



Diversity and Equity Standing Committee
Regular Meeting Agenda

(to be held both at the physical and virtual locations below)

**Grace Hudson Museum
431 S. Main Street
Ukiah, CA 95482**

To participate or view the virtual meeting, go to the following link:

<https://us06web.zoom.us/j/99995172194>

May 24, 2023 - 6:00 PM

1 ROLL CALL

2 INTENTIONS

Inspirational, spiritual, encouraging words, short reading, or prayer that sets the tone for our work: to inspire, acknowledge our collective purpose, and focus our energies as many working as one. (Not to exceed five (5) min.)

3 AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The Diversity and Equity Committee (DEC) welcomes input from the audience that is within the subject matter jurisdiction of the DEC. If there is a matter of business on the agenda that you are interested in, you may address the Committee when this matter is considered. If you wish to speak on a matter that is not on this agenda, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

4 APPROVAL OF MINUTES

(Not to exceed five (5) min.)

4.a. Approval of the Minutes for the April 26, 2023, Regular Meeting.

Recommended Action: Approve the Minutes for the April 26, 2023, Regular Meeting.

Attachments:

1. April Regular Minutes

5 INTRODUCTIONS/PRESENTATIONS

(Not to exceed thirty (30) min.)

5.a. Grace Hudson Museum Presentation.

Recommended Action: Receive presentation.

Attachments: None

6 UNFINISHED BUSINESS

6.a. Approve Committee Guidelines for Conduct.

Recommended Action: Approve the Committee Guidelines for Conduct.

Attachments:

1. Purpose and Conduct

7 COMMITTEE MEMBER REPORTS

(Not to exceed ten (10) min.)

8 MONITORING THE IMPLEMENTATION OF THE EQUITY ACTION PLAN BY OBJECTIVES AND PERFORMANCE MEASURES

(Not to exceed five (5) min.)

8.a. Equity Action Plan Updates and Goals.

Recommended Action: Receive report.

Attachments:

1. May Progress Report

9 ANNOUNCEMENTS

10 ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Equity and Diversity Committee after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.



AGENDA SUMMARY REPORT

SUBJECT: Approval of the Minutes for the April 26, 2023, Regular Meeting.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER: _____

ATTACHMENTS:

1. April Regular Minutes

Summary: The Committee will approve the Minutes for the April 26, 2023, Regular Meeting.

Background:

Discussion:

Recommended Action: Approve the Minutes for the April 26, 2023, Regular Meeting.



Diversity and Equity Standing Committee

Regular Meeting Minutes

April 26, 2023 - 6:00 PM

1 **ROLL CALL**

Present: Orozco, Duenas, Martinez, Gorny, Jackson, Upadhyay, Tognoli
Member Qiu arrived at 6:55 p.m., Member Marston arrived at 6:38 p.m.
Absent: None

Also Present: Dr. Mario Espindola, Mendocino Community Health Clinic, Kristin Kelly from Ukiah Senior Center

2 **INTENTIONS**

Committee Member Tognoli shared inspirational, spiritual, encouraging words, a quote by Kahlil Gibran.

“No human relation gives one possession in another—every two souls are absolutely different. In friendship or in love, the two side by side raise hands together to find what one cannot reach alone.” Kahlil Gibran

3 **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

- None.

4 **INTRODUCTIONS/PRESENTATIONS**

4.a. Clean California Grant Presentation.

Community Services Director, Neil Davis gave a brief presentation on the Clean California Grant Application and received feedback from the committee.

- The City is applying for this grant from Caltrans
- This grant money can be used to fund a volunteer coordinator, restrooms at Oak Manor Park, and do work on the South end of Ukiah

4.b. Committee Purpose and Conduct.

Committee Liaison, Traci Boyl introduced the committee's purpose and rules of conduct.

- Committee history (ASR, Resolution)
- Working agreements (from 2021)
- Rules of conduct
- Comments and input requested: none
- To be placed as an action item at next meeting for approval.

4.c. City News and Updates provided by Committee Member Duenas.

- Todd Grove park getting new play equipment
- Phase two (2) of Downtown Streetscape Project anticipated 5/2023
- The City is currently hiring for summer recreation programs
- Courthouse update – City collaborating with County and State on the Courthouse project. New Courthouse is expected to be complete by 2027.

5 **APPROVAL OF MINUTES**

Approval of the Minutes for the March 22, 2023, Regular Meeting.

Motion/Second: Denise/Tognoli to approve the minutes of the March 22, 2023, Diversity and Equity Committee Regular meeting as submitted. Motion carried by the following roll call votes:

AYES: Orozco, Duenas, Martinez, Gorny, Jackson, Marston, Qiu, Tognoli

NOES: None

ABSTAIN: Upadhyay

6 **UNFINISHED BUSINESS**

6.a. Dissolve Ad Hoc Established to Create the Equity Action Plan.

This is a standard procedural item to dissolve the Ad Hoc established on July 1, 2020, tasked with developing the Equity Action Plan (Adopted by Resolution 2022-01) as the development of the plan has been completed.

Motion/Second: Juan/Denise to approve dissolving the Ad Hoc established to create the Equity Action Plan. Motion carried by the following roll call votes:

AYES: Orozco, Duenas, Martinez, Gorny, Jackson, Marston, Qiu, Upadhyay, Tognoli

NOES: None

ABSTAIN: None

7 **MONITORING THE IMPLEMENTATION OF THE EQUITY ACTION PLAN BY OBJECTIVES AND PERFORMANCE MEASURES**

7.a. Committee Liaison Boyl presented the Committee with the written Equity Action Plan updates and goals.

- The committee members are encouraged to take the surveys to the different community events
- Let Committee Advocate Ceja know if you need copies
- Committee Advocate Ceja is requesting the Committee to review the plan and send questions ahead of time to allow City staff to come to the committee with answers

8 **ANNOUNCEMENTS**

Section for Committee members to bring news to share with the rest of the Committee.

- Committee member Marston announced May 5th is National Murder and Missing Indigenous awareness day bringing awareness to the Committee. Also, May 12th and 14th Annual Pow Wow.
- Senior Center Board Member Kristen Kelly announced the Senior Center has their Spring Dance Party coming up on Saturday, April 29, 2023, and would like to pass out surveys at that event.
- Committee Liaison Boyl announced Proclamations going to Council on May 3, 2023
 - Older Americans' Month
 - Asian American Pacific Islander Heritage Month
- Committee member Duenas announced Cinco de Mayo celebration at Hopland School on Sunday, May 6, 2023.
- **Next meeting** will be held at the **Grace Hudson Museum**. Tour will begin at 5:45pm and meeting at 6pm. Members requested to please confirm attendance for both the tour and meeting.

9 **ADJOURNMENT**

Meeting adjourned at 7:09 p.m.

Minutes Submitted by Maria Ceja, Committee Advocate



AGENDA SUMMARY REPORT

SUBJECT: Approve Committee Guidelines for Conduct.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER: _____

ATTACHMENTS:

1. Purpose and Conduct

Summary: Approval of the Guidelines for Conduct discussed at the April 26, 2023, Regular Meeting.

Background:

Discussion:

Recommended Action: Approve the Committee Guidelines for Conduct.

RULES OF CONDUCT OF THE CITY OF UKIAH DIVERSITY AND EQUITY COMMITTEE MEETINGS

SECTION 1. UKIAH DIVERSITY AND EQUITY COMMITTEE MEETINGS

The Ukiah Diversity and Equity Committee ("Committee") meets regularly on the fourth Wednesday of each month at 6:00 p.m. The Committee meetings are typically held at the Ukiah Valley Conference Center, located at 200 South School Street the Committee may occasionally hold meetings at other locations throughout the Ukiah Valley. The Committee will be notified in advance of those meeting dates and locations. The Rules of Conduct sets forth procedural guidelines for the conduct of Committee meetings as follows:

I. Special Meetings/Time and Place/Notices

Special Committee meetings may be called at any time by the Committee Chair or by three (3) members of the Committee by directing the Meeting Clerk to deliver or mail a written notice to each Committee Member and publicly noticing the meeting. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting, as set forth in the notice. The call and notice shall set forth the time and place of the special meeting, which may be at a time and place different from the regular meeting time or place, and the business to be transacted. A copy of the notice shall also be posted at or near the door to the Ukiah Valley Conference Center. No other business shall be considered at such meetings.

II. Open to the Public/Exception

All regular and special meetings of the Committee shall be public. Closed session meetings are not applicable to the Committee per the Ralph M. Brown Act (Government Code Sections 54950 et seq.).

SECTION 2. AGENDA

I. Preparation and Posting of Agendas

Except for documents or information prepared by City staff that is not available by 12:00 noon on Wednesday, all reports, communications, or other matters to be submitted to the Committee at a regular meeting, shall be delivered to the Meeting Secretary no later than 12:00 noon on Wednesday, six (6) working days preceding the meeting. The agenda and supporting documents shall be delivered to the Committee Members no later than the Friday preceding the Wednesday Committee meeting to which the agenda pertains. The agenda itself shall be posted in a location freely accessible to the public at least 72 hours before each regular meeting or 24 hours before any special meeting of the Committee. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting, as well as the time and location of the meeting.

SECTION 3. PRESIDING OFFICER

The Committee Chair shall be the presiding officer at all meetings of the Committee. In the absence of the Committee Chair, the Committee Vice Chair shall preside. In the absence of both the Chair and Vice Chair, the Meeting Secretary shall call the Committee to order, whereupon a temporary presiding officer or Committee Member shall be elected by the Committee present to serve until the arrival of the Committee Chair or Vice Chair or until adjournment. Wherever in this article the term Chair is used, it shall apply equally to the presiding officer as set forth in this section.

- A. Participation: The presiding officer may move, second, debate, and vote from the Chair.
- B. Discussion of and Action on Agenda Items: Under rules, as shall be determined from time to time by the Chair, the public shall be offered an opportunity to address at the meeting, any item included on the agenda. The Committee shall not take action on any item not appearing on the posted agenda.

SECTION 5. RULES OF ORDER

I. Rules of Order/Failure to Observe

Rules adopted to expedite the transaction of the business of the Committee in an orderly fashion shall be deemed to be procedural only and subject to the privilege of the presiding officer.

II. Rules of Decorum

- A. Committee Members: While the Committee is in session, the Committee Members shall preserve order and decorum, and a Committee Members shall neither, by conversation or otherwise, delay or interrupt the proceedings or one of the Committee Members, nor disturb any Committee Member while speaking, nor refuse to follow the orders of the presiding officer.
- B. Employees: Members of the City staff and employees shall observe rules of order and decorum as are applicable to the Committee.
- C. Persons Addressing the Council: Any person making impertinent, slanderous, or profane remarks, or who becomes boisterous while addressing the Committee, shall be called to order by the presiding officer, and if such conduct continues, may, at the discretion of the presiding officer, be ordered barred from further attendance before the Committee during that meeting.

II. Rules of Debate

- A. Obtaining the Floor: Every Committee Member desiring to speak at a meeting shall first address the Chair, gain recognition by the presiding

officer, and confine himself/herself to the question under debate, avoiding personalities and indecorous language.

- B. Questioning the Staff: Every Member desiring to question the City staff shall, after recognition by the presiding officer, address his or her questions to City staff.
- C. Interruptions: A Committee Member, once recognized, shall not be interrupted when speaking unless called to order by the presiding officer, a point of order or chooses to yield to a question by another Committee Member. If a Committee Member is called to order while speaking, he or she shall cease speaking until the question of order is determined to be in order, then he or she may proceed. Members of the City staff, after recognition by the presiding officer, shall hold the floor until the completion of their remarks or until recognition is withdrawn by the presiding officer.
- D. Limitation of Debate: No Committee Member shall be permitted to speak more than once on any subject until every other Committee Member desiring to do so shall have spoken.

SECTION 6. MOTIONS

A motion by any member of the Committee, including the presiding officer, may not be considered by the Committee without receiving a second.

I. After Motions are Made

After a motion has been made, no member of the public shall address the Committee from the audience on the matter under consideration without first seconding permission to do so by a majority vote of the Committee. Prior to taking a vote, the Committee may engage in discussion and debate. With the consent of the presiding officer, a Committee Member may request specific clarifying information from staff and/or the applicant.

SECTION 7.

Question to be Stated

Upon moving the question, the presiding officer shall call for the vote.

I. Tie Votes

Tie votes shall be lost motions and may be reconsidered.

VIII. Changing Votes/Abstention

A Committee Member may change his or her vote only if he or she makes a timely request to do so immediately following the announcement of the vote by the Recording Secretary and prior to the time the next item in the order of business is taken up. A Committee Member who publicly announces he or she is abstaining from voting on a particular matter shall not subsequently be allowed to withdraw his or her abstention.

SECTION 11. MINUTES/PREPARATION AND CHANGES

The Meeting Secretary shall have the exclusive responsibility for the preparation of the minutes of Diversity and Equity Committee meetings, and any directions for changes in the minutes shall be made only by a majority action of the Committee.

I. Minutes/Reading

Unless the reading of the minutes of a Committee meeting is ordered by a majority vote of the Committee, such minutes may be approved without reading, if the Meeting Secretary has previously furnished each Committee Member with a copy.

SECTION 12. AD HOC COMMITTEES

All special Ad Hoc committees shall be appointed by the presiding officer with a majority consent of the Committee. Such committees shall be temporary in tenure and shall automatically be discharged upon the completion of their charge, or upon an order of the presiding officer or majority of the Committee.

Equity Action Plan



May 2023
REPORT

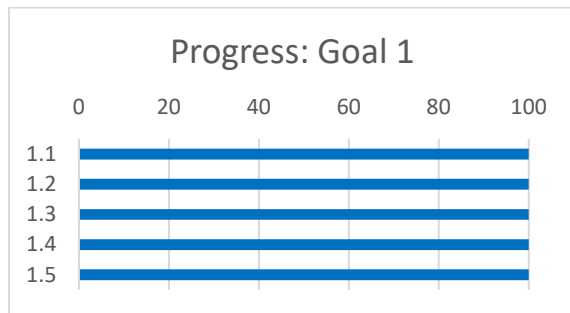
City of Ukiah, Diversity & Equity Committee



GOAL 1. Create and sustain an equitable, diverse, and inclusive workplace and workforce that reflects, values, and celebrates the diverse community we serve.

STRATEGY: Consistently, clearly, and boldly communicate that diversity, equity, and inclusion (DEI) are critical to the City's values.

1.1	Create and adopt a Diversity, Equity and Inclusion statement	CM Office/Diversity and Equity Committee	Statement created	12/22	100%
1.2	Integrate the Diversity, Equity, and Inclusion statement into City initiatives and communication materials	CM Office/Diversity and Equity Committee	Statement will be integrated into City initiatives and communication materials	12/22	100%
1.3	Create a schedule of recommended proclamations to celebrate the diversity of our community and educate and raise awareness of diversity, equity, and inclusion related issues	CM Office/Diversity and Equity Committee	Schedule of recommended Proclamations received by City Council	12/11	100%
1.4	Create an Equity webpage on the City's website	CM Office	webpage created	12/22	100%
1.5	Create a social media and website campaign that highlights the value of the diversity of the organization	CM Office	Social media and website campaigns created and initial roll-out has begun	7/22	100%



Notes:

April 23

1.5 Complete - ongoing

February 23

1.2 Inclusion statement has been integrated into the following: Website – home page, email signature lines, HR recruitment process, and the Annual Employee City Priorities Handout

1.5 At least one DE post per month going on social media

October 22

1.5 Social media campaign continued

July 22

1.5 Social media campaign continued

June 22

1.1 Statement created and approved by DEI 3/22

1.2 Inclusion statement being integrated into a number of communication materials: email signature lines, applications, website, and social media.

1.3 Schedule of recommended proclamation received by City Council

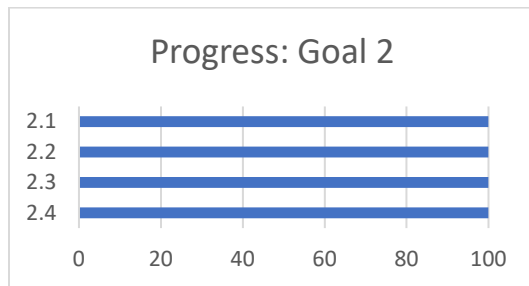
1.4 Webpage created

1.5 Social media and website campaign created and initial roll-out has begun social media and website campaign created and initial roll-out continued

GOAL 2. Eliminate internal and external barriers to Diversity, Equity, and Inclusion within the systems of the organization.

STRATEGY A: Improve access to City communication, public meetings, and essential services to remove barriers to inclusivity.

2.1	Develop a plan to improve the accessibility of public meetings	CM Office/City Clerk	Plan created and ready for implementation	07/23	100%
2.2	Identify, develop, and implement strategies to improve the accessibility to including but not limited to, the City's website, social media content, program applications, and requests for proposal	CM Office	Documented identified strategies implemented	07/23	100%
2.3	Evaluate essential services to identify strengths and to identify and remedy barriers	CM Office	Documented process for essential service evaluation, including strengths and barriers, and identified remedies. Documented summary of identified barriers and action taken to remedy.	07/23	100%
2.4	Provide ongoing education and training on the plans and strategies identified	CM Office/HR Dept.	Summary of education and training activities related to identified strategies	12/23	100%



Notes:

April 23

2.1 – 2.4 Complete - ongoing

March 23

2.3 These have been documented in the Municipal Service Plan (MSP) adopted in December 2022

2.4 (see notes from 2.3)

January 23

2.1 Upgrades are complete for Chamber & meeting rooms three and five. Regular maintenance is required going forward

2.3 Integrated DEI initiatives into the 2040 General Plan, Council's Strategic Plan, and ASR's

2.4 Provided training on the tracking tools to all staff writers and directors

December 22

2.3 Added tools for identifying Diversity, Equity and Inclusion, Climate Initiative and General Plan into the Agenda Summary Reports and budget

2.4 Provided training on new tools

July 22

2.2 City has a new website with full ADA accessibility including accessibility to essential services applications, RFB's and RFP's (www.cityofukiah.com)

2.3 City of Ukiah has a new utility billing platform which includes the ability to register, track and pay utility bills online

June 22

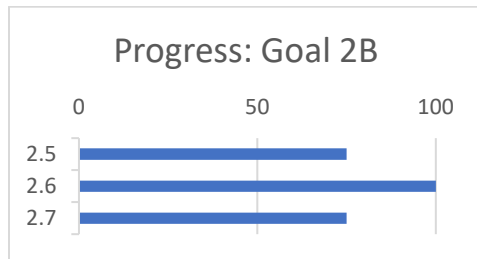
2.1 All Committee and council Meetings now available in hybrid format

2.2 City's website is being updated to include accessibility functions, social media content and applications are being translated into Spanish

GOAL 2. Eliminate internal and external barriers to Diversity, Equity, and Inclusion within the systems of the organization.

STRATEGY B: Improve the organization's recruitment, development, and retention practices to remove barriers within these processes.

2.5	Review recruitment, development, and retention practices to identify barriers to employment and create a plan to reduce those barriers, including but not limited to the development and implementation, of a recruitment plan designed to increase employment that accurately reflects the community we serve	CM Office/HR Dept.	Recruitment, development, and retention practices plan complete and ready for implementation.	07/23	75%
2.6	Develop and implement an oversight process to ensure diversity in hiring, evaluation, and promotion	CM Office/HR Dept	Oversight process developed and implemented.	12/22	100%
2.7	Develop annual employee surveys that include diversity, equity, and inclusion topics and identify a review team to assess the survey, prepare a summary, and make recommendations to city leadership	CM Office/HR Dept	Annual survey developed. The review team identified.	12/22	75%



Notes:

May 23

2.5 Quarterly newsletter (which includes job opportunities) emailed to community partners; ongoing

March 23

2.6 Team provided draft plan to the City Manager and Human Resource Departments and committed to quarterly meeting schedule to provide ongoing recommendations; complete - ongoing

February 23

2.7 Cross departmental team identified, and questions selected will be put into annual employee survey

October 22

2.5 Internal team continues to meet and has a plan that will be presented to City leadership by year-end

August 22

2.5 Internal team continues to meet and has now formed 3/5 goals to improve recruitment, promotion, etc.

2.6 Continuing (see 2.5)

July 22

2.5 Continuing - Internal team (five members – HR, CM Office, Finance, PW, PD mid-management level) meeting regularly and have begun plan draft

2.6 Continuing - Internal team formed (see 2.5)

2.7 Survey draft developed

June 22

2.5 Internal team (five members – HR, CM Office, Finance, PW, PD mid-management level) meeting regularly and have begun plan draft

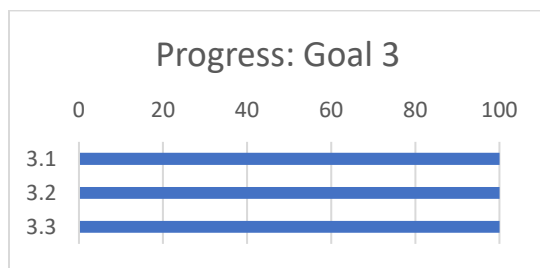
2.6 Internal team formed (see 2.5)

2.7 Survey draft developed

GOAL 3. Recruit, retain, and advance a community of staff that reflects, values, and celebrates the diversity of the community we serve.

STRATEGY: Strengthen the City to advance diversity, equity, and inclusion efforts and to provide equitable and inclusive opportunities for advancement for all staff. Listen to City staff, committee, commission, and Council members, and value and consider their opinions, perspectives, and actions.

3.1	Create a mentorship program to create mentoring opportunities throughout the organization.	CM Office	Program created and implemented	07/22	100%
3.2	Mandate diversity, equity, and inclusion training for all new hires during the orientation process	CM Office/HR Dept.	Diversity, Equity, and Inclusion training included in new employee orientation process and diversity, equity, and inclusion training scheduled for all employees	07/22	100%
3.3	Mandate biannual diversity, equity, and inclusion training for all current employees	CM Office/HR Dept.	Annual survey developed. The review team identified.	07/22	100%



Notes:

April 23

- 3.1 Mentorship program rolled out to mentees; completed
- 3.2 Completed – ongoing
- 3.3 Completed - ongoing

March 23

- 3.1 Mentorship program rolled out to mentors (on 2/28/23)

February 23

- 3.2 Trainings completed on February 8 and 9, 2023. Ongoing training requirement incorporated into HR process
- 3.3 (see notes from 3.2)

December 22

- 3.2 Trainings scheduled
- 3.3 (see notes from 3.2)

October 22

- 3.2 Training/trainer has been identified and HR Dept. will work to schedule this training early 2023
- 3.3 (see notes from 3.2)

August 22

- 3.2 Committee met and discussed training goals/trainers
- 3.3 Staff have begun contacting trainers

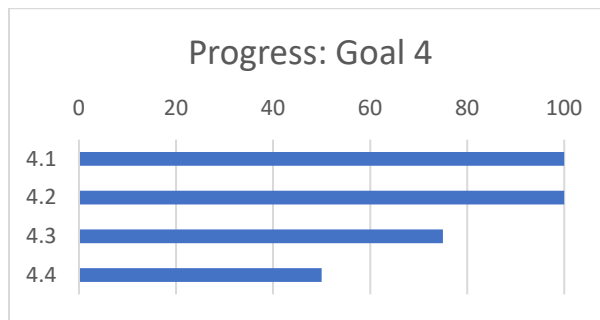
June 22

- 3.1 Mentorship program created

GOAL 4. Identify and actively engage underrepresented communities in which to retain, expand, develop, and implement programs.

STRATEGY: Leverage existing resources to conduct asset mapping and develop a needs assessment with recommendations inclusive of input from underrepresented members of the community.

4.1	Coordinate with existing groups representing the diversity of the community we serve to identify the best methods for connecting with those groups	CM Office/Diversity and Equity Committee	Detailed database of identified groups and their contact info. including best ways to connect	12/22	100%
4.2	Conduct focus groups and listening sessions	CM Office/Diversity and Equity Committee	Documented summary of focus group and listening sessions	12/22	100%
4.3	Conduct community-wide surveys	CM Office	Documented summary of surveys and results	12/22	75%
4.4	Provide ongoing recommendations regarding the need assessment to City leadership	CM Office/Diversity and Equity Committee	Quarterly recommendation reports from the Ad Hoc to City leadership	12/22	50%



Notes:

April 23

4.1 Complete - ongoing

4.2 Internal team provided recommendations to HR; complete - ongoing

March 23

4.2 CM's Office conducted focus groups with all City staff to gather input; CM's office provides input and gathers feedback as a UVSD Community Advisory Member, Councilmember Orozco provides input/feedback as a member of UVA

4.3 Community Services has solicited community input on programs/services through the following methods: In-person communication, social media, and email communication has conducted three community forums/focus groups to gather input on parks, open spaces, recreational programs

February 23

4.1 Staff have reached out to existing groups to identify point of contact

4.4 Ad Hoc members continue to provide monthly recommendations

December 22

4.1 Created list of groups/agencies supporting the diversity of the community

October 22

4.1 Survey created

4.4 (see notes for 4.1)

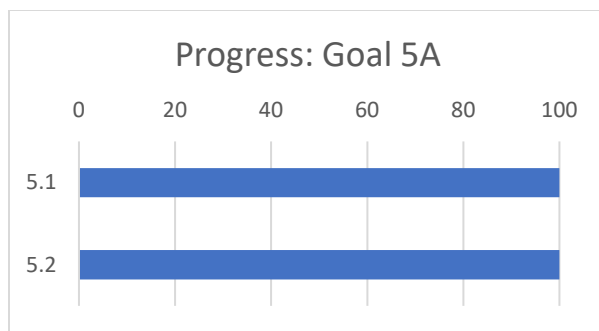
July 22

4.1 Requested a list of contacts from the Diversity and Equity Committee, met with Social Services DEI Committee to explore collaboration opportunities. Social Services DEI to present to City's Diversity and Equity Committee on 7/27/22.

GOAL 5. Instill diversity, equity, and inclusion as essential core elements of policy-making, accountability, and delivery of City services.

STRATEGY A: Increase the diversity of the City's Boards, Commissions, and Committees to accurately reflect the diversity of the community we serve.

5.1	Add diversity/inclusivity questions to all board, commission, and committee applications to evaluate applicants' understanding of/and experience working with diverse groups	CM Office/City Clerk	Diversity and inclusivity questions included on all board, commission, and committee applications	07/22	100%
5.2	Identify and implement methods of engaging and advertising employment and board/committee openings to reach a more diverse audience of potential applicants	CM Office/HR Dept.	Identified summary of methods implemented to engage and advertise for employment and board/committee openings.	07/22	100%



Notes:

March 23

5.2 Complete, duplicate of 4.2

July 22

5.2 Board, commission, and committee openings are now being shared on social media, and sent to the DEI Committee via email distribution list

June 22

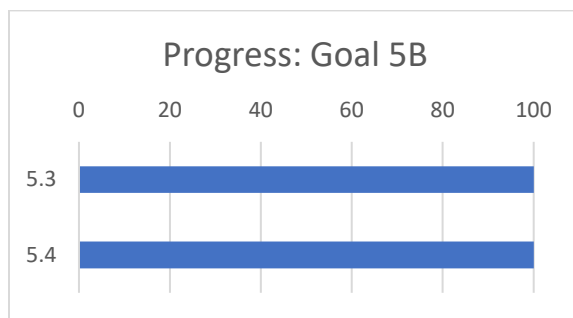
5.1 Inclusion questions added to all boards, commissions, and committee applications

5.2 Internal employee team have identified methods for increasing a diverse audience of potential applicants (summary of methods to be discussed at the upcoming workshop June 22, 2022)

GOAL 5. Instill diversity, equity, and inclusion as essential core elements of policy-making, accountability, and delivery of City services.

STRATEGY B: Improve the quantity, quality, and accessibility of City programs to reflect the needs of the diverse community we serve.

5.3	Conduct a community-wide survey to assess program needs and/or interests in the community	CM Office	Survey with results conducted	12/22	100%
5.4	Complete an inventory and analysis of existing programs to identify gaps and create a plan to reduce the identified gaps	CM Office	Analysis complete, gaps identified, and a plan to reduce the gaps ready for implementation.	12/22	100%



Notes:

April 23

5.3 Ongoing effort to create post on regular basis, sharing the success of the diversity team; complete - ongoing

March 23

5.3 (This item is a duplicate of 4.2.)

5.4 LanguageLine Solutions was programed on all City of Ukiah Desk phones and was communicated to all employees via email (on 2/28/23)

5.4 These have been covered in the Municipal Service Plan (MSP) adopted in December 2022

January 23

5.4 Executive team reviewing strategic plan to identify gaps. Strategic planning sessions planned for late spring

December 22

5.3 Committee conducted community survey

5.4 Environmental Justice Initiatives incorporated into the 2040 General Plan

June 22

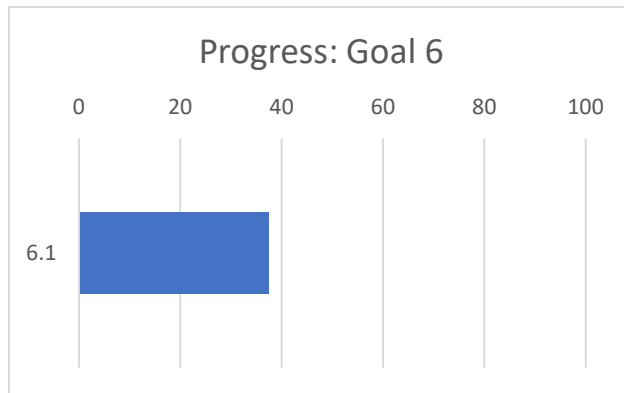
5.1 N/A

5.2 N/A

GOAL 6. Ensure accountability in the implementation of goals and assessment of progress toward outcomes.

STRATEGY: Develop external processes to preserve and ensure accountability in the process and implementation of goals, strategies, and critical steps to evaluate the progress towards the outcomes and goals and to assist in the annual accountability report to the Ukiah City Council.

6.1	Celebrate achievements and make recommendations for corrective action through ongoing monitoring and quarterly evaluations by the Ad Hoc	CM Office/Diversity and Equity Committee	Quarterly progress reports and press releases summarizing recommendations and achievements	4/22	37.5%
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Notes:

March 23

6.1 Press release informing of DE vacancies; complete - ongoing

January 23

6.1 Third press report released 01/23

August 22

6.1 Second press report released 08/22

June 22

6.1 First press report released 4/22

NOTES:

May 2023

- Ukiah City Staff have started a quarterly newsletter to be emailed to community partners.

April 2023

- Ukiah City Staff reached out to the following community agencies/organizations:
 - Ford Street Project
 - Legal Services of Northern California
 - Tapestry Family Services
 - Ukiah Valley Association for Habilitation
- The following goals are complete and ongoing:
 - 1.5
 - 2.1
 - 2.2
 - 2.3
 - 2.4
 - 2.6
 - 3.2
 - 3.3
 - 4.1
 - 4.2
 - 5.2
 - 6.1

March 2023

- Link to the Municipal Service Plan (MSP)
https://www.mendolafo.org/files/831604d10/2022+Ukiah+MSR-SOI+Adopted_Complete.pdf
- Focus groups/listening sessions identified for staff/City Council:
 - Ukiah Unified Community Advisory Board
 - Public Spaces Meetings
 - Department of Social Services
 - Ukiah Vecinos en Acción
 - City Manager Small Team meetings with employees
- Community Services has solicited community input on programs/services through the following methods:
 - In-person communication
 - Social media
 - Email communication
- Ukiah City Staff reached out to the following community agencies/organizations:
 - Redwood Community Services
 - Mendocino County Social Services
 - Ukiah Senior Center
 - RCHDC
 - Mendocino County Youth Project
 - Mendocino College
 - Native Resource Center/Native American Aging
 - Ukiah Vecinos en Accion
 - Mendocino Latinx Alliance

- North Coast Opportunities
- Dharma Rehl Buddhist University
- Ukiah Adventist Health

February 2023

- Diversity, Equity and Inclusion statement has been integrated into the City Initiatives and communication materials.
- Diversity, Equity, and Inclusion trainings have been completed and incorporated into HR process

January 2023

- Annual accountability report to Council January 11, 2023

December 2022

- Press release to be scheduled for early January

October 2022

- Community Services Department made specific efforts towards inclusivity and highlighted the diversity of our community at the recent Pumpkinfest through the following actions:
 - Parade announcements were given in Spanish and English
 - Pumpkinfest advertising was provided in multiple languages
 - The parade's Grand Marshall was Councilwoman Duenas
 - And performances by: Instilling Goodness school performed with traditional Chinese dancers and music, Xa-Ben-N-Po Pomo dancers, and Ballet Folkorico dancers
- Requests for proposals were sent to find a DEI trainer. A proposal has been accepted and DEI training for staff will be scheduled for early 2023. (See proposal attached)

August 2022

Due to fire season, progress on the Equity Action Plan slowed this past month although work continues at a steady pace.

- A second press release was issued on 8/2/2022
- Internal Recruitment/Promotion team making significant progress in their plan
- Committee met to assist with a training plan
- New programs are being implemented for electric bikes and energy rebates for low-income customers

July 2022

July brought significant updates to City technology to improve accessibility and expand access to reach even more members of our community. Technological updates include the following:

- A new ADA-accessible, mobile-enabled website with language options and a comprehensive FAQ.
- A new online utility billing payment portal. Access and pay your utility bill online.
- New employment recruitment portal. The recruitment portal allows users to save resumes/applications, sign up for job alerts based on their preferences, and apply for and submit electronic paperless application

May 2022

- Diversity, Equity, and Inclusion priorities are incorporated into the City Council's Strategic Plan (Strategic Plan updated and adopted with the annual budget each year)
- Police Chief assisted in the facilitation and coordination of the Lake and Mendocino County First Responder Autism Seminar (engaging underrepresented populations to improve services)
- Police Department is providing recruitment flyers in English and Spanish

- **PD created a process for improving response to persons with access and functional needs**
- **Fire Department created living/sleeping quarters to accommodate all genders**
- **Community Development held Housing Element workshops and CDBG utility assistance workshops in Spanish; provided child care as well**
- **Developing a needs assessment related to parks and recreation**
- **Applied for and received Outdoor Equity Grant to develop parks in underrepresented communities**

Agenda Staff Reports DEI Tracking:

Date	Agenda Item	Title	Department	DEI 1	DEI 2	DEI 3	DEI 4	DEI 5	DEI 6
12/7/2022	7.a. 2022-2205	Authorize the City Manager to Negotiate and Execute a Memorandum of Understanding with the Mendocino Land Trust to Collaborate on the Assessment and Management of City-Owned Open Spaces	Community Services				X		
12/7/2022	7.c. 2022-2208	Approval of a Budget Amendment in the Amount of \$13,327 for the Renewal of Zoom Video Communications.	Finance		X				
12/7/2022	11.a 2022-2236	Public Hearing and Consideration of the Ukiah 2040 General Plan including 1) Adoption of a Resolution Certifying the Environmental Impact Report, Adopting Findings of Fact; Adopting a Statement of Overriding Considerations; and Approving a Mitigation, Monitoring, and Reporting Program; and 2) Adoption of a Resolution adopting the Ukiah 2040 General Plan.	Community Development		X		X		X

12/7/2022	12.a. 2022-2211	Consideration and Acceptance of Contract Pertaining to Wood, Green, and Mixed Organic Waste.	Finance	
12/7/2022	12.c. 2022-2222	Approval of Award of Contract to Magellan Broadband for Implementation of the “Digital Infrastructure Design and Implementation Plan” in the amount of up to \$252,339, Authorize the City Manager to Negotiate and Execute Agreement, and Approve Corresponding Budget Amendments.	Electric Utility	X
12/7/2022	13.a. 2022-2203	Authorization for City Manager to Negotiate and Execute Joint Venture Agreement with County of Mendocino for Conversion of the Low Gap Park Tennis Courts to Pickleball Courts	Community Services	X
12/21/2022	8.d. 2022-2282	Consideration of Approval of Scope of Work for Advance Planning Environmental Subconsultant Rincon to Prepare an Updated Demolition Ordinance; Approval of Contract Amendment with Mintier Harnish; and Approval of Corresponding Budget Amendment.	Community Development	
12/21/2022	13.a. 2022-2289	Consider Adoption of Resolution Adopting a 2023 Advocacy Platform to Serve as Guidelines for Local, State, and Federal Legislative Matters.	City Manager Admin	X
1/11/2023	4.a. 2022-2291	City Council to Receive the Annual Diversity and Equity Report.	City Manager Admin	X

1/11/2023	8.a. 2022-2292	Approve a Budget Amendment for Solid Waste Clean-Up and Abatement Activities in the Amount of \$34,000.	Finance				
1/11/2023	8.b. 2023-4	Adoption of Resolution Approving the City of Ukiah's Qualified Contractors List for 2023.	City Clerk	X			
1/11/2023	8.e 2023-2167	Consideration of Adoption of Resolution Reappointing Members to the Diversity and Equity Standing Committee.	City Clerk			X	
1/11/2023	8.g. 2022-2248	Report to Council for the Purchase of Services from SMB Environmental for Environmental Construction Inspection and Monitoring Services for the Recycled Water Project – Phase 4 at the Waste Water Treatment Plant, in the Amount of \$56,000.	Public Works				
1/11/2023	8.i. 2023-2287	Approve Award of Contract to the KPA Group for Phase Two Design Services for the City's Customer Service Center at 501 South State Street in the Amount of up to \$117,625.	Consent Calendar				
2/1/2023	4.a. 2023-2310	Proclamation Recognizing February 2023 as Black History Month in the City of Ukiah.	City Manager / Admin	X	X	X	

2/1/2023	8.b. 2023-2290	Request for Budget Amendment in the Amount of \$7,500 to Cover Unexpected Parks Department Vehicle Maintenance Costs.	Community Services	
2/1/2023	8.c. 2023-2166	Approval of Plans and Specifications for the Great Redwood Trail Phase 4 Project, Specification No. 21-02, and Direct Staff to Advertise for Bids.	Public Works	X
2/1/2023	8.d. 2023-2308	Approve Plans and Specifications for the Fish Hatchery Supply Pump Replacement Project, Specification 23-04, and Direct Staff to Advertise for Bids.	Electric Utility	
2/1/2023	8.i. 2023-2320	Consideration of Nomination and Possible Adoption of a Resolution Appointing Rob Fitzsimmons to the Public Spaces Commission.	City Clerk	X
2/15/2023	4.a. 2023-2359	Proclamation Recognizing the Month of February as Teen Dating Violence Awareness and Prevention Month in the City of Ukiah.	Police	X
2/15/2023	4.b. 2023-2360	Presentation by Mendocino County Staff Regarding the County Museum Strategic Plan.	City Clerk	X
2/15/2023	8.b. 2023-2358	Adoption of Resolution Appointing William Hawkes and Tom Liden to the Design Review Board.	City Clerk	X

2/15/2023	8.c. 2023-2371	Approve Change Order #1 to Ghilotti Construction Company in the Amount of \$185,898.65 for Additional Drain Inlets, Curb and Gutter Work, and Striping for Pedestrian/Bicycle Lanes for the Dora Street Utility Improvement Project Spec 19-01.	Public Works
2/15/2023	8.e 2023-2373	Approval of Contract Amendment in the Amount of \$71,326.00 with Larry Walker and Associates for Technical Permitting Assistance Related to the City's National Pollutant Discharge Elimination System (NPDES) Permit and Recycled Water Permit.	Public Works
3/1/2023	13.a 2023-2420	Update on FEMA's Effort To Adjust the Flood Maps that Affect the City of Ukiah Property Owners and Provide/Authorize Any Other Direction as Might be Deemed Necessary.	Public Works

3/1/2023	14.a 2023-2383	Adoption of Resolution Authorizing Submittal of an Application to the California Department of Housing and Community Development for Funding under the Prohousing Incentive Pilot Program; and if Selected, the Execution of a Standard Agreement, Any Amendments Thereto, and Any Related Documents Necessary to Participate in the Prohousing Incentive Pilot Program, as well as Authorization of the Corresponding Budget Amendments.	Community Development			X
3/1/2023	14.b. 2023-2412	Approve Plans and Specifications for the Downtown Streetscape and Road Diet Phase 2 Specification 21-01 and Authorize Staff to Issue Bids.	Public Works			
3/1/2023	14.e. 2023-2418	Review and Update, if Warranted, the Ukiah City Council Strategic Plan.	City Manager Admin		X	X
3/1/2023	14.f. 2023-2413	Receive Updates on City Council Committee and Ad Hoc Assignments, and, if Necessary, Consider Modifications to Assignments and/or the Creation/Elimination of Ad Hoc(s).	City Clerk		X	
3/15/2023	4.b. 2023-2451	Proclamation of Earth Day 2023 and the Mayors' Monarch Pledge supporting the National Wildlife Federation's Efforts to Save the Endangered Monarch Butterfly.	Community Services			

3/15/2023	8.d. 2023-2452	Authorize the City Manager to Negotiate and Execute a Contract with Online Solutions LLC (DBA CitizenServe) for the Purchase and Deployment of Electronic Permitting Software for the Planning, Building, Fire Prevention, and Code Enforcement Divisions of the Community Development Department.	X Community Development
3/15/2023	8.e. 2023-2453	Approval Notice of Completion for Ghilotti Construction Co. for the Dora Street Utility Improvement Project, and Direct the City Clerk to File the Notice of Completion with the County Recorder.	Public Works
3/15/2023	12.c. 2023-2446	Conduct a Public Hearing and Adopt Resolution Establishing the Talmage Road Underground District No. 7 from State Street to Lorraine Street and on State Street between Talmage Road and Observatory Avenue, Including the Boundaries and Proposed Timeline; and Approve the Community Development Director's Determination that the Project Qualifies for CEQA Exemption.	Electric Utility

3/15/2023	13.b. 2023-2483	Update from City Staff Regarding the Appeal Process that the City has Undertaken in Opposition to FEMA's Proposed Adjustments to the Flood Maps that Affect Properties in the City of Ukiah and Provide/Authorize any other Direction Deemed Necessary.	Public Works	
3/15/2023	14.a 2023-2450	Receive Report and Approve Application for Grant Funding from Upstate CA Creative Corps Program and Approval of Corresponding Budget Amendments if Awarded.	Community Services	X
4/5/2023	8.c. 2023-2500	Approval Notice of Completion for Granite Construction Company for the State Street and Dora Street Rehabilitation Project, and Direct the City Clerk to File the Notice of Completion with the County Recorder.	Public Works	
4/5/2023	8.e. 2023-2515	Approve a Budget Amendment for a Contract with GSM Landscape to Prepare a Landscape Plan for McGarvey Park.	Community Services	

		Award Bid to MARZ Engineering in the Amount of \$113,499.84 for Specification 23-03 - Todd Grove Park Public Barbecue Facility Reconstruction.		
4/5/2023	8.f. 2023-2516		Community Services	
		Receive Report Regarding the Appeal Process that the City has Undertaken in Opposition to FEMA's Proposed Adjustments to the Flood Maps that Affect Properties in the City of Ukiah and Provide/Authorize any other Direction Deemed Necessary.		
4/5/2023	8.h. 2023-2519		Public Works	
		Consideration of Nomination and Possible Adoption of a Resolution Appointing Joe Scriven to the Public Spaces Commission.		X
4/5/2023	8.j. 2023-2536		City Clerk	
		Approval of Assignment of Agreement for Web-based Electric Vehicle Resource Toolkit and Design Services to CLEAResult Consulting Inc. and Authorize the City Manager to Execute any Corresponding Documents.		X
4/5/2023	8.k. 2023-2537		Electric Utility	
		Proclamation of the City Council of the City of Ukiah Recognizing the Climate Initiative "Biodiversity in the City."		X
4/19/2023	4.a. 2023-2521		Community Services	

4/19/2023	8.b. 2023-2541	Authorize City Manager to Negotiate and Execute a Contract Renewal with OpenGov for Software Services.	Finance	X
4/19/2023	13.c. 2023-2578	Approval of Plans and Specifications for the Recycled Water Project Phase 4, Specification 23-01, and Authorize Staff to Issue Bids.	Public Works	
4/19/2023	13.d. 2023-2361	Adoption of Resolution Updating City of Ukiah Tree Management Guidelines	Community Services	
4/19/2023	14.b. 2023-2531	Review Report and Approve Application for Grant Funding from CalTrans Clean CA Grant Program, Adopt Resolution Authorizing the City Manager to Negotiate a Contract if Awarded, and Approve Corresponding Budget Amendments.	Community Services	X
4/19/2023	14.c. 2023-2579	Receive Report Regarding SB1383 and the Current Corrective Action Plan (CAP).	Public Works	
5/3/2023	4.b. 2023-2636	Proclamation of the City of Ukiah Recognizing May as Older Americans' Month.	City Manager / Admin	X
5/3/2023	4.c. 2023-2637	Proclamation of the City of Ukiah Recognizing May as Asian American Pacific Islander Heritage Month.	City Manager	X

5/3/2023	8.a 2023-2633	Approval of Scope of Work for Advance Planning Environmental Subconsultant Rincon to Prepare a Current Greenhouse Gas Emissions Inventory; Approval of Contract Amendment with Mintier Harnish; and Approval of Corresponding Budget Amendment.	Community Development						
5/3/2023	14.a. 2023-2618	Council to Consider Approval of a Garbage Collection Service Rate for a Ten-Gallon Reduced Use of a Twenty-Gallon Container in the Amount of \$20.95, for Rate Payers who Qualify for the Service; and Authorization for the City Manager to Negotiate and Execute an Agreement Approving the Modified Service and Rate with Ukiah Waste Solutions, Inc.	Public Works						
				6	6	1	8	7	4

DEI Press Release Tracking:

Press Release	PR Content	Actual Release Date
DEI Adoption/Plan	Ukiah, CA. April 7, 2022. The City of Ukiah Diversity and Equity Committee would like to honor and celebrate the work of City staff and the Diversity, Equity Committee.	4/7/2022
DEI Celebrating Accomplishments	Ukiah, CA. August 3, 2022. Six months after the adoption of the City of Ukiah's Equity Action Plan, the Diversity and Equity Committee is already celebrating numerous accomplishments in its implementation: City of Ukiah, CA.	8/3/2022
DEI Annual Report	Ukiah, CA. January 6, 2023. The City of Ukiah Diversity and Equity Committee would like to invite the community to join in celebrating the goals and accomplishments of City staff and the Diversity and Equity Committee, which will be presented to the Ukiah City Council with an annual report on January 11, 2023. requirements for the deaf and hard of hearing. This is an example of another accomplishment in the process of eliminating internal and external barriers to diversity, equity and inclusion within the systems of the organization.	1/6/2023
DEI Committee Vacancies	Ukiah, CA. March 13, 2023. The City of Ukiah is currently recruiting for several vacancies on the Diversity and Equity Committee. Qualified candidates, who would like to make a difference in their community and are interested in serving as a committee member are encouraged to apply.	3/14/2023