



Diversity and Inclusion Commission Agenda

Monday, February 10, 2025 5:30 PM

City Hall Board Room

Zoom Link:

<https://us02web.zoom.us/j/89083635861?pwd=MU5xVzJXdk03cGI5RHVJbUVFa2VSQT09>

1. Call to Order

A. Commission Members:

Mahnaz Shabbir
Dr. Vincent Carlisle
Tiana Heath
Eunice Westra
Kate Valliere
Brent Uhrmacher
Adarsha Pandey - Park University

2. Mayor's Comments

3. Action Items

- A. Approve the Minutes from the September 26, 2024 Meeting
- B. Review Strategic Plan and Discuss Meeting Frequency

4. Non-Action Items

- A. Alderman Wassmer Introduction
- B. Staff Update on Parks Master Plan Survey Question
- C. Review Accomplishments of D&I Commission:
 - Dispositioned the downtown signs to the Park University Archive
 - Conducted a community survey regarding historical signage and diversity priorities in the community
 - Developed an annual calendar of diverse and cultural events, holidays, and celebrations
 - Contributed question to the Parks Master Plan
 - Drafted a strategic plan

5. Unfinished Business (postponed from prior meetings)

6. Other Business

7. Adjourn



Diversity and Inclusion Commission Meeting

Thursday, September 26, 2024 5:30 PM

Online Via Zoom -

<https://us02web.zoom.us/j/89083635861?pwd=MU5xVzJXdk03cGI5RHVJbUVFa2VSQT09>

Minutes

1. Call to Order

A. Commission Members:

Mahnaz Shabbir
Dr. Vincent Carlisle
Tiana Heath
Brent Uhrmacher
Eunice Westra
Kate Valliere
Adarsha Pandey - Park University

A regular meeting of the Diversity and Inclusion Commission was convened at 5:45 p.m. at City Hall, 8880 Clark Avenue, Parkville, Missouri on September 26, 2024, and was called to order by the Chair Mahnaz Shabbir. Assistant City Administrator Jeffery Rhodes called the roll as follows:

Present:

Mahnaz Shabbir
Tiana Heath
Brent Uhrmacher
Kate Valliere

Absent:

Eunice Westra
Dr. Vincent Carlisle

A quorum of the Commission was present.

2. Action Items

A. Approve the minutes from the August 12, 2024 regular meeting of the Parkville Diversity & Inclusion Commission

ACTION: It was moved by Commissioner Tiana Heath and seconded by Commissioner Brent Uhrmacher to approve the minutes from the August 12, 2024 meeting.

RESULT: Motion Passed 4-0.

B. Review Updated Strategic Plan

The Commission reviewed the discussed changes and updates to the Diversity Strategic Plan, as outlined during the August meeting. These changes are designed to make the plan more concise, easy to read, and directly related to overall city priorities.

How do we make sure that this commission's plan is referenced in other strategic planning processes when they are being built? Included once it is approved.

ACTION: It was moved by Commissioner Kate Valliere and seconded by Commissioner Tiana Heath to recommend the Board of Aldermen to approve the Parkville Diversity and Inclusion Commission's Strategic Plan.

RESULT: Motion Passed 4-0.

C. Review and Update Inclusive Calendar

The Commission discussed the updates and changes to the diversity calendar, as outlined by Board Members.

ACTION: It was moved by Commissioner Tiana Heath and seconded by Commissioner Kate Valliere to recommend the Board of Aldermen to approve the Parkville Diversity and Inclusion Calendar of Inclusive Holidays. .

RESULT: Motion Passed 4-0.

D. Discuss ADA Parking English Landing Park

Commissioner Uhrmacher led the discussion around creating consistency around the Americans with Disabilities Act (ADA) Parking in English Landing Park. The Public Works Department committed up to \$50,000 in funding for the 2025 budget to improve ADA parking in English Landing Park.

The ADA parking that was present inside of English Landing Park was removed as the park has become a pedestrian-only space. The spaces are no longer available because no vehicles are permitted inside the park.

The Commission is asking the Board of Aldermen to open this discussion and outline a plan for what is going on and what can be done to address the lack of accessible parking in the Park. Ald. Whitley will bring this item to the BOA for discussion and recommendations.

3. Non-Action Items

Chairwomen Shabbir shared her hope that folks were able to partake in the Welcome KC events that have been going on for the last few weeks.

Video link for dropbox to update profiles for staff - chat with Melissa

4. Unfinished Business (postponed from prior meetings)

A. Review Survey Results

These results mirror the conversation in the rest of the nation - challenging. Folks don't know what we're doing and what our objectives are. We need to educate and listen. Let's

focus on finding common ground and working within the community - we talk about ADA, international students at the university, and inclusivity at all levels.

Ms. Heath - get campaigns out there to educate and inform folks about what's going on with diversity in Parkville. Our goal is to bridge the gap in understanding. We are committed to the work and will continue this work for the betterment of our entire community.

Ald. Whitley, Mahnaz, and Jeff will discuss how to proceed.

5. Other Business

Doodle for the last meeting - do we have a quorum for the 9th.

Update to the Commission about the Board results - strategic plan, calendar.

A. Recommend Date for Last Meeting of 2024 - December 9, 2024

B. Staff Update on Parks Master Plan Survey Question

6. Adjourn

Chair Shabbir adjourned the meeting at 7:15 p.m.

Submitted by:

Jeffery Rhodes
Asst. City Administrator

Approval Date

**CITY OF PARKVILLE
Policy Report**

Date: February 7, 2025

Prepared By:

Alyssa Roberts, HR Generalist

Reviewed By:

Jeffery Rhodes, Assistant City Administrator

ISSUE:

Review Strategic Plan and Discuss Meeting Frequency

BACKGROUND:

Starting in September of 2024, the Diversity & Inclusion Commission has been building the strategic to guide the group. As a result of this work, staff input, and the Mayor's review of all appointed boards and commissions, there have been many revisions to the plan over these last several months. What you see in the packet tonight is the original draft that was presented to the Board of Aldermen for approval in September 2024. They approved the strategic plan at that time, subject to the reievow of staff and the Board of Aldermen.

The second version of the strategic plan was reviewed by the Mayor, Alexa Barton, City Administrator, and John Mautino, the City Attorney. That version of the strategic plan was edited to remove items that contained actions and recommendations that are beyond the scope and authority of the Diversity & Inclusion Commission - and in some cases the City - to deliver.

The final version of the Strategic Plan that staff is presenting to you tonight - for potential approval by the Board of Alderman on February 18, 2025, is a streamlined version of the original with intentional alignment to the original ordinance that established the Diversity & Inclusion Commission. We also consolidated the action items within the original roles and responsibilities of the Commission from the ordinance to those that can be delivered by an appointed commission and are in line with the City's strategic goals and priorities.

BUDGET IMPACT:

No Impact

ALTERNATIVES:

1. Approve the item
2. Approve the item, subject to changes
3. Do not approve the item
4. Postpone the item

STAFF RECOMMENDATION:

Staff recommends approval of this item.

POLICY:

Per Parkville Municipal Code Chapter 154, the Diversity and Inclusion Commission serves in an advisory capacity to the Board of Aldermen. Its recommendations must be approved by the Board of Aldermen.

SUGGESTED MOTION:

I move to approve the Diversity & Inclusion Commission's strategic plan.

ATTACHMENTS:

1. Draft DI Strategic Plan_August2024
2. Draft DI Strategic Plan_JAN2025_ACCEPTED CHANGES
3. Draft DI Strategic Plan_FEB2025_TRACK CHANGES
4. Diversity and Inclusion Commission Agenda Ideas



The City of Parkville Diversity and Inclusion Commission Strategic Plan

Mission:

The City of Parkville has a long tradition of valuing character and community commitment. The Diversity and Inclusion Commission (DIC) was established to provide an additional resource and provide special insight and guidance on matters of equity, diversity, and inclusion.

Vision: City of Parkville is welcoming to all.

Strategies/Goals 2024-2027:

- I. **Community Engagement and Education:** Develop and implement educational programs and workshops aimed at raising awareness about the importance of diversity, equity, and inclusion (DEI) among residents, local businesses, and city employees.
 - a. Conduct a community-wide diversity and inclusion survey to assess needs and perceptions.
 - i. Who: City Staff
 - ii. When: COMPLETE - Survey ended on July 26, 2024.
 - b. Highlight residents in various city communications to increase the awareness of the diversity in Parkville.
 - i. Who: City Clerk via Parkville Pulse and Committee Members creating videos
 - ii. When: January 2025
 - c. Explore organic cultural celebrations.
 - i. Who: DIC Commission
 - ii. When: 2027- Evaluate this annually
 - d. Develop and recommend diversity and inclusion calendar.
 - i. Who: DIC passed motion on 7/8/24 to advise Board of Aldermen (BOA) of changes they would like to see to the City calendar. BOA sent calendar back for revisions
 - ii. When: Presented October 2024
 - e. Communicate opportunities for residents to host Park University foreign students, Global Ties KC, Command General Staff College etc.
 - i. Who: DIC will communicate opportunities to Jeffery Rhodes who will then pass along to Melissa McChesney for the Parkville Pulse. Aldermen Whitley will update BOA at meetings.
 - ii. When: This is ongoing.

- II. **Accessibility and Inclusivity:** Ensure that city services, facilities, events, and programs are accessible and inclusive to all residents, including individuals with disabilities, ensuring compliance with the Americans with Disabilities Act (ADA) and other relevant regulations.
 - a. Include ADA as a permanent component of all City Master Plans
 - i. Who: City staff via Master Plan process.
 - ii. When: During each Master Planning process.
 - b. Review ADA transition (Phase I and on-going) plans and projects for recommendation for prioritization, funding and BOA approvals as required.
 - i. Phase I defined as the transition plan outlined by MARC / Consultant / staff report. The recently adopted City of Parkville Capital Improvement Plan (CIP) includes \$800,000 of funding needed over 5 years (2025-2029) to address ADA issues/concerns in Downtown Parkville
 - ii. Who: City Staff status updated overview to DIC on 8/12/24.
 - iii. When: Presentation delivered at 8/12/24 Diversity and Inclusion Commission meeting.
 - 1. Schedule work session - Phase I project prioritization, Q1 2025, after City Budget has been approved.
 - c. Increase accessibility and usable parking spaces, North of railroad tracks, English Landing, City market and other portions of the city as needed.
 - i. Who: City Staff-Dan Harper and Stephen Lachky
 - ii. When: Ongoing
 - d. Propose a reporting vehicle to the Board of Aldermen for reporting bias or discrimination in the community.
 - i. Who: DIC
 - ii. When: Q3 2025
- III. **Accessibility to Necessities:** Identify the needs of the people who live in the City of Parkville and build recommendations; evaluate a process that allows members of the Parkville community to access services or necessary amenities.
 - a. Determine the means in which Parkville residents acquire their essential needs (food, transportation, etc.)
 - i. Who: DIC partners with entities that are actively helping the community
 - ii. When: End of 2025
- IV. **Representation in Leadership:** Encourage and support the appointment of diverse individuals to leadership positions within city departments, boards, and commissions to ensure diverse perspectives are represented in decision-making processes.
 - a. Identify potential cultural competency training for city employees and leaders.
 - i. Who: DIC
 - ii. When: Q1 2026
 - b. Review implicit bias training for law enforcement and criminal justice officials.

- i. Who: City Staff- Chief Chrisman
 - ii. When: Aldermen Whitley and Jeffery Rhodes will work with Chief Chrisman to come present to the DIC in 2025

- c. Evaluate and develop actionable equity recommendations to be used to examine and strengthen policies, practices, services, and programs
 - i. Who: City Staff in conjunction with CBIZ
 - ii. When: Review and update the City's Personnel Policy for Board of Aldermen review and approval by end of 2024 or early 2025



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Strategies/Goals 2024-2027:

- I. **Community Engagement and Education:** Develop and implement educational programs and workshops aimed at raising awareness about the importance of diversity, equity, and inclusion (DEI) among residents, local businesses, and city employees.
 - a. Conduct a community-wide diversity and inclusion survey to assess needs and perceptions. **Completed on July 26, 2024.**
 - b. Highlight residents in various city communications to increase the awareness of the diversity in Parkville.
 - i. Who: Committee Members creating videos
 - ii. When: January 2025
 - c. Explore organic cultural celebrations
 - i. Who: D&I Commission
 - ii. When: 2027- Evaluate this annually
 - d. Develop and recommend diversity and inclusion calendar.
 - i. Who: DIC passed motion on 7/8/24 to advise Board of Aldermen (BOA) of changes they would like to see to the City calendar. BOA sent calendar back for revisions
 - ii. When: COMPLETE – Published December 2024
 - e. Communicate opportunities for residents to host Park University foreign students, Global Ties KC, Command General Staff College etc.
 - i. Who: DIC will communicate opportunities to Park University Communications, who will advise City Communications of these opportunities for inclusion in City publications.
 - ii. When: This is ongoing.

Commented [JM1]: The Commission is an advisory body. It cannot direct staff.

II. **Accessibility and Inclusivity:** Ensure that city services, facilities, events, and programs are accessible and inclusive to all residents, including individuals with disabilities, ensuring compliance with the Americans with Disabilities Act (ADA) and other relevant regulations.

a. Recommend to the Board of Alderman to include ADA as a permanent component of all City Master Plans – COMPLETE

b. Promote increased accessibility and usable parking spaces, North of railroad tracks, English Landing, City market and other portions of the city as needed. – IN PROCESS – as part of the HWY 9 redesign

Commented [DK2]: Wouldn't it be okay to say "Annually review City's ADA plan and make recommendations to BoA."

Commented [JM3]: An ad hoc committee cannot direct staff or make determinations that are legislative, legal, and engineering in nature.

III. **Accessibility to Necessities:** Identify the needs of the people who live in the City of Parkville and build recommendations; evaluate a process that allows members of the Parkville community to access services or necessary amenities.

a. Determine the means in which Parkville residents acquire their essential needs (food, transportation, etc.)

- i. Who: DIC partners with entities that are actively helping the community
- ii. When: End of 2025

Commented [JM4]: City staff and officials cannot give legal advice. The City does not enforce state and federal laws relating to discrimination.

IV. **Representation in Leadership:** Encourage and support the appointment of diverse individuals to leadership positions within city departments, boards, and commissions to ensure diverse perspectives are represented in decision-making processes.



The City of Parkville Diversity and Inclusion Commission Strategic Plan

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The City of Parkville has a long tradition of valuing character and community commitment. The Diversity and Inclusion Commission (DIC) was established as an additional resource that can be called on to provide special insight and guidance on matters of diversity, and inclusion.

Vision: City of Parkville is welcoming to all.

Strategies/Goals 2025-2027:

- I. **Community Engagement and Education:** Develop and implement educational programs and workshops aimed at raising awareness about the importance of diversity, equity, and inclusion (DEI) throughout the community, and is accessible to all
 - a. Explore & communicate organic cultural celebrations & opportunities
 - i. Who: D&I Commission
 - ii. When: 2027- Evaluate this annually
 1. Examples:
 - a. Chinese Cultural Celebration
 - b. Park University Flag Ceremony
 - c. Park University Student Hosting Opportunities
 - d. Scottish Highland Games
- II. **Address ad hoc requests** related to Diversity & Inclusion from the Mayor and Board of Aldermen

Diversity and Inclusion Commission

Mayor's Preliminary Suggestions for Possible Agenda

February 7, 2025

- Meet with residents and explain opportunities to become involved in City operations such as volunteering to serve on a board or committee, run for office, or volunteer to help in the parks and nature sanctuaries. You might also encourage folks to get involved in their HOA, PACE, downtown association or other community organizations. Prepare flyer/webpage explaining how to get engaged in the community.
- Meet with downtown association, Park University, Banneker School Foundation and Washington Chapel Foundation to develop joint historical projects such as markers and a history walk.
- Work with Park University International Students program to see if there would be interest in developing an international festival or expand to the wider community any existing events.
- Annually review the City's plans to make the community more accessible and make suggestions to staff and Board.

City of Parkville 2024 Parks and Recreation Needs Assessment Survey



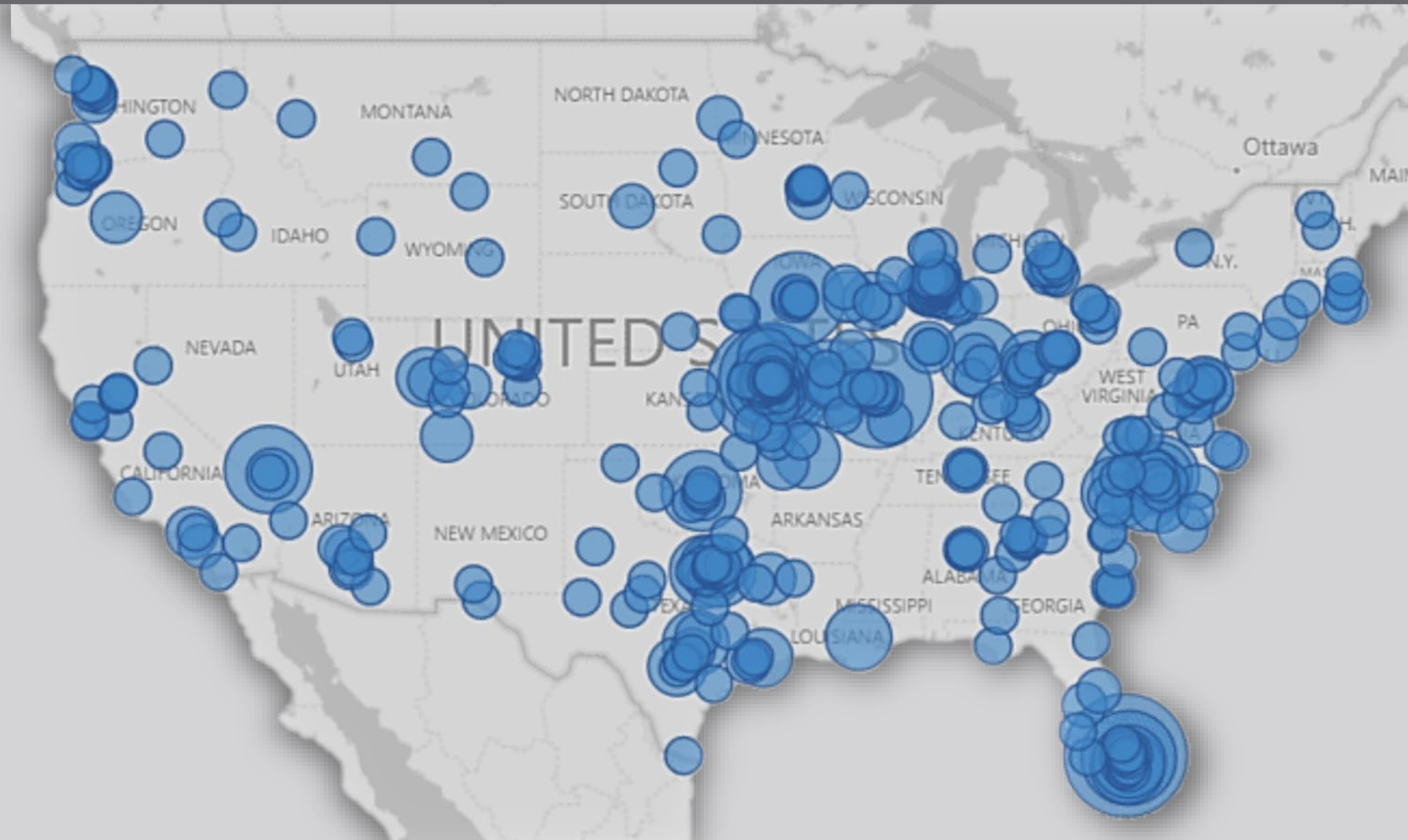
PRESENTED BY



DECEMBER 2024

ETC Institute is a National Leader in Market Research for Local Governmental Organizations

For over 40 years, our mission has been to help city and county governments gather and use survey data to enhance organizational performance.



More Than 3,000,000 Person's Surveyed Since 2014 for More Than 1,000 Communities in 49 States

Methodology

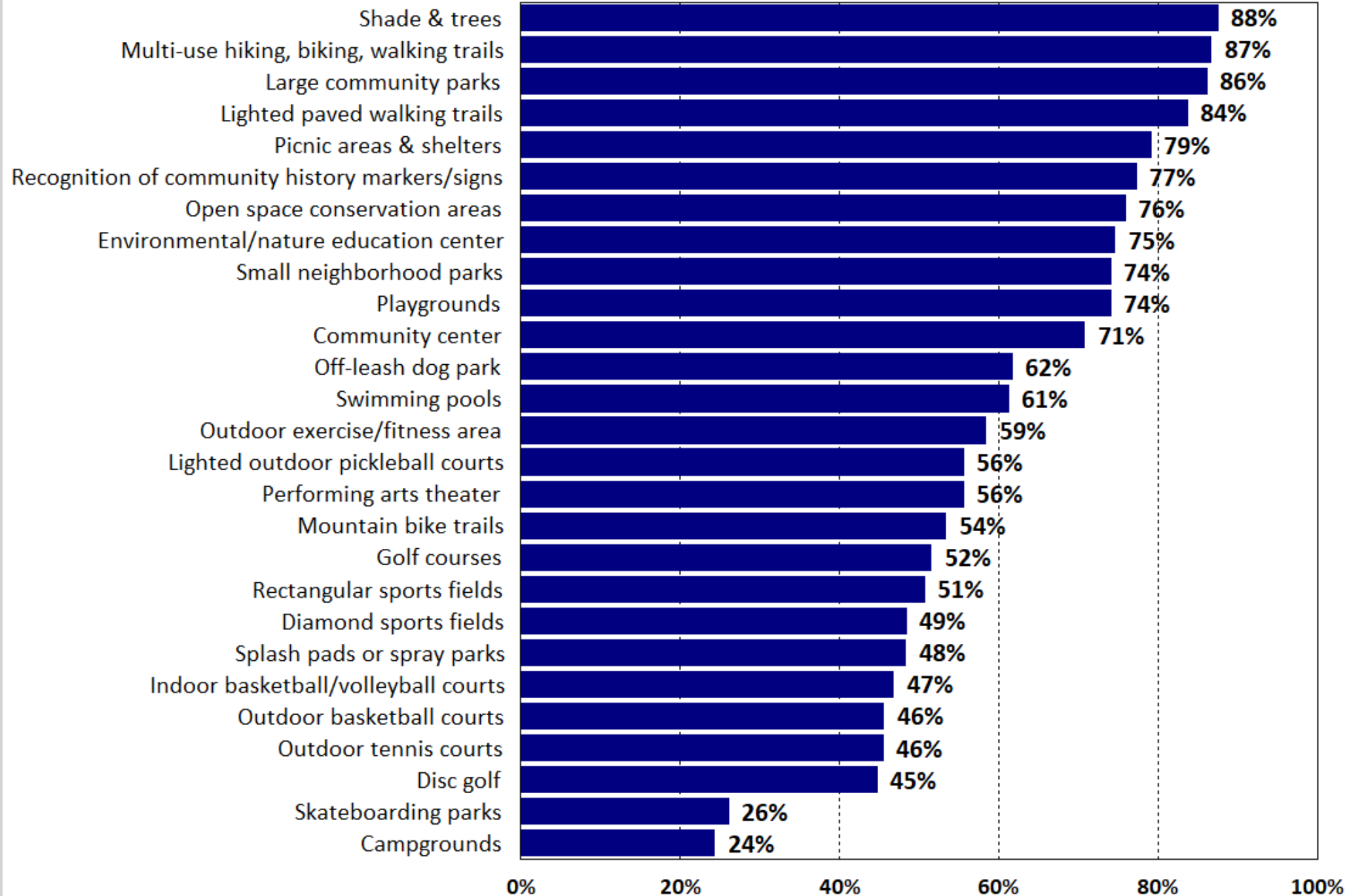
- **Survey Description**
 - **Seven-page survey**
 - **Took approximately 15-20 minutes to complete**
- **Method of Administration**
 - **By mail and online to City residents**
- **Sample Size**
 - **217 completed surveys (goal was 200)**
 - **Margin of error: +/- 6.4% at the 95% level of confidence**
 - **Demographics of survey respondents reflects the actual population of the City**

Topic #3

Unmet Needs and Priorities for Facilities and Amenities

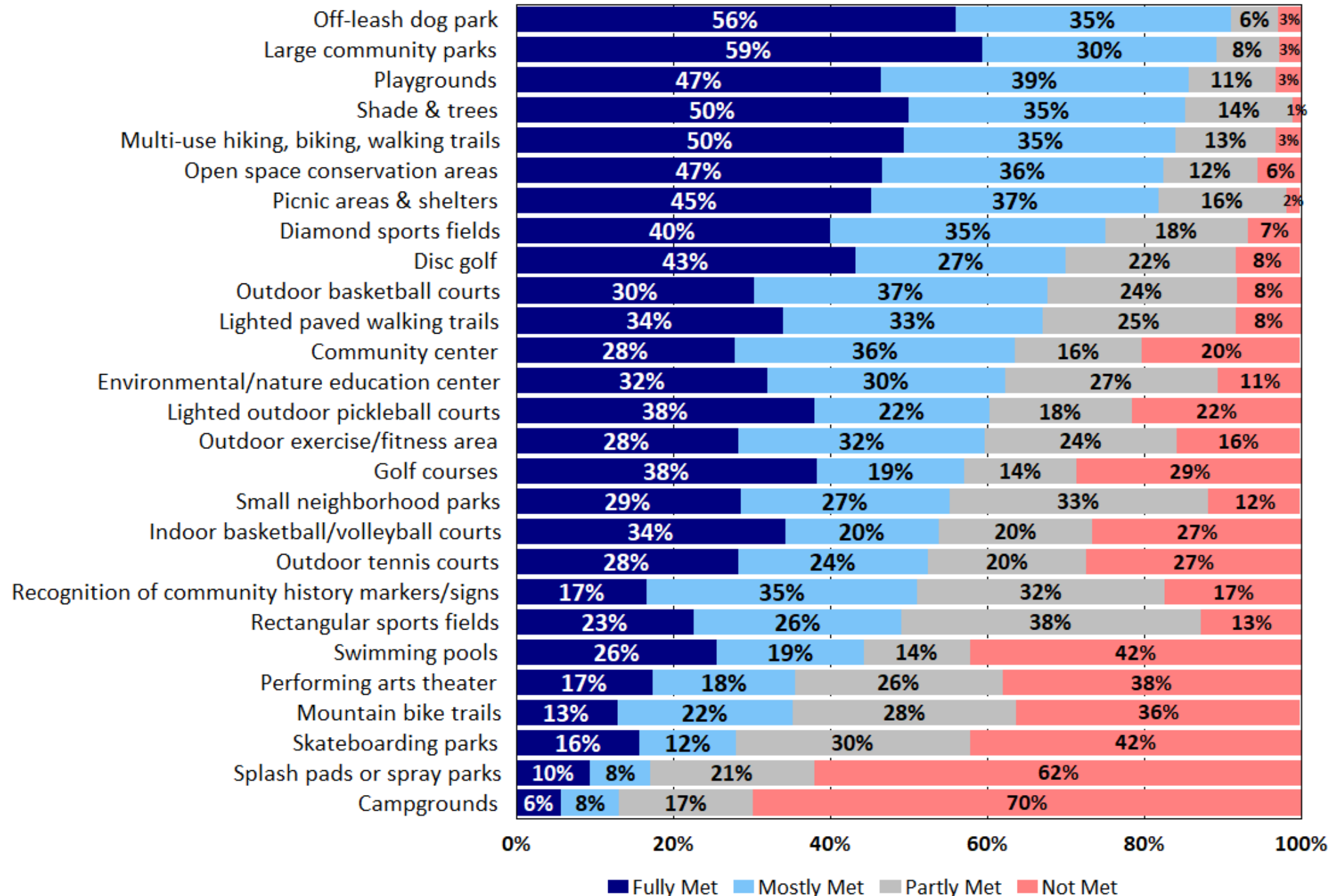
Q10. Households That Have a Need for Various Facilities/Amenities

by percentage of respondents who indicated they have a need



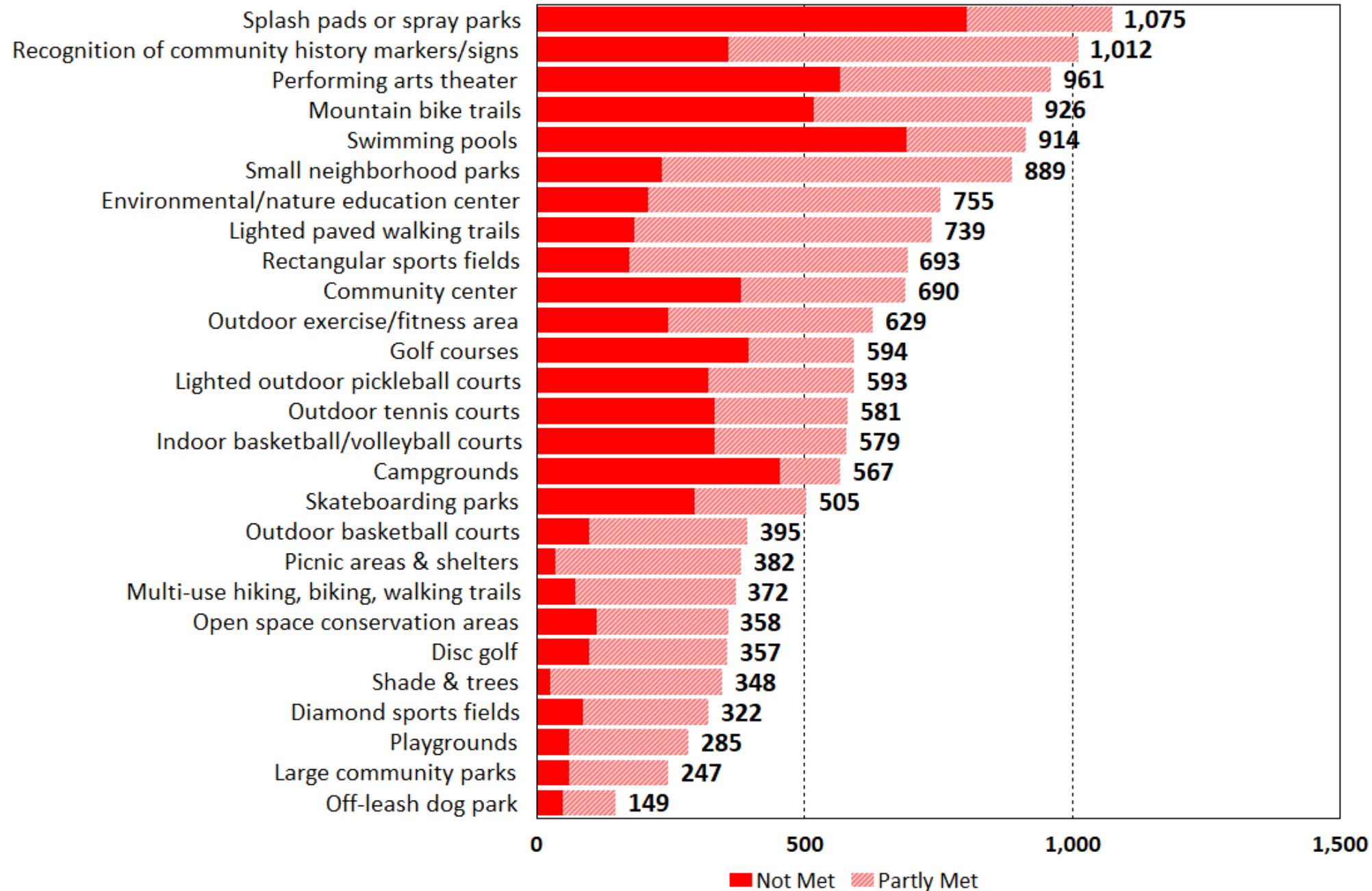
Q10. How Well Needs Are Being Met for Various Facilities and Amenities

by percentage of respondents (excluding "no need")



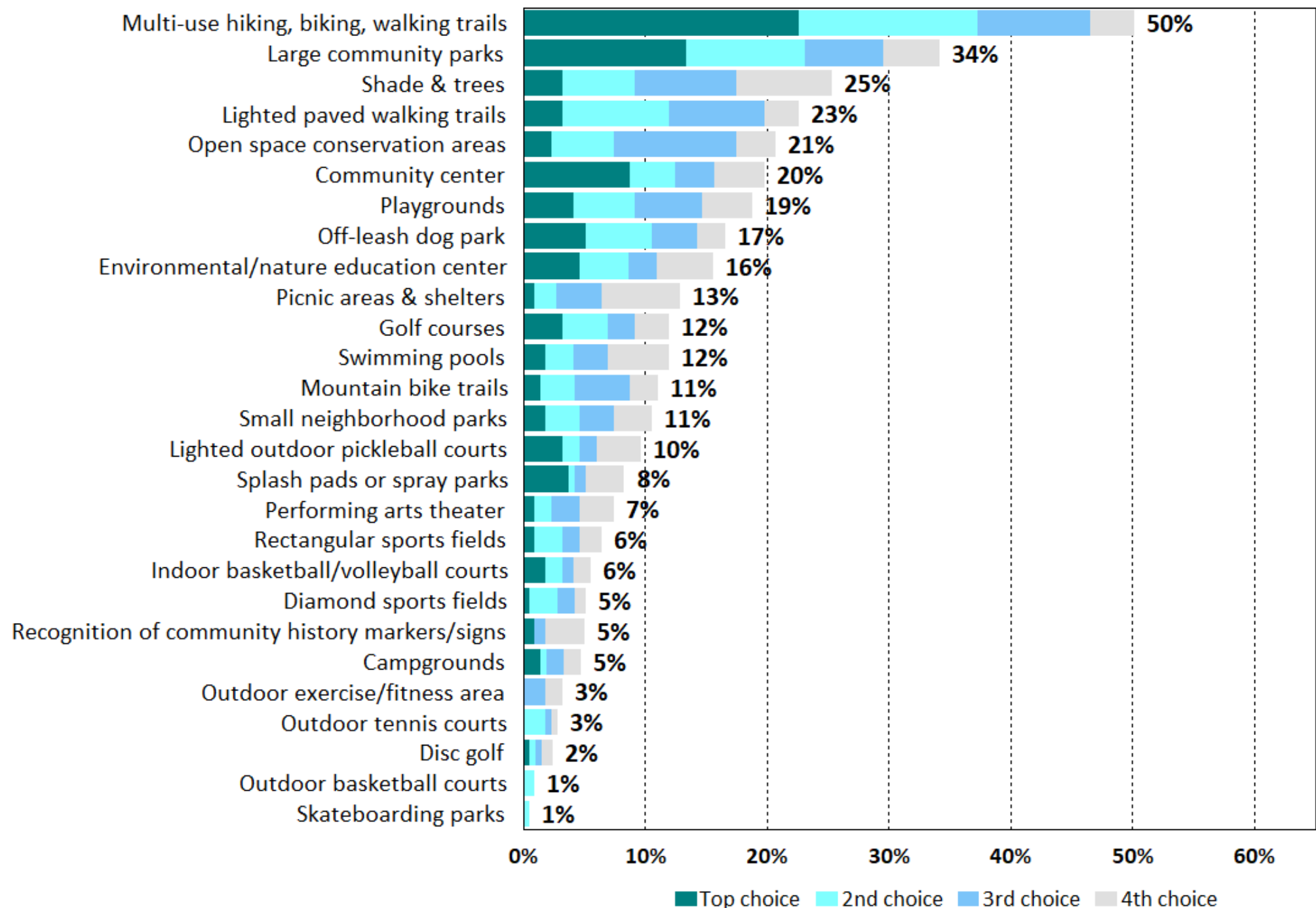
Q10c. Estimated number of households in Parkville whose facility/amenity needs are only “partly met” or “not met”

by number of households with need based on an estimated 2,680 households in the City of Parkville

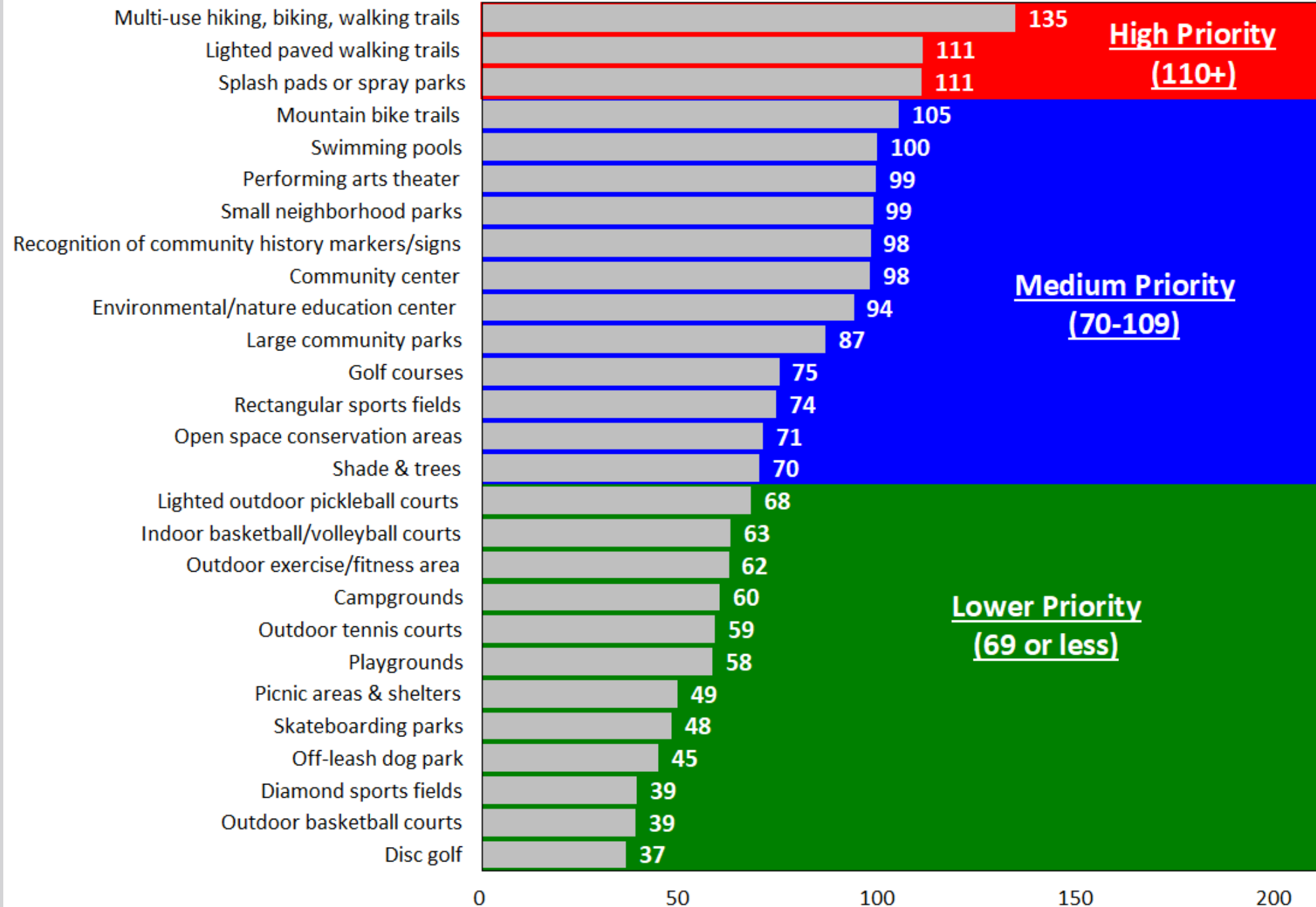


Q11. Which four facilities/amenities are most important to your household?

by percentage of respondents who selected the items as one of their top four choices



Top Priorities for Investment for Facilities/Amenities Based on Priority Investment Rating

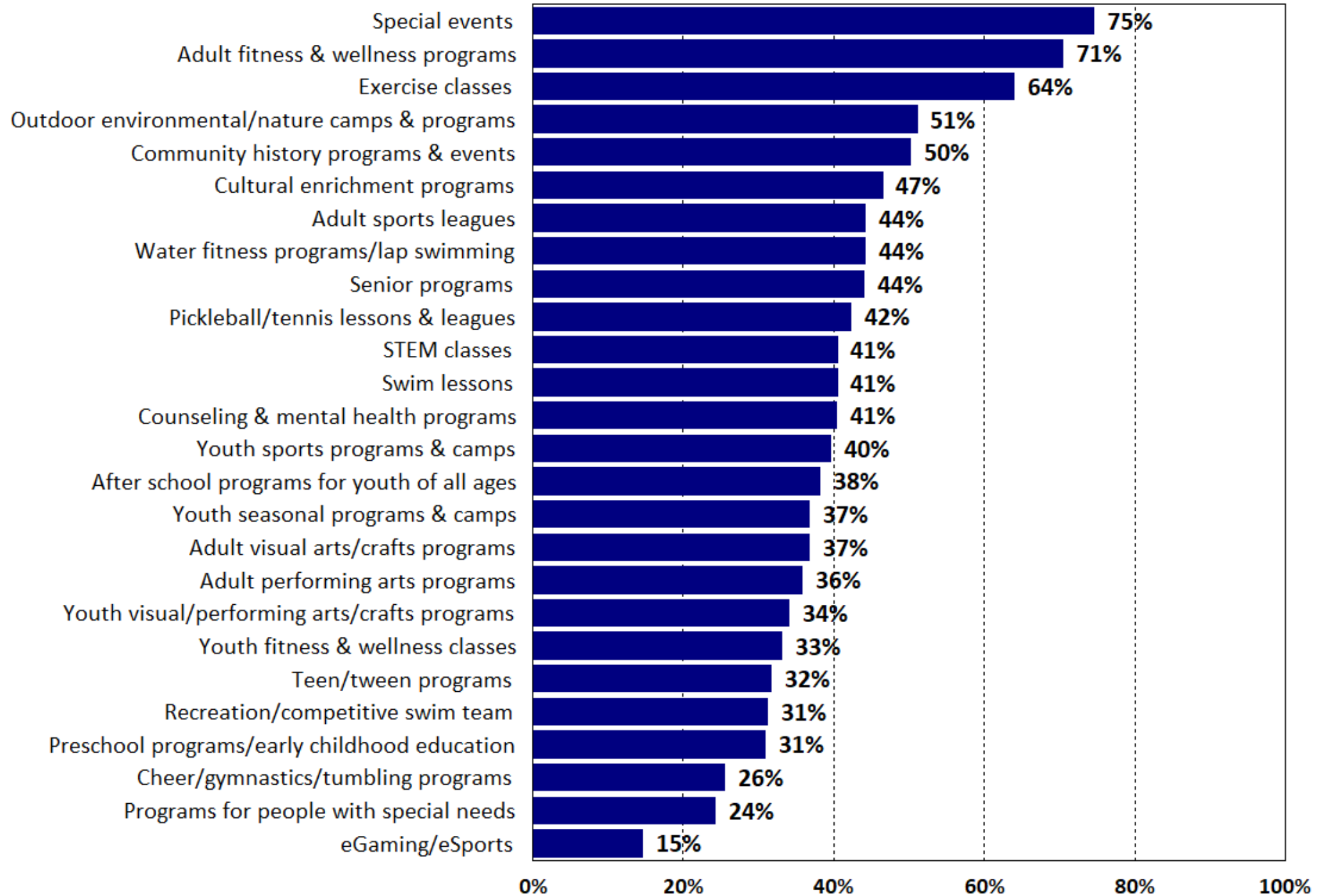


Topic #4

Unmet Needs and Priorities for Recreation Programs and Activities

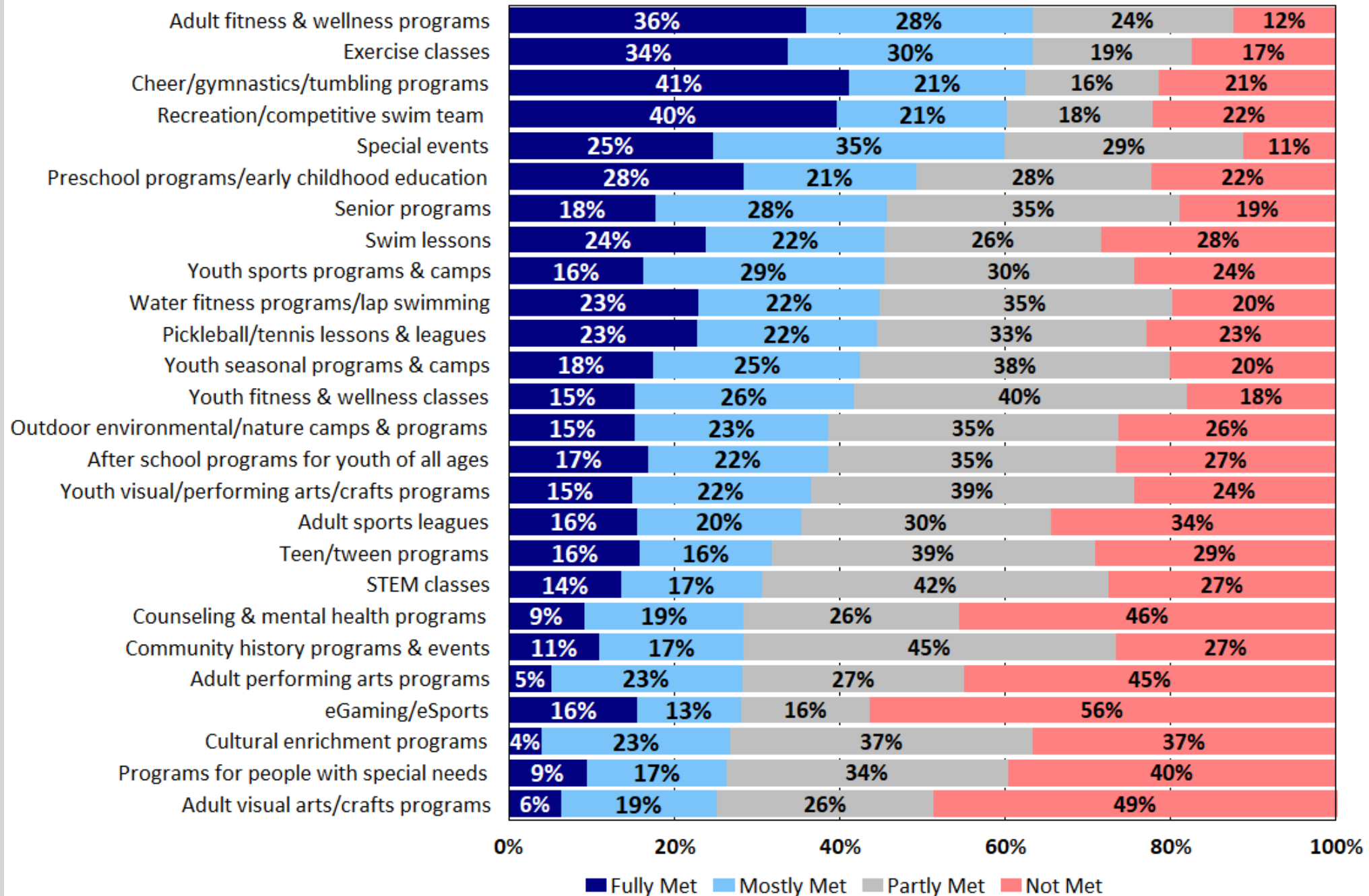
Q12. Households That Have a Need for Various Programs/Activities

by percentage of respondents who indicated they have a need



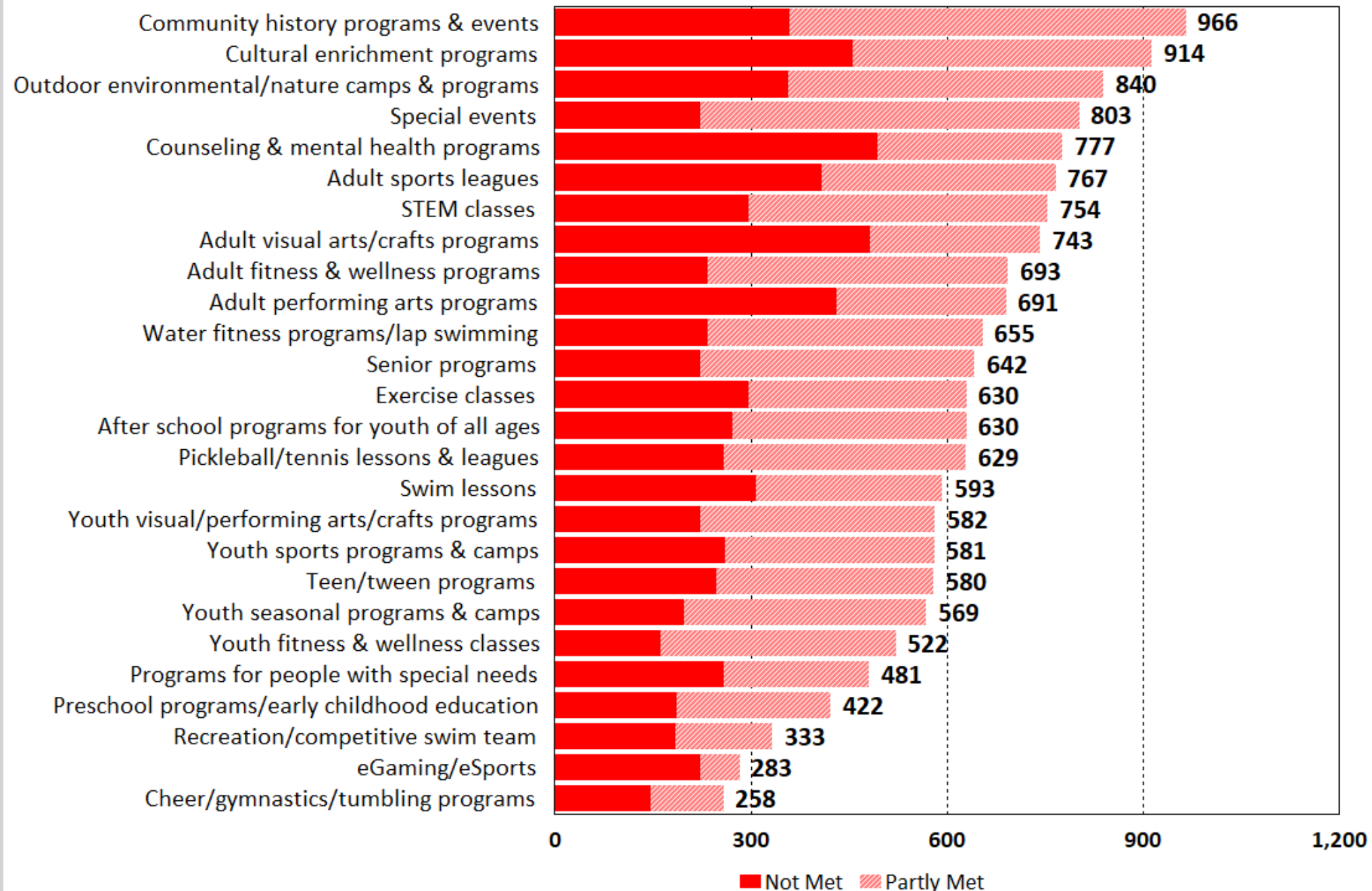
Q12. Please indicate how well your needs are being met for each of the programs/activities listed below.

by percentage of respondents (excluding "no need")



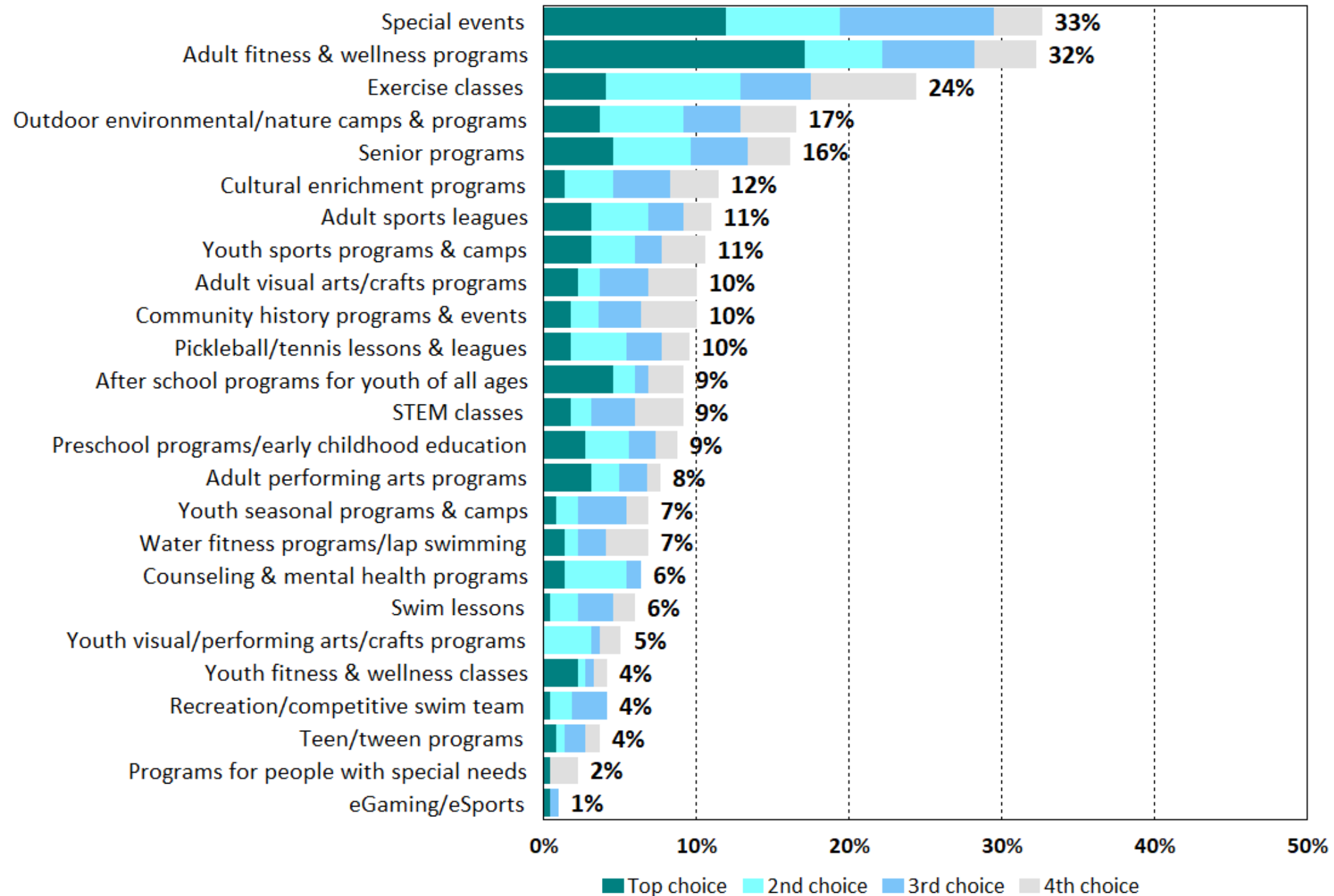
Q12c. Estimated number of households in Parkville whose program/activity needs are only “partly met” or “not met”

by number of households with need based on an estimated 2,680 households in Parkville

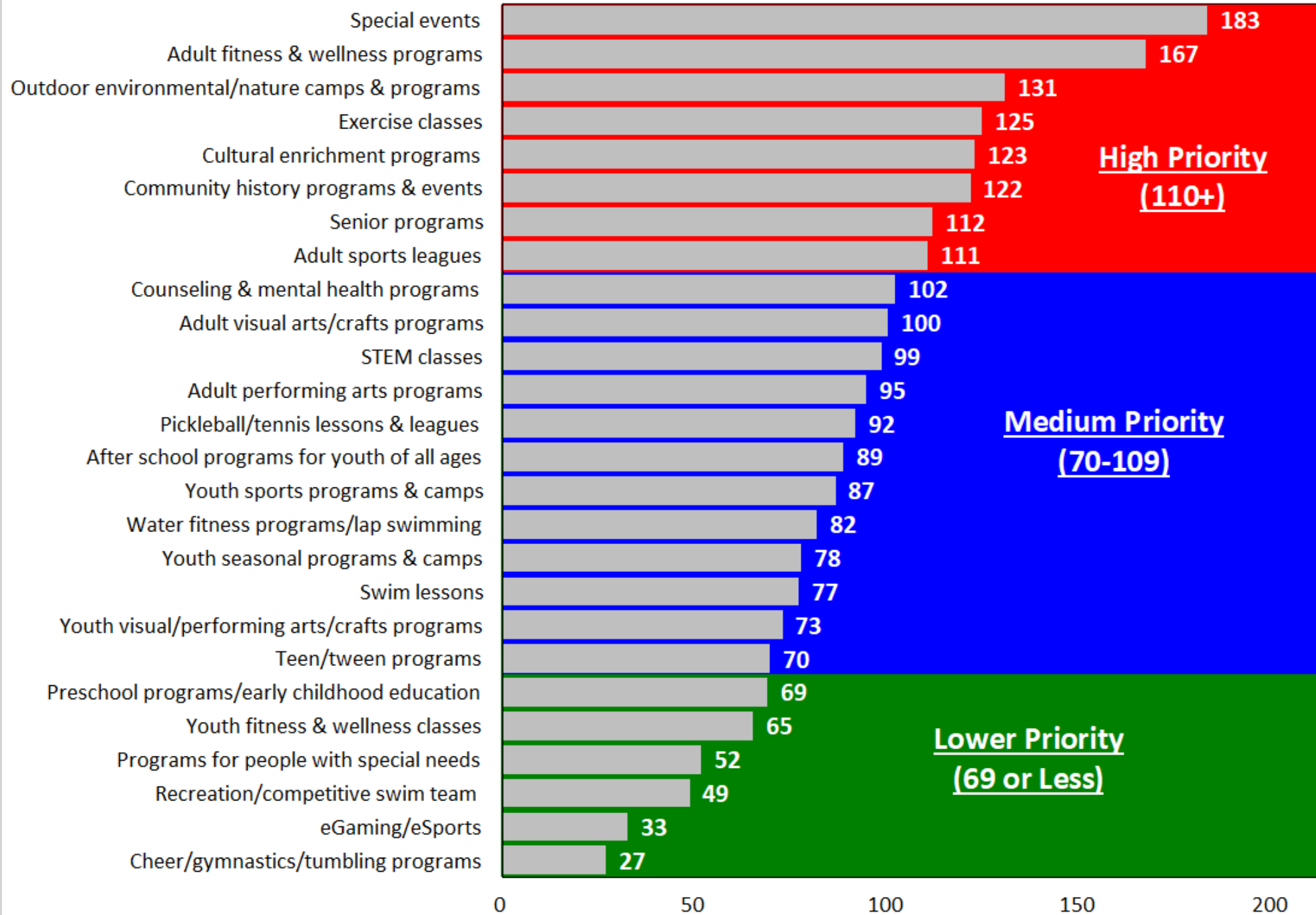


Q13. Which four programs/activities are most important to your household?

by percentage of respondents who selected the items as one of their top four choices



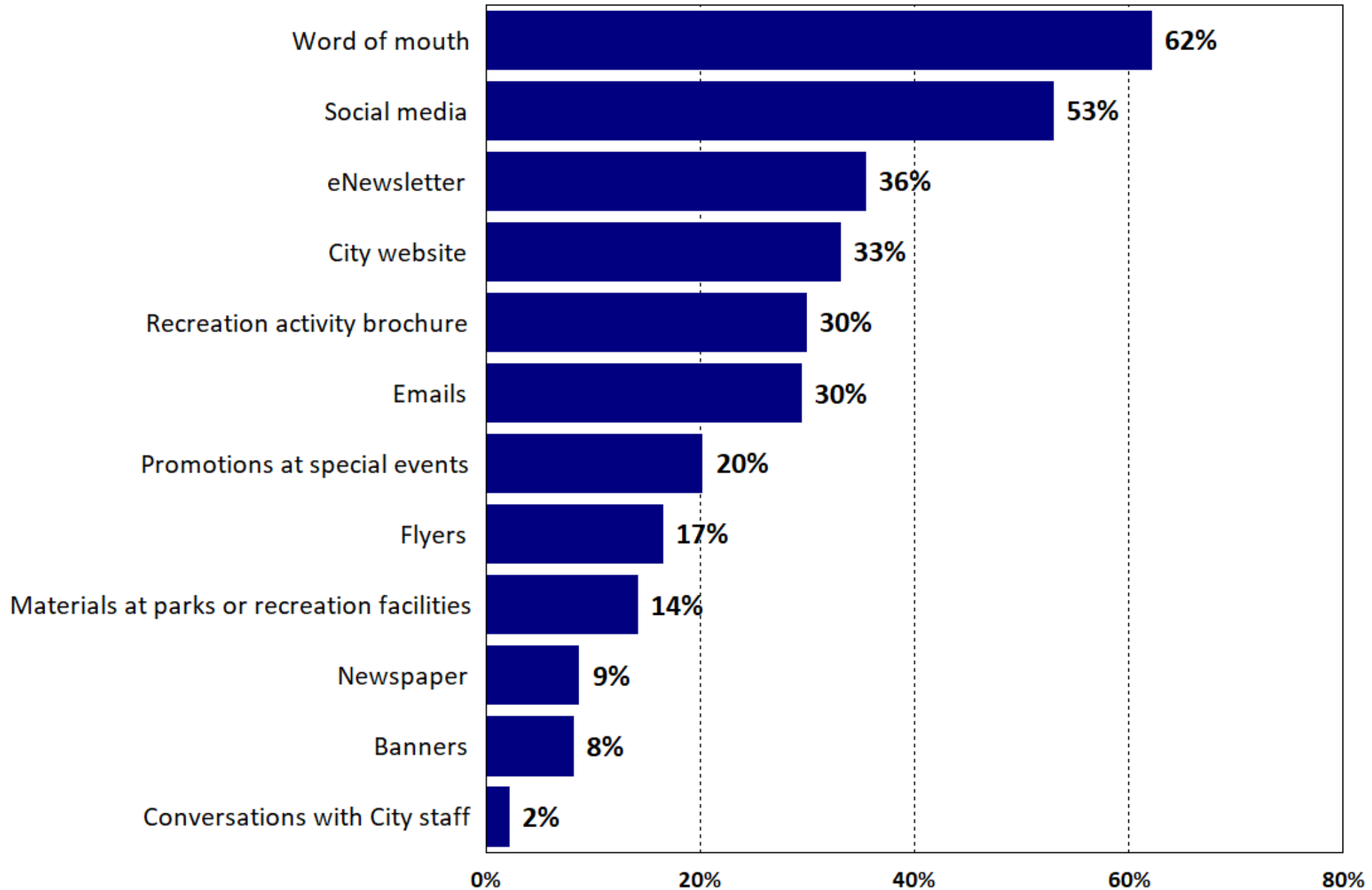
Top Priorities for Investment for Programs/Activities Based on Priority Investment Rating



Other Findings

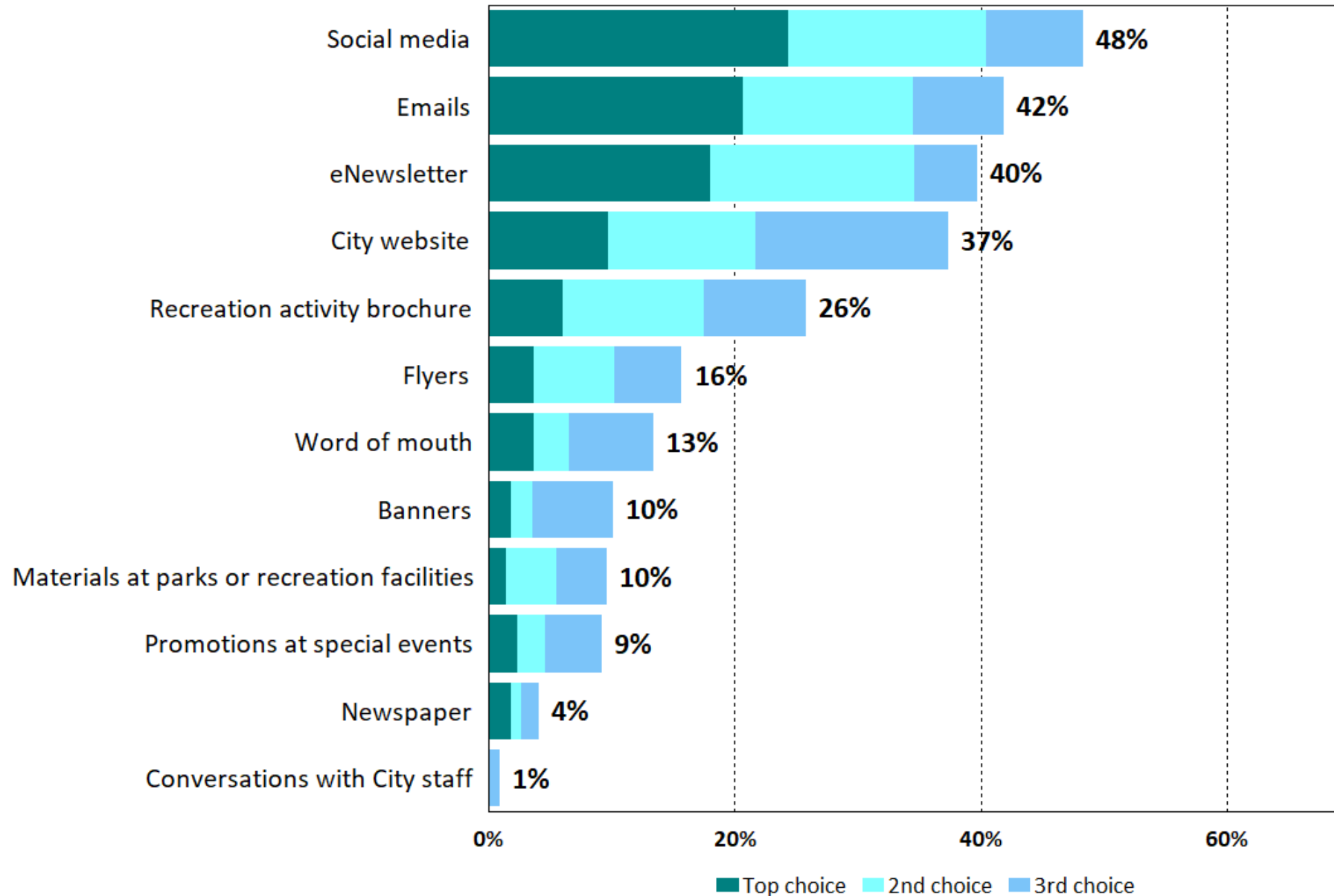
Q4. From the following list, please check all the ways you learn about parks, trails, recreation facilities, programs, and events.

by percentage of respondents (multiple selections could be made)



Q5. Which three methods of communication would you most prefer the City use to communicate with you about parks, trail, recreation facilities, programs, and events?

by percentage of respondents who selected the items as one of their top three choices



Summary

- **Park, Trails and Facility Usage in Parkville Is High**
 - **96% Have Visited City Parks, Trails or Facilities in the Past 12 Months (National Average Is 81%)**
- **Satisfaction with City Parks, Trails, Facilities Is High**
 - **97% Rated the Physical Condition of City Parks, Trails, and Facilities as Excellent or Good (National Average Is 82%)**
- **Satisfaction with City Recreation Programs, Activities and Events Is High**
 - **97% Rated the Overall Quality of City Recreation Programs, Activities and Events as Excellent or Good (National Average Is 85%)**
- **Ways That Households Most Prefer to Learn About Parks, Programs and Events:**
 - **Social Media**
 - **Emails**
 - **eNewsletter**
 - **City Website**

Summary

- **Top Priorities for Facilities and Amenities:**
 - Multi-Use Hiking, Biking, Walking Trails
 - Lighted Paved Walking Trails
 - Splash Pads or Spray Parks
 - Mountain Biking Trails
- **Top Priorities for Programs and Activities:**
 - Special Events
 - Adult Fitness and Wellness Programs
 - Outdoor Environment/Nature Camps and Programs
 - Exercise Classes
- **84% of Respondents Feel Its Very Important for the City to Provide High Quality Parks, Recreation Facilities and Programs**