



# Race & Equity in Edina

## **Race & Equity Timeline and Roles**

**May 15, 2018**

City of Edina

4801 West 50<sup>th</sup> Street

Edina, MN 55424

# PREPARED BY

## Administration Department

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# Next Steps

## After the Final Report



## Details

### City Council Meeting – May 15, 2018

- The Race & Equity Task Force will present their final report and recommendations to City Council.
- City Council will accept the final report and refer it to the City Manager for analysis and response.
- City Council asks City Manager to present staff analysis, response and recommendations to Council no later than September 30, 2018

### Staff Assessment – May through August, 2018

- City Staff will review the recommendations and provide comments, feedback, and input to the City Manager.
- City Staff will be provided with framework to ensure topics are addressed in their comments. For example: budget, resources, time, etc.
- The Administration Department will coordinate with employee GARE team to assist with the creation of an implementation report.

### Race & Equity Team Final Check In – June 25, 2018

- The Race & Equity Team (Task Force and Working Groups) will meet for one final check in
- City Staff will provide the team with status report in the form of a “staff observation report” on recommendations
- The Task Force and Working Groups will be officially disbanded at the conclusion of this meeting.

### Implementation Report – September 2018

- Draft Implementation Report will be presented to City Council for review at a City Council work session help the City staff determine a course of action
- Final Implementation Report will be presented to City Council for approval.

### Operational Plan – October through November, 2018

- City Manager defines roles, assigns responsibilities and develops timeline to operational approved Implementation Report.

## Roles

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### Task Force

The Race and Equity Task Force was created by the City Council December 6, 2016. Members of the Task Force (and working groups) were appointed by Council on February 6, 2017. The purpose of the Task Force was to make recommendations on policies, practices, and strategies for the city of Edina to identify and eliminate race-based disparities in Edina city government facilities, services and institutions.

### Working Groups

The working groups supported the Task Force and created the recommendations. Each Working Group was responsible for researching, evaluating, and preparing recommendations for each of their subject areas: Facilities, Services or Institutions.

### Citizens League

Served as an outside facilitator for the Task Force and Working Groups. Citizens League was responsible for taking a lead role in public forums, workshops and meetings. They assisted in pulling together all the project process and community feedback into one document.

## City Staff

Several city staff members supported the initiative by providing professional and administrative assistance to the working groups and Task Force. The supporting staff did not participate in the development of the recommendations. There were City Staff appointed by the City Manager to each working group. These individuals were expected to contribute to the working group like all other appointed members.

## Informing the Public

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### Race & Equity Recruitment Log

It is important for the City to “close the loop” on the portion of the project that lead up to the final report. The Task Force and Working Groups will be officially disbanded following the last check in meeting on June 25, 2018. The goal to close this loop will be to communicate this back to the public in the same way public notice was delivered. Communication types highlighted will be the channels utilized including the Race & Equity’s webpage.

<u>DATE</u>	<u>NOTICE</u>	<u>COMMUNICATION TYPE - NOTES</u>
12/8/17	Application Live	Volunteer Edina Website - <a href="http://www.edinamn.gov/volunteer">www.edinamn.gov/volunteer</a>
1/5/17	Application Notice	Next Door
1/5/17	Application Notice	City Extra – Volunteer Opportunities List (103)
1/5/17	Application Notice	City Extra – Advisory Boards/Commissions (911)
1/5/17	Application Notice	City Extra – Neighborhood Associations (8)
1/5/17	Application Notice	Facebook
1/10/17	Application Notice	<a href="#">Press Release</a>
1/10/17	Application Notice	Facebook
1/12/17	Application Notice	Next Door – deadline extended
1/12/17	Application Notice	Facebook – deadline extended
1/16/17	Task Force Notice	Agenda Edina
2/7/17	Approve Appointments	Council Meeting - Council approve appointments

### Website

The Race & Equity Initiative has a dedicated [webpage](#) to the project. This page will continue to be updated with the next steps, progress reports, etc. Individuals who desire to keep informed of the project should be able to achieve this by solely visiting the website. The Administration Department will continue to monitor this page.