

## 2023 Equity Report

Ukiah is a vibrant community with a population of 16,144 (Census.gov), showcasing a mix of cultural and demographic diversity. The City of Ukiah serves as a full-service municipality, employing 217 full-time staff and over 600 staff total including part-time and temporary staff providing a wide range of services from public safety to recreational.

The City of Ukiah is the largest employer of youth in the community, hiring over 200 young individuals annually for various programs. In 2023, of those staff, 120 were bilingual.

### Demographics

City as a Community	Percent of population	City as an Agency	Percent of population
White alone	70.9 %	White/Caucasian	62.7 %
Hispanic or Latino	36.3 %	Hispanic/Latino	27.3 %
Asian alone	3.4 %	Asian	2.8 %
Black or African American alone	0.3 %	Black/African American	2.2 %
American Indian and Alaska Native alone	2.7 %	Native Hawaiian/Other Pacific Islander	0.4 %
Two or more Races	11.1 %	Other – 2 or more races	2.6 %

(US Census Bureau and City Human Resources Department)

Additional self-identified US Census demographic data for residents in the city:

**Language Barriers:** 9.13% of the population speaks English less than very well.

**Poverty:** 18.2% live at or below the poverty level.

**Elderly Population:** 15.1% are 65 years or older.

**Disabilities:** 10.4% live with a disability under the age of 65.

These demographics underscore the necessity of the Diversity & Equity Committee.

### Diversity, Equity, and Inclusion (DEI) Committee

The Diversity and Equity Committee was established by City Council Resolution 2020-59 in 2022. The Committee was tasked with the following directives from City Council:

1. Develop an Equity Action Plan for the agency.
2. Oversee the implementation of the plan and provide ongoing input on the progress.
3. Serve as an advisory body to the City Council and City leadership.

The committee consists of 11 members, including 2 council members and representatives from diverse community sectors including the following:



Persons with physical or mental disabilities; persons with lived experience of poverty; Persons from the LGBTQA community; Persons from the Hispanic/Latino community; Persons of color; Persons whose primary language is not English; Youth 21 years and younger; Seniors 65 years or older.

The Committee's mission is to promote diversity, equity, transparency, and justice through the adoption and implementation of city practices, policies, and procedures.

### **Equity Action Plan**

The Equity Action Plan, adopted by Resolution 2022-01 in January 2022, identified the following goals and strategies to improve diversity, equity, and inclusion in the city:

- **Goal 1. Create and sustain a diverse, equitable, 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.*

- **Goal 2. Eliminate internal and external barriers to Diversity, Equity, and Inclusion within the systems of our organization.**

*STRATEGY A: Improve access to City communication, public meetings, and essential services to remove barriers to inclusivity.*

*STRATEGY B: Improve the organization's recruitment, development, and retention practices to remove barriers within these processes.*

- **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 advancement opportunities for all staff. Listen to staff, committee, commission, and Council Members and value and consider their opinions, perspectives, and actions.*

- **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.*

- **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 community we serve.*

*STRATEGY B: Improve the quantity, quality, and accessibility of City programs to reflect the needs of the diverse community we serve.*

- **Goal 6. Ensure accountability in the implementation of goals and assessment of progress toward outcomes**

*STRATEGY: Develop internal and external processes to preserve and ensure accountability in the process and implementation of goals, strategies, and critical steps to evaluate the progress to achieve the outcomes and goals and to assist in the annual accountability report to the Ukiah City Council.*

### **Progress and Outcomes**

Since the implementation of the Equity Action Plan, the City has achieved the following significant progress and outcomes:

#### **Workplace Diversity and Inclusion**

1. Created and integrated an inclusion statement into communication materials.
2. Conducted regular proclamations and social media campaigns to highlight DEI efforts.

#### **Barrier Elimination**

1. Developed and implemented an accessibility plan.
2. Conducted municipal service reviews and DEI staff training.

#### **Staff Recruitment and Retention**

1. Initiated a mentorship program and training and development plans.
2. Launched the Leadership Academy Class of 2024.

#### **Community Engagement**

1. Developed stakeholder contact lists for regular updates.
2. Enhanced community engagement in the General Plan and various committees.

#### **Policy and Service Delivery**

1. Integrated DEI into the General Plan and Council's Strategic Plan.
2. Facilitated community policing workshops.



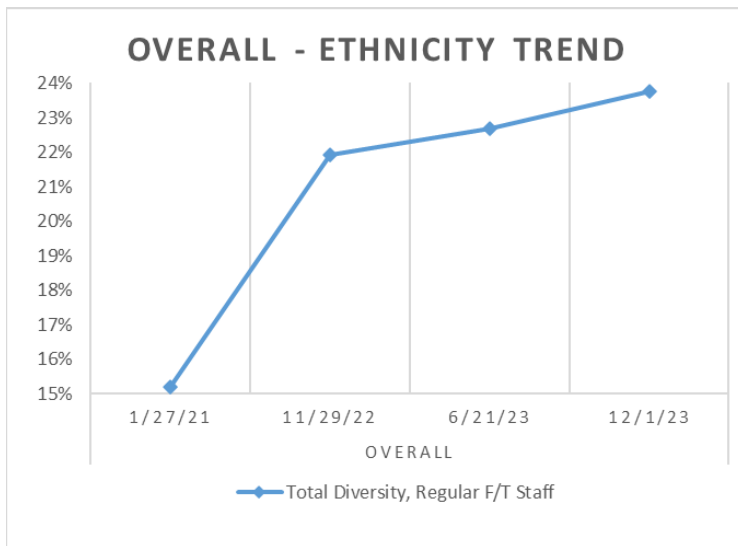
Accountability and Progress

1. Implemented Budget and ASR assessment tools for tracking progress towards DEI goals.

Staff Diversity Trends

To gauge progress in diversity of employees, staff began tracking ethnic and gender diversity as self-reported during the hiring process. Data was tracked beginning January 27, 2021, and is pulled approximately every six months.

**Increase in Diversity:** The City has had a **9%** increase in diversity among full-time regular staff between 2021-2023.



Ethnicity Breakdown: Compared to city demographics, the staff's diversity has shown significant alignment and improvement.

**The following information was used in the 2023 DEI plan presentation:												



The diversity of all employees including full-time, part-time, and temporary staff is even higher at **37.3%** as of 12/1/23. (see graph below)

		ALL EMPLOYEES	
		12/1/23	
<b>Gender</b>			
	<i>Male</i>	330	52%
	<i>Female</i>	300	48%
	<b>TOTAL</b>	630	100%
<b>Ethnicity</b>			
	<i>White/Caucasian</i>	312	62.7%
	<i>Hispanic/Latino</i>	136	27.3%
	<i>Asian</i>	14	2.8%
	<i>Black/African American</i>	11	2.2%
	<i>American Indian/Alaskan Native</i>	10	2.0%
	<i>Native Hawaiian/Other Pacific Islander</i>	2	0.4%
	<i>Other- 2 or more races</i>	13	2.6%
	<b>TOTAL</b>	498	100%

**Integration of Equity Action Plan into the City Council’s Strategic Plan**

The City of Ukiah’s Equity Action Plan, adopted for a two-year period, has been successfully implemented. Guided by the Diversity and Equity Committee, the outcomes indicate the effectiveness of the plan's prescribed strategies. Consequently, to maintain the momentum of these strategies and to achieve the established goals, the plan was fully integrated into the City Council’s Strategic Plan.

The Council’s Strategic Plan is the principal framework for the City’s direction, encompassing all programs, policies, and projects. By embedding the Equity Action Plan into the Strategic Plan, diversity, equity, and inclusion (DEI) principles have become a permanent fixture in the City’s operational and strategic pursuits.

This integration reflects our enduring commitment to DEI, ensuring its presence as a fundamental consideration in the City’s decision-making process. It marks a shift in the City’s operational ethos, positioning DEI as a cornerstone of municipal governance.

**Next Steps**

The Diversity & Equity Committee, acting as DEI Ambassadors, will continue to represent the City at events, provide input on grant applications, programs and services, provide recommendations to council, prepare an annual Equity Report, and participate actively in community service.

**Conclusion**

The City of Ukiah is committed to embedding diversity, equity, and inclusion into every facet of the organization. It’s not just what we do; it’s who we are. Staff is grateful for the City Council's support and looks forward to continuing the efforts to make Ukiah a more inclusive, equitable, and diverse community.