



Diversity and Equity Standing Committee

Regular Meeting Agenda

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

Ukiah Valley Conference Center (UVCC)

200 S School Street, Ukiah, CA 95482

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

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

June 28, 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) minutes)

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 INTRODUCTIONS/PRESENTATIONS

(Not to exceed thirty (30) minutes)

- 4.a. Introduce New Committee Member, Lorena Akin, Representing Persons from the Hispanic/Latino Community.

Recommended Action: Introduce New Committee Member, Lorena Akin, Representing Persons from the Hispanic/Latino Community.

Attachments:

1. Agenda Summary Report

- 4.b. City of Ukiah Office of Emergency Management Preparedness and Prevention Presentation.

Recommended Action: Receive presentation.

Attachments: None

5 APPROVAL OF MINUTES

(Not to exceed five (5) minutes)

- 5.a. Approval of the Minutes for the May 24, 2023, Regular Meeting.

Recommended Action: Approve the Minutes for the May 24, 2023, Regular Meeting.

Attachments:

1. May Regular Minutes

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

- 6.a. Equity Action Plan Updates and Goals

Recommended Action: Receive report.

Attachments:

1. June Progress Report

7 COMMITTEE MEMBER REPORTS

(Not to exceed twenty (20) minutes)

8 ANNOUNCEMENTS

9 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: Consideration of Nominations and Possible Adoption of Resolution Making Appointments to the Public Spaces Commission and Diversity and Equity Committee.

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler, City Clerk

PRESENTER: Kristine Lawler, City Clerk

ATTACHMENTS:

1. Resolution 2014-48
2. Megan Parker Application from 2015
3. Memo - Nomination for Megan Parker
4. Diversity and Equity Application - Lorena Akin_Redacted
5. Memo - Nomination for Lorena Akin
6. Proposed Resolution

Summary: The City Council will consideration nominations and a possible adoption of a resolution making appointments to the Public Spaces Commission and Diversity and Equity Committee.

Background: Per Resolution 2014-48 (Attachment 1), the right to nominate a candidate shall rotate among the Councilmembers.

Public Spaces Commission (PSC) – There are currently two *At Large – City or County Resident* positions vacant that have been noticed since May 20, 2022. The Clerk's office has received an application from Megan Parker, who is seeking reappointment to one of those positions, with no other applications having been received. Per Resolution 2014-48, as an incumbent seeking reappointment, Ms. Parker is not required to fill out the questionnaire; therefore, her application from 2015 has been attached (Attachment 2) for information and reference to her qualifications. Mayor Rodin, being the next in line, has made the nomination to reappointment Ms. Parker to the At-large position on the Public Spaces Commission (Attachment 3).

Diversity and Equity Committee (DEC) – The "Persons from the Hispanic/Latino Community" position on the DEC has been noticed since January 26, 2023. The Clerk's office has received an application from Lorena Akin (Attachment 4), with no other applications having been received. Ms. Akin meets the requirements for the position, and a nomination has been received from Councilmember Orozco (Attachment 5), who is next in line for making the nomination.

Discussion: Staff is recommending that Council Adopt the resolution (Attachment 6) accepting the nominations and appointing Megan Parker to continue to serve on the Public Spaces Commission as an *At-large City or County Resident*, term to expire 6/21/26; and Lorena Akin to serve on the Diversity and Equity Committee as the *Persons from the Hispanic/Latino Community* representative, term to expire 6/21/25.

Recommended Action: Adopt Resolution reappointing Megan Parker to the Public Spaces Commission as an *At-large City or County Resident*, term to expire 6/21/26; and appointing Lorena Akin to serve on the Diversity and Equity Committee as the *Persons from the Hispanic/Latino Community* representative, term to expire 6/21/25..

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

DIVERSITY-EQUITY INITIATIVES (DEI):

CLIMATE INITIATIVES (CI):

GENERAL PLAN ELEMENTS (GP):

Approved:


Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Approval of the Minutes for the May 24, 2023, Regular Meeting.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER: _____

ATTACHMENTS:

1. May Regular Minutes

Summary: Committee Advocate Ceja to present the Minutes for the May 24, 2023, Regular Meeting for approval.

Background:

Discussion:

Recommended Action: Approve the Minutes for the May 24, 2023, Regular Meeting.



Diversity and Equity Standing Committee

Regular Meeting Minutes

May 24, 2023 - 6:00 PM

1 **ROLL CALL**

Present: Orozco, Duenas, Martinez, Gorny, Jackson, Marston, Upadhyay

Absent: Qiu

Absent by prior Arrangement: Tognoli

2 **INTENTIONS**

Committee Member Marston shared an inspirational, spiritual, and encouraging quote by Mahatma Gandhi.

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

- None.

4 **APPROVAL OF MINUTES**

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

Motion/Second: Marston/Gorny to approve the minutes of the April 26, 2023, Diversity and Equity Committee Regular meeting as submitted. Motion carried by the following roll call votes:

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

NOES: None

ABSTAIN: None

5 **INTRODUCTIONS/PRESENTATIONS**

5.a. Grace Hudson Museum Presentation.

Museum Director/Cultural Arts, David Burton, provided the Committee with a presentation on the Grace Hudson Museum.

- Museum director's background
- Background on the Grace Hudson Museum
- The future of the Grace Hudson Museum and collaboration with the Diversity and Equity Committee

6 **UNFINISHED BUSINESS**

6.a. Committee Conduct.

The Committee approved the Guidelines for Conduct presented and discussed at the April 26, 2023, Regular Meeting.

Motion/Second: Marston/Gorny to approve the Guidelines for Conduct. Motion carried by the following roll call votes:

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

NOES: None

ABSTAIN: None

7 COMMITTEE MEMBER REPORTS

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

- Committee Member Orozco gave a City Council update:
 - Recycled Water
 - Streetscape
 - Property on Western Hills
 - River Park
- Committee Members Marston and Duenas had comments on the Streetscape. For more information visit <https://cityofukiah.com/streetscape/>

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

- 8.a.** Committee Liaison Boyl presented the Committee with the written Equity Action Plan updates and goals.
- The Committee was encouraged to review the plan and send questions ahead of time to allow City staff to prepare responses for the Committee.
 - The committee members were encouraged to take the surveys to the different community events

9 ADJOURNMENT

Meeting adjourned at 7:31 p.m.

Minutes Submitted by Maria Ceja, Committee Advocate

Equity Action Plan



June 2023
REPORT

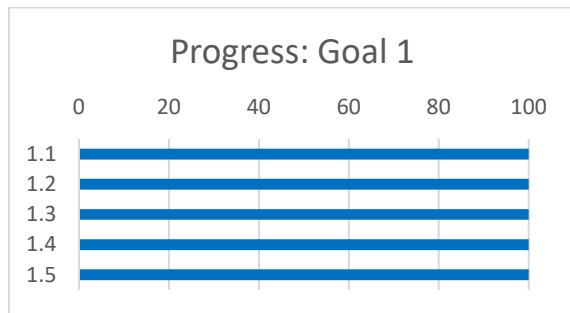
City of Ukiah, Diversity & Equity Committee



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

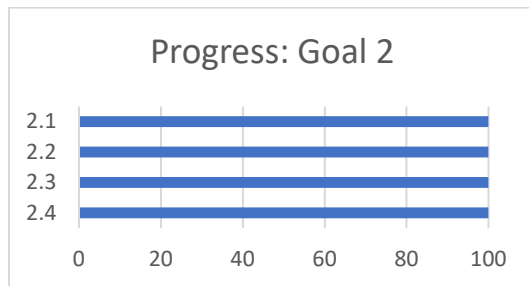
1.4 Webpage created

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

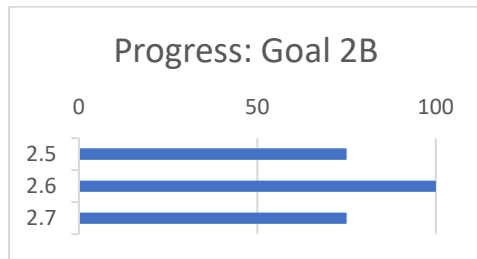
2.1 All Committee and council Meetings now available in hybrid format

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

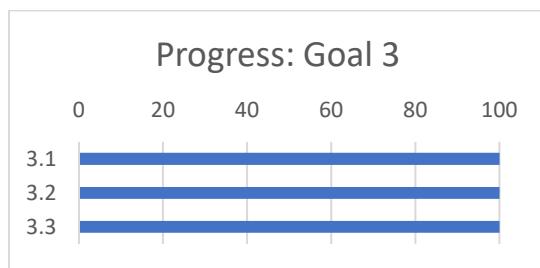
2.6 Internal team formed (see 2.5)

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

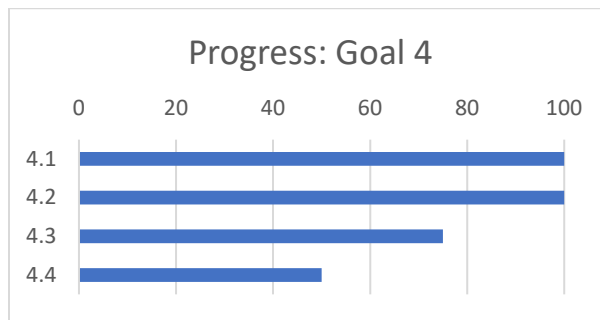
June 22

- 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)

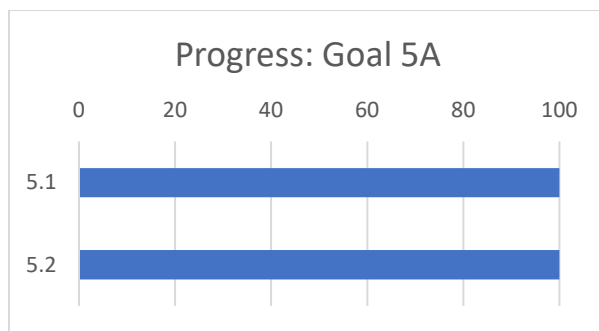
July 22

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

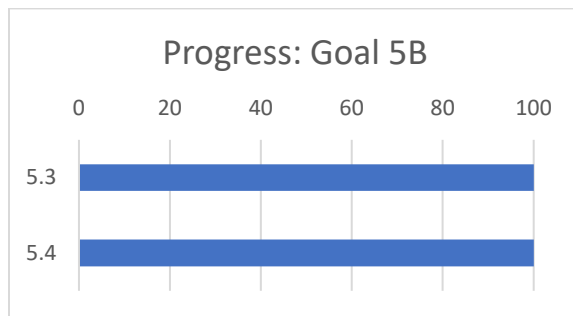
5.1 Inclusion questions added to all boards, commissions, and committee applications

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

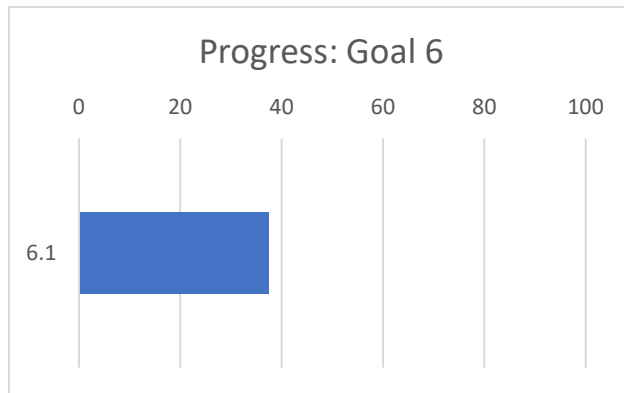
5.1 N/A

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:

June 2023

- Ukiah City Staff reach out to the following community agencies/organizations:
 - Mendocino Community College
 - Adventist Health Ukiah Valley
 - School of Performing Arts and Cultural Education

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.mendocinofco.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
6/21/2023	4.a. 2023-2818	Presentation of the PFM Group on an Update to the City Council on the City's Investment Portfolio.	Finance						
6/21/2023	4.b. 2023-2816	Emergency Preparedness and Prevention Presentation	City Manager / Admin		X				
6/21/2023	8.a. 2022-1479	Report of Disbursements for the Month of April 2023.	Finance						
6/21/2023	8.b. 2023-2759	Authorization for the City Manager to Terminate Existing Contract with Welty, Weaver, and Currie, and Negotiate and Execute a Contract for Specialty Legal Services with Philip A. Williams.	City Attorney						
6/21/2023	8.c. 2023-2776	Adoption of Plans and Specifications for the Ukiah Electric Utility Fire Mitigation Undergrounding Project, Specification No. 23-08 to Underground 12kV Primary Conductor in Various Areas on the Western Side of the City of Ukiah.	Electric Utility						

6/21/2023	8.d. 2023-2784	Consideration of Award for a One (1) Year Extension for Pre-Hospital Emergency Medical Services Consulting to AP Triton LLC in the Amount of \$60,000	Fire
6/21/2023	8.e. 2023-2780	Adoption of Resolution Identifying the 23/24 Slurry Seal Project as the Project Funded by SB1: The Road Repair and Accountability Act for 23/24; and Approval of Corresponding Budget Amendment.	Public Works
6/21/2023	8.f. 2021-1133	Adopt a Resolution Approving a Side Letter Agreement to the Current Memorandum of Understanding Between the City of Ukiah and the International Brotherhood of Electrical Workers Local 1245, and authorize the City Manager to Execute.	Human Resources / Risk Management
6/21/2023	8.g. 2023-2814	Approval of Contract Amendment for Additional SCADA System Upgrade Work at the Water Treatment Plant, and Approval of Corresponding Budget Amendment Using Water Reserve Funds in the Amount of \$133,869.21.	Public Works

6/21/2023	8.h. 2023-2815	Consideration of Nominations and Possible Adoption of Resolution Making Appointments to the Public Spaces Commission and Diversity and Equity Committee.	City Clerk	
6/21/2023	13.a. 2023-2788	Approval and Adoption of 2023-24 Fiscal Year City Budget through Resolution, Five-Year Capital Improvement Plan, the Gann Limit Resolution, and Budget Agreement with the Ukiah Valley Sanitation District.	Finance	
6/21/2023	13.b. 2023-2758	Public Benefits Program Update, and Approval of New Customer Programs and Rebates.	Electric Utility	X
6/21/2023	13.c. 2023-2783	Status Report of the Emergency Contract with West Coast Fire & Water for Fire Remediation Work at the Electric Utility Service Center at Hastings.	Electric Utility	
6/21/2023	13.d. 2023-2745	Approval of Plans and Specifications for the Orr Street Bridge Replacement, Specification 23-06, and Authorize Staff to Issue Bids	Public Works	
6/21/2023	13.e. 2023-2782	Consideration of Award of Bid for the Recycled Water Project – Phase 4, Specification 23-01, and Approval of Corresponding Budget Amendment(s).	Public Works	

6/21/2023	14.a. 2023-2779	Discussion and Possible Action Regarding the Cancellation of the July 5, 2023, Regular City Council Meeting, with the Option for the Mayor and/or City Manager to Call for a Special Meeting on an Alternate Date if Time Sensitive Business Arises.	City Clerk		
6/21/2023	14.b. 2023-2810	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		
6/7/2023	4.a. 2023-2709	Proclamation Recognizing June as LGBTQ+ and Pride Month.	City Manager	X	
6/7/2023	4.b. 2023-2710	Proclamation of the Ukiah City Council Recognizing June as Immigrant Heritage Month.	City Manager	X	
6/7/2023	8.a 2023-2711	Ratify Addendum #1 to the Amended License Agreement with the North Coast Rail Authority for a Term Extension and Full Site Control at the Mason Street Property, and Authorize the City Manager to Execute Three Site User License Agreements.	City Manager		X

6/7/2023	8.d. 2023-2742	Receive Annual Report Regarding the City of Ukiah's Electric Utility Wildfire Mitigation Plan in Response to Senate Bill 901.	Electric Utility	
6/7/2023	8.f. 2023-2744	Requesting Approval of a Contract Amendment to the Professional Services Agreement with PSOMAS for an Amount not to Exceed \$14,000 to Provide Additional Land Surveying Services Related to the City's Annexation Efforts.	City Manager	X
6/7/2023	8.g. 2023-2754	Approval of the Purchase of Replacement Media for Yardney Reclaimed Water Filters and Labor from Durham Pump & Irrigation in the Amount of \$62,254.49.	Public Works	
6/7/2023	14.a 2023-2732	Authorization for City Manager to Negotiate and Execute Agreement with Pano AI for the Installation and Operation of Four Wildfire Camera Sites and Corresponding Budget Amendment.	Fire	
5/17/2023	4.b. 2023-2666	Proclamation Recognizing the Ukiah Senior Center, Inc. for 50 Plus Years of Community Service.	City Manager / Admin	X

5/17/2023	8.b. 2023-2668	Approval of the Sole Source Lease of 14 Safety Cameras from Flock Safety Group in the Amount of \$35,000.00 per Year for Five Years.	Police		
5/17/2023	8.d. 2023-2697	Approval of Contract Amendment Nine (9) with Carollo Engineers for the Design Efforts of the Recycled Water Project Phase 4, in the Amount of \$143,679.50 for Design Revisions and Authorization of Task 7, and Approval of Corresponding Budget Amendment.	Public Works		
5/17/2023	13.a 2023-2701	Adoption of Resolution Promoting an Idle-Free Ukiah	City Manager		
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		
4/19/2023	4.a. 2023-2521	Proclamation of the City Council of the City of Ukiah Recognizing the Climate Initiative "Biodiversity in the City."	Community Services	X	
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	
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	
4/5/2023	8.f. 2023-2516	Award Bid to MARZ Engineering in the Amount of \$113,499.84 for Specification 23-03 - Todd Grove Park Public Barbecue Facility Reconstruction.	Community Services	
4/5/2023	8.h. 2023-2519	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.	Public Works	
4/5/2023	8.j. 2023-2536	Consideration of Nomination and Possible Adoption of a Resolution Appointing Joe Scriven to the Public Spaces Commission.	City Clerk	X
4/5/2023	8.k. 2023-2537	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.	Electric Utility	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.	Community Development	X
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

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	
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			
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
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	
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
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

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