



MEMORANDUM

TO: Mayor and City Council
FROM: Milton Dohoney Jr., City Administrator
DATE: June 1, 2023
RE: Equity and Inclusion Status Report FY2023 Quarters 2 & 3,
Response to Resolution R-18-291 Resolution to Support One Community
Initiative and Ongoing Equity Work

City Council Resolution [R-18-291](#) – Resolution to Support One Community Initiative and Ongoing Equity Work was approved on July 16, 2018. This resolution directed the City Administrator to provide quarterly status updates to Council on relevant measures and outcomes concerning community equity initiatives and issues.

Below is the Equity and Inclusion report for FY23 Quarters 2 & 3.

cc: Debra Buckson, Chief Human Resources & Labor Relations Officer
Sara Higgins, Director of Operations

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

FY2023 Quarters 2 & 3

Clerk's Office

The City Clerk, Jacqueline Beaudry was elected to be the next President of the Michigan Association of Municipal Clerks (MAMC).

Two staff members from the City Clerk's Office have joined the new HR DEI working groups.

City Boards and Commissions Current Members

Gender

Female- 51%

Male- 46%

Prefer to self-describe- 2%

Prefer not to say- 1%

Ethnicity

Caucasian/Non-Hispanic- 77%

African American- 11%

Asian or Pacific Islander- 5%

Other- 3%

Prefer not to say- 2%

Hispanic- 1%

Unknown- 1%

Applicants for City Boards and Commissions

Gender

Female- 42%

Male- 55%

Nonbinary or third gender- 2%

Prefer to self-describe- 1%

Prefer not to say- 1%

Ethnicity

Caucasian/Non-Hispanic- 74%

African American- 10%

Asian or Pacific Islander- 7%

Other- 3%

Prefer not to say- 2%

Hispanic- 3%

Unknown- 1%

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 gather research from all leaders and relevant individuals regarding past practices related to Customer Service Philosophies. A list of questions related to needs and ideas around the creation of a Customer Service Philosophy for Ann Arbor employees and constituents.
- Collaborated with Sharie Sell from Human Resources to re-start the Future Corp. program in collaboration with Neutral Zone and Michigan Works.
- Collaborated with the Chief of Human Resources and Labor Relations and the Compensation Leader in Human Resource to begin an equitable compensation review for all non-union employees.
- Serves on two Bi-Centennial committees, the 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.
- Presented to multiple areas within Ann Arbor such as Public Services, Parks and Recreation, Office of Sustainability and Innovations, and many others.
- Serves on the Learning Management System review of services and continues to serve on the UKG Learning Management System as training creator and administrator of the system.
- Collaborated with Councilmember Ayesha Ghazi Edwin and the Commission on Disability Issues to draft a job description for the proposed ADA/Accessibility Coordinator position in FY24.
- 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.

- Worked with Information Technologies to increase visibility options related to racial identity, pronouns, and other equitable changes.
- Began service on a team to assist in responding to Emergencies such as the February and March storms.
- Served as the Diversity, Equity, and Inclusion member on the Request for Comprehensive Plan Proposals and serve on the Oversight team for the Ann Arbor.
- Provided training for: Human Resource Service Professionals, Human Resource Recruitment Team.
- Began the process of equity audits on hiring practices.
- Began working on policy updating and revision.
- Began a monthly online Contemplative Space for all employees to attend and discuss current events and news related to Diversity, Equity, and Inclusion.
- Began 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 on Unconscious Bias and Tools to address 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

Customer Service & Treasury Report

1. 77 summer deferments and 80 winter deferments in 2022
2. 16 arrangements were created Q4 (10/1/22- 12/31/22) and 17 have been created so far in Q1

(1/1/23 – 3/21/23) for 33 payment arrangements in total

3. New Assistance Programs - City of Ann Arbor Participant

Michigan Homeowner Assistance Fund (City of Ann Arbor became a participant 4/2022)

4. Up to \$25,000 in assistance available to qualifying households for homeowners with financial

hardships due to the COVID-19 pandemic. It can help pay:

- o Mortgage or escrow payments
- o Property taxes
- o Condo/homeowner association fees
- o Utilities - Gas, electric, water
- o Internet

To apply, visit Michigan.gov/MIHAF or call 844-756-4423

Low Income Household Water Assistance Program (City of Ann Arbor became a participant 2/2023)

1. With the LIHWAP, you may be eligible to receive up to \$1,500 toward your past due water bill or

reconnection.

To apply, visit washtenaw.org/LIHWAP or call 734-544-6721

Assessor Services

1. The Assessing department coordinated with University Translators to convert the 2023

Poverty Application into Chinese and Spanish translated documents. The translated documents were distributed to all five City of Ann Arbor public libraries. The applications

are made available to the general public.

Fire Services

- First female fire recruit completed all training requirements and has transferred to a firefighter position.
- Two female fire recruits (second class) were hired in January 2023 and are currently in EMT class with an expected completion in April 2023. One of the recruits already has firefighter training and is expected to transfer to a firefighter position in late spring. The remaining recruit is expected to attend firefighter training in the fall of 2023.
- A posting for the third class of recruits will be issued this summer with a start date of January 2024.
- The recruitment team is visiting Ann Arbor Public Schools career events to promote a career in the fire service.

Human Resources.

- The recruitment team as attended the following career fairs
 - Virtual Wayne State with OSI
 - Concordia University with Parks
 - UofM SEAS Virtual career fair with OSI
 - WCC Spring Career Fair with Public Works, Fire, and fleet
 - Recruiting will be attending a hiring event with AAPS/Saline High school
- Kimberly Bennett worked with IT to create a shared resource for all departments to utilize to see what events recruiting and other areas of the city will be attending to join forces in promoting city opportunities.

[Career Fair and Recruiting Events](#)

Health & Wellbeing

Newsletter

<https://a2gov.sharepoint.com/resources/wellness/SitePages/Wellness-Resources.aspx>

Parks and Recreation:

Qtr. 2 FY23 (October, November, December):

1. \$17,426 Double Up Food Bucks distributed to customers
2. \$18,988 SNAP/EBT benefits distributed to customers
3. \$3,285 WIC Project Fresh benefits redeemed by customers
4. \$2,685 Senior Project Fresh/Market Fresh benefits redeemed by customers
5. We continued to bring more vendors of diverse backgrounds to the market, including Black-owned business No Label Juice and Latina-owned bakery Mi Frolita.
6. Starting on October 1, we began a partnership with MDHHS and Visit Health to offer free rapid antigen COVID testing at every Wednesday and Saturday market through the end of the year.
7. In December, the market collected food and other essential items from vendors and customers for CAN and the Bryant Community Center emergency food pantry.

Golf

- During the hiring process, hired 10 senior citizens, over the age of 65.

Parks planning

- Parks is undergoing an ADA Transition Plan to improve accessibility for people of all abilities and
 - ages.
- Staff underwent training for ADA compliance in both physical infrastructure as well as customer.
- service and program offerings.
- Staff produced an equity analysis of court conditions across the city and how they related to
 - socio-economic factors.
- 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.
- Hosted American with Disability Act (ADA) Training for Park Staff as part of the ADA Transition Plan project.
- Submitted a Land and Water Conservation Fund (LWCF) application to the Michigan Department of Natural Resources for replacement of a chiller unit and accessibility improvements to the ice arena.

Farmers Market

- \$7,752 Double Up Food Bucks redeemed by market vendors.
- \$8,076 SNAP/EBT benefits redeemed by market vendors.
- \$2,848 Double Up Food Bucks distributed to customers.
- \$4,751 SNAP/EBT benefits distributed to customers.
- We conducted outreach to the Parkway Meadows and Cranbrook Towers senior living facilities to enhance our communication with Mandarin-speaking customers using their food stamps benefits at the market. At Parkway Meadows, Market Manager Stefanie and Assistant Manager II/Outreach Coordinator Alex gave a presentation to the residents with a Mandarin-language translator present to help explain recent changes to Double Up Food Bucks benefits and SNAP benefits at the market. These changes happened as a result of reduced funding for both programs coming from the State and Federal levels respectively.
- We received authorization from the Washtenaw County Health Department to add the Prescription for Health food assistance program to our market this summer.
- We continued to bring more vendors of diverse backgrounds to the market, including 3 immigrant-owned businesses, 2 Black-owned businesses, and 7 woman-owned businesses.
- We continued our partnership with MDHHS and Visit Health to offer free rapid antigen COVID testing at every Saturday market during this time period.

NAP

- The Greenbelt program continued to investigate and develop inclusive and equitable options for its Buy-Protect-Sell acquisition framework.
- NAP staffer Juliet Berger attended a webinar on identifying implicit bias.
- Laura Orta presented to the team about DEI efforts in the city.
- We have attended all the Parks trainings about ADA standards.
- Outreach Assistant attended on a webinar on Engaging Neurodiverse Volunteers and reported back to the team.
- Outreach Assistant attended a webinar on Hidden Biases in Volunteer Management and reported back to the team.
- Volunteer Coordinator attended the City's DEI committee meeting hosted by Laura Orta
- The Breeding Bird Survey, Frog and Toad Survey, Salamander Survey, and Photo Monitoring kickoffs were all held virtually and were recorded, making them more accessible to people who otherwise could not attend in person.
- The Turtle Stewards training was held in person, but was also recorded, making it more accessible to people who otherwise could not attend in person.
- We continued to investigate inclusive and equitable options for our developing buy-protect-sell framework.

Park rentals

- Liberty Plaza hosted events related to the underhoused, Chanukah and public power.
- Registered for mParks conference and sessions related to DEI.

Pools

Pool leadership is working with minority candidates that possess all of the soft skills we are looking for as well as many of the technical skills we need but have not had opportunities or exposure to lifeguards.

- We are working with training swim skills and lifeguard skills with the end goal of being lifeguard certified.
 - Continued our partnership with Arbor Autism Center and Gerofit through the VA.

Mack Pool-

- We are partnering with the VA's Gerofit program to host an aquatic program the serves veterans recovering from health challenges and keeps them active in a low impact way.
- We are partnering with Arbor Autism Center to host private lessons for children on the autism spectrum/neurodiverse. These swimmers are working towards being able to participate in group swim lessons and teams. These are highly specialized swim lessons that are very difficult to find for families throughout southeast Michigan.

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 also email a weekly newsletter showcasing our own events and programs, as well as others offered throughout the community by alternative agencies.

- The Senior Center acts 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.
- As of January 2023, the Senior Center has begun to incorporate the Parks Scholarship Program into our programming and membership model. As of this year, income eligible residents can receive free and/or discounted rates for programs, and free senior center memberships. Along with this, the scholarship offers discounts on renting the Senior Center to scholarship participants and provides discounted rates for non-profit rentals. Prior to this year, the Park Scholarship Program was not a part of Senior Center operations.
- Senior Center staff spent Wednesdays during the 2022 summer season tabling at the Ann Arbor Farmers Market where we had the opportunity to meet and educate different community members about our offerings. We had information about the scholarship program, and applications on hand. This opportunity not only was 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.
- As of March 2023, the Senior Center provides a monthly Trivia game at Cranbrook Towers, which is a senior residence that offers low-income independent living to its tenants. Through our relationship with Cranbrook towers, we have learned that they do not have 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 has been to bring programming to them, as all the tenants are income-eligible scholarship participants. We are beginning to evaluate how we can offer more programs at their site, at no cost. 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 works with Community Action Network at Bryant Community Center to assist in promoting and collecting donations for various drives throughout the season.
- From November to December, we collect non-perishable foods for Bryant's Emergency Food Pantry, and through this past March, we have promoted Bryant's Diaper Drive.

- The Senior Center Facebook and newsletter coordinates and hosts a wide variety of events that focus on promoting many programs that promote social equity:
 - Promote and partner with The Vaccinate Washtenaw Program, made possible by grant funding from the Ann Arbor Area Community Foundation, continues to offer fare-free, door-to-door, accessible transportation to and from any COVID-19 vaccination site in Washtenaw County.
 - Is a member of the Washtenaw County Senior Leaders program that along with other senior servicing agencies in the County, share resources, events, and supplementary services for those in need. Additionally, can at times connect residents with medical equipment at no charge.
 - Engages in a partnership with Washtenaw Community College to have its instructors provide free tai-chi, line dance, life writing workshops, poetry workshops, strength training and watercolor programs at the Senior Center.
 - Provide workshops with organizations that provide specialty services so that residents can come for free Q & A sessions. These workshops are held weekly, and some of the topics have included: how to navigate Medicare, free Senior Care Management consultations, caregiver coaching, ways to prevent falls and increase activity levels, hospice education, caregiving workshops, how to organize and downsize, music therapy, identifying wellness goals with a life coach and creating a plan to achieve them, technology workshops for protecting privacy and staying safe online. We also provide space for a free monthly “Workshop for Families in Need of Caregiving Services” provided by a local consultant at no charge.
 - Incorporates other City departments such as the Ann Arbor District library to attend events to help seniors obtain library cards, and book rentals; and the Office of Sustainability Aging in Place Efficiently Program to educate seniors on ways that they can have accessibility improvements made in their homes for low, or no charge; Police Department to provide Q & A sessions with Seniors to have an opportunity to ask questions that pertain specifically to their demographic; Housing Commission to provide presentations and the opportunity to attend events to share brochures about its services.
 - Works with the Ann Arbor Farmers Market and the Washtenaw County Health Department to promote vouchers for produce and vegetables that income eligible seniors can receive (such as the Senior Market Fresh Program).
 - Promoting the AARP Ride@50+ Program orchestrated by Phoenix Mobility, which offers free round-trip rides to seniors throughout Washtenaw County.

- Advertises studies through the University of Michigan for health research opportunities that seniors can become involved with at no charge that take a closer examination of certain health issues they may be experiencing.
- Provides free marketing for community programs such as Memory Café's for those in need of activities to promote their mental, and social well-being.