

Advisory Working Group Memo

Please try to keep memo to 2 pages, using short bullet points.

Advisory Working Group Name: UNITY WORKING GROUP

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Date Submitted:

Please state your objectives in this policy in three bullet points:

- Identify fiscal, geographic and demographic places within city government and community to think about equity
- All City boards, commissions and committees should be guided by Equity Guideline requirements
- Create an Office of Equity and Inclusion

State of Play: What problems are you trying to solve? What opportunities are clearly present? How would you characterize the current state of play?

- Inequity within city government practices and processes (hiring, promotions and work priorities, contracting and RFPs, budget and appropriations, public engagement and participation)
- Inequity in access to services and opportunities to all city residents

Action Items:

1. **Create an “Equity Impact Report”** Similar to a Financial Impact Report. to be attached to every resolution and/or ordinance. This would be non-binding but would provide to the governing body the geographic impact and demographic impact of every action. In addition, an equity tool shall be used by appropriate bodies in approving community events, to ensure that permitting requirements do not act as a barrier for new events. **(Immediate Tool- Appendix A)**
- **Develop “Equity Guidelines” for nominations/replacements to city committees, boards, and/or commissions.** New equity guidelines will also focus on training modules that ensure underserved constituencies are represented. This will include thinking about barriers to serving on committees- such as education, language, meeting hours and locations, transportation, etc. **(Comprehensive guideline to shape city’s ongoing effort to achieve equity- Appendix B)**
- **Create an Office of Equity** to ensure equity in every level and aspect of city government, from procurement to distribution of resources, as well as policy formation and implementation. **(To institutionalize the work in the long term- Appendix C)**

Viewpoints: Who are the most important players and what are their perspectives on this issue? Who else working in this issue area do we need to involve to help implement your action items?

- Those who normally don’t get to participate because they are not invited, or because they face many barriers to participation even if they are invited.
- Community members who are involved with: Somos Un Pueblo Unido, Chainbreaker Collective, Earth Care, SFCC Ambassadors, Santa Fe Dreamers Project, YouthWorks, Three Sisters Collective.

Process: What are the six, nine, and twelve month milestones? What are deliverables related to your action items?

6-month:

- City drafts and passes the Equity Impact Report (EIR) as a resolution.
- Mayor appoints an Equity Director within his administration, charged with spearheading this work and directly supporting appropriate city staff in implementing and utilizing the EIR, as well as with OTAB to consider solutions to barriers for community groups wanting to create new city events.
- Data on outcomes from utilization of EIR is collected.
- Baseline equity assessment is conducted for all city departments and other city bodies- in a city/non-profit partnership.
- Equity Guidelines are finalized and used by the Mayor's office for all appointments to city's committees, boards, and commissions.
- Data on outcomes from utilization of the Equity Guidelines is collected.

9-month:

- Continue collecting data on EIR and Equity Guidelines.
- Each city Department appoints an Equity Manager, who serves a liaison between the Mayor's office Equity Director and their own Department. Each Equity Manager gets trained by and is supported by the Equity Director.
- Based on data collected on both EIR and Equity Guidelines, develop a proposal for the Office of Equity and Inclusion, to include scope, authority, staffing needs, procurement process, etc.

12-month:

- Proposal to create the Office of Equity and Inclusion is finalized and introduced to council.
- Continue collecting data on EIR and Equity Guidelines.
- Conduct a basic evaluation of the impact of the two tools on hiring and promotions, work priorities, budget and appropriations, public engagement and participation, access to services, community events, etc).

4-year vision: In a short paragraph, what will have been accomplished after 4 years?

In four years, all Santa Fe residents will have opportunities for fair inclusion in public processes and decisions, and the benefits of city policies and investments will be equitably shared across our communities. Equity will be a core principle in the decisions, policies and functions of Santa Fe, and data will be disaggregated across racial, geographic, age, gender, social and economic groups to better measure impacts with a focus on meeting underserved groups first. The percent of children ready for kindergarten and succeeding in school will have improved dramatically, with gaps significantly reduced between different demographics. Gaps that currently exist for our families in different districts regarding access to affordable housing, transit, green space, fresh foods, and cultural event will also be significantly reduced between different demographics.

Resource People: Are there additional organizations and groups to contact?

Santa Fe Community Foundation, as Equity is a central part of their work.

Several Non-profit organizations that can help with equity trainings around a number of issue areas: NM HEP, Chainbreaker Collective, Earth Care, NM Dreamers Project, etc.