

# Racial Equity Work Plan

ACCOUNTABILITY & DATA COLLECTION			
GOAL:	TARGET	STATUS	PROGRESS
Hire a full-time Race and Equity coordinator, whose accountabilities include oversight of the Racial Equity Implementation Plan (work plan), monitoring, assessing and evaluating progress toward goals.	2019 - Q1	Complete	Race and Equity Coordinator started on March 18, 2019.
Racial Equity goals and metrics from the Racial Equity Implementation Plan will be incorporated into department work plans and employee performance reviews.	2019 - Q1	Complete/ Continuous	Racial Equity initiatives have been included on 2019 department work plans and 2018 employee performance reviews included Racial Equity assessments.
The racial equity advancement team (REAT) will work identify specific opportunities to increase racial and cultural diversity on work teams.	2019 - Q2	Complete/ Continuous	REAT has met to discuss purpose and mission of group and potential to onboard new members.
Report results of the Quality of Life Survey disaggregated by race/ethnicity as part of the Annual Racial Equity Advancement Report.	2019 - Q2	Not Complete	Survey results presented in June 2019. Because the number of non-white survey respondents was small, race/ethnicity could not be disaggregated for all questions. Plans for 2021 survey sample size collection process will be reviewed.
Evaluate feasibility and advisability of increasing the amount of police-community data collected by the City.	2019 - Q2	In Progress	RE Coordinator will be contacting other law enforcement agencies that currently collect data to inquire about their processes, challenges/successes, etc. PD will be meeting with Dolan Consulting in September 2019 for training. RE Coordinator will meet with PD Chief to discuss other agencies collection practice after research.
Provide Racial Equity Training to all City staff.	2019 - Q2	Complete	Leadership training on 12/2018 and IQS Racial Equity training for full-time city employees in 1/2019. Racial equity competency requirements being reviewed for 2020 implementation.
Evaluate quality of life survey questions to elicit relevant information about all city services around Race and Equity.	2019 - Q3	Complete	Quality of Life survey results have been provided in June 2019.
Maintain a database on the number and location of affordable housing in Edina.	2019 - Q4	In Progress	A map has been created to locate affordable housing units in City and list from Assessing Department has been received; however, list is for multi-family housing.
Upon reviewing Police Department Policy Manual and removing non-public information, the manual will be placed on the City's website.	2019 - Q4	In Progress	PD has reviewed sections of police manual & met with RE Coordinator to create system where RE Coordinator can review for racial equity lens.
Investigate available data to desegregate maps of resident population by race and how this data can be linked to allocating funds through City budgeting processes (CIP, PACS, Operating)	2019 - Q4	In Progress	Requested from GIS Coordinator to create a of racial/ethnic resident population based on Census information. Researching baseline metrics that are available.

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CITY FACILITIES & SERVICES			
GOAL:	TARGET	STATUS	PROGRESS
Deliver staff training on scholarship fund availability to ensure residents are provided the opportunity to apply for financial assistance.	2019 - Q1	In Progress	Parks and Recreation has met with Finance to discuss. Timeline to complete changed to Q3 from Q1.
Review the existing Come Home 2 Edina program and advertisement strategy to families of color.	2019 - Q3	In Progress	Demographic questions added to Come Home 2 Edina application to start collecting data. New brochure has been printed and translated to Spanish in July 2019. Meetings with advisors will continue to expand advertisement
Ensure City facility artwork and décor reflects diversity of race and culture.	2019 - Q4	In Progress	Cross commission has met at City Hall to observe current art and décor in Mayor's Room and atrium.
Review and identify if barriers to utilization of Park and Recreation programs exist and elicit solutions from community members and users.	2019 - Q4	In Progress	Human Rights and Relations has met with Parks and Recreation Commission to start a discuss a plan to receive and ask for feedback from community members and users of the facilities.
Name a public facility in the Grandview area after BC and Ellen Yancey. Human Rights and Relations Commission will review and comment. Parks and Recreation Commission will review and recommend.	2019 - Q4	In Progress	Cross commissions have met to discuss parameters for naming facility. HRRC contact Heritage Preservation to find exact look of original Yancey Homestead.
Ensure facilities have wayfinding signage and printed materials in multiple languages.	2019 - Q4	Not Started	

COMMUNITY ENGAGEMENT & COMMUNICATIONS			
GOAL:	TARGET	STATUS	PROGRESS
Add Metro transit link to facility website(s).	2018 - Q4	In Progress	Metro Transit Links have been added to facility website. Metro Transit has been contacted for additional mapping support for current bus routes in Edina such as getting PDF of bus routes and stop locations.
Staff will create a standing City communications "Feedback Group" of volunteer residents that can be called upon via meeting, email, or as needed for both strategic and quick feedback to staff.	2018 - Q4	Complete/ Continuous	Group has been assembled. First meeting in January 2019 and group will have ongoing meetings to receive feedback.
The new City Community Engagement employee will ensure there is a robust community engagement approach, informed by ongoing relationship with residents, residents of color and residents for whom English is a second language.	2019 - Q1	Complete/ Continuous	Project Coordinator changed title and job duties to Community Engagement Coordinator Q4 2018.

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COMMUNITY ENGAGEMENT & COMMUNICATIONS			
GOAL:	TARGET	STATUS	PROGRESS
The City will include questions on racial equity work in the 2019 Quality of Life Survey.	2019 - Q1	Complete	Survey included racial and self indicators to provide baseline information to help support racial equity work.
Develop protocol and procedures to apply a race and equity perspective to communications content.	2019 - Q2	In Progress	Draft of protocol & procedures has been created and distributed multiple departments/Community Feedback Group for comments/feedback.
Evaluate and improve the police department's current Community Outreach Programs. Consider opportunities for community members to engage with the department.	2019 - Q2	In Progress	Many community outreach events have been completed such as Pizza with the Police, Family Fun Night Events, Vehicle Days and others that have engaged a wide spectrum of community members. Looking at what baseline data can be collected to assess the effectiveness of events.
During Community Outreach Program Evaluation, the police department will develop communication strategies to publicize and promote the department through communication methods including social media.	2019 - Q2	In Progress	Facebook and Twitter have been used to provide community communications such as emergency notifications, officer attendance at events, Hands Free Law, K9 Trials, an other events.
Develop a strategic approach to the city's community engagement efforts. Task a city employee with overseeing/directing community engagement work.	2019 - Q4	In Progress	Community Engagement Coordinator developing opportunities for community members to engage, inform, and participate in city work, such as Better Together engage tool.
The City will develop plain language policy and an LEP (Limited English Proficiency) policy for City communications.	2019 - Q4	In Progress	Plain Language Policy created and training scheduled for city staff in August 2019.
Use insights gained from new partnerships and relationships with community, the City will find new ways to market and communicate to POC.	2019 - Q4	In Progress	Communications is making relationships with media outlets who focus on people of color and has been begun to distribute City of Edina press releases.
Develop alternate ways to register for programs or use of City facilities. The city will develop new ways to reach and welcome new and underserved populations into the community.	2019 - Q4	Not Started	Looking at current practice and technology capabilities. The Connect Card has been promoted on Activities Directory and websites.
The Police Department will conduct a review of the Crime Report policy for posting individual names on the department website.	2019 - Q4	In Progress	Removed arrest report list from Weekly Crime Report and time period of Weekly Crime Report has been limited to two months from six months. Arrest report has individual addresses and contact information. PD will continue to collect data if there is an impact to workload due to removing arrest report on from website. Then will continue to remove names and additional information from Weekly Crime Report.

# Racial Equity Work Plan

DEVELOPMENT & ENFORCEMENT OF POLICIES			
GOAL:	TARGET	STATUS	PROGRESS
Make a language edit to the Edina Affordable Housing Policy: The City recognizes the need to provide affordable housing in order to create and maintain a diverse population and to provide housing for those who live or work in the City.	2018 - Q4	Complete	Approved by Council October 2018.
Develop goals and policies to increase the number of affordable housing units and rental until where housing assistance vouchers (ex. Section 8) can be used.	2018 - Q4	Complete	Affordable housing guide will include non discriminatory language. Guide will go to every owner/developer that has affordable housing.
Request the Edina Housing Foundation to review the affordable housing policy to specifically consider removing the option for developers to opt-out of building affordable units.	2019 - Q2	Completed	Reviewed Affordable Housing Policy with Edina Housing Foundation to remove opt-out option. Decision to not remove opt-out policy because funds from Affordable Housing Trust Fund could be used to further program.
Develop City-wide procedure and policy for responding to complaints that are perceived by staff as possibly racially motivated. Collect data on complaints that seem discriminatory in nature, including who makes the complaints and about whom. Apply this policy to complaints against those belonging to other protected groups.	2019 - Q2	In Progress	Reached out to other agency to look at their practices. A draft guidance has been developed for staff. Collaborating with additional staff to get feedback before Administration review.
Review affordable housing policy annually to address current conditions and needs. Ensure race and equity policy perspective is used at each review period.	2019 - Q4	Not Started	Affordable Housing Policy will be reviewed in October/November 2019.
Review Edina zoning regulations through a racial equity lens to change or remove language that may contribute to racial disparities. Develop language with the intention of reducing inequities in the City's zoning regulations.	2019 - Q4	In Progress	Staff has begun to review ordinances and identified potential changes in garage size and basement regulation ordinances.
Review process on using affordable housing funds received from the opt-out option and develop a policy to ensure funds will be used with a race and equity lens.	2019 - Q4	Not Started	

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DEVELOPMENT & ENFORCEMENT OF POLICIES			
GOAL:	TARGET	STATUS	PROGRESS
Review policy and outline requirement and enforcement mechanism to ensure associations and vendors that utilize/rent City facilities are operating in accordance with the city's expectation regarding race equity and inclusion. Post the policy throughout City facilities.	2019 - Q4	In Progress	Parks and Recreation has created drafts and has requested feedback on association and facilities use policy.
Study and report on the 21st Century Policing Initiative's alignment with City of Edina's police officer field training processes.	2019 - Q4	In Progress	21st Century Policing Initiative is currently being reviewed by police department and feedback/recommendations will be provide by Q4.
The Police Department will evaluate the Department Policy Manual through a race and equity lens related to use of force.	2019 - Q4	In Progress	PD has reviewed sections of police manual & met with RE Coordinator to create system where RE Coordinator can review for racial equity lens.
Review the Police Department's Policy 690.00 of Impartial Policing.	2019 - Q4	In Progress	Reviewing other agencies process and being intentional in focusing on 6 Pillars of Policing and Plan English Format.
The Police Department will analyze policies related to external and independent criminal investigations and prosecutions for Officer Involved shootings and In-Custody death incidents.	2019 - Q4	In Progress	PD Manual being reviewed, Officer Involved Shootings in section 530 and In Custody Deaths in section 720.
Review the Police Department's Conduct of Department Members and Persons of Detained or In-Custody policies and consider adding a provision to current policies requiring officers to identify to individuals stopped or detained as soon as practical and reasonable.	2019 - Q4	In Progress	In process of reviewing these policies in the police manual and will be determining if policies should also be included in the training manual.
Review feasibility of developing a policy to create an incentive for sellers to take Federal Housing Administration (FHA) loans.	2019 - TBD	Not Started	

# Racial Equity Work Plan

<b>EMPLOYEE TRAINING &amp; DIVERSITY</b>			
<b>GOAL:</b>	<b>TARGET</b>	<b>STATUS</b>	<b>PROGRESS</b>
Participate in a Twin Cities People of Color (POC) job fair in 2019 as either an employer or sponsor.	2019 - Q4	In Progress	A League from Minnesota Cities representative was at the April POC job fair in Minneapolis.
Develop diversity recruiting strategy for City employees that identifies specific actions to be taken on an annual basis to more closely reflect the demographics of Hennepin County.	2019 - Q4	In Progress	Staff reached out to other neighboring cities and looking at best practices and implementing into City recruiting process.
Human Resources staff will implement hiring practices to include more racially and culturally diverse outreach, inclusive applications questions, recruitment, selection and interview processes.	2019 - Q4	In Progress	Review of current hiring process and structural changes. These changes have been identified such as removing names of applicants, updating interview questions, and interview training; some of these changes are being applied and assessed for effectiveness.
The City will assess and revise job descriptions as positions become available to include racial equity competencies.	2019 - Q4	In Progress	Partner with RE Coordinator to include employee professional development goals in racial equity into 2020 annual goals.
Train employees on the City code of conduct, safety and security procedures, language interpretation services and cost options.	2019 - Q4	Not Started	
Set goals of increasing the percentage of fulltime staff who are people of color and/or fluent in a language other than English.	2019 - Q4	In Progress	Applicant diversity has increased from 4% to 10-13% since partnering with League of Minnesota Cities. Looking at current process to transition from applicant to employee.