired an outreach lead who is actively planning and organizing our inclusive outreach
- Met with property owners in Chinatown/International District and with low-income housing providers to familiarize them with the program and to seek their input

Next steps are to:

- Continue working with the Change Team to help ensure program launch and implementation conforms with the RSJ goals
- Work with the POELs on tailored outreach to each of their communities
- Work with Department of Neighborhood liaisons on neighborhood-based outreach
- Provide small grants to non-profits to target outreach to historically underrepresented and hard-to-reach communities
- Include RSJ-related data collection, monitoring, and reporting in our program tracking.

Thank you very much. Please let me know if you would like more information on any of these topics.

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- apartment residents, subsidized housing residents
- small business owners, health care providers

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