



STAFF REPORT

City Council

Date: June 21, 2023

To: Mayor and City Council

From: Michael Chandler, City Manager

Prepared By: Lauren Sugayan, Assistant City Manager

Subject: Recommendations from the Anti-Racism & Discrimination and Pro-Inclusion & Equity Task Force

Recommendation

Adopt a resolution approving the City of Martinez's Diversity, Equity, Inclusion and Belonging Roadmap.

Background

In response to a community need to address racism and discrimination concerns, the City Council approved the formation of the Anti-Racism & Discrimination and Pro-Inclusion & Equity (ARDPIE) Task Force on November 4, 2020 via Resolution #104-20 (attached to this staff report). Per the resolution, the purpose of the Task Force was to evaluate the potential for implicit bias and systemic racism in the City's policies, programs and procedures, including the recruitment, hiring and appointment of advisory board members. The Task Force was assigned to provide recommendations -- in the form of a work plan -- regarding how to increase diversity representation and eliminate or prevent implicit bias, racism and/or discrimination from influencing municipal activities. The City Council also requested that an outside facilitator support the task force's efforts.

The purpose of this staff report is to provide the City Council with the proposed Diversity, Equity, Inclusion and Belonging (DEIB) Roadmap. The draft roadmap was reviewed by the Task Force in April 2023 and recommended for forwarding to the City Council.

Discussion

On June 29, 2021, 12 community members were appointed by the City Council to the Task Force. Those members included:

- Steeve Boulingui
- William Bynum
- Marshall Cochrane
- Laura Ebbert
- Barbara Gordon-Kaleva

- Satinder S. Malhi
- Hilary Fitzgerald-Nicholson
- Linda Olvera
- Albert Ponce
- Collen Sibanda
- Stephen Welch
- Michelle Williams

Since its formation, seven of the 12 members either resigned from the Task Force for personal reasons, mostly challenges with the time commitment, or were absent at Task Force meetings. While this is not atypical given the size of the original group, most of the original 12 members were able to contribute significantly to the process, despite needing to resign before its conclusion.

The City launched a Request for Qualifications (RFQ) in November 2021 seeking the assistance of an outside facilitator. Applicant interviews were conducted in January 2022 by the Task Force. By April 2022, the Task Force selected CPS HR -- a reputable local government firm with nearly 40 years of experience in human resources and diversity, equity and inclusion -- for the job. Staff completed a contract with CPS HR for its work to commence in June 2022. Meetings were held monthly and as often as needed to carry out an identified scope of work (attached to this staff report). Jacques Whitfield was the primary facilitator working on behalf of CPS HR. The Task Force was staffed by Assistant City Manager Lauren Sugayan and Management Analyst Trisha Howard.

After initial training and norm setting was conducted with the Task Force, a community outreach plan was developed in July and commenced in August. The outreach process began with the launching of an online survey promoted widely on City social media, including a paid advertisement to ensure its reach on thousands of feeds. Then, a community outreach database and schedule was created, along with a flyer and talking points to assist the task force in their outreach. Flyers and posters were posted around the community in businesses, City facilities, the library and other heavily trafficked areas. The Task Force members carried out numerous volunteer hours canvassing the community and spreading the word about the Task Force and its purpose. The outreach plan, flyer, and community database are attached to this staff report.

In addition to an online survey, the Task Force held three community listening sessions on Saturdays in October 2022 on the following dates and locations:

- District 1 & 2 – October 15 at Waterfront Park
- Districts 3 & 4 – October 22 at Hidden Valley Park
- Sphere of Influence – October 29 at Taqueria y Carniceria on Pacheco Boulevard

Childcare was offered at all three events but was never needed or requested. Spanish translation was provided at the October 29, 2022 community listening session but was not utilized by anyone in attendance.

The results of the online survey were analyzed and published in a report to the task force at their November 2022 meeting, along with a summary of feedback provided from the community listening sessions. These two reports are attached to this staff report.

At the conclusion of the Task Force's community engagement process, CPS HR began working with staff to conduct a review of relevant City policies and develop a proposed DEIB Roadmap. This work included the following:

- A review and analysis of 10 City policies, including the Civil Service Rules.
- A review and analysis of the City of Martinez's Mission and Vision statements.
- Identification of current strengths, gaps, and opportunities for updates and revisions to existing policies, with a specific focus examining Diversity, Equity, Inclusion and Belonging considerations, culture, and other structural issues.
- Themes requiring immediate attention in relation to risk management, checks and balances within the existing powers of Senior leadership, transparency in policy definitions and expectations, clarity in employment definitions, and equity in the consideration and execution of policies within the organization.
- Recommendations around opportunities to align policies with the City's vision for being inclusive, establishing equitable checks and balances within senior leadership's authorities outlined in various policies, and special considerations that avert risks of various allegations.
- Implementation roadmap to address gaps and opportunities to create equitable policies within the City of Martinez's agency with respect to diversity, equity, inclusion, and belonging.

The Task Force received two draft reports at their April meeting, which included an Executive Summary and Findings Report related to the policy analysis and a draft DEIB Roadmap.

Since the Task Force began its work plan, the City has experienced a record number of applicants to serve on City commissions and committees, which provided an opportunity to increase the representation of people with diverse backgrounds on those commissions and committees. In addition, the City has experienced a high number of new employee hires, and will continue to prioritize filling staff positions, which also provides an immediate opportunity to increase representation on City staff.

In addition, numerous initiatives were implemented to promote DEIB as the Task Force was undergoing its work plan. These initiatives included:

- Establishment of a Cultural Event Grant, which has supported events, such as Lunar New Year, Cinco De Mayo, and the Finding Hope in America showing. The City continues to see strong interest in this grant program by businesses and residents.

- The General Plan Vision Statement was developed with input by the Task Force and with DEIB principles at the forefront.
- The Public Art Policy was developed with input by the Task Force and with DEIB principles at the forefront.
- The Facilities Naming Policy was developed with input by the Task Force and with DEIB principles at the forefront.
- The newly instated City Council members received training on DEIB.
- The City significantly expanded its communications program to reach a broader audience within the community, and is working towards opportunities to improve outreach to underrepresented groups.
- The City has strengthened its relationship with numerous social service providers who often serve as the first point of contact for underrepresented groups.
- The City Council has increased the number of proclamations recognizing various cultural groups.

It is important to note that the conclusion of the Task Force's work is merely the City's first step in what will be an ongoing journey. Having conversations about DEIB should be as important as having conversations about City finances, planning, public safety and other core areas of public service. The roadmap should be a living document to be developed and refined as the City continues its journey towards building a more welcoming, inclusive and equitable community. Once adopted, staff will commit to an annual report to the City Council on progress to implement the roadmap, along with an updated resident satisfaction survey to be conducted every two years to maintain a pulse on the community's experience with their municipal government. Updates to the roadmap will be presented annually.

Fiscal Impact

It was proposed through the biennial budget process to allocate \$50,000 of American Rescue Plan Act funds for initial seed funding to support the implementation of the roadmap. Staff will report back to the City Council at a future meeting how those funds will be directed. Certain initiatives within the roadmap will require significant direct and indirect resources, for which implementation will be strategically considered over the next budget cycle given the City's limited resources.

Attachments

- Resolution
- Attachment A – Resolution Regarding the Formation of the ARDPIE Task Force
- Attachment B – Task Force Work Plan
- Attachment C – Task Force Outreach Plan, Flyer and Community Outreach Database
- Attachment D – Analysis of Survey Findings
- Attachment E – Summary of Community Listening Sessions
- Attachment F – Executive Summary and Findings/Policy Analysis
- Attachment G – Draft DEIB Roadmap