



**TO:** Mayor and City Council

**FROM:** Milton Dohoney Jr., City Administrator  
Laura Orta, Director of Organizational Equity

**RE:** Resolution in Response to R-18-291 - Quarter 2 Fiscal Year 2024 Diversity, Equity, and Inclusion Report

**DATE:** February 28, 2024

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Attached please find the FY 2024 Quarter 2 Equity and Inclusion Status Report in response to City Council Resolution [R-18-291](#) - Resolution to Support One Community Initiative and Ongoing Equity Work. This resolution directed the City Administrator to provide quarterly status updates to Council on relevant measures and outcomes concerning community equity initiatives and issues.

As a part of the evolution of the newly established Office of Organizational Equity (OEE), the quarterly reporting structure and content has been and will continue to be revised to improve ongoing measurement, monitoring, and evaluation efforts of diversity and equity efforts.

The new reporting structure was in development during Q2 of FY2024 (October 1, 2023 to December 31, 2023) therefore Service Units did not submit information with this new format in place. Alignment of reporting content to this structure will take place over the next twelve months to avoid placing undue burden on the reporting offices/departments/service units.

The reporting of data and its accuracy is the responsibility of each office, department or service unit.

The OEE has included the following elements of its work for consideration in this quarterly report.

- Environment and context changes that have impacted equity and diversity in Ann Arbor
- Employee activities particularly focused on increasing equity and diversity in City of Ann Arbor policies and service delivery

- Surveys and feedback opportunities that provide insight into diversity and equity
- Departmental training to address and improve DEI
- Policy changes focused on improving equity and diversity
- Demographic data of services and metrics
- Barriers to discovery of DEI issues or effective resolution

## **Office of Organizational Equity**

As the City of Ann Arbor continues to strengthen its commitment to diversity, equity, inclusion, accessibility, and justice (DEIAJ) the processes surrounding the providing, recording, analyzing, and reporting out various metrics continue to evolve.

In the past there has been a lack of dedicated, expert staff related to the processes of DEIAJ reporting. As of Fall 2023, the Office of Organizational Equity (OOE), has the needed resources for updating the process of providing, recording, analyzing, and reporting out the various initiatives undertaken by the City of Ann Arbor, its initiatives, and its employees.

Starting in the second quarter (Q2) of the 2024 fiscal year the OOE will be updating the way in which all areas of the organization report out the information related to R-18-291, known as the Equity Reports.

Previously reported data and metrics will be changing for each city area, and the intended reporting timeframe for R-18-291 will be updated to align future goals of the OOE related to setting goals, measuring the progress, and reviewing areas of need as it relates to DEIAJ and the City of Ann Arbor

### ***Quarterly Activity Highlights***

**Council directed.** As required by resolution [R-23-232](#), OOE developed a procedure and materials for soliciting voluntary demographic information from bidders and vendors. Information will be requested two times per year. Those results will be communicated to the City Council in a stand-alone report and incorporated into the equity report in Q3 of FY24.

**Employee culture and spaces.** OOE hosts monthly staff Diversity Committee meetings with topical discussions and provides support to Employee Education Resource Groups (E2RGs) and their monthly meetings.

**Policy.** OOE has initiated a process for reviewing and suggesting modifications related to diversity and equity in Human Resources Policy.

Met with the Temporary Employee E2RG to review group survey and priorities they would like to be addressed by administration.

The OOE is working to create a space online, within the OOE's SharePoint, where the Temporary Employees can build a community.

OOE is also recommending that temporary employees have a dedicated individual within Human Resources who can address questions, concerns, discuss processes and procedures

with this specific group. The temporary employees Employee Education Resource Group (E2RG) has identified a need for a dedicated individual to assist with the special circumstances and challenges of temporary employee status.

**Reporting.** Began assembling baseline data for the equity monitoring and reporting framework.

The OEET is creating a yearly report regarding the demographic composition of employees, applicants, interviewees, and hires.

Insights into the trends of recruitment, interviewing, hiring, and employee retention will be derived from the data, providing data driven decision making on best practices to increase the diversity of applicants and employees at the City of Ann Arbor.

**Accessibility.** Reviewed and revised reasonable accommodation policy and process Reporting metrics are being developed.

**DEIAJ Training.** Began the roll-out of the Learning Management System that includes DEI-focused modules. Reporting on this initiative will be presented in Q3.

The initial soft roll-out of the Learning Management System identified regular employees were required to complete the following training:

*Diversity and Inclusion: Build the Foundation*

*Gender Identity and Expression: Best Practices in the Workplace*

*LGBTQ in the Workplace: Understanding Pronouns*

*LGBTQ+ Terms and Information*

The soft roll-out training completion time ends on February 14, 2024. As of January 31, 2024, 60% of employees assigned the training have fully completed the DEI training, as well as assigned compliance training. .

Staff are working on a training philosophy and a multi-year training schedule for current and new employees to provide employees with training related to DEIAJ and the organizational alignment with a culture of equity, inclusion, diversity, and accessibility.

A post-training employee survey regarding will be released between February 14 and the intended roll out date of April 15, 2024. Reports from the survey will be reported by Q4 of FY 2024.

### **Boards and Commissions**

The Human Rights Commission (HRC), Independent Community Police Oversight Commission (ICPOC), and Council on Disability Issues (CODI) all offer a mechanism within the City structure to report and act on matters of equity and inclusion throughout the community.

HRC and ICPOC offer separate opportunities for individuals to file formal complaints that trigger additional investigation and inquiry.

In the case of CODI, the manner of complaint is less formal, but still results in investigation by a designated subcommittee for accessibility.

This quarter was the first time this information has been requested as a part of a quarterly report. The three commissions are each preparing their information and working with staff on the reporting metrics and mechanism. It will be important when considering this metric to understand that the volume of complaints received may be more related to the public awareness of availability of the mechanism than to the prevalence of these concerns in the community.

	Human Rights Commission	Independent Police Oversight Commission	Commission on Disability Issues
Complaints	Q3	Q3	Q3
Investigations	Q3	Q3	
Validation	Q3	Q3	
Policy	Q3	Q3	

## **Office of the Clerk**

### ***Quarterly Activity Highlights***

**Voting Accessibility.** City staff toured the new Election Headquarters with the ADA Coordinator and members of the Commission on Disability Issues for their review and recommendations.

The Clerk’s Office began a partnership with Vet the Vote to recruit military veterans to serve as poll workers.

### ***Measured Statistics:***

Typically, Boards and Commissions demographic data has been reported quarterly. Very few changes are seen in most three-month periods, except for the fourth quarter when most terms expire, and reappointments are made. This metric will be reported annually, beginning in the first quarter of 2025. Changes will be reported year to year.

OOE will move to align all demographics collected in the application to be consistent with standards set by the office for culturally responsiveness.

Additionally, OOE will move to offer an electronic exit survey opportunity to those completing their service or stepping down from their positions.

### **Treasury and Finance**

Enabling tax and utility payments by phone makes payments easier for those unable to make their payments in person at City Hall and who may not have internet access.

Utility assistance and payment plans are available for households that are experiencing financial hardship and unable to complete regular payments.

#### ***Delivered Services***

<b>Measure</b>	<b>Q2 2024</b>
Tax Payments Made by Phone	8
Utility Payments Made by Phone	348
Tax Deferments Approved	14
Utility Payment Plans Created	8
Number of Open Utility Payment Plans	8
Utility Assistance Payment Applied	5

### **Ann Arbor Housing Commission**

#### ***Quarterly Activity Highlights***

The AAHC consulted with the Disability Network Washtenaw Monroe Livingston to improve accessibility and universal design features at existing AAHC properties as well as new construction sites. The Disability Network provided recommendations for apartments, common areas, and exterior access.

The AAHC consulted with an architect specializing in trauma informed design to design new affordable housing that promote healing, dignity, and joy.

AAHC continues to partner with an all-Black, intergenerational Community Leadership Council (CLC) that was convened to help guide the development of Catherine Street, which is in the historic Black business and residential district. The CLC created a vision statement to imagine a community space that celebrates the culture and history of local Black residents. The next phase is to implement that vision.

The AAHC implemented a City Council initiative to support low-income youth. The AAHC executed contracts worth \$240,000 to the following organizations: Big Brothers/Big Sisters,

Peace Neighborhood Center, Community Action Network, My Brother’s Keeper, Avalon Housing, Black Men Read, Girls Group, Student Advocacy Center, Ozone House, and Youth Arts Alliance.

***Delivered Services***

In the 2<sup>nd</sup> Quarter of FY2024 AAHC housed 31 new very low-income families. The AAHC describes the demographics of those households as follows,

<b>Measure</b>	<b>Households</b>	<b>Percent of newly housed families</b>
Non-elderly Disabled Households	4	12.90%
Black	15	48.39%
White	13	41.94%
Another	3	9.68%
Female	16	51.61%
Male	15	48.39%
Disabled	16	51.61%
Unhoused	21	67.74%

**Human Resources**

***Delivered Services and Metrics***

A diverse city workforce that reflects the population of Ann Arbor is goal that should be monitored but will likely not see swift or dramatic change on a quarterly basis. Therefore, workforce composition will be reported annually.

The metric that will be most responsive and likely to signal early change or shifts resulting from diversity efforts, are the demographics of the applicant pool and hiring rates. This will be reported from Human Resources EEOC data managed in the UKG system quarterly.

For Applications Received from July 1 to December 31, 2023  
 Data sourced from UKG

Self -identified Race/ethnicity	Number of Applicants	Declined	Hired	Hire rate within Group	Percent of Total Hire	Percent of Applications
American Indian or Alaska Native	59	57	0	0%	0%	0.43%
Asian	601	575	11	2%	2%	4.37%
Black or African American	2313	2129	53	2%	12%	16.82%
Native Hawaiian or Pacific Islander	19	19	0	0%	0%	0.14%
Two or More	673	612	26	4%	6%	4.89%
White	8201	7519	311	4%	70%	59.63%
No Response	1886	1738	46	2%	10%	13.71%
<b>Total</b>	13752	12649	447	3%		

### Anticipated Q3 & Q4 Reporting Highlights

FY2024 Q3 Reporting	FY2024 Q4
OOE situation analysis OOE work report HR applicant pool and hiring rates Human Rights Commission Independent Police Oversight Commission Commission on Disabilities Relevant department/service area efforts and measures	DEI LMS Training completion rates LMS post-training survey feedback HR applicant pool and hiring rates



## MEMORANDUM

TO: Mayor and City Council  
FROM: Milton Dohoney Jr., City Administrator  
RE: Equity and Inclusion Status Report Quarter 1, FY 2024  
Response to Resolution R-18-291 Resolution to Support One Community Initiative and Ongoing Equity Work  
SUBJECT: Initiative and Ongoing Equity Work

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Attached please find the FY 2024 Quarter 1 Equity and Inclusion Status Report in response to City Council Resolution [R-18-291](#) - Resolution to Support One Community Initiative and Ongoing Equity Work. This resolution directed the City Administrator to provide quarterly status updates to Council on relevant measures and outcomes concerning community equity initiatives and issues.



**FY 2024 Q1**  
Diversity Equity, and Inclusion Status Report

**The Office of the City Clerk**

**Activities**

The City Clerk's Office applied for a State Historical Marker designation for City Hall/Council Chambers. The historical marker, if approved, will recognize the City Council Chambers as the location where the first openly gay or lesbian person, Kathy Kozachenko, was elected to office in the United States. Ms. Kozachenko ran for office in 1974 and 2024, the bicentennial, will mark the 50-year anniversary of her historic election.

The Ann Arbor City Clerk's Office Instagram account (@a2cityclerk) highlighted Disability Pride Month and Hispanic Heritage Month in posts.

**Descriptive measures:**

**Boards & Commissions Members by Gender:**

51% Female  
46% Male  
2% Prefer not to say  
1% Prefer to self-describe

**Boards & Commissions Members by Ethnicity:**

74% White/non-Hispanic  
13% Black/African American  
5% Asian or Pacific Islander  
2% Hispanic/Latino  
3% Other  
2% Prefer not to say  
<1% Unknown

**Boards & Commissions Applicants by Gender:**

44% Female  
54% Male  
1% Non-Binary or Third Gender  
1% Prefer not to say

**Boards & Commissions Applicants by Ethnicity:**

76% White/non-Hispanic

8% Black/African American  
9% Asian or Pacific Islander  
1% Hispanic/Latino  
3% Other  
2% Prefer not to say  
<1% Unknown

### **The Office of Organizational Equity**

- The Director of Organizational Equity submitted a Request for Proposals (RFP) 23-43 for a Non-Union Compensation Study. Employees from the Compensation Committee and two employees from the Employee Education Resource Groups (E2RGs) were asked to sit on the review committee.
- The Director of Organizational Equity worked with an external consultant to assist in the creation of a Customer Service Philosophy for the City. Completed Customer Service Philosophy's for Internal and External employees. Began contract for next phase of training curriculum creation and training delivery.
- Onboarded two individuals from the Future Corp. program in collaboration with Neutral Zone and Michigan Works. One individual worked in the OSI unit, and one worked in the IT unit. Individuals worked from July-Sept 2023.
- DOE serves on multiple bicentennial committees, including several community committees and the committee for employee celebration.
- Collaborated with the Equitable Engagement committee and co-chairs providing insight and suggestions on the Engagement Hub.
- Provided training to multiple areas within Ann Arbor such as the Downtown Development Authority, Parks and Recreation, and many others.
- Chaired the training, marketing, and implementation portion of Learning Management System review of services and continues to serve on the UKG Learning Management System as training creator and administrator of the system. Planned launch in Q2 of FY 24.
- Worked with multiple HRSPs as an advisor on job descriptions, and interview questions, as well as for employee investigations related to Diversity, Equity, and Inclusion investigations.
- Served as the Diversity, Equity, and Inclusion member on the Ann Arbor Public Restrooms Committee.
- Continued monthly training for all Human Resource personnel.

- Continued the process of equity audits on hiring practices.
- Finalized the first EMU Fellows cohort of 8 individuals and began conversations for the next cohort anticipated to start in early 2024.
- Continued working on policy updating and revision within the Compensation Committee, Human Resources, and other administrative policies.
- Continued a monthly diversity committee for all employees that provides updates from the Department of Organizational Equity, a brief training, and supports the creation and inclusion of Equity Ambassadors and Employee Education Resource Groups (E2RG). Three E2RGs have begun, an LGBTQ group, a Temporary Employee group, and a Womyn's Syndicate group.
- Interviewed and hired for two positions within the Department of Organizational Equity: Accessibility Coordinator, Tracy Byrd and the Diversity, Equity, and Inclusion Data Analyst Kelly Reynolds. Both began work in the first days of Q2.

### **Finance and Administrative Services**

- Utility IVR reports in the quarter: 361
- Utility Payment plan in the quarter: 14
- No property taxes were collected.
- The assessing department continues to offer poverty applications in three languages (English, Spanish, traditional Chinese). The poverty documents are given to the five public libraries in Ann Arbor. Poverty applications are also available on the home page of the assessor website.
- Application letters are mailed to veterans that qualified for exempt status in 2022 requesting the veterans file again for exempt status in 2023.

### **Fire Services**

- Recruitment third fire recruit class. These recruits will start EMT in January 2024.
- Our current fire recruit will start fire academy in September via Schoolcraft Community College. This recruit will hopefully transition to firefighter in December 2023.
- We have had two recruits make the transition from recruit to firefighter as part of our recruit program that began January 2022.

### **Ann Arbor Housing Corporation**

#### **Outreach and Community Engagement Activities:**

**Washtenaw Housing Alliance** - Working with other housing and shelter providers to strategize on how to respond to the anticipated increase in homelessness during the next winter.

**City of Ann Arbor Office of Sustainability** - September 6, 2023, AAHC partnered with the Sustainability department to apply for a grant opportunity from the State of Michigan to support community centers in the state with undertaking an array of work that will ensure the viability of the centers. Actions approved will include deep energy work, renewable installations, and installation of batteries, among other activity.

**City of Ann Arbor** - Ann Arbor City Council awarded AAHC \$400,000 to provide Trauma-informed case management services for tenant-based voucher households with a member involved in the carceral system, to provide a range of supportive services. AAHC implemented this pilot program July 1, 2023.

### **Programmatic Activities:**

**Eviction Reduction:** City council appropriated funds to address the high number of households facing eviction. Local courts are reporting, and the Housing Access of Washtenaw County (HAWC) data is showing that over 75% of evictions are Black families with children. In April, AAHC received \$305,000 and \$250,000 in July to prevent Ann Arbor residents from being evicted. To date, funds were completely exhausted as of June 6, 2023. The program has assisted 299 households; of which 208 households were Black, 15 households either failed to report or were mixed race, and 76 households were White. Of the 299 households assisted, 188 households were families with children.

**Mainstream Non-Elderly Disabled Voucher Program:** 222/251 vouchers are leased. All 45 NED vouchers are leased up from the 2018 award and 90 NED vouchers are leased up from the 2019 award. In addition, 41/41 new NED allocated through the CARES Act in 2020 and started leasing up 45/75 NED vouchers allocated from the CARES Act in 2021 and with turnover in vouchers and re-leasing vouchers and not making very fast progress on leasing up the last 30 NED vouchers.

**Emergency Housing Vouchers:** 27/29 vouchers are leased-up. 2 households ported to other housing authorities which enabled 2 additional households on the waitlist to have vouchers issues and are currently searching for a unit.

**Voucher Program:** The waitlist staff continued to pull several hundred people from the waitlist over the last several months.

**Homeownership:** Weneshia continues to work with multiple lenders to figure out how to successfully assist our voucher tenants to convert their vouchers to homeownership vouchers.

**Moving To Work:** On July 1st, the landlord incentive program was implemented. The landlord incentive program is intended to retain current HCV landlords, recruit new

landlords to the HCV program, and encourage landlords to increase the number of units offered to HCV participants. Work included, approved incentives include signing bonus for new landlords, loyalty bonus for current landlords who increase the number of units under contract, damage loss, and vacancy loss payments.

**Affordable Program:** HUD recently, amended the regulation used to determine contract rent for PHA owned properties under the Rental Assistance Demonstration (RAD) Project Based Voucher (PBV) program. AAHC is applying to HUD for a waiver that will allow use of a currently revised regulation. This will allow us to generate more subsidy for AAHC owned properties that will be used to physically maintain properties including repairs, renovations, and rising expenses.

**Housing:**

The Ann Arbor Housing Commission housed 45 new very low-income families in the past 90 days.

<b>Factor</b>	<b>Newly housed families</b>
AAHC Properties	8
Housing Choice Vouchers	11
Michigan Ability Partner Properties	0
Courthouse Square	3
Avalon Properties	1
Homeowners	0
Homeless Veterans	8
Family Unification Voucher-Youth aging out of foster care at risk of homeless	1
Family Unification Vouchers - Families at risk of losing children due to housing situation	5
Non-elderly Disabled Households	8

<b>Demographic descriptors of newly housed families</b>	<b>Newly housed families</b>
Black	24
White	16
Other	5
Female	27
Male	18
Disabled	30
Homeless	28

## **Human Resources**

### **Benefits**

- ADA Requests/Interactive Process:  
2 employee equipment requests
- FML Requests:  
Birth/Adoption: 6  
Health Condition (Self): 18  
Health Condition (Family Member): 2

### **Recruitment**

- In Q1 recruitment partnered with both Police and Fire to hire Cadets / Recruits to improve the diversity of their candidate pools
- EMU Fellowship program was introduced, and eight cohorts worked across the city over the summer

## **Parks and Recreation:**

### **Farmers Market**

- Double Up Food Bucks Redeemed by Vendors: \$6,060
- Double Up Food Bucks Disbursed to Customers: \$6,988
- SNAP/EBT Redeemed by Vendors: \$8,245
- SNAP/EBT Disbursed to Customers: \$9,489
- Prescription for Health Redeemed by Vendors: \$100 (Program Began June 4)
- Continued partnership with MDHHS and Visit Health to offer free rapid antigen COVID testing at every Wednesday market in May and June
- Conducted extensive vendor outreach for our food truck rallies to vendors with diverse business ownership in this period. For the 2023 rally season 23 vendors were recruited per rally. These business include, 7 immigrant-owned businesses, 4 black-owned businesses, and 6 woman-owned businesses.

### **Golf**

- 108 seniors participated in our annual Sr. City Championship, Aug. 19-20.
- Huron Hills hosts a Tuesday morning Seniors golf league with 40 players May-December.
- Huron Hills offered instruction through junior camps and adult evening classes. Programs remain very affordable compared to anything else in the golf market, helping to make them more accessible. Beginning July 1, 2023, there were 138 youth and 62 adult golf instruction students.

## **Greenbelt**

- The Greenbelt launched its first-ever RFP for its newly developed Buy-Protect-Sell framework, which aims to create affordable farmland purchasing opportunities for land insecure new and beginning farmers. Income caps were applied to this RFP's eligibility criteria to ensure the selected buyers were land insecure farmers that stand to benefit most from a affordable farmland purchasing framework.
- Attended lecture on Indigenous land rights
- Attended lecture on how to adapt conservation easement to different mobility, cultural, and financial needs
- Amended the Greenbelt Application to align with ADA standards
- Revised the Greenbelt webpages with Communications staff to align with ADA standards

## **Liveries**

- Maintained a diverse livery staff.
- Offered 10% of both Argo and Gallup Day camps to scholarship families.
- Both camps are programmed and run to be accessible to all.
- All Day Camp staff attended a DEI training.
- Senior Kayaking course with adaptation's if needed.
- Kayak programming is led by an ACA certified instructor for boaters of all skill levels.
- Preschoolers with parents program offered four times a week.
- Co-guided Kayaking Trips with ACA certified Livery Staff and U-MAISE staff for an adaptive inclusive Kayaking trip.
- Maintained and supported the use of universal access docks for boating at both Argo and Gallup.
- Maintained the supplies and boats for patrons who require specialized equipment.

## **Natural Area Preservation (NAP)**

- A NAP staffer attended a American Bird Conservancy webinar to learn about ABC's new 'Conservation and Justice Fellows' initiative. This new ABC initiative and research aims to bring marginalized and underserved communities into the conservation fold, and NAP attended to supplement ongoing strategic planning discussion that include ideation for expanding the scope of NAP's community presence and programming with an eye toward equitable access and engagement.

## Senior Center

- The Senior Center provides free, and low-cost activities for seniors, both in person, and virtual, to make sure there are multiple avenues for seniors of different accessibility concerns, and financial standing to participate in socially and mentally engaging experiences. We act as a community connector to direct seniors and their loved ones to available resources, and organizations within the community. We take pride in keeping current with what is available in our community, and conscious of the restraints some callers may have in accessing certain resources to be able to suggest quality alternatives.
- Senior Center staff spend Wednesdays during the summer season tabling at the Ann Arbor Farmers Market where we have the opportunity to meet and educate different community members about our offerings. We share information about the scholarship program and keep applications on hand. This opportunity not only is wonderful as it provided new connections within the community, but also the opportunity to meet many seniors that come to the Wednesday market to use their SNAP benefits.
- Senior Center staff provide a monthly Trivia game at Cranbrook Towers, which is senior residence that offers low-income independent living to its tenants. Through our relationship with Cranbrook towers, we have learned that they do not provide transportation services to their residents due to funding constraints and so it is difficult for residents to travel to the Senior Center to participate in programming. Our solution is to bring programming to them, as all the tenants are income-eligible scholarship participants. Lastly, Cranbrook Towers has a large Chinese population, and we are able to accommodate more participants by providing our Trivia games both in English, and Mandarin, via Google Translate. Next week on Oct. 2nd, we will be at Lurie Terrace, affordable housing, to start monthly programming.
- On Saturday, Sept. 16, our very own SC staffer Marianne led a tree planting at Sequoia Place, affordable housing senior apartments. Senior Center staff are a part of a small group called Kindness is Contagious that seeks wishes from seniors throughout our community and collaborates to make these wishes come true. In 2022, Marianne met a resident at Sequoia Place who wished that three trees that had been removed for disease outside of her window, be replaced for her to enjoy them once again. Co-lead with the wonderful Sean Reynolds of the City of Ann Arbor Office of Sustainability and Innovation, Marianne coordinated permission from the apartment management, location of materials, and recruiting volunteers to make this wish come true. What an incredible job – thank you Marianne and Sean!
- The Senior Center is working with Community Action Network at Bryant Community Center to assist promoting and collecting donations for its Summer Camp Drive and Period Drive. From June to August the center will be collecting supplies and healthy snacks for BCC day camp program, and menstrual products for women.



## **Police Department**

- In the last quarter we hired 2 Black male officers, 3 white male officers, and 2 black female officers.
- Additionally, we have hired a middle eastern cadet and a black female cadet who we anticipate will start an academy in the next 6 months.
- Of the four cadets, 2 are white females.



## MEMORANDUM

TO: Mayor and City Council  
FROM: Laura Orta, Director of Organizational Equity  
Milton Dohoney Jr., City Administrator  
RE: Equity and Inclusion Status Report Quarter 4 FY2023  
Response to Resolution R-18-291 Resolution to Support One Community Initiative  
and Ongoing Equity Work

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Attached is the FY23Q4 Equity and Inclusion Status Report in response to City Council Resolution [R-18-291](#) - Resolution to Support One Community Initiative and Ongoing Equity Work. This resolution directed the City Administrator to provide quarterly status updates to Council on relevant measures and outcomes concerning community equity initiatives and issues.

### **Report to City of Ann Arbor Council**

### **City of Ann Arbor Diversity, Equity and Inclusion Status Report**

### **Quarter 4, FY 2023**

City Council Resolution [R-18-291](#) – Resolution to Support One Community Initiative and Ongoing Equity Work was approved on July 16, 2018.

### **Clerk's Office**

The City Clerk's Office offered City Council Members and staff who sit at the Council table, the opportunity to have a new nameplate printed that includes each members' preferred pronouns. This was a result of a resident request, who noted that previously pronouns were used during virtual Zoom meetings, but are now missing from the in-person meeting. We look forward to introducing the new plates in the coming weeks.

City Clerk's Office staff prepared voter registration information flyers for the Juneteenth event downtown. Staff also prepared an informational sheet about how to join a City Board or Commission to be circulated during Juneteenth.

### **Boards and Commissions Diversity Statistics for Quarter 4:**

#### **Board and Commissions Members:**

##### **Gender:**

53% Female  
43% Male  
2% Prefer not to say  
2% Prefer to self-describe

##### **Ethnicity:**

76% Caucasian/Non -Hispanic  
12% African American  
4% Asian or Pacific Islander  
2% Hispanic  
3% Other  
2% Prefer not to say  
<1% Unknown

#### **Board and Commissions Applicants:**

##### **Gender:**

43% Female  
55% Male  
1% Non-Binary or Third Gender  
1% Prefer not to say

##### **Ethnicity:**

75% Caucasian/Non -Hispanic

8% African American  
8% Asian or Pacific Islander  
3% Hispanic  
3% Other  
2% Prefer not to say

### **Department of Organizational Equity**

- The Director of Organizational Equity worked with the Chief of Human Resources and Labor Relations as co-chairs to create drafts of a Charter, Philosophy, and Interim Promotion Process for Non-Union Employees through the re-organized Compensation Committee.
- The Director of Organizational Equity worked with the Chief of Human Resources and Labor Relations to search for an external consultant to assist in the creation of a Customer Service Philosophy for the City.
- Collaborated with Human Resources to re-start the Future Corp. program in collaboration with Neutral Zone and Michigan Works.
- Serves on multiple Bi-Centennial committees, including several community committee and the committee for employee celebration.
- Attended multiple trainings offered within the City including, but not limited to, leadership training and the American Disability Act training with Parks and Recreation
- Collaborated with the Equitable Engagement committee and co-chairs. Providing insight and suggestions on the Engagement Hub.
- Provided training to multiple areas within Ann Arbor such as Public Services, Parks and Recreation, Office of Sustainability and Innovations, and many others.
- Chaired the training, marketing, and implementation portion of Learning Management System review of services and continues to serve on the UKG Learning Management System as training creator and administrator of the system.
- Worked with multiple HRSP's as an advisor on job descriptions, and interview questions, as well as for employee investigations related to Diversity, Equity, and Inclusion investigations.
- Served as the Diversity, Equity, and Inclusion member on the Ann Arbor Strategic Plan for the Water Treatment Facility Plan.
- Continued service on a team to assist in responding to Emergencies such as the February and March 2023 storms.
- Continued a monthly training for all Human Resource Personnel
- Continued the process of equity audits on hiring practices.

- Continued working on policy updating and revision.
- Continued a monthly diversity committee for all employees that provides updates from the Department of Organizational Equity, a brief training, and supports the creation and inclusion of Equity Ambassadors and Employee Education Resource Groups (E2RG). Two E2RG's have begun, an LGBTQ group and a Temporary Employee group, with two other groups in the planning and preparation stages, a Diversely Abled group, and a Woman Work group.
- Provided 5 training courses addressing biases to the Ann Arbor Fire Department.
- Collaborated with Ann Arbor groups and individuals such as Embracing Our Differences Michigan <https://eodmichigan.org/> and community leaders from historically marginalized identities.
- Requested diversity, equity, and inclusion data from Human Resources and began review of past projects and practices in the City of Ann Arbor in order to understand parameters and need for a Diversity, Equity, and Inclusion external review, diversity, equity and inclusion statement, and strategic plan creation, for the City of Ann Arbor.
- Began talks with Stanford University to participate, by 2024 in a two-year Neurodiversity Project related to training all employees on working with neurodiverse individuals. <https://med.stanford.edu/neurodiversity.html>

### **Finance and Administrative Services**

- Utility IVR reports in the quarter: 361
- Utility Payment plan in the quarter: 14
- There was no data for property taxes since no property taxes are owed between 3/1 and 7/1.
- The assessing department continues to offer poverty applications in three languages (English, Spanish, Traditional Chinese). The poverty documents are given to the five public libraries in Ann Arbor. Poverty applications are also available on the home page of the assessor website.
- Application letters are mailed to veterans that qualified for exempt status in 2022 requesting the veterans file again for exempt status in 2023.

### **Fire Services**

- Both fire recruits who were hired in January 2023 passed their EMT course, National Registry examination, and Washtenaw / Livingston Medical Control Authority examination. Both are also now licensed EMTs with the State of Michigan.

- One of the two recruits who passed EMT already had fire academy, this female recruit has already transferred to a firefighter position. The remaining female recruit is scheduled for fire academy the fall of 2023.
- 15 young women are confirmed for the Blaze and Blue camp June 26-29.
- The fire recruit application process is currently underway for two budgeted positions with a planned start of January 2024.
- A female firefighter started employment on April 24, 2023.

**Housing:**

The Ann Arbor Housing Commission housed 36 new very low-income families in the past 90 days. AAHC Properties	8
Housing Choice Vouchers	24
Michigan Ability Partner Properties	0
Courthouse Square	1
Avalon Properties	3
Homeowners	0
Homeless Veterans	13
Family Unification Voucher-Youth aging out of foster care at risk of homeless	1
Family Unification Vouchers - Families at risk of losing children due to housing situation	1
Non-elderly Disabled Households	4

Of those 36 newly housed families: 14	Black
21	White
1	Other
11	Female
25	Male
23	Disabled
28	Homeless

**A. Washtenaw Housing Alliance:** We are working with other housing and shelter providers to strategize on how to respond to the anticipated increase in homelessness during the next winter.

**B. City of Ann Arbor Office of Sustainability:** Provided \$150,000.00 toward an energy efficient replacement chiller at Baker Commons. These funds will leverage the DDA’s \$591,000.00 in funding to add items to the scope of work including replacement of the parking lot asphalt, first floor offices and community room renovations, and wi-fi upgrades for tenants.

**C. Pontiac Housing Commission:** Jennifer Hall presented on a panel of other regional housing experts to talk about housing development strategies we have used for affordable housing development. The event was held on May 25th.

**Programmatic:**

• City council appropriated funds to address the high number of households facing eviction. Local courts are reporting, and the Housing Access of Washtenaw County (HAWC) data is showing that over 75% of evictions are Black families with children. In April, we received \$305,000 to prevent Ann Arbor residents from being evicted. To date, funds were completely exhausted as of June 6, 2023. We have assisted 193 households; of which 126 households were Black, 21 households either failed to report or were mixed race, and 46 households were White. Of the 193 households assisted, 132 households were families with children.

o See the full May 18th report here: [Housing Eviction Prevention Program](#)

• **Mainstream Non-Elderly Disabled Voucher Program:** 222/251 vouchers are leased. All 45 NED vouchers are leased up from the 2018 award and 90 NED vouchers are leased up from the 2019 award. In addition, we have leased-up 41/41 new NED allocated through the CARES Act in 2020 and we started leasing up 45/75 NED vouchers allocated from the CARES Act in 2021 and with turnover in vouchers we are re-leasing vouchers and not making very fast progress on leasing up the last 30 NED vouchers.

• **Emergency Housing Vouchers:** 27/29 vouchers are leased-up. 2 households ported to other housing authorities which enabled 2 additional households on the waitlist to have vouchers issues and are currently searching for a unit.

• **Voucher Program:** The waitlist staff continued to pull several hundred people from the waitlist over the last several months.

• **Homeownership:** Weneshia is working with multiple lenders and Renovare to figure out how to successfully assist our voucher tenants to convert their vouchers to homeownership vouchers.

• **Moving To Work:** The MTW Plan was submitted to HUD with the Annual Plan in April 2023.

• **Affordable Program:** No Update

### Human Resources

- 40 equity increases, interim positions, promotions, reclassifications and salary adjustments from 1/1/23 to 6/30/23
- 28/40 (70%) are female
- Equity increases: 12 total, 8/12 are female (67%), 2/12 are diverse (17%)
- Interim positions: 1/2 is female (50%), 0/2 diverse
- Promotions: 8/10 are female (80%), 2/10 are diverse (20%)
- Reclassifications: 5/8 are female (63%), 2/8 are diverse (25%)
- Salary adjustments: 6/8 are female (75%), 0/8 diverse
- For reference, our non-union non temp workforce is 134/244 female (55%) and 37/244 diverse (15%)

### Parks and Recreation:

#### **Customer Service and Events**

- Liberty Plaza hosted events related to underhoused, free food trucks and book festival.
- Supported April 5 summer program registration
- Issued 49 residents scholarships
- Partnered with Ann Arbor NAACP to host 29<sup>th</sup> Juneteenth Celebration at Wheeler Park

#### **Farmers Market**

- Double Up Food Bucks Redeemed by Vendors: \$6,060
- Double Up Food Bucks Disbursed to Customers: \$6,988
- SNAP/EBT Redeemed by Vendors: \$8,245
- SNAP/EBT Disbursed to Customers: \$9,489



- Prescription for Health Redeemed by Vendors: \$100 (Program Began June 4)
- Continued partnership with MDHHS and Visit Health to offer free rapid antigen COVID testing at every Wednesday market in May and June
- Conducted extensive vendor outreach for our food truck rallies to vendors with diverse business ownership in this period. For the 2023 rally season, we have recruited 23 vendors per rally, including:
  - 7 immigrant-owned businesses, 4 black-owned businesses, and 6 woman-owned businesses.

### **Liveries**

- Recruiting and hiring over 100 staff from a vast diverse background.
- Huron River Day festival – free, open, and accessible to all.
- All our Day Camp staff attended a DEI training.
- 50+ Kayaking course with adaptation's if needed.
- Co-guided Kayaking Trips with ACA certified Livery Staff and U-MAISE staff for an adaptive inclusive Kayaking trip.
- Maintain and support the use of universal access docks for boating at both Argo and Gallup.

### **Management**

- Laura Ota conducted the first session in a series of trainings for Parks managers. This first session covered DEI+ Definitions.

### **Natural Area Preservation (NAP)**

- NAP hosted its first workday specifically focused on Seniors in collaboration with the Ann Arbor Senior Center
- Modified plans for our Community High School outdoor volunteer workday to accommodate two students in wheelchairs

### **Park Planning**

- Staff applied for a Michigan DNR Spark Grant for improvements to the Buhr Park Ice Arena that included upgrades to meet and exceed ADA standards.
- Parks is close to finalizing the ADA Transition study and coordinating plan to improve accessibility for people of all abilities and ages.

### **Pools**

- Laura Orta conducted a training for our camp staff on unconscious bias, microaggressions, language practices and other camp related challenges.
- We have upwards of 6 scholarship kids participating in camp each week.
- We have increased our camp accessibility by working with a family to offer services to their special needs daughter.
- Hiring efforts to reach a more diverse group of candidates by reaching out to people I know who work with young people of color and those that are part of the LGBTQIA community.

## **Senior Center**

- The Senior Center provides free, and low-cost activities for seniors, both in person, and virtual, to make sure there are multiple avenues for seniors of different accessibility concerns, and financial standing to participate in socially and mentally engaging experiences. We act as a community connector to direct seniors and their loved ones to available resources, and organizations within the community. We take pride in keeping current with what is available in our community, and conscious of the restraints some callers may have in accessing certain resources to be able to suggest quality alternatives.
- Senior Center staff spend Wednesdays during the summer season tabling at the Ann Arbor Farmers Market where we have the opportunity to meet and educate different community members about our offerings. We share information about the scholarship program, and keep applications on hand. This opportunity not only is wonderful as it provided new connections within the community, but also the opportunity to meet many seniors that come to the Wednesday market to use their SNAP benefits.
- Senior Center staff provide a monthly Trivia game at Cranbrook Towers, which is senior residence that offers low-income independent living to its tenants. Through our relationship with Cranbrook towers, we have learned that they do not provide transportation services to their residents due to funding constraints and so it is difficult for residents to travel to the Senior Center to participate in programming. Our solution is to bring programming to them, as all the tenants are income-eligible scholarship participants. Lastly, Cranbrook Towers has a large Chinese population, and we are able to accommodate more participants by providing our Trivia games both in English, and Mandarin, via Google Translate.
- The Senior Center is working with Community Action Network at Bryant Community Center to assist promoting and collecting donations for its Summer Camp Drive and Period Drive. From June to August the center will be collecting supplies and healthy snacks for BCC's day camp program, and menstrual products for women.

## **Police Department**

- **This past quarter we have hired 7 new POLICE OFFICERS:**
- 5 white males
- 2 black females
  
- **CADETS**
- 3 white males
- 2 white females
  
- **CSOs**
- 1 black male
- 1 white male
  
- **Records Supervisor**
- 1 white female
  
- We will be co-hosting the 2<sup>nd</sup> annual Blaze and Blue camp for girls from June 26-29<sup>th</sup>.