



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>

August 23, 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 APPROVAL OF MINUTES

(Not to exceed five (5) minutes per item)

- 4.a. Approval of the Minutes for the June 28, 2023, Regular Meeting.

Recommended Action: Approve the Minutes for the June 28, 2023, Regular Meeting.

Attachments:

1. June Regular Minutes

- 4.b. Approval of the Official Notice of Cancellation for the July 26, 2023, Regular Meeting.

Recommended Action: Approve the notice of cancellation for the July 26, 2023, Regular Meeting due to lack of quorum.

Attachments:

1. July Notice of Cancellation

5 INTRODUCTIONS/PRESENTATIONS

(Not to exceed five (5) minutes per item)

- 5.a. Report on the SB960 Project.

Recommended Action: Receive report.

Attachments:

1. Senate Bill 960

6 NEW BUSINESS

(Not to exceed ten (10) minutes per item)

- 6.a. Discuss Staffing Booth for Pumpkin Fest, October 14 and 15, 2023.

Recommended Action: Discuss volunteer staffing for the table at the 2023 Pumpkin Fest.

Attachments:

1. Pumpkin Fest Schedule

- 6.b. Discuss the Cancellation of the Regular Meetings in November and December 2023 and Consider a Special Meeting in November.

Recommended Action: The Diversity and Equity Committee will consider canceling the regular meetings in November and December 2023.

Attachments: None

7 COMMITTEE MEMBER REPORTS

(Not to exceed two (2) minutes per member)

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

(Not to exceed five (5) minutes)

- 8.a. Monitoring and Implementation of the Equity Action Plan.

Recommended Action: Receive monthly progress report.

Attachments:

1. AUGUST PROGRESS RPRT

9 ANNOUNCEMENTS

(Not to exceed two (2) minutes per person)

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 June 28, 2023, Regular Meeting.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER: _____

ATTACHMENTS:

1. June Regular Minutes

Summary: Committee Advocate Ceja to present the Minutes for the June 28, 2023, Regular Meeting for approval.

Background:

Discussion:

Recommended Action: Approve the Minutes for the June 28, 2023, Regular Meeting.



Diversity and Equity Standing Committee

Regular Meeting Minutes

June 28, 2023 - 6:00 PM

1 **ROLL CALL**

Present: Orozco, Dueñas, Gorny, Jackson, Marston, Akin, Qiu, Tognoli

Absent: None

Absent by prior Arrangement: Martínez, Upadhyay

2 **INTENTIONS**

Committee Member Tognoli shared an inspirational, spiritual, and encouraging quote by Marshall Field.

“Twelve Things to Remember By: Marshall Field

The value of time

The success of perseverance

The pleasure of working

The dignity of simplicity

The worth of character

The power of kindness

The influence of example

The obligation of duty

The wisdom of economy

The virtue of patience

The improvement of talents

The joy of originating”

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

- None.

4 **INTRODUCTIONS/PRESENTATIONS**

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

- Committee Liaison Boyl introduced new Committee Member Lorena Akin, representing persons from the Hispanic/Latino community.
- Committee Member, Akin, gave a brief introduction.

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

- City of Ukiah Office of Emergency Management Coordinator Traci Boyl and Fire Chief Doug Hutchison provided a presentation on Emergency Preparedness and Prevention. The

Committee participated in a discussion about preparedness and had many questions for the Fire Chief and OEM Coordinator.

5 APPROVAL OF MINUTES

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

Motion/Second: Marston/Gorny to approve the minutes of the May 24, 2023, Diversity and Equity Committee Regular meeting as submitted. Motion carried by the following roll call votes:

AYES: Orozco, Dueñas, Gorny, Jackson, Marston, Akin

NOES: None

ABSTAIN: Qiu, Tognoli

9 ADJOURNMENT

Meeting adjourned at 7:45 p.m. Due to the late hour, the Committee agreed to take up items 6, 7, and 8 at the July 26 2023, Regular Meeting.

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

6.a. Equity Action Plan Update and Goals.

7 COMMITTEE MEMBER REPORT

8 ANNOUNCEMENTS

Minutes Submitted by Maria Ceja, Committee Advocate



AGENDA SUMMARY REPORT

SUBJECT: Approval of the Official Notice of Cancellation for the July 26, 2023, Regular Meeting.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER: _____

ATTACHMENTS:

1. July Notice of Cancellation

Summary: The committee approve of the official notice of cancellation for the July 26, 2023, Regular Meeting due to lack of quorum.

Background:

Discussion:

Recommended Action: Approve the notice of cancellation for the July 26, 2023, Regular Meeting due to lack of quorum.



City of Ukiah

Diversity and Equity Standing Committee

Regular Meeting Minutes

July 26, 2023 - 6:00 PM

Meeting was never called to Order and roll call was never taken; attendance was as shown below.

The Acting Chair, Orozco, waited until 6:25 pm, then **canceled due to lack of quorum.**

Present: Orozco, Gorny, Jackson, Lieberman

Absent: Marston, Akin

Absent by prior Arrangement: Duenas, Martinez, Qiu, Tognoli

Submitted by Maria Ceja, Committee Advocate

Senate Bill No. 960

CHAPTER 825

An act to amend Section 1031 of, and to repeal Section 1031.5 of, the Government Code, and to repeal Section 2267 of the Vehicle Code, relating to public employment.

[Approved by Governor September 29, 2022. Filed with
Secretary of State September 29, 2022.]

legislative counsel's digest

SB 960, Skinner. Public employment: peace officers: citizenship.

(1) Existing law establishes the Commission on Peace Officer Standards and Training within the Department of Justice to perform various functions involving the training of peace officers. Existing law requires peace officers in this state to meet specified minimum standards, including, among other requirements, being at least 18 years of age, being of good moral character, as determined by a thorough background investigation, and being either a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship, except as prescribed.

This bill would provide that those standards shall be interpreted and applied consistent with federal law and regulations, as specified. The bill would remove the provision that requires peace officers to either be a citizen of the United States or be a permanent resident who is eligible for and has applied for citizenship, and would instead require peace officers be legally authorized to work in the United States, and make conforming changes.

Under existing law, the minimum education requirement for peace officers is high school graduation from a public school or other accredited high school, passing an equivalency test or high school proficiency examination, or attaining a 2-year, 4-year, or advanced degree from an accredited institution. Existing law requires accreditation to be from a state or local government educational agency, a regional accrediting association, an accrediting association recognized by the United States Department of Education, or an organization holding full membership in specified organizations, including AdvancED.

This bill would revise the accreditation standards to include an organization holding full membership in Cognia.

(2) Existing law establishes, within the Transportation Agency, the Department of the California Highway Patrol, under the control of the Commissioner of the California Highway Patrol.

Existing law, with certain exceptions, prohibits a person who is not a citizen of the United States from being appointed as a member of the California Highway Patrol.

This bill would remove that prohibition, and would make conforming changes.

(3) This bill would incorporate additional changes to Section 1031 of the Government Code proposed by AB 2229 to be operative only if this bill and AB 2229 are enacted and this bill is enacted last.

The people of the State of California do enact as follows:

SECTION 1. Section 1031 of the Government Code is amended to read:

1031. Each class of public officers or employees declared by law to be peace officers shall meet all of the following minimum standards:

- (a) Be legally authorized to work in the United States under federal law.
- (b) Be 18 years of age or older.
- (c) Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose a criminal record.
- (d) Be of good moral character, as determined by a thorough background investigation.
- (e) Be a high school graduate, pass the General Education Development Test or other high school equivalency test approved by the State Department of Education that indicates high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year, four-year, or advanced degree from an accredited college or university. The high school shall be either a United States public school, an accredited United States Department of Defense high school, or an accredited or approved public or nonpublic high school. Any accreditation or approval required by this subdivision shall be from a state or local government educational agency using local or state government approved accreditation, licensing, registration, or other approval standards, a regional accrediting association, an accrediting association recognized by the Secretary of the United States Department of Education, an accrediting association holding full membership in the National Council for Private School Accreditation (NCPSA), an organization holding full membership in AdvancED or Cognia, an organization holding full membership in the Council for American Private Education (CAPE), or an accrediting association recognized by the National Federation of Nonpublic School State Accrediting Associations (NFNSSAA).
- (f) Be found to be free from any physical, emotional, or mental condition that might adversely affect the exercise of the powers of a peace officer.
 - (1) Physical condition shall be evaluated by a licensed physician and surgeon.
 - (2) Emotional and mental condition shall be evaluated by either of the following:
 - (A) A physician and surgeon who holds a valid California license to practice medicine, has successfully completed a postgraduate medical residency education program in psychiatry accredited by the Accreditation Council for Graduate Medical Education, and has at least the equivalent of five full-time years of experience in the diagnosis and treatment of emotional

and mental disorders, including the equivalent of three full-time years accrued after completion of the psychiatric residency program.

(B) A psychologist licensed by the California Board of Psychology who has at least the equivalent of five full-time years of experience in the diagnosis and treatment of emotional and mental disorders, including the equivalent of three full-time years accrued postdoctorate.

The physician and surgeon or psychologist shall also have met any applicable education and training procedures set forth by the California Commission on Peace Officer Standards and Training designed for the conduct of preemployment psychological screening of peace officers.

(g) This section shall not be construed to preclude the adoption of additional or higher standards, including age.

(h) This section shall be interpreted and applied consistent with federal law and regulations. This section shall not be construed to permit an employer to override or bypass work authorization requirements stated in Section 274a.2 of Title 8 of the Code of Federal Regulations.

SEC. 1.1. Section 1031 of the Government Code is amended to read:

1031. Each class of public officers or employees declared by law to be peace officers shall meet all of the following minimum standards:

- (a) Be legally authorized to work in the United States under federal law.
- (b) Be 18 years of age or older.
- (c) Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose a criminal record.
- (d) Be of good moral character, as determined by a thorough background investigation.

(e) Be a high school graduate, pass the General Education Development Test or other high school equivalency test approved by the State Department of Education that indicates high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year, four-year, or advanced degree from an accredited college or university. The high school shall be either a United States public school, an accredited United States Department of Defense high school, or an accredited or approved public or nonpublic high school. Any accreditation or approval required by this subdivision shall be from a state or local government educational agency using state or local government approved accreditation, licensing, registration, or other approval standards, a regional accrediting association, an accrediting association recognized by the Secretary of the United States Department of Education, an accrediting association holding full membership in the National Council for Private School Accreditation (NCPSA), an organization holding full membership in AdvanceED or Cognia, an organization holding full membership in the Council for American Private Education (CAPE), or an accrediting association recognized by the National Federation of Nonpublic School State Accrediting Associations (NFNSSAA).

(f) Be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

(1) Physical condition shall be evaluated by a licensed physician and surgeon.

(2) Emotional and mental condition shall be evaluated by either of the following:

(A) A physician and surgeon who holds a valid California license to practice medicine, has successfully completed a postgraduate medical residency education program in psychiatry accredited by the Accreditation Council for Graduate Medical Education, and has at least the equivalent of five full-time years of experience in the diagnosis and treatment of emotional and mental disorders, including the equivalent of three full-time years accrued after completion of the psychiatric residency program.

(B) A psychologist licensed by the California Board of Psychology who has at least the equivalent of five full-time years of experience in the diagnosis and treatment of emotional and mental disorders, including the equivalent of three full-time years accrued postdoctorate.

The physician and surgeon or psychologist shall also have met any applicable education and training procedures set forth by the California Commission on Peace Officer Standards and Training designed for the conduct of preemployment psychological screening of peace officers.

(g) This section shall not be construed to preclude the adoption of additional or higher standards, including age.

(h) This section shall be interpreted and applied consistent with federal law and regulations. This section shall not be construed to permit an employer to override or bypass work authorization requirements stated in Section 274a.2 of Title 8 of the Code of Federal Regulations.

SEC. 2. Section 1031.5 of the Government Code is repealed.

SEC. 3. Section 2267 of the Vehicle Code is repealed.

SEC. 4. Section 1.1 of this bill incorporates amendments to Section 1031 of the Government Code proposed by this bill and Assembly Bill 2229. That section of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2021, (2) each bill amends Section 1031 of the Government Code, and (3) this bill is enacted after Assembly Bill 2229, in which case Section 1031 of the Government Code, as amended by Assembly Bill 2229, shall remain operative only until the operative date of this bill, at which time Section 1.1 of this bill shall become operative, and Section 1 of this bill shall not become operative.

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AGENDA SUMMARY REPORT

SUBJECT: Discuss Staffing Booth for Pumpkin Fest, October 14 and 15, 2023.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER: _____

ATTACHMENTS:

1. Pumpkin Fest Schedule

Summary: Committee Advocate Ceja to present the Diversity and Equity Committee with the Pumpkin Fest Schedule. The Committee members will sign up to volunteer to staff the table at the Pumpkin Fest.

Background:

Discussion:

Recommended Action: Discuss volunteer staffing for the table at the 2023 Pumpkin Fest.



SCHEDULE

Assignment	Estimated Hours	Notes
Saturday 10:00 am	2.00	
Saturday 12:00 pm	2.00	
Saturday 2:00 pm	2.00	
Saturday 4:00 pm	2.00	
Sunday 10:00 am	2.00	
Sunday 12:00 pm	2.00	
Sunday 2:00 pm	2.00	
Sunday 4:00 pm	0.50	



AGENDA SUMMARY REPORT

SUBJECT: Discuss the Cancellation of the Regular Meetings in November and December 2023 and Consider a Special Meeting in November.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER: _____

ATTACHMENTS:

None

Summary: Committee Liason Boyl will present the committee with meeting options for November and December 2023. Discussion and approval of meeting dates.

Background:

Discussion:

Recommended Action: The Diversity and Equity Committee will consider canceling the regular meetings in November and December 2023.

Equity Action Plan



August 2023
REPORT

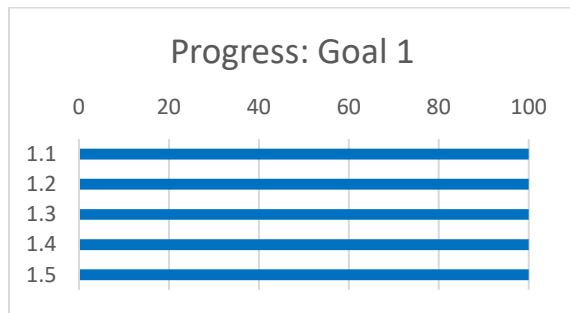
City of Ukiah, Diversity & Equity Committee



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

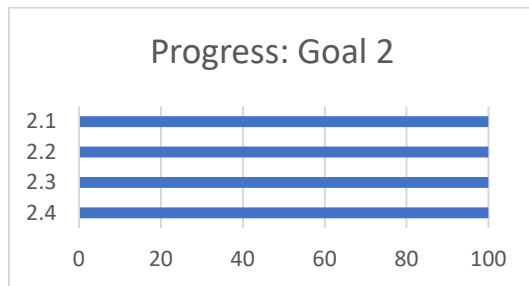
1.4 Webpage created

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

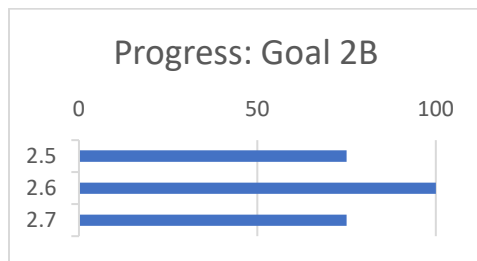
2.1 All Committee and council Meetings now available in hybrid format

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

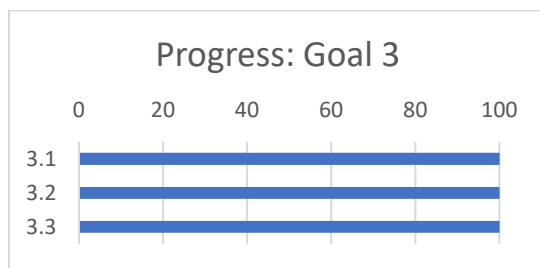
2.6 Internal team formed (see 2.5)

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

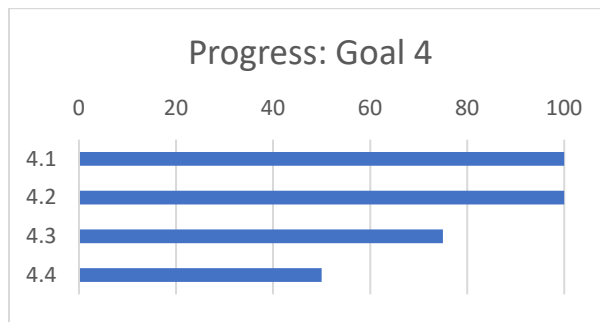
June 22

- 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)

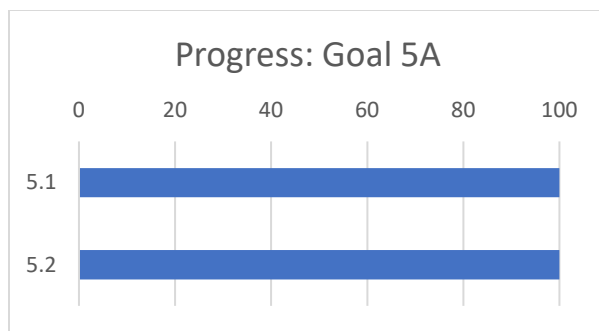
July 22

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

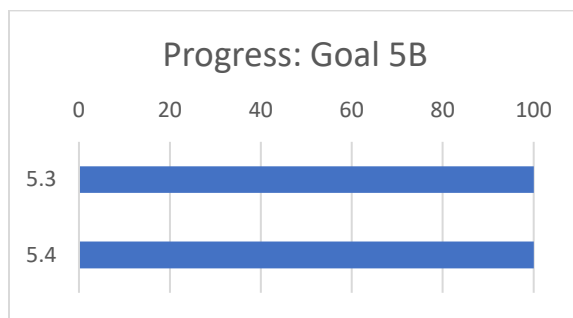
5.1 Inclusion questions added to all boards, commissions, and committee applications

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

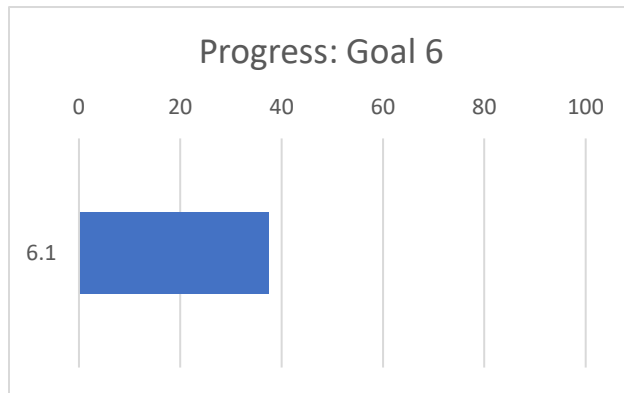
5.1 N/A

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:

July 2023

- Ukiah City Staff reach out to the following community agencies/organizations:
 - Cahto Tribe
 - Guidiville Indian Rancheria
 - Manchester-Point Arena Band of Pomo Indians
 - Potter Valley Tribe
 - Round Valley Indian Tribes
 - Sherwood Valley Band of Pomo Indians
 - Yokayo Band of Indians

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.mendolafco.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
8/16/2023	8.a. 2022-1479	Report of Disbursements for the Month of May 2023.	Finance						
8/16/2023	8.b. 2022-1479	Report of Disbursements for the Month of June 2023.	Finance						
8/16/2023	8.c. 2023-2940	Consideration of Adoption of Resolution Approving Records Destruction for the City Clerk, Community Development, Community Services, and Water Resources Departments.	City Clerk						
8/16/2023	8.d. 2023-2944	Report of the Purchase of Storage Drives and a Dell Power Vault from The Drala Project Inc., and Approve Corresponding Budget Amendment	Information Services						
8/16/2023	8.e. 2023-2945	Approve Contract Amendment in the Amount of \$167,266 for Additional Engineering Services Related to the Main, Perkins and Gobbi Street Reconstruction Projects with BKF Engineers, and Approve Corresponding Budget Amendment.	Public Works						

8/16/2023	8.f. 2023-2946	Award Contract for the Re-Roof of the Grace Hudson Museum to San Francisco Roofing Services, Inc., Authorize a Separate Purchase with Garland for the Roofing Materials, and Approve Corresponding Budget Amendments.	Finance
8/16/2023	8.g. 2023-2947	Authorization for the City Manager to Negotiate and Execute a Sole Source Contract for Professional Services for Complete Streets Consulting and Design Services on an As-Needed Basis, and Within the Approved Available Budget.	Public Works
8/16/2023	13.a. 2023-2927	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
8/16/2023	13.b. 2023-2943	Discussion and Possible Direction Regarding Investment Preferences of Idle Funds Related to Petroleum Companies.	Finance

8/16/2023	14.a. 2023-2892	Approval of Memorandum of Understanding between City of Ukiah and ChargePoint for the proposed Ukiah Electric Vehicle Charging Stations Project.	Electric Utility						
8/16/2023	14.b. 2023-2928	Approval of Letter to the Mendocino County Board of Supervisors Regarding Issues with the Mendocino County Airport Land Use Commission Board Composition.	Airport					X	
8/16/2023	14.c. 2023-2942	Designation of Voting Delegate and Possible Alternate for the League of California Cities Annual Conference – September 20-22, 2023.	City Clerk						
8/16/2023	14.d. 2023-2941	Discussion and Possible Action Regarding the Cancellation of September 6, 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						

8/16/2023	14.e. 2023-2918	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
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8/2/2023	8.a. 2023-2901	Report on the Ukiah Electric Utility Fire Mitigation Fuel Reduction Project, Specification No. 23-13, for Enhanced Tree Trimming to Various Locations on the West Side of Ukiah City Limits; and Approval of the Community Development Director's Determination that Activities Undertaken by the City's Electric Utility Department Associated with the Hazard Mitigation Grant Project, Including Fuel Reduction and Undergrounding Projects, Qualify for Exemption Under the California Environmental Quality Act (CEQA).	Electric Utility
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8/2/2023	8.b. 2023-2905	Adopt a Resolution Approving a Side Letter Agreement to the Current Memorandum of Understanding Between the City of Ukiah and the Ukiah Police Officers Association, and Authorize the City Manager to Execute.	Human Resources / Risk Management						
8/2/2023	8.d. 2023-2907	Notification of Change Order #2 to Ghilotti Construction Co. in the Amount of \$132,511.91 for the Clara Avenue Reconstruction Project, and Approval of Corresponding Budget Amendment.	Public Works						
8/2/2023	8.f. 2023-2910	Consideration to Award Contract for the Ukiah Electric Utility Fire Mitigation Undergrounding Project, Specification Number 23-08, to ARB, Inc in the Amount of \$1,958,740.78.	Electric Utility						
8/2/2023	8.g. 2023-2912	Consideration of Award of Bid for HVAC Replacement at the Wastewater Treatment Plant, Specification No. 23-10.	Finance						

[illegible]

8/2/2023	14.b. 2023-2859	Discussion and Possible Direction Regarding Investment Preferences of Idle Funds Related to Petroleum Companies	Finance						
8/2/2023	14.c. 2023-2900	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), and Consider the Formation of an Ad Hoc to Plan for the City's 150-year Anniversary.	City Clerk						
7/19/2023	4.a. 2023-2849	Proclamation of the Ukiah City Council Recognizing July 26, 2023, as Disability Independence Day.	City Manager / Admin	X					
7/19/2023	8.a. 2023-2843	Council to Receive and File Adopted 2023-24 Fiscal Year City of Ukiah Budget Document.	Finance						
7/19/2023	8.b. 2023-2847	Adoption of the State of California Governor's Designation of Applicant's Agent Resolution (OES FPD 130) Allowing the City Manager to Apply for Public Assistance and Recovery Funding.	City Manager / Admin						

7/19/2023	8.c. 2023-2857	Consideration of Award of Bid to Chrisp Company in the Amount of \$68,680.65 for the 2023 Street Striping Project, and Approval of Corresponding Budget Amendment.	Public Works
7/19/2023	8.d. 2023-2858	Approval of Contract with Stone Creek Environmental Consulting in the Amount of \$81,600 for Engineering Services Related to the Municipal Separate Storm Sewer Systems Permit Issued by North Coast Regional Water Quality Control Board.	Public Works
7/19/2023	8.e. 2023-2861	Approval of Contract Change Order for Additional SCADA System Upgrade Work at the Waste Water Treatment Plant in the Amount of \$158,555.29.	Public Works
7/19/2023	8.f. 2023-2862	Approval of Contract with JM Integration for an On-call Maintenance and Troubleshooting Agreement at the Waste Water Treatment Plant (WWTP) in the Amount of \$174,864.80.	Public Works

7/19/2023	8.g. 2023-2860	Notification of Emergency Purchase of all Materials and Labor for the Installation of a Manhole and Water and Sewer Lateral Work on State Street from Wipf Construction in the Amount of \$157,512.50, and Approve Corresponding Budget Amendment.	Public Works						
7/19/2023	8.h. 2023-2873	Approve the Purchase of Network Routers and Switches from Rhino Networks LLC for the Amount of \$103,049.17, and Approve Corresponding Budget Amendment.	Information Services						

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