



# 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 in 2020	Racial Equity initiatives have been included on 2019 department work plans. Racial equity competencies in employee performance will be implemented in 2020 with ERP system. Implementation of racial equity competencies in employee performance reviews pushed to Q4-2020.
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 15 City staff members from various departments to focus on racial equity training, work plan support, and staff/community engagement. REAT meetings monthly.
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 next Quality of Life survey will be reviewed.
Evaluate feasibility and advisability of increasing the amount of police-community data collected by the City.	2019 - Q2	In Progress/ Continuation in 2020	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. Will need to review at a later date.
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. City Executive Leadership Team (ELT) completed racial equity training.
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/ Continuous	A map has been created to locate affordable multi-family housing units in City and will be updated when new units are made available.
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/ Continuation in 2020	Police Department is continuing to review police department manual. RE Coordinator will need to look at reviewed policies.
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/ Continuation in 2020	PACS Prioritization Rubric has been drafted. Working with GIS to get additional data and mapping.
Establish a Racial Equity Advancement Annual Report and presentation for the Human Rights and Relations Commission and City Council. The annual report to the City Council will be presented at the second Council meeting in January starting in January of 2020.	2020 - Q1	In Progress	2019 Race and Equity status was provided to City Council on April 21, 2020. Report to Human Rights and Relations Commission not completed - March and April 2020 meetings canceled due to COVID-19.

## 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/ Continuation in 2020	Deferred due to staff changes and impacts of COVID-19. Will re-examine in Q3.
Review the existing Come Home 2 Edina program and advertisement strategy to families of color.	2019 - Q3	Completed	Come Home 2 Edina brochure has been translated to Spanish. Demographic information continues to be collected through application process.



# Racial Equity Work Plan

CITY FACILITIES & SERVICES			
GOAL:	TARGET	STATUS	PROGRESS
Ensure City facility artwork and décor reflects diversity of race and culture.	2019 - Q4	In Progress/ Continuation in 2020	City Council approved a work plan item to create a rubric which will provide a standard for City staff to use to determine if artwork and décor reflect diversity of race and culture in City facilities in HRRC 2020 work plan. March and April 2020 HRRC meetings canceled.
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/ Continuation in 2020	Human Rights and Relations Commission and Parks and Recreation Commission have met to discuss community feedback session. Continuation into 2020. March and April 2020 meetings cancelled.
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/ Continuation in 2020	Human Right and Relations Commission will submit a memo to Parks and Recreation Commission staff liaison to recommend that Wooddale or Garden Park to be renamed after BC and Ellen Yancey. Boards and Commissions meetings cancelled in March and April 2020.
Ensure facilities have wayfinding signage and printed materials in multiple languages.	2019 - Q4	In Progress/ Continuation in 2020	Deferred due to impacts of COVID-19. Will re-examine in Q3. COVID-19 related materials have been translated in Spanish and Somali.
Employees will be trained on how to support first-time guests of City facilities.	2020 - Q4	Not Started	

COMMUNITY ENGAGEMENT & COMMUNICATIONS			
GOAL:	TARGET	STATUS	PROGRESS
Add Metro transit link to facility website(s).	2018 - Q4	Completed	Links for Metro Transit has been added to facility website. Will need to research feasibility of printed materials or kiosks that provide transportation information.
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	Community Engagement Coordinator continues to adapt engagement approach while looking at potential opportunity gaps to increase diversity. Optional demographic questions have been updated to align with Parks and Recreation registration system.
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/ Continuous	The HRRC has reviewed document and changes updated based on feedback. The protocol and procedures is a working document that will be revised as need to ensure relevance.
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/ Continuous	Many community outreach events have been completed that have engaged a wide spectrum of community members. Needs to look what baseline data can be collected to evaluate which programs are effective. Police officers participated in distribution in Clean Hands Across Edina project.
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/ Continuous	Communication through Facebook and Twitter has been used to provide community communications. Better Together was also used for COVID-19 related information.
Develop a strategic approach to the city's community engagement efforts. Task a city employee with overseeing/directing community engagement work.	2019 - Q4	Complete/ Continuous	Community Engagement Coordinator continues community members to engage, inform, and participate in city work, such as Better Together Edina, Boards and Commissions, and through community impact surveys. Google Translate has been added to Better Together Edina site.

# Racial Equity Work Plan



COMMUNITY ENGAGEMENT & COMMUNICATIONS			
GOAL:	TARGET	STATUS	PROGRESS
The City will develop plain language policy and an LEP (Limited English Proficiency) policy for City communications.	2019 - Q4	In Progress Continuation in 2020	Plain Language Policy created and training scheduled for city staff in August 2019. Limited English Proficiency (LEP) Policy is has been reviewed by HRRC and REAT. It will be reviewed by City Executive Leadership Team.
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/ Continuous	Communications is continuing relationships with media outlets who focus on people of color and has been begun to distribute City of Edina press releases. Text updates from the City have been implemented and marketed to community members. Translations in Spanish and Somali in COVID-19 related items and LEP Policy in the progress.
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/ Continuous	Google Translate has been added to registration software. Connect Card continues to be promoted in City of Edina publications. Other modes of communication such as texting has been added. Parks and Recreation registration program added optional demographic questions.
The Police Department will conduct a review of the Crime Report policy for posting individual names on the department website.	2019 - Q4	Complete	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. Archive timeframe changed from 6 months to 2 months. Discussion to monitor if there are changes in staff workflow based on change as well potential equity challenges that arise in the future.

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/ Continuous	Approved by Council October 2018. Policy is reviewed yearly.
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/ Continuous	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	Complete	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/ Continuation in 2020	Intake guidance tool is being used by staff to assist callers. Procedure and policy being created to align with bias and discrimination form process.
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	Completed/ Continuous	Affordable Housing Policy reviewed and presented to Council in Q1-2020
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/ Continuation in 2020	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	Housing Task Force will be looking at this policy and Human Rights and Relations Commission will review through a race and equity lens. Deferred to Q4 - 2020 completion



# Racial Equity Work Plan

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/ Continuation in 2020	Policy has been reviewed by Racial Equity Advancement Team and will be updated based on feedback.
Study and report on the 21st Century Policing Initiative's alignment with City of Edina's police officer field training processes.	2019 - Q4	Completed	21st Century Policing Initiative reviewing has been completed. Recommendations/feedback is being reviewed.
The Police Department will evaluate the Department Policy Manual through a race and equity lens related to use of force.	2019 - Q4	In Progress/ Continuation in 2020	PD has reviewed sections of police manual & the RE Coordinator reviewing documents for race and equity lens.
Review the Police Department's Policy 690.00 of Impartial Policing.	2019 - Q4	In Progress/ Continuation in 2020	PD has reviewed sections of police manual & the RE Coordinator reviewing documents for race and equity lens.
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/ Continuation in 2020	Officer involved shooting policy has been updated to include audio/video retention, supervisor to assist, and who speaks with media. Race and Equity Coordinator needs to review.
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/ Continuation in 2020	In process of reviewing the policies.
Review feasibility of developing a policy to create an incentive for sellers to take Federal Housing Administration (FHA) loans.	2019 - TBD	Not Started	Housing Task Force will looking at this policy, deferred to 2020-Q4. The HRRC will be asked to review and comment.

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/ Continuation in 2020	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	Completed	Application process has been revised such as 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. Hiring manager training will be reviewed in 2020.
The City will assess and revise job descriptions as positions become available to include racial equity competencies.	2019 - Q4	In Progress/ Continuation in 2020	Logistics, implementation, ERP integration and accountability still being determined to incorporate in equity developmental goals. Continuation in 2020. Stages of development will be created by Race and Equity Coordinator.
Train employees on the City code of conduct, safety and security procedures, language interpretation services and cost options.	2019 - Q4	Not Started	Staff changes in P&R. This will carry into 2020 work plan, defer to Q4 -2020
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 Continuous in 2020	While there is growth in diversity in applicants 4% to 10-13%, data collection is being focused on gather baseline of different stages in hiring process. LEP Policy will have impact on achieving this goal and other strategies for recruiting and retention.
The City will include data on its employment goals in the Racial Equity Advancement Annual Report starting in 2020 for employment activities in 2019.	2020 - Q4	Not Started	Human Resources will work with Race and Equity Coordinator to work on report to present in Q4.