



## MEMORANDUM

TO: Mayor and City Council  
FROM: Tom Crawford, Interim City Administrator  
DATE: March 30, 2020  
SUBJECT: Equity and Inclusion Status Report Quarter 3, FY2020  
Response to Resolution R-18-291 Resolution to Support One Community Initiative and Ongoing Equity Work

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Attached is an 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.

cc: J Fournier, Assistant City Administrator, Human Resources and Labor Relations Director  
S Sell, Human Resources Service Partner- Diversity, Equity & Inclusion Officer  
M Stults, Sustainability and Innovations Manager

### Report to City of Ann Arbor Council

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

#### Quarter 3, FY 2020

City Council Resolution [R-18-291](#) – Resolution to Support One Community Initiative and Ongoing Equity Work was approved on July 16, 2018. The following are completed and current projects at the City of Ann Arbor related to Equity:

#### Completed Projects:

##### City Administrator's Office:

- Neutral Zone/City of Ann Arbor Partnership *Future Corp Program* update:
  - 6 youth from [Neutral Zone](#) participating in the first-year pilot for Future Corp Program went through interview and etiquette training with WCC's Adult Transition's team. Participants then applied for posted City temporary positions and completed interviews with City managers for temporary positions in the following areas: CTN, Finance, Fleet Services, Human Resources, Information

Technology, and Sustainability Units. The Future Corps Program involves youth (ages 18-21) and provides work experience in city government, service areas, units with the end goal of providing program participants with first-time work experience. ( The Signing Day celebration that was to take place on March 31<sup>st</sup> at City Hall, and the hiring of Future Corp participants have been delayed due to the Covid 19 pandemic.)

### **City Clerk and Information Technology Units:**

- The City Clerk's Office, in partnership with the Information Technology Service Unit, started data analysis to provide a recommendation regarding the placement of a satellite Clerk's Office for the November 2020, Presidential Election cycle. The satellite office will add a second location for in-person election related services, including voter registration and absentee voting.
  - It is expected that the satellite office recommendation presented to City Council for approval will include nontraditional hours of operation and a location that is in walking distance for a large percentage of voters.

### **Community Engagement:**

- The City's standard demographic questionnaire has been updated to provide response options that promote broader inclusivity: [https://a2central.a2gov.org/Communication%20Tool%20Kit/FORM\\_Demographic\\_Survey\\_rev\\_2020-02.pdf](https://a2central.a2gov.org/Communication%20Tool%20Kit/FORM_Demographic_Survey_rev_2020-02.pdf). Staff continue to use this survey to compile baseline demographic information during public engagement activities.
- The Midwest Chapter of the International Association for Public Participation (IAP2) adopted an equity statement: *The IAP2 USA Midwest Chapter applies an equity lens across its organizational functions and commits to the following:*
  - **Organizational Culture:** Our chapter will foster an organizational culture that positions equity at the core of all that it does.
  - **Organizational Capacity:** We will build our capacity to do this work by developing our shared knowledge and skills.
  - **Auditing our Practices:** We will evaluate our policies and practices through an equity lens.
  - **Collaborative Development:** We commit to working with the community and with our members to continue to elevate and advance this work.
  - **Diversifying Membership:** We will recruit, support, and promote diverse membership, leadership and practitioners.
- 50 City of Ann Arbor staff completed Part 1 (Planning for Effective Public Participation) of IAP2 [Foundations in Public Participation](#) training. 25 staff completed Part 2 (Techniques for Effective Public Participation) of the training program. The next segment of Part 2 training has been postponed indefinitely as a result of COVID-19. The Foundations in Public Participation training program is based on the following Core

Values which emphasize inclusivity in planning and executing public engagement strategies:

- Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
- Public participation includes the promise that the public's contribution will influence the decision.
- Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
- Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
- Public participation seeks input from participants in designing how they participate.
- Public participation provides participants with the information they need to participate in a meaningful way.
- Public participation communicates to participants how their input affected the decision.
- A2P2 (Ann Arbor Public Participation) Team in Microsoft Teams: Staff are now collaborating to share resources, news, webinar opportunities, and experiences related to public participation in a Microsoft Team.
- COVID-19: Social distancing and stay home mandates are driving the exploration of digital engagement for City Boards, Commission and general project meetings. While digital divide concerns remain, the lessons learned through this pandemic will enhance staff skills in conducting effective online, and phone-based, engagement which can encourage participation among those who do not have the schedule flexibility to attend traditional public meetings.

### **Housing Commission Unit:**

#### **Report to City of Ann Arbor Council Fiscal Year 2020: Quarter 2**

- The Ann Arbor Housing Commission housed 44 new very low-income families in the past 90 days.
  - Homeless Veterans: 7
  - Family Unification Vouchers -Families at risk of losing children due to housing situation: 1
  - Family Unification Voucher-Youth aging out of foster care at risk of homelessness: 0
  - Non-elderly Disabled Households: 23
  - AAHC Properties: 5
  - Avalon Properties: 2
  - Housing Choice Vouchers: 6
  - \*Homeowners: 2

- On December 17<sup>th</sup>, AAHC was award 11 new HUD Veteran Administrative Supportive Housing (VASH) vouchers. AAHC was awarded 90 new non-elderly disabled (NED) vouchers from the Department of Housing and Urban Development (HUD), on November 21<sup>st</sup>. AAHC signed an agreement, October 14<sup>th</sup>, with Avalon Housing to commit six (6) project-based vouchers specifically for Veteran housing at the new construction Hickory Way Apartments.
- \*AAHC approved two current Housing Choice Voucher participants for Homeownership. Both families closed on their home in December 2019.
- Outreach and Community Engagement Activities:
  - AAHC partners with the MiWorks. We attended the Annual Summer Youth Internship Initiative presentation on February 12, 2020. The program is committed to educating youth, provide employment skills and providing work experience through internships offered by local employers. AAHC will high up to three youths this summer as an employer partner of the Internship program.
  - AAHC partners with the City of Ann Arbor Sustainability and Innovations department and is a member of the A2Zero Climate Neutrality Committee. We held a public meeting and presentation on February 19, 2020 at the Bryant Community Center. A2Zero is committed to reducing and eliminating the contribution to climate change.
  - AAHC partners with The Ride Planning and Innovation Division and attended the Transportation Committee meeting held on March 4<sup>th</sup>. The Ride commits to implementing innovative public transit experiences that is diverse and equitable for all commuters. The team announced that the D2A2 Bus line is now operable; AAHC has assisted in advertising this opportunity.
  - AAHC partner with Avalon Housing to collaborate efforts to house and provide support service to the most vulnerable population. We meet on March 6<sup>th</sup> to develop a plan to house over 60 families between Aug and Dec 2020. This project is designed to house families and individuals at two of our newly developed properties State Crossing and Creekside.
- Employment Opportunities:  
AAHC is currently accepting applications to hire a Maintenance Technician.

**HR Services Unit:**

- Dr. Shirley Davis and her consulting team from SDS Global Enterprises, Inc. continued phase one in the development of a comprehensive Diversity, Equity & Inclusion (DEI) Plan for the City; gathering data regarding the City of Ann Arbor.
  - January and February 2020, Dr. Davis completed focus groups with council members, and commissions. (The Leadership assessment and All Employee survey will be delayed given the Covid 19 pandemic.)

- The City became a community partner and employees participated in the [21-Day Equity Challenge](#), led by United Way, January 6-26, 2020. Employee follow-up lunch and learn discussion took place on February 20, 2020. Several City employees also attended the 21-Day Equity Challenge summit at Washtenaw Community College on February 26, 2020
- City DEI Officer met with SPARK's new DEI Officer to discuss opportunities and possible collaboration efforts in the future.
- Presentation on equity updates to the HRC group- February 24, 2020
- The HR Cultural Assessment is underway with a final report due in April.

**Current or Ongoing Projects:**

- Due to the Covid 19 emergency, the following are or may be delayed in the DEI strategic plan development:
  - o Administer a leadership cultural competence assessment for staff in a City leadership position, Qtr. 3 of FY20, DEI, phase one.
  - o Administer an online Inclusion & Engagement survey to all City staff, Qtr. 3 of FY20, DEI phase one.
  - o Data findings report from phase I to be presented by Dr. Davis the 4th quarter FY20. Date to be determined.
- Continue work with Washtenaw County in the "One Community" efforts- Ongoing
- Present an equity update to the Disabilities Commission – Quarter 4 FY 2020
- Update the MDOT Title VI and LEP (Limited English Proficiency) Plan requirements and published to the HR website Quarter 4 FY 2020