

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 invited City staff members to complete REAT Application on Edinet. Application closes on October 25, 2019.
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	Police Department and RE Coordinator attended training by Dolan Consulting on racial data collection process. Police Department assessing feasibility of data collection on current RMS system, researching benchmark indicators for data as well as current system limitations and future system needs.
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 multi-family housing units in City and list from Assessing Department has been received. Compiling single family home data will need more research.
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 is reviewing sections of police manual & has set up review system, where PD completed sections can be reviewed by the RE Coordinator.
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. PACS budgeting policy is currently being reviewed.

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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	Timeline to complete changed to Q3 from Q1. Parks and Recreation researching opportunities with Connect Card and what other organizations have implemented.
Review the existing Come Home 2 Edina program and advertisement strategy to families of color.	2019 - Q3	Completed	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. Marketing plan has been implemented; however, will need to review the effectiveness of it.
Ensure City facility artwork and décor reflects diversity of race and culture.	2019 - Q4	In Progress	Human Rights and Relations, Arts and Culture Commission, and Heritage Preservation Commission recommendations, along with staff recommendations will be submitted to City Council for approval consideration.
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 Commission and Parks and Recreation Commission have met to discuss community feedback session. The cross-commission group will create a plan on what questions will be asked and how to get feedback from community who are not using programs currently.
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	Human Right and Relations Commission will submit recommendations to Parks and Recreation Commission of potential facilities to be renamed to honor Yancey family.
Ensure facilities have wayfinding signage and printed materials in multiple languages.	2019 - Q4	In Progress	Public Works will be focusing one area, 50th & France parking ramp, to assess and plan for implementation. The three languages added will be Hmong, Somali, and Spanish.

COMMUNITY ENGAGEMENT & COMMUNICATIONS			
GOAL:	TARGET	STATUS	PROGRESS
Add Metro transit link to facility website(s).	2018 - Q4	In Progress	Links for Metro Transit has been added to facility website. Transportation Planner met with GIS Coordinator to talk about the feasibility to overlap Metro Transit information on City of Edina map.
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	The Human Rights and Relations Commissions has reviewed and sent feedback to staff liaison on 10/30/2019. The feedback has been forwarded to Communications for review.
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 that have engaged a wide spectrum of community members and more events are being added such as DARE and Toys for Tots. Community Outreach is growing. Needs to look what baseline data can be collected to evaluate which programs are effective.
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	Communication through Facebook and Twitter has been used to provide community communications such as gas leaks, missing children, police officer visits, hands-free law notification, and 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. Limited English Proficiency Policy is being researched and best practices of other agencies.
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. New texting notification options have been rolled out for more immediate contact.
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	In Progress	Parks and Recreation had a software demonstration from another registration platform. Google Translate has been added to current registration software. Connect Card continues to be promoted in City of Edina publications.
The Police Department will conduct a review of the Crime Report policy for posting individual names on the department website.	2019 - Q4	In Progress	Weekly Crime Reports, as of October 7, 2019, names of individuals have been removed. The report contains age and gender of individuals and location of report.

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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	A draft guidance has been developed for staff and feedback has been collected. A meeting with GIS Coordinator to inquiry about creating a database for City employees to enter complaints that could possibly racially motivated.
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 2019 Q4.
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. The review of these ordinances have been placed on Planning Commission 2020 Work Plan.
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 from community members and staff members.
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 has review has been completed and report has been submitted to City Manager for review.
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 & the RE Coordinator requested a system to share the PD reviewed documents can be reviewed for racial equity lens.
Review the Police Department's Policy 690.00 of Impartial Policing.	2019 - Q4	In Progress	Reviewing other agencies process and focusing on 6 Pillars of Policing and Plain English Format. Informed that Communications Department researched and created Plain Language Policy for City.
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	Officer involved shooting policy has been updated to include audio/video retention, supervisor to assist, and who speaks with media.
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 review the policies and determining where in the police training manual the process would be placed.
Review feasibility of developing a policy to create an incentive for sellers to take Federal Housing Administration (FHA) loans.	2019 - TBD	Not Started	

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EMPLOYEE TRAINING & DIVERSITY			
GOAL:	TARGET	STATUS	PROGRESS
Participate in a Twin Cities People of Color (POC) job fair in 2019 as either an employer or sponsor.	2019 - Q4	Completed	City staff and leadership participated in the October 2019 People of Color 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	Staffing Specialist has started a tracking system to eventually create a metric for strategy.
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	Complete/ Continuous	Names of applicants have been removed in some of the application processes, an interview question has been added through a race/diversity lens, interview panel training for staff. These changes have been completed and the next step will be assess the effectiveness of the changes.
The City will assess and revise job descriptions as positions become available to include racial equity competencies.	2019 - Q4	In Progress	HR and RE Coordinator have met to discuss to incorporate personal/professional racial equity development goals into 2020 performance management 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	Diversity of applicants has increased from Applicant diversity has 4% to 10-13%. HR Specialist has been collecting baseline data such applicants, interviewed, and hired data. The data will be used to defining goals for 2020.