



## MEMORANDUM

TO: Mayor and City Council  
FROM: Tom Crawford, City Administrator  
DATE: June 28, 2021  
SUBJECT: Equity and Inclusion Status Report Quarter 4, FY2021  
Response to Resolution R-18-291 Resolution to Support One Community Initiative  
and Ongoing Equity Work

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Attached is the Quarter 4, FY21 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: Thomas Guajardo, HR 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 4, FY 2021

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

The following is a summary of equity advances made for Quarter 4:

## **Completed Projects:**

### **City Administrator's Office**

- DEI Manager position approved by Council. The recruitment process has begun.

### **Financial Services:**

- Participated in Champions for Change Fellowship
- Practices equity and inclusion by establishing market values of property uniformly and equitably throughout the City regardless of race, gender, sexual preference, or age.
- Created and distributed poverty applications in three languages (English, Mandarin Chinese and Spanish).
- Poverty applications are available on-line and at the Ann Arbor Public Library.
- Increased the poverty levels to 220% the federal poverty level for tax year 2021, at the direction of the AA City Council
- Staff adopted needy families during the Christmas holiday season.
- Tax bill was updated to include information regarding poverty exemption information/process.

### **Fire Services:**

- Chief Kennedy completed the 2021 Champions for Change program through Nonprofit Enterprise at Work (NEW).
- Recent firefighter hiring process has resulted conditional offers being extended to four applicants, two of which with racial and gender diversity.
- Emergency Management partnered with OSI with giveaway of emergency preparedness flashlights to AAPS students.
- Continued negotiations with IAFF 693 on fire recruit process. Getting close to letter of agreement on including fire recruit under their bargaining unit.

## **Housing Commission:**

### **Fiscal Year 2021: Quarter 3**

The Ann Arbor Housing Commission housed 51 new very low-income families in the past 90 days.

- Homeless Veterans: 13
- Family Unification Vouchers -Families at risk of losing children due to housing situation: 0
- Family Unification Voucher-Youth aging out of foster care at risk of homelessness: 0
- Non-elderly Disabled Households: 17
- AAHC Properties: 3
- Avalon Properties: 11
- Housing Choice Vouchers: 7
- \*Homeowners: 0

Of those 51 newly housed families:

- Black 25

- White 25
- Other 1
- Female 20
- Male 31

\* AAHC pre-approved six (6) current Housing Choice Voucher participants for Homeownership. All six families are in the process of a home search.

#### Outreach and Community Engagement Activities:

- The AAHC received 29 new Emergency Housing Vouchers for households who are homeless, in danger of losing their housing or experiencing domestic violence. The AAHC is partnering with Housing Access of Washtenaw County and SafeHouse Center to receive direct referrals for the vouchers. For the first time HUD has provided \$3500/voucher for flexible spending to directly support tenant lease-up which can include items such as security deposits, application fees, holding fees, back-owed utilities, moving expenses, basic furniture as well as landlord incentives such as sign-on bonuses. The funding also allows the AAHC to pay our non-profit partners to work directly with tenants to assist applicants with their application and lease-up process. These flexible funds are exactly the type of funds that housing authorities and non-profit service providers have been asking for to overcome barriers to lease-up for low-income residents.
- The AAHC partnered with the DDA to conduct outreach to AAHC residents to participate in their people friendly streets survey. We did direct outreach to residents of Miller Manor and Baker Commons and the DDA provided \$10 gift cards from downtown businesses and received 61 responses.
- The AAHC is participating in a community-wide initiative by the County Prosecutor, Sheriff's Dept and Public Defenders offices to work together to assist prisoner's re-enter society. The goal is to create systems-wide programs, policies and collaborations to address barriers such as housing, education, employment, health and basic needs.
- AAHC staff and board members completed a DEI organizational assessment through the Michigan Nonprofit Association. The DEI Assessment is designed to help nonprofits assess their capacity and progress in demonstrating best practices in diversity, equity and inclusion. This assessment is specific to the AAHC and in addition to City-wide DEI initiatives.
- The AAHC registered its properties with the AA2030 District and DTE's PILOT program to share its property utility usage and understand how its buildings perform compared to other buildings. The AAHC includes all utilities in tenant rents to ensure that tenants do not have utility shut-offs due to non-payment and so that previous utility shut-offs are not a barrier to becoming AAHC tenants. The AAHC is working with the AA2030 District and the UM School of Environment and Sustainability on a PILOT project to figure out how to best engage our residents on how to meet carbon neutrality goals.

#### Employment Opportunities:

- On April 20<sup>th</sup>, AAHC hired Kristina Hudson as a Maintenance Technician
- On April 20<sup>th</sup>, AAHC hired Courtney Cox as an Administrative Assistant.
- On April 2<sup>nd</sup>, AAHC hired Peter Dietrich as an Occupancy Specialist.
- On April 2<sup>nd</sup>, AAHC promoted Arin Yun as a Summer Intern.

- AAHC is currently accepting applications to hire a temporary Facilities Maintenance Technician and Occupancy Specialist.

#### AAHC Happenings in Response to COVID-19

- Report on AAHC expenditure of \$200,000 in City funding related to COVID-19 as of June 16, 2021

Description	Vendor	Location	Budgeted Amount	Expended as of June 16, 2021
New office supplies & equipment related to staff telecommuting & offices closed to the public, includes drop off boxes for tenants	Variety	Variety	\$30,000	\$25,793
Security Guards 24/7	Teachout	Baker Commons	\$115,000	\$124,058
Security Guards evening & weekend	Liberty Security	Miller Manor	\$64,028	\$71,030
Hiring tenants for additional cleaning	Elliot & Schultz	Baker & Miller	\$18,000	\$10,546
Additional Janitorial Services	Blessings	All AAHC properties	\$12,000	\$5,956
Additional janitorial supplies & Personal Protective Equipment (PPE)	Variety	All AAHC properties	\$30,000	\$39,004
Payment of overdue rent & fees for AAHC tenants as of March 18th in the court process for non-payment. All tenants whole as of March 18	Tenants	All AAHC properties	\$60,196	\$60,196
Late fees & court fees for tenants living with private landlords, once the stay on evictions is lifted to help prevent evictions	Landlords	All voucher programs	\$25,000	\$0
Groceries and meals for tenants as well as computer tablets for community centers for youth school access	Avalon, CAN, PNC	Miller, Baker, GBC, Hikone, W. Arbor, Maple Meadows	\$60,000	\$60,680
Security Deposits for new tenants (primarily NED)	Landlords	All voucher programs	\$60,000	\$54,293
Pay tenant damage fees to retain private landlords for voucher programs	Landlords	All voucher programs	\$20,000	\$5,624
Tenant moves that are urgent	Moving companies	All AAHC properties	\$10,000	\$4,806

Health Services such as a Computer for Telemedicine and health screenings if we have cluster of positive tenants on properties with common areas	Avalon/Packard Health	Baker, Miller, Broadway	\$7,000	\$551
Furniture & kitchen supplies for new move-in homeless households due to closed used furniture stores	Variety	All AAHC properties	\$20,000	\$14,964
Software module for tenants to make on-line payments and portal for tenants to upload documents for eligibility and income certifications	Yardi	All voucher programs	\$4,746	\$2,122
Hotels for tenants to self-isolate away from family members who test positive for COVID-19	Variety	All AAHC properties	\$10,000	\$3,795
Payroll		Section 8 Program - CARES Act Admin Fee Funding	\$98,863	\$109,363
Miscellaneous	AAHC	Section 8 Program - CARES Act Admin Fee Funding	\$60,000	\$70,380
Vehicles	AAHC	All AAHC properties	\$61,737	\$61,737
<b>TOTALS</b>			<b><u>\$766,570</u></b>	<b><u>\$724,898</u></b>

**Human Resource:**

- Discussions with Neutral Zone and Michigan Works continued regarding a start timeframe with the pilot Future Corp Job Program. The program was put on hold due to the Covid pandemic.

**Parks and Recreation**

**Canoe Liveries**

- Received the mParks grant for adaptive Kayak equipment. Adaptive paddling gear will be purchased for use in our new adaptive and senior kayaking programs, and to help meet the increasing need from the general public who rent kayaks from our livery. With proper support and equipment, a paddler with a disability can participate equally and independently on the river, either by themselves or with family and friends. Details: [mParksAdaptedKayaking.docx](#)

**Farmers Market** – Food assistance benefits – the Ann Arbor Market provides more food assistance than any other Market in Washtenaw County.

Customers have converted \$8,742 in food assistance benefits to SNAP tokens, and \$8,742 to Double Up tokens from December-March 2021.

Customers have converted \$10,395 in food assistance benefits to SNAP tokens and \$10,395 to Double Up tokens from April 2021-June 1, 2021.

The Market recently added a volunteer to the market on Saturdays who is a native Mandarin speaker. We have experienced a language barrier in the past with senior patrons who are native Mandarin speakers and speak little English. Staff have already noticed an improvement in communication and outreach with those seniors redeeming their EBT benefits.

Staff also have had a few people recently redeem their Community Cash, the program created last year for a local non-profit that works with clients living with HIV and AIDS.

### **GIVE365**

Support and partnership with Community Action Network at Bryant and Northside Community Centers

- 6/4 volunteer work day at Bryant –landscape beds and raingarden.
- 6/16 workday at Northside – landscape.

Juneteenth Event

- Partnership with NAACP and OSI to plan and host a march, provide educational and informational tabling opportunities, and the virtual event. Over 200 people participated.

Staff training

- Staff training covers a brief intro to DEI principles, hopefully followed up with a DEI workshop.

Updated park pages

- Staff prioritized parks in under-represented park neighborhoods in our first batch of website updates. Wheeler Park; Southeast Park; Arbor Oaks; Northside.
- Adding bus stop info for each park and made a parks bus ride guide to promote park exploration by public transit.

### **Senior Center**

Weekly newsletters that include virtual and in-person activities around the area.

On our Facebook page staff promote social equity related events such as Juneteenth Celebrations, AADL Homebound Services, SAGE Metro Detroit (connects LGBTZ older adults with each other).

Drive-throughs events and virtual connections bring programming to seniors otherwise not able to participate during COVID. Some examples:

- Summer Solstice Drive-thru Event: Saturday, June 12, Noon-1 p.m. Join the Ann Arbor Senior Center and Therapy at Your Door ([therapyatyourdoor.com](http://therapyatyourdoor.com)) for a drive-through event where summer-themed goodie bags, snacks, and beverages will be given out to take home! Dr. Parvej Khan with Therapy at Your Door will be outside to educate about his in-home services that feature effective individualized exercise programs that restore function, mobility, and independence. Free of charge.
- Making Wellness Connections: Tuesdays through July 20, 1-2:30 p.m. Join Tanya, a new intern with the Ann Arbor Senior Center, for a weekly wellness discussion with topics ranging from mindfulness, healthy eating, and the use of art and music for well-being.
- Celebrating Seniors, Students, and Jazz Appreciation Month! Friday, May 14, 6 p.m. Come watch U-M's Chapter of Sigma Alpha Iota (SAI) – a professional and international women's music fraternity founded right here at UofM! In celebration of Jazz Appreciation Month, the ladies in the Alpha chapter of Sigma Alpha Iota will be streaming a virtual concert featuring various jazz performances for the local senior community. This is the group's last outreach event of the semester – be sure not to miss it! Visit URL <https://umich.zoom.us/j/92843247403>. Meeting ID: 928 4324 7403.
- Cabin Fever: Tuesday, April 13, 2:30 p.m. Join us for a presentation on what you can do to deal with cabin fever. Motivated and Moving, LLC is a unique service available to seniors. The programs have a health and wellness focus and customized curriculums are designed to improve quality of life in seniors wherever it is they call home. No two are the same! Each is developed by a licensed physical therapist assistant focusing on the six dimensions of health and wellness. Please RSVP to [motivatedandmovingllc@gmail.com](mailto:motivatedandmovingllc@gmail.com) or call, 517.937.7010. Free of charge.

The Senior Center was a host site for food donations for Bryant Community Center's Emergency Food Pantry which was advertised throughout Washtenaw County Senior related facilities. City staff also were invited to donate.

### **Capital Projects**

A resolution to approve a contract for Universal Access Improvements at Argo Livery will be coming to Council shortly. Funding is in part being provided from the State of Michigan through the Department of Natural Resources' Michigan Natural Resources Trust Fund Grant in the amount of \$300,000.00.

The concept of Universal Design or Universal Access is that environments should be designed to make them accessible to all people, regardless of age, disability or other factors. Gallup Livery added an accessible "EZ Launch" in 2014 and it has provided access to the water for those with mobility limitations. It is also used by groups from the University of Michigan and Veterans Administration rehabilitation departments.

One of the main goals identified in the current Parks and Recreation Open Space Plan is to "ensure that the park system is comprehensive, inclusive, and engaging". To do so the plan focuses on "providing opportunities for all" and says that "engaging the full diversity of the community is a core value developed by staff, and a goal of the Sustainability Framework Plan and of the city's organizational strategic plan." One of the objectives is to "Renovate and

maintain parks and facilities so that they comply with the Americans with Disabilities Act, while striving for Universal Accessibility.” Additionally, the project meets the sustainability goal of promoting active living & learning by providing recreational opportunities the improve quality of life for all members of our community.

The construction project for improving Universal Access at Argo includes the addition of an accessible watercraft launch, accessible pathways, an accessible picnic area, paving a parking lot and providing ADA parking spaces, and renovations and an addition to the restrooms to make them accessible. Other site improvements include using green infrastructure such as bioswales and rain gardens to manage stormwater runoff on site.

A resolution to approve a Parks ADA compliance assessment and transition plan will also be coming to Council shortly.

Parks solicited proposals from qualified consultants to complete an Americans with Disabilities Act (ADA) compliance assessment and Transition Plan for the City’s parks and park facilities. The project will include an assessment of city-owned recreation facilities, community centers, and community-wide parks. It will also look at a representative cross section of natural areas and neighborhood parks, selecting one of each the in the five wards. The selected consultant will also provide ADA evaluation training to City Staff who will complete assessments on all remaining city parks. In addition to assessing physical spaces, the consultant will also perform a review of Park and Recreation programs to find any accessibility shortcomings. The review will help identify and prioritize deficiencies and recommend solutions. The final report will include:

- 1) An overview of the authority under which the evaluation was conducted.
- 2) The specific regulations or guidelines used.
- 3) A description of the methods used by the Consultant.
- 4) An executive summary of the evaluation, identifying any access deficits that were common to park properties.
- 5) A section that describes the specific barriers at each park property, and notes regulation or guideline citations for easy reference, and includes photos.
- 6) A section that recommends solutions as to how each specific barrier can be removed, including the use of best practices, and note how employee-only areas are to be treated.
- 7) A section that prioritizes each barrier removal and provides a strategic framework for addressing compliance.
- 8) A section of projected cost estimates, inclusive of prevailing wages, for the removal of each barrier. Include cost subtotals for each park property by priority level, as well as overall park property cost totals.
- 9) Check lists or other evaluation methods used for each Park District site, and associated field notes.

Eleven firms submitted proposals. Prior to distribution of eleven written proposals to the evaluation team (consisting of two Park Planners, the Deputy Manager of Maintenance for Parks & Recreation Services, a Park Operations Supervisor, and the Chair of the Commission on



Disability Issues), the team met and identified particular areas of interest, factors, or other aspects that could be utilized to evaluate the professional qualifications, past involvement with similar projects, and proposed work plan. These were provided back to the evaluation team, who then individually evaluated the written proposals. Numeric scores for written proposals were identified by each reviewer, then assembled and discussed by the evaluation team as a group. Based on the written proposals, the evaluation team selected the top five scoring teams to interview for further evaluation. These teams included ACT Services Consulting, Altura Solutions, DLZ, LCM Architects, Skulski Consulting, LLC, and WT Group. After interviews the panel further reviewed the proposals and unanimously selected Altura Solutions, LLC.

## **Systems Planning and Communications Units**

- [Equitable Engagement Initiative \(https://www.a2gov.org/services/Pages/Equitable-Engagement-Initiative.aspx\)](https://www.a2gov.org/services/Pages/Equitable-Engagement-Initiative.aspx):
  - Broad promotion of the Steering Committee application opportunity was completed through all regular communication channels and additional, more innovative, approaches, including: a [CTN video feature \(https://www.youtube.com/watch?v=m4\\_S3VtpyZM\)](https://www.youtube.com/watch?v=m4_S3VtpyZM), a flyer distributed to Meals on Wheels participants, communication to students and parents from the Ann Arbor Public Schools superintendent, and direct calls to underrepresented stakeholder groups.
  - Steering Committee applications are currently under review.
- Equitable Engagement Staff training:
  - An internal staff training about community engagement is scheduled. This will be a 4-part “Engagement Refresher” series to communicate with staff about engagement best practices.
  - The series will include a presentation specifically about Equitable Engagement.

## **Current or Ongoing Projects:**

- Leadership Team and Police Leadership to complete courses for the DEI Certificate Program Qtr.1FY22
- DEI Strategic Plan development Qtr.2 FY22
- Present an equity update to the Disabilities Commission Qtr. 2 FY22
- Continue work with Washtenaw County in the “One Community” efforts- Ongoing
- Continue to work with Neutral Zone and Michigan Works in the development and implementation of Future Corp Youth program.