

COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Date Written: Feb. 28, 2024

From: Gabriela Santoyo Gutierrez, Equity and Inclusion Coordinator, and
Emma Sagor, Assistant City Manager

Subject: Quarterly Equity, Inclusion, and Justice Goal Update

ACTION REQUESTED

Council is asked to receive an update on the city's equity, inclusion, and justice goal and work completed as part of the multi-year equity plan.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[July 14, 2020](#): Council discussed a proposed resolution in support of diversity, equity, and inclusion (DEI) and the Black, Indigenous, and People of Color (BIPOC) community.

[August 18, 2020](#): Council approved a resolution changing its goals to include one focused on equity, inclusion, and justice.

[November 16, 2021](#): Council made its first set of appointments to the Equity Steering Committee (ESC).

[October 7, 2022](#): Council received an update on its equity, inclusion, and justice goal, including an overview of the city's contract with Keen Independent Research to conduct a comprehensive inclusion and belonging study to assess the state of equity in how the city serves the public and operates as an employer.

[October 17, 2023](#): Council received the final report and recommendations of the Keen Independent Research assessment. City staff also presented the ESC's main priorities in response to Keen's assessment.

[December 12, 2023](#): Council adopted Resolution 60-2023 supporting a multi-year equity plan for the city.

ANALYSIS**Background**

Council first adopted equity, inclusion, and justice as a goal in August 2020, and reaffirmed their commitment to this goal in April 2023. The ESC was created in August 2021 and has been working with the city to advance equity initiatives since then.

In fall 2022, the city contracted with Keen Independent Research to conduct a comprehensive diversity, equity, and inclusion assessment of how the city serves the public and how we operate as an employer. Key findings from the assessment were presented to Council on October 17 and summarized in the [staff report](#) prepared for that meeting (see pages 77-174).

The Keen study informed the development of a multi-year diversity, equity, and inclusion workplan for the city, which was adopted by City Council on December 12, 2023. This workplan has three tracks:

- **Track 1: Actions to be led by the Equity and Inclusion Coordinator:** This includes work across four categories: Staff training; material and resource development; relationship building; and planning and policy updates.
- **Track 2: Discussions to be undertaken by the Equity Steering Committee:** This includes focus areas, topics, and potential deliverables the ESC has identified for their next 2-3 years of work. At their November 2023 meeting, the ESC requested more time to deliberate on the prioritization and scheduling of when they will take on each of these topics. This workplan will be updated following that conversation in January 2024.
- **Track 3: Major city initiatives with an equity nexus:** This includes citywide initiatives that the Equity and Inclusion Coordinator and ESC will advise on over the next three years. While all city work should apply an equity framework, these citywide efforts require a deeper investment by the city's equity program.

Along with these three tracks, the workplan includes a starting list of equity performance indicators. The intent is to update these as part of foundational work in 2024.

Progress made on the equity plan since December 2023

- **Track 1 (Equity and Inclusion Coordinator) updates:**
 - Revamped monthly “equity chat” training series (open to all staff) and led or co- led trainings on inclusive holiday practices, nonviolent communication, and Black Excellence Month.
 - Reviewed all Council templates, resources, and meeting materials and made recommendations to the Office of the City Recorder (OCR) for updates to improve accessibility and added “Equity Impacts” section to staff report template (to go into effect on April 1, 2024).
 - Attended Oregon Latinos in Local Government (OLLG) conference.
 - Served on hiring panels for the Assistant City Engineer, HR Analyst, Police Chief, and Library Assistant.
 - Supported monthly meetings of the BIPOC and LGBTQIA+ employee resource groups (ERGs).
 - Sponsored and co-hosted a community conversation on February 28 at the Ledding Library on “Holding Difficult Truths: Transforming our Broken Past into a Hopeful Future.”
 - *Ongoing efforts:*
 - Developing an “equity framework” for use by staff to evaluate equity implications of process and outcomes of their work.
 - Planning a March 2024 training workshop for the public works department with Ann Su Consulting on communicating across differences and similarities.
 - Partnering with the human resources department (HR) to develop microaggressions training for all staff.
 - Developing a scope of work for creation of equity performance metrics and indicators.

- Advising on ADA improvements at city hall and other city facilities.
 - Updating the city's ethics reporting system to improve clarity and accessibility for reporting equity-related concerns.
 - Working with HR to develop a personnel policy around ERGs.
 - Support Finance in evaluating procurement software proposals and demonstrations.
- **Track 2 (ESC) updates:**
 - *January 2024 meeting:*
 - Confirmed priority focus areas for 2024 (communications and storytelling; recruitment, hiring, and retention; youth engagement).
 - Met with the city's Events and Emergency Management Coordinator to provide feedback and discuss priorities for the city's annual events program.
 - Began a discussion on group commitments.
 - *February 2024 meeting:*
 - Met with the city's events and emergency management coordinator and community engagement coordinator and expressed interest in helping administer a program that provides funding support for more community-led, multicultural events in Milwaukie.
 - *March 2024 meeting – not yet occurred:*
 - The city's communications program manager and library director will be in attendance to discuss how we tell Milwaukie's equity story.
- **Track 3 (Major city initiatives) updates:**
 - Transportation System Plan (TSP):
 - Building relationships with North Clackamas School District (NCSD):
 - Attended Milwaukie High School Black Excellence Month assembly.
 - Attended the NCSD Family Resource Fair jointly with staff from the Transportation System Plan (TSP) team.
 - Translated materials for the TSP public outreach into Spanish, including assistance with a bi-lingual bookmark.
 - Parks:
 - Support for planning and multilingual material development for neighborhood parks construction kick-off event on March 9.
 - Strategic Plan:
 - Serve as a member of the Strategic Plan Steering Committee and ensure equity workplan tactics are integrated into the Strategic Plan.
 - Budget Development:
 - Reviewing budget narratives and proposals to identify implications for the city's equity, inclusion, and justice goal.
- **Other miscellaneous updates related to the advancement of equity, justice, and inclusion:**
 - Secured a Spanish-language interpreter at one Municipal Court date each month on an ongoing basis.

BUDGET IMPACT

All of the work undertaken to date is accounted for in the city's adopted budget. Staff are currently working on development of the 2025-2026 biennium budget, and the equity and inclusion coordinator is involved in reviewing budget proposals to ensure investments adequately advance the city's equity, inclusion, and justice goal.

WORKLOAD IMPACT

All work undertaken to date is accounted for in existing staff work plans.

CLIMATE IMPACT

While the actions we are taking on through our equity workplan are not expected to have a direct climate impact, communities of color, people living with disabilities, and people living on low incomes are disproportionately impacted and at risk from climate disasters. Therefore, work we do to address and reduce disparities can also address that inequitable climate risk.

EQUITY IMPACT

The equity work plan involves multiple facets of collaboration across departments and the ESC to improve service delivery, community engagement, and work culture. Currently, we are revising materials, improving programs, and improving building infrastructure to be more accessible for people with disabilities and those who have lower levels of English proficiency. We are also investing and planning multiple training opportunities for staff to have discussions about different equity topics and building skills to lead more equitable and inclusive projects.

COORDINATION, CONCURRENCE, OR DISSENT

Staff from across all city departments were involved in the equity study and work plan. The strategic plan steering committee, which is comprised of staff from across departments, has also been engaged in this effort and will continue to advise on the integration of the equity plan into our organizational strategic plan. The equity and inclusion team plans to work very closely with our human resource, finance, public works, and community development teams on the implementation of these strategies.

STAFF RECOMMENDATION

We recommend Council receive this update and ask staff for more information about any work completed or upcoming.

ALTERNATIVES

None.

ATTACHMENTS

1. Adopted 2024-2027 City of Milwaukie Equity Plan
2. Equity, Inclusion, and Justice Goal – One-Pager (updated: March 2024)