



# AGENDA SUMMARY REPORT

**SUBJECT:** Consideration of Adoption of Resolution Establishing a Diversity and Equity Standing Committee.

**DEPARTMENT:** City Manager / Admin

**PREPARED BY:** Traci Boyl, Management Analyst

**PRESENTER:** Traci Boyl, Management Analyst to the City Manager's Office.

**ATTACHMENTS:**

- 1. Resolution Establishing Equity and Diversity Committee

**Summary:** Council will consider adopting a resolution to establish a Diversity and Equity Standing Committee as a means to adopt written objectives to improve diversity and equity in the City’s workforce and in the provision of municipal services; developing a written Action Plan to achieve those objectives; implementing and overseeing the Action Plan; providing an annual review and update to the City Council on the Committee’s progress; and proposing revisions to the plan as necessary.

**Background:** On July 1, 2020, the City Council established a Diversity and Equity Ad Hoc committee, consisting of Vice-Mayor Orozco, Councilmember Mulheren, and support staff from the City Manager's Office, to ensure a comprehensive approach to continue the forward progress and evolution of our agency and service to our community. The Diversity and Equity Ad Hoc committee was established with the following scope:

“With community engagement, develop an action plan to foster diversity and equity in the organization and our community. Review policies, practices, and procedures to promote and enhance equal participation and access to services, resources, and life opportunities and to ensure our organization accurately reflects the diversity of our community.”

Beginning in early August, the Ad Hoc began meeting bi-weekly to review and discuss research and analysis including, comparable agencies’ Diversity and Equity Action Plans, related policies, and committees, Ukiah City staff diversity demographics, community demographics, current City of Ukiah diversity and equity related policies and procedures, and opportunities for outreach and community engagement through collaboration with the Community Development Department’s 2040 General Plan process.

**Discussion:** The Diversity and Equity Ad Hoc and City staff have discussed the complexity of the development of a comprehensive Action Plan and recommends the formation of a Standing Committee as the most effective and efficient mechanism to ensure extensive ongoing community engagement from the diversity of demographic groups within the City of Ukiah, successful plan development and implementation, and to provide a process for annual review, oversight, and updates as necessary.

Staff recommends that the standing committee be an eleven (11) member committee, and the structure of the standing committee be designed to ensure optimal representation from the diverse demographic groups represented in the population of the City of Ukiah and the larger community living and working in the Ukiah Valley, including individuals and families who are low income, persons with physical or mental disabilities, persons from the LGBTQA community, members of Native American tribes and communities in Mendocino County; members of the Hispanic/Latino community, persons of color, people whose primary language is not

English, youth ages 21 and younger, and seniors 65 years and older.

Staff recommends that Council adopt the resolution (Attachment 1), authorizing the establishment of an Equity and Diversity Standing Committee. If the resolution is adopted, Staff will begin the process of soliciting community members for the committee, with the goal of filling the seats by January 2021. Two Councilmembers will also be assigned to this Committee, an action that will occur in January, when annual appointments are made.

The Equity and Diversity Standing Committee will likely require significant staff support from a number of departments. In January 2021, the Council will have an opportunity to review and consider the existing committees and commissions in order to prioritize and seek efficiencies.

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**Recommended Action:** Adopt Resolution Establishing a Diversity and Equity Standing Committee.

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**BUDGET AMENDMENT REQUIRED:** N/A

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**CURRENT BUDGET AMOUNT:** N/A

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**PROPOSED BUDGET AMOUNT:** N/A

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**FINANCING SOURCE:** N/A

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**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A

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**COORDINATED WITH:** N/A

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Approved:   
Sage Sangiacomo, City Manager

**RESOLUTION NO. 2020-59****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH CREATING EQUITY AND DIVERSITY STANDING COMMITTEE****WHEREAS:**

1. The population of the City of Ukiah and the larger community living in the Ukiah Valley who work and shop in the City of Ukiah consist of a diversity of demographic groups, including individuals and families who are low income, persons with physical or mental disabilities, persons from the LGBTQA community, members of Native American tribes and communities in Mendocino County, members of the Hispanic/Latino community, persons of color, people whose primary language is not English, youth 21 years and younger, and seniors 65 years and older; and
2. These different demographic groups face unique barriers to accessing employment and municipal services and have different needs affecting their receipt of municipal services than the general population; and
3. Other demographic groups exist in this area which are not specifically identified in this resolution, but the identified groups are believed to be the most substantial of such groups; and
4. If other such groups are identified as significant as a result of the Committee's work or otherwise, the membership of the Committee can be expanded to include them in the future; and
5. The City seeks to establish a standing committee of the City Council as a means to adopt written objectives to improve diversity and equity in the City's workforce and in the provision of municipal services; developing a written Action Plan to achieve those objectives; implementing and overseeing the Action Plan; providing an annual review and update to the City Council on the Committee's progress; and proposing revisions to the plan as necessary.

**NOW, THEREFORE BE IT RESOLVED as follows:****1. CREATION**

There is hereby created a Standing Committee of the City Council known as the Equity and Diversity Standing Committee, which is an advisory body reporting to the City Council and to the City Manager and City Department Heads.

**2. MEMBERSHIP; APPOINTMENT**

The Equity and Diversity Standing Committee ("Committee") shall consist of eleven (11) members. The members shall consist of two members of the City Council and one member from each of nine organizations in the City of Ukiah or the Ukiah Valley, including Redwood and Potter Valleys, which serve or represent: (1) Persons with lived experience of poverty (currently or formerly living at or below the poverty level); (2) Persons with physical or mental disabilities; (3) Persons from the LGBTQA community; (4) Native American tribes and communities in Mendocino County; (5) Persons from the Hispanic/Latino community; (6) Persons of color (7) Persons whose primary language is not English; (8) Youth 21 years and younger; and (9) Seniors 65 years or older. In addition, committee members must either reside or work in the City of Ukiah. Members shall be appointed by the City Council based on written applications submitted by deadlines established by the City Council and any oral interviews the City Council may elect to conduct.

### 3. TERM OF OFFICE; VACANCIES

- A. Terms of Office. All appointments to the Committee shall be for a term of two (2) years during which the member serves and the will and pleasure of the City Council. Appointments to fill vacancies during a term of office shall be filled as provided in Section 1. The person appointed shall serve for the remainder of the term of that vacancy. Members whose terms expire may be reappointed to serve subsequent terms.
- B. Vacancies. Vacancies may occur as a result of the member's death or incapacity, resignation, no longer residing or working in the City, termination by the City Council with or without cause or failure of a member to attend three (3) meetings in any consecutive four-month period without the prior approval of the Committee.

### 4. DUTIES OF THE COMMITTEE

The Committee has the following responsibilities:

- 1. To recommend for consideration by the City Council and City Manager written objectives to improve diversity, equity, and inclusion within the City workforce and in providing municipal services.
- 2. To recommend for adoption by the City Council and City Management a written Action Plan to achieve the written objectives, which includes processes and procedures to be used by the City to improve equity and diversity in the City workforce and in its delivery of municipal services.
- 3. To oversee the implementation of the Action Plan.
- 4. To provide an annual review and update to the City Council on the Committee's progress.
- 5. To propose revisions to the Action Plan as necessary.

### 4. EXPENSES OF MEMBERS; NO COMPENSATION

The members of the Committee shall receive no compensation or reimbursement for expenses.

### 5. CHAIRPERSON; OFFICERS

The Committee shall elect a presiding officer to preside at special and regular meeting. City staff assigned by the City Manager shall provide support services, including preparation and posting of agendas, preparing minutes, staff reports and other documents as required for the conduct of the Committee's business.

### 6. COMMITTEE GOVERNANCE.

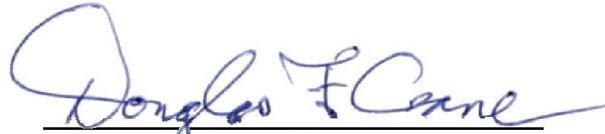
- A. Brown Act. The Committee shall comply with the Brown Act. Upon the first appointment of its members, it shall establish a meeting date and time for regular meetings and a procedure for placing

items on its agendas. Special meetings may be called by the Chairperson, City staff assigned to assist the Committee or by the Committee during a regular or special meeting.

- B. Parliamentary procedure. The Committee shall adopt any rules it considers necessary for the orderly conduct of its meetings which may, but are not required to, use all or any portion of Robert's Rules of Order or the City Council rules for conducting City Council meetings.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Ukiah on the 7<sup>th</sup> day of October, 2020 by the following roll call vote:

AYES: Councilmembers Mulheren, Brown, Scalmanini, Orozco, and Mayor Crane  
NOES: None  
ABSTAIN: None  
ABSENT: None

  
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Douglas F. Crane, Mayor

**ATTEST:**

  
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Kristine Lawler, City Clerk