



**City of Federal Way
Diversity Commission
2016-2017 Work Plan**

OUR VALUES:

1) Helpfulness

Expect commissioners to be willing to assist others and to help improve our community by:

- Current commissioners provide welcoming one-on-one access for new commissioners
- Identifying team strengths and each other's passions
- Supporting community-oriented diversity programs through awareness and development

2) Responsibility

Maintain a high level of commissioner accountability to each other, the City government and to our diverse community through:

- Civility
- Sharing the workload
- Transparency
- Mutual trusting that intent is genuine
- Verifying that commitments are fulfilled
- Listening and participating at community events and meetings
- Communication with the City's elected officials, as directed by City Ordinance

3) Involvement

Encourage high level of participation with others in decision-making and problem-solving:

- Support involvement through attendance & participation in the Diversity Commission meetings and at Commission events
- Encourage input during meetings through a philosophy that "no comment or idea is unimportant"
- Commissioners shall align their individual priorities to the Diversity Commission's mission

4) Wisdom

The Commission shall consider its larger context within Federal Way and the long-range impact on our community in making strategic decisions by:

- *Adventure and New Approach* – take new risks that lead to better/redefined best practices
- *External Resources* – look to regional- and national-level environments for knowledge
- *Community Awareness and Insight* – intentionally seek an understanding of community concerns and community knowledge
- *Commission Intelligence* – seek added value within "us"- the Commission
- *Mayor/Council Knowledge & Understanding* – Communicating with elected officials, seeking their wisdom



OUR MISSION:

To advise City government to ensure Federal Way is a community that is united amidst diversity, where each individual is equally respected, valued, needed, and cherished. Equality is not sameness; it is equivalent value.

BRAND PROMISE:

The Diversity Commission is dedicated to helping Federal Way become a city where all people have a feeling of belonging and sharing community, where there is equal access to information and resources for all, and where there are equal opportunities for all.

TWO-YEAR STRATEGIC OBJECTIVES:

The City of Federal Way Diversity Commission shall engage with Federal Way residents and businesses at the neighborhood level during the next two years. The intention is to build the Commission's knowledge about local and regional equity issues facing our city's residents. We will document this knowledge and use it to achieve our mission.



City of Federal Way Diversity Commission 2016-2017 Work Plan

- 1) In 2016 and 2017, the Diversity Commission will initiate and host a series of Community Listening Forums with residents and businesses for the purpose of building Commission understanding of equity and diversity issues in the City, thus focusing future work plans to address these issues.**

The Commission shall develop a project-delivery plan which formulates the actions necessary to host Community Listening Forums within Federal Way. The Commission shall partner with community groups and other organizations to advertise, manage and participate in the public meetings. In each case, the issues and suggestions shall be compiled and reported upon.

- A survey shall be created and be available to the public throughout the duration of the project in various formats. The survey will allow the community to provide feedback on diversity and equity issues.
- Commissioner work teams will be formed to implement the actions outlined within the project delivery plan.
- Commissioners will work with City staff, community groups, and other organizations to schedule neighborhood venues and advertise each of the Forums.
- A local facilitator will be secured to manage and conduct the Forums.
- The Commission shall capture and compile the comments raised during each Forum.

The Commission will complete the Community Listening Forums and issue a Report of Findings. The report shall contain issues raised at the Forums and information submitted through surveys, as well as strategies and actions that can be undertaken by future Commissions that lead to furthering the Commission's directive from the City Council.

- The Commission will compile and evaluate the information gathered from all Forums and surveys.
- The Commission will develop a draft version of the Report of Findings, which summarizes the efforts, acknowledges the partnerships, draws conclusions (coupled with the basis for determination) concerning issues raised during the Forums and surveys, and creates strategies and actions that the Diversity Commission could implement that would further the Commission's mission and address the issues raised.
- The Commission and partner groups/organizations shall review the drafted Report of Findings and provide comment.
- Forward the final report to the Mayor and the City Council for consideration.

2) In 2016 and 2017, the Diversity Commission will remain visible and relevant to all members of the community through its participation and/or sponsoring of events and activities that promote the mission and purpose of the commission.

- Take a leadership role in the Martin Luther King Jr. Celebration, to be held in January 2016 and 2017.
- Coordinate and participate in the Martin Luther King Jr. Food Drive (January).
- Schedule and deliver the Federal Way Elementary School Book Drive, which includes the purchase of multi-cultural books that would be read to students by local leaders and volunteers (March). Investigate ways to align this effort with the digital platform that Federal Way Public Schools (FWPS) is implementing.
- Participate in the Multi-Cultural Nights at schools and other local venues.
- Participate at the Senior Forum event to be held at the Senior Center (November).
- Coordinate or participate in a City-wide multi-cultural event that celebrates the community's cultural diversity.
- Sponsor and partner with local community organizations, such as Advancing Leadership.

3) In 2016 and 2017, the Diversity Commission will visit or invite to its bi-monthly meetings individuals, groups or organizations engaged in work the Commission is charged to carry out.

- The Commission will provide time on their agenda for agency presentations and/or reports from Commissioners visiting an agency.

4) Provide time on the bi-monthly agenda for potential action or gain awareness on timely sub-regional, regional, and federal trends and activities pertaining to equity and diversity initiatives.

- Receive briefings from Commissioners and/or the City staff on participation, activities, and actions taken while representing either the City of Federal Way or South King County.
- Convene a gathering of local and regional commissions whose mission aligns with the Diversity Commission, with the purpose of building relationships and gaining awareness of the diversity and equity work accomplished in the region.