TO: Contracted Services Partners

FROM: Michael C. Van Milligen, City Manager

DATE: May 18, 2018

RE: Collaborating for an Equitable and Inclusive Community

The purpose of this memo is to clarify expectations regarding support for the City Council's mission, vision, and goals around creating an equitable and inclusive community.

As you may be aware, the City Council in recent years has amended its vision to include being an inclusive and equitable community. City government's mission, as articulated by the Council, is to deliver excellent services that contribute to an equitable community. For the past several years when identifying their annual goals, the City Council has included Inclusive Dubuque as a top priority. Finally, the Dubuque Comprehensive Plan adopted by the City Council in September 2017 includes a call to action for all of us to work together to create a viable, livable, and equitable community.

It is the role of City staff to implement the City Council's priorities in accord with the City government mission. As recipients of City funds, it is the expectation that our contracted services partners will similarly support implementation. To that end, the contracted services agreement that you received for the current fiscal year includes language requiring that your institution support the City's efforts to be a viable livable, and equitable community and to advance equity and inclusion.

While it is up to you to determine how best to carry this out as you deliver your services, City staff is available to offer technical assistance and opportunities to participate in professional development and other activities. In addition, the staff liaison listed in your contract and/or their designee are expected to follow-up with you at the end of the year with a standardized survey that has been designed for the following purposes:

1) to provide you the opportunity to demonstrate the ways in which you have supported equity and inclusion through your program delivery;
2) to allow you to identify areas where you may need additional technical assistance or professional development; and
3) to allow City staff to report to Council the work that has been accomplished collectively by contracted services partners to advance equity and inclusion.
We are treating this as a "pilot" year for the survey and welcome your feedback at the end of the year regarding improvements that might be considered. We also welcome your feedback on specific contract terms related to equity and inclusion that might be appropriate for future contracts.

We are aware your time is precious, and recognize it takes intentional thought and effort to ensure that programs and services are equitable and inclusive. We hope that you will continue to work with us for continued advancement in this arena.

Thank you for your continued partnership and please feel free to contact me with any questions or concerns.

Michael C. Van Milligen

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Cc: Crenna Brumwell, City Attorney
Leadership Team