

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	In Progress/ Continuation in 2020	Staff quarterly check-in have race and equity component embedded. Key performance indicators (KPI) created in 2019 will serve as baseline indicators, collection of baseline data is being researched. 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/ Ongoing	REAT has been meeting virtually since April 2020. The Engagement workgroup has developed <i>The Stories We Share</i> on Better Together Edina website. Work Plan workgroup is creating a resource to look at work plan development with race and equity lens. Training workgroup has created training topics and will be developing sessions for 2021 rollout.
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. 2021 Quality of Life Survey planning is underway.
Evaluate feasibility and advisability of increasing the amount of police-community data collected by the City.	2019 - Q2	In Progress/ Continuation in 2020	PD has met with vendors to compare different records management system (RMS) capabilities and offerings that align with PD and data collection 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. City Council and Executive Leadership went through GROW Framework training in Q1-2020. Remaining staff rollout will be in 2021.
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	Complete/ Ongoing	Database of multi-housing units have been created and available on City of Edina's Affordable Housing page.
Upon reviewing Police Department Policy Manual and removing non-public information, the manual will be placed on the City's website.	2019 - Q4	Complete/ Continuation in 2020	All police department manual policies have been reviewed and posted on the City website, except policies that have tactical information.
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 is in draft form and will be presented Transportation Commission feedback then presented to City Council for review.
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	Complete/ Ongoing	2019 Race and Equity status was provided to City Council on April 21, 2020. Quarterly updates provided in City Council packet. In Q4 2020 HRRC will receive updates the same time as City Council.

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	Parks and Recreation has identified additional community partners to discuss scholarship expansion.
Review the existing Come Home 2 Edina program and advertisement strategy to families of color.	2019 - Q3	Complete	Brochures have been translated into Spanish; however, more intentional is being focused on alternative ways to market to families of color such as creating relationships with organizations. Demographic information continues to be collected through application process.



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CITY FACILITIES & SERVICES			
GOAL:	TARGET	STATUS	PROGRESS
Ensure City facility artwork and décor reflects diversity of race and culture.	2019 - Q4	Complete/ Continued into 2020	Arts & Décor Rubric was approved by City Council on August 18, 2020. Commissions will use the rubric to model how it will be used for future assessment in City facilities when City Hall remodel is complete. Arts & Culture Commission is using the rubric in planning process for some projects.
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	This work plan has been moved to 2021 work plan. City staff members will create a plan to receive feedback from community members on barriers to program utilizations. PARC and HRRC will review and comment in 2021 Commission work plans. Commissions Work Plan was approved by City Council in December 2020.
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	Complete/ Continued into 2020	HRRC submitted recommendations to PARC. PARC unanimously selected Garden Park and recommended that park to the City Council for renaming. On October 7, 2020 the Edina City Council unanimously renamed Garden Park as Yancey Park and directed staff to plan for the renaming. Staff is planning renaming event in 2021.
Ensure facilities have wayfinding signage and printed materials in multiple languages.	2019 - Q4	Ongoing/ Continuation in 2020	Wayfinding signage is being researched, Centennial Lakes Parks being identified as focus to inventory of signs, potential costs and resources needed. COVID-19 and Edition Edina PDF version materials have been translated in Spanish and Somali.
Employees will be trained on how to support first-time guests of City facilities.	2020 - Q4	In Progress/ Continuation in 2020	Due to COVID-19, no in person training with Parks and Recreation has taken place in 2020. Looking into training for 2021.

COMMUNITY ENGAGEMENT & COMMUNICATIONS			
GOAL:	TARGET	STATUS	PROGRESS
Add Metro transit link to facility website(s).	2018 - Q4	Complete	Links for Metro Transit has been added to facility website.
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/ Ongoing	Group has been assembled. First meeting in January 2019 and group will have ongoing meetings to receive feedback. Communications Feedback Group continues to meet.
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/ Ongoing	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. Planning for 2021 Quality of Life has already begun.
Develop protocol and procedures to apply a race and equity perspective to communications content.	2019 - Q2	Complete/ Continuous in 2020	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	Ongoing	Due to COVID-19, many of Police Department Outreach Programs have been placed cancelled or on hold.
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	Ongoing	Due to COVID-19, many of Police Department Outreach Programs have been placed cancelled or on hold.
Develop a strategic approach to the city's community engagement efforts. Task a city employee with overseeing/directing community engagement work.	2019 - Q4	Complete/ Ongoing	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.



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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	Complete/ Continued into 2020	Plain Language Policy has been developed and training for staff has been completed. Limited English Proficiency policy has been approved. Frontline staff members have been provided training and LanguageLine phone number cards.
Use insights gained from new partnerships and relationships with community, the City will find new ways to market and communicate to POC.	2019 - Q4	Complete/ Ongoing	Communications is continuing relationships with media outlets who focus on people of color and has been begun to distribute City of Edina press releases through modes such as text updates from the City and focus of accessibility of communications in multiple languages.
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 continues to be used on City's registration software and Connect Card continues to be promoted. As a result of COVID-19, Parks and Recreation programming was cancelled. However, the Parks and Recreations provided alternative options such as RecTivity boxes for at home programming.
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/ Ongoing	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/ Ongoing	Every owner/developer that has affordable housing units and rentals in Edina receives an affordable housing guide that includes non-discriminatory language.
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. Policy is reviewed yearly.
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	Bias and Discrimination Form has been added to City and Better Together Edina websites for community members to complete.
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	Complete/ Ongoing	Affordable Housing Policy reviewed and presented to Council in Q1-2020. Policy is reviewed annually.
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	Garage size variance approved by City Council in Q3. Community Development will scaffold additional zoning regulations through a race and equity lens each year. This is will be an ongoing work plan item as zoning ordinances are reviewed individually.
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	In Progress/ Continuation in 2020	A formalized process is currently being used for "buy-in" options funds for land trust and other opportunities through a race and equity lens is being created and will be available by Q4-2020.



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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/ Continuation in 2020	Feedback from REAT and has been presented to Parks and Recreation Commission for review. The policies are currently being reviewed to compile to create more alignment for all associations and vendors.
Study and report on the 21st Century Policing Initiative's alignment with City of Edina's police officer field training processes.	2019 - Q4	Complete	21st Century Policing Initiative review has been completed by Police Department.
The Police Department will evaluate the Department Policy Manual through a race and equity lens related to use of force.	2019 - Q4	Complete	Use of Force Policy has been reviewed and placed on City website in Police Department. Policy is updated when POST Board provides edits/revisions.
Review the Police Department's Policy 690.00 of Impartial Policing.	2019 - Q4	Complete	Police Department Policy 690.00 of Impartial Policing has been reviewed, updated and placed on the City website for public.
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	Complete	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	Complete	Review of Conduct of Department Members and Persons Detained or In-Custody policies have been completed and added on Police Department website .
Review feasibility of developing a policy to create an incentive for sellers to take Federal Housing Administration (FHA) loans.	2019 - TBD	In Progress/ Continuation in 2020	The feasibility of developing policy to incentivize property sellers to take Federal Housing Administration (FHA) loans is being reviewed.

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	Complete	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 demographics or Hennepin County.	2019 - Q4	In Progress/ Continuation in 2020	Data will be compiled by end of Q4-2020 to have a baseline of what results have yielded from strategies and how to move forward. Tracking of racial demographics in applications, interview, and hiring process are being collected. Length of retention for hired employees will also start. At the end of the 2020, data will be reviewed from 2019, 2020 to determine trends and look at strategies.
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	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	Ongoing/ Continuation in 2020	Job descriptions are being revised when positions are available for hiring. A race and equity competency general statement has been added when job descriptions are being revised.
Train employees on the City code of conduct, safety and security procedures, language interpretation services and cost options.	2019 - Q4	In Progress/ Continuation in 2020	Due to COVID-19, no in person training with Parks and Recreation has taken place. All City training offered to staff is being compiled to assess feasibility of combining certain trainings to avoid redundancy.
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	Ongoing/ Continuous in 2020	There has been an increase in People of Color who have applied, interviewed, and hired in 2019 and 2020. Data will be presented by end of Q4.
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	In Progress	Human Resources and Race and Equity Coordinator to work on report to present in Q4.