

**CITY OF ALBANY
SOCIAL AND ECONOMIC JUSTICE COMMISSION
STAFF REPORT**

Agenda Date: May 7, 2019

SUBJECT: 2019-2021 Work Plan Final Draft

REPORT BY: Isabelle Leduc, Assistant City Manager

STAFF RECOMMENDATION

That the Commission complete the Commission work plan to support the Council Strategic Plan.

BACKGROUND

All standing Advisory Bodies develop a work plan for submittal to the City Council. The work plan is reviewed by the Advisory Body annually in January. Advisory Bodies are encouraged to focus on a reasonable number of work plan items to accomplish, recognizing the potential workload associated with each item. Additionally, Advisory Body work plans are to focus on furthering the Strategic Plan Goals identified by the City Council.

Per City Council action on February 17, 2015, the Council changed the practice of reviewing advisory body work plans annually to reviewing every two years. The review of the work plans is intended to highlight recent accomplishments and outline priority focus areas for each of the Advisory Bodies. Council will be reviewing work plans in early spring 2019.

DISCUSSION

On March 5 and April 2, 2019, the Commission reviewed the first draft of the 2019-2021 work plan, outlined accomplishments and discussed future work plan items to support the Council Strategic Plan. The Commission discussed the inclusion of a diversity report card and inclusivity impact report. Member Kerr has provided descriptions of each program proposed (Attachments 1 & 2). The draft 2019-2021 work plan (Attachment 1) has been edited to include all items discussed at both meetings. Further input received this evening will be included in the final version of the SEJC work plan to be presented before Council on May 20, 2019.

FINANCIAL IMPACT

None

Attachments

1. 2019-2021 SEJC Work Plan Final Draft



CITY OF ALBANY SOCIAL AND ECONOMIC JUSTICE COMMISSION

2019- 2021 Work Plan

Approved by the Social and Economic Justice Commission:

Approved by the City Council:

Background

The following work plan identifies recent accomplishments, and priority work items for the upcoming work plan period. The work plan includes items identified as priority projects within the City Council's Strategic Plan. The Social and Economic Justice Commission shall review the work plan each year in January to identify accomplishments and ensure continued focus on completing work plan items. Work plans are presented to the Council every two years, and if a change is needed to the work plan outside of that schedule, the Social and Economic Justice Commission shall submit a "Request for Amendment to Advisory Body Work Plan" Form for review by the City Council.

Social and Economic Justice Commission Purpose

The charge of this Commission is to research, analyze, discuss and evaluate a broad range of data and opinions on social and environmental issues affecting the welfare of the residents of Albany as inhabitants of both a local and a global community, and make recommendations to the City Council on positions and/or actions to take to address these issues.

Recommendations to the City Council shall state the relevance, important and/or particular impact that the issue has on the welfare of the residents of Albany.

Recent Initiatives and Accomplishments

- Reviewed and evaluated Albany Project HOPE based on performance measures included in quarterly reports and annual presentation by BFHP staff;
- Reviewed progress towards Housing Element policies with Community Development Staff;
- Proposed and provided input on Rent Review program draft ordinance;
- Provided a recommendation to the Council on health and wellness programs to be developed with sugar-sweetened beverage tax revenue;
- Provided input on outreach efforts (postcard) regarding information on low income/senior tax exemptions;
- Proposed, implemented and evaluated a Resource Center Pilot Program. Resource Center was in operation between Sept. 2017-Jan. 2018. Provided a recommendation to the City Council to fund a part-time position and space at the Senior Youth Annex for weekly drop-in consultations with residents in need;
- Provided a recommendation to Council for the development of a diversity and inclusivity survey and action plan.

2019-2021 Policy Review and Initiatives

COUNCIL STRATEGIC PLAN GOAL 1 - Foster a Healthy and Sustainable Urban Village

Objective 2. Promote Housing Availability & Quality

- 1) Review of progress towards Housing Element policies with Community Development Staff once per year.
- 2) Review all new multi-family housing proposals for affordability needs of the community.
- 3) Investigate funding sources, State and Regional Housing initiatives to increase affordable housing in Bay Area and implications for Albany
- 4) Receive updates regarding Rent Review program and provide report and recommendations to Council in November 2019 on program effectiveness, changes, if needed and tenant protections.

COUNCIL STRATEGIC PLAN GOAL 2 - Engage Our Diverse Community

Objective 1. Connect with and Engage the Community

- 1) Receive updates regarding the Albany CARES program and provide recommendation to Council in December 2019.
- 2) Review and evaluate Albany Project HOPE based on performance measures included in quarterly reports provided by BFHP and the annual presentation by BFHP staff/Project HOPE Case Manager.
- 3) Provide input on outreach efforts regarding information on low income/senior tax exemptions.
- 4) Provide input on ways to equalize burden on future and existing measures.

Objective 3. Continue to Promote Communitywide Inclusivity

- 1) Identify service needs to support aging in place including steps toward an aging in place strategic plan.
- 2) Develop a model for an annual Albany diversity report card and a survey on inclusivity.
- 3) Develop a model for an Inclusivity/Social Justice impact report to be part of Council review of proposed legislation and initiatives.

Objective 4. Promote Health and Wellness

- 1) Provide a recommendation to the Council on health and wellness programs to be developed with sugar-sweetened beverage tax revenue where the matter is discussed (Council Study Session).

To: Bart Grossman (Chair SEJC)

From: Judy Kerr SEJC Commissioner 2019-20

Date: March 9, 2019

Subject: DRAFT Diversity Report Recommendation to Council DRAFT

Overview: The annual work-plan for the SEJC in alignment with the overall Council strategic plan includes “Objective 2.2 Continue to Promote Communitywide Inclusivity”. Diversity reports are currently being used by some government based agencies and service providers, by non-profit agencies, and by for-profit industries to track and measure the success of efforts to increase diversity within a specific agency. We are proposing that the City of Albany adopt an annual diversity report card. Aggregate data will be collected during a one week period each June. Findings will be reviewed and efforts at improving diversity within the city will be applied. Ongoing measures will occur annually.

Definitions (Merriam Webster):

Diversity is the condition of having or being composed of differing elements: VARIETY
Especially: the inclusion of different types of people (such as people of difference races
or cultures: in a group or organization.

Inclusion is a relation between two classes that exists when all the members of the first are also members of the second.

Objective: Measuring diversity and monitoring inclusion will enhance transparency and communication within the city. Fostering diversity and inclusion can also be seen as one entry point in the broader goal of increasing civic engagement and participation community.

Methodology: The diversity report card, as proposed, will be look at five aspects of the diversity in the city. The first aspect is diversity within the composition of the elected officials. The second will look at the composition of appointed officials serving on commissions and ad-hoc committees. The third aspect will be a look at part time and full time employed staff. The fourth aspect will measure diversity within city volunteers. Finally the fifth aspect will review program participants in all city sponsored programs occurring within the measurement period. A one week snapshot will provide a point in time measure of diversity. Data points for each of the above aspects will include age, sex, race, ethnicity, disability status, gender preference, primary language, economic status, education level, and family status. Aggregate data will be collated and compared to current census reports for the city of Albany. Success within each aspect will be measured as a percentage current available census data.

Responsible Parties: City staff department heads will have primary responsibility in completing data sheets. Data entry and analysis could be done by staff, volunteer/intern or contract. Projected total time to collect and analyze data and prepare report is 120-160 hours per year costing out to roughly \$5000. SEJC and Council will have primary responsibility in review report and making recommendations for improved inclusion.

Example Data Collection Sheet:

1.**age** 0-5y 6-10y 11-18y 18-26y 26-40y 40-55y 55-65y 65-75y 75-85y over 85

decline to state

2.**sex** M F non-binary declines to state

3.**race** Asian/pacific islander Hispanic African American White Other decline to state

4.**disability status** Mobility impairment visual impairment hearing impairment mental impairment other or decline to state

5.**sexual orientation** opposite sex same sex, non-binary, other or decline to state

6.**primary language** English, Spanish, Chinese (Mandarin) Chinese

(Yue/Cantonese) Chinese (Wu/Shanghainese) Japanese, Tagalog other or decline to state

7. **economic status household income** <\$20K/yr \$20-40K/year \$40-60K/year \$60-80K/year \$80-100K/year \$100-120K/year \$120-180K/year \$180-\$250K/year over \$250K/year decline to state

8. **education level** some high school, some college, undergraduate degree, graduate degree, post graduate degree decline to state or not applicable

9. **housing status** living alone, living with partner/spouse, family with minor children, multiple generation household, single head of household, living with unrelated housemates unhoused other or decline to state

Example Data Set:

	0-5y	6-10y	other or decline to state	opposite sex	same sex,	non-binary,	other or decline to state
1.age							
2.sex							
3.race							
4.disability status							
5.sexual orientation							
6.primary language							
7. economic status household income							
8. education level	some high school,	some college,	undergraduate degree,	graduate degree,	post graduate degree		
	decline to state or	not applicable					
9. housing status	living alone,	living with partner/spouse,	family with minor children,	multiple generation household,	single head of household,	living with unrelated housemates	unhoused other or decline to state

References:

[http://www.societyfordiversity.org/wp-content/uploads/2017/07/The-Diversity-Report-](http://www.societyfordiversity.org/wp-content/uploads/2017/07/The-Diversity-Report-Card.pdf)

[Card.pdf](http://www.societyfordiversity.org/wp-content/uploads/2017/07/The-Diversity-Report-Card.pdf)

[http://www.nationalcivicleague.org/wp-content/uploads/2017/11/Kimbrough-2017-](http://www.nationalcivicleague.org/wp-content/uploads/2017/11/Kimbrough-2017-National-Civic-Review-1.pdf)

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<https://diversity.ucsf.edu/reports-data/diversity-data>

<https://www.diversityreports.org/>

<https://www.atlassian.com/diversity/survey/2018>

<https://www.boston.gov/departments/diversity>

To: Bart Grossman (Chair SEJC)

From: Judy Kerr Commissioner 2019-20

Date: March 15, 2019

Subject: DRAFT Proposal for “Inclusivity Impact Report” – Council Strategic Plan Goal 2.0

Overview: The SEJC has, in alignment with the City Council, a work-plan objective to “Continue to Promote Communitywide Inclusivity”. In support of that goal the SEJC should consider a recommendation to Council to direct staff to include an “Inclusivity Impact Report” in each staff report. The Inclusivity Impact Report can include reference to data from the five aspects of the diversity report card if that approach is ultimately adopted. The inclusivity impact report will include an assessment potential impact on the residents of the city based on age, sex, race, disability status, sexual orientation, primary language, economic status, education level, and housing status.

Objective: To create a process that will assure that consideration is given to inclusion in each staff report prepared for Albany City Council.

Methodology: A narrative review of the proposed policy or legislation being discussed in a staff report (based on information available to staff at the time of the report) related to above classes of city residents will be included in each staff report. The estimated impacted is not presumed to be comprehensive or data driven but rather a reflection of available information. It will create the opportunity and reminder to reflect on impacts

that are currently not included in staff reports. It is expected that the length of the “Inclusivity Impact Report” would be no longer than 1-2 paragraphs in most instances.

Responsible Parties: All staff persons responsible for writing a staff report at the request of council.