



MEMORANDUM

TO: Mayor and City Council
FROM: Tom Crawford, Interim City Administrator
DATE: July 2, 2020
SUBJECT: Equity and Inclusion End of Year Status Report Quarter 4, FY2020
Response to Resolution R-18-291 Resolution to Support One Community Initiative and Ongoing Equity Work

Attached is the FY20 year-end 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: John Fournier, Interim HR Director, Assistant City Administrator
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 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 is a summary of equity advances made for Quarter, 4 FY20:

Thank you to the following City units and groups who contributed toward the City’s ongoing equity work in FY20:

- Ann Arbor Housing Commission
- City Administrator’s Office
- City Clerk’s Office
- Finance & Administrative Services
- Fire Services
- Human Resource Services
- Office of Sustainability and Innovations
- Parks and Recreation Services
- Public Community Engagement

Completed Projects Qtr. 4 FY20:

Ann Arbor Housing Commission:

Housing:

The Ann Arbor Housing Commission housed 33 new very low-income families in the past 90 days.

- Homeless Veterans: 4
- 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: 3
- Non-elderly Disabled Households: 13
- AAHC Properties: 7
- Avalon Properties: 2
- Housing Choice Vouchers: 4
- *Homeowners: 0

Of those 33 new housed families:

Black 18
White 14
Other 1

Female 13
 Male 20

*AAHC pre-approved four current Housing Choice Voucher participants for Homeownership. All four families are in the process of a home search.

Outreach and Community Engagement Activities:

- The AAHC was awarded 41 additional Non-Elderly Disabled Voucher from HUD. These vouchers are specifically to assisted households where an adult member is disabled.
- AAHC partnered with the 2020 Census lead by Joanne Satterlee. During the month of May AAHC distributed 400 canvas bags, water bottles, and backpacks to residents to campaign for the 2020 Census.
- AAHC partners with the Washtenaw County Food Distribution and the City of Ann Arbor Sustainability Department to deliver meals to over 100 families at Baker Commons and Miller Manor during the COVID-19 Stay at Home Order.

AAHC Happenings in Response to COVID-19

- Report on AAHC expenditure of \$200,000 in City funding related to COVID-19 as of May 31, 2020
- Here is a budget on how we will spend both City and HUD funds related to COVID-19 as well as actual expenditures of City funds through May 31, 2020. Our plan is to spend City funds first, then spend HUD funds. The reason is two-fold – for FEMA reimbursement first and then HUD reimbursement. HUD funds must be spent by December 31, 2020. If we have not expended all our HUD funds by December 31st then we will reimburse the City with the balance of our HUD funds.

Description	Vendor	Location	Estimated Amount	Expended as of May 31, 2020
New office supplies & equipment related to staff telecommuting & offices closed to the public, includes drop off boxes for tenants	Variety	Variety	\$6,000	\$6,007.27
Security Guards 24/7	Teachout	Baker Commons	\$80,000	\$29,596.75
Security Guards evening & weekend	Liberty Security	Miller Manor	\$73,000	\$12,327.05
Hiring tenants for additional cleaning	Elliot & Schultz	Baker & Miller	\$18,000	\$1,800.00
Additional Janitorial Services	Blessings	All AAHC properties	\$12,000	\$200.00
Additional janitorial supplies & Personal Protective Equipment (PPE)	Variety	All AAHC properties	\$8,000	\$6,800.75
Payment of overdue rent & fees for AAHC tenants as of March 18 th in the court process for non-payment. All tenants whole as of March 18	Tenants	All AAHC properties	\$60,000	\$60,195.91

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	\$6,000	
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	\$58,000	\$20,467.39
Security Deposits & Application Fees for new tenants (primarily NED)	Landlords	All voucher programs	\$50,000	\$6,284.00
Pay tenant damage fees to retain private landlords for voucher programs	Landlords	All voucher programs	\$20,000	\$1,000.00
Tenant moves that are urgent	Moving companies	All AAHC properties	\$10,000	
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	
Furniture & kitchen supplies for new move-in homeless households due to closed used furniture stores	Variety	All AAHC properties	\$7,000	\$4,435.39
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	\$10,000	
Hotels for tenants to self-isolate away from family members who test positive for COVID-19	Variety	All AAHC properties	\$26,462	\$3,356.85
TOTALS			\$451,462.00	\$152,471.36

Employment Opportunities:

AAHC is currently accepting applications to hire a Maintenance Technician.

City Administrator’s Office:

- Neutral Zone/City of Ann Arbor Partnership *Future Corp Program* update:
 - Due to the COVID-19 pandemic, and work from home orders from the Governor’s office, the start date for 6 youth from [Neutral Zone](#) participating in the first-year pilot for Future Corp Program is postponed until September 2020. Hiring was originally to take place March/April 2020. 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.

Clerk’s Office:

Topics from the City Clerk’s Office

- City Clerk, Jacqueline Beaudry participated in the Student Voting Summit, which addressed issues of access to voting for young people, including young people from marginalized groups (LGBTQ, minority, etc.)
- Dramatically Increased number of voters signed up for automatic mailing of absent voter ballot applications, increasing the mailing list by 357% when compared to FY19, making voting by mail easier than ever for voters to cast ballots without appearing in person on election day
- Collaborated with other election officials and community groups as part of the ACLU Know Voting Rights booklet update
- Continued to seek self-reported demographic information from boards and commissions applicants and appointees

Boards and Commissions Demographic Data

Self-reported information collected during the application process provides insight into who applies and whom the Mayor and City Council appoint to boards and commissions.

The numbers under the *Applicants* heading are cumulative including all responses of applicants regardless of when the application was submitted; this number does not reflect only those applications submitted in FY20, rather every application received that included responded to the demographic questions during the application process.

The numbers under the *Appointees* heading are cumulative including all responses of appointees regardless of when the appointment was made; this number does not reflect only those members appointed in FY20, rather every appointee currently serving who responded to the questions during the application process. However, because some appointments predate this data collection, these numbers will not provide data on each seat until June of 2021.

FY 19 Data (5/23/19)	FY 20 Data (6/22/20)
Applicants	Applicants
123 Responses – Applicant Gender <ul style="list-style-type: none"> • 41% Female • 57% Male • 02% Prefer not to answer 123 Responses - Applicant Ethnicity <ul style="list-style-type: none"> • 03% African American • 03% Asian or Pacific Islander • 80% Caucasian/Non-Hispanic • 03% Hispanic 	254 Responses – Applicant Gender <ul style="list-style-type: none"> • 46% Female • 52% Male • 02% Prefer not to answer 253 Responses - Applicant Ethnicity <ul style="list-style-type: none"> • 5% African American • 5% Asian or Pacific Islander • 77% Caucasian/Non-Hispanic • 4% Hispanic

<ul style="list-style-type: none"> • 08% Other • 03% Prefer not to answer 	<ul style="list-style-type: none"> • 7% Other • 02% Prefer not to answer
Appointees	Appointees
<p>88 Responses - Appointee Gender</p> <ul style="list-style-type: none"> • 42% Female • 57% Male • 01% Prefer not to answer <p>88 Responses - Appointee Ethnicity</p> <ul style="list-style-type: none"> • 07% African American • 03% Asian or Pacific Islander • 84% Caucasian/Non-Hispanic • 01% Hispanic • 01% Other • 04% Prefer not to answer 	<p>150 Responses - Appointee Gender</p> <ul style="list-style-type: none"> • 49% Female • 49% Male • 2% Prefer not to answer <p>148 Responses - Appointee Ethnicity</p> <ul style="list-style-type: none"> • 08% African American • 03% Asian or Pacific Islander • 81% Caucasian/Non-Hispanic • 02% Hispanic • 03% Other • 03% Prefer not to answer

Finance & Administrative Services:

- Implemented Council’s reduced interest schedule for property taxes (0% August 1 and 2.5% September 1)
- Suspended all water shut-offs for non-payment as a result of the COVID-19 pandemic

Human Resources:

- Dates are set in July 2020 for Dr. Shirley Davis from SDS Global Enterprises to report on findings from focus groups and data collected to City Administrators and Managers. This information will assist in the development and direction of the Strategic DEI Plan.
- The DEI Officer continued community networking with SPARK and [Washtenaw Faces Race](#)
- Human Resource Cultural Assessment completed. Findings to be presented Qtr. 1 FY21

Office of Sustainability and Innovations:

The Urban Sustainability Directors Network’s [Equity Foundations curriculum](#) is a professional development program for local government staff to be exposed to best practices for adding a racial equity lens to their work. Beginning in mid-2018, the City’s Office of Sustainability and Innovations began training City staff on the basics of racial equity using the USDN curriculum. Over 7 cohorts and a year and a half, volunteer facilitators from OSI, Systems Planning, Parks, and IT trained 71 city staff and 5 community advocates in a robust 5 session 7.5 hours-long curriculum on racial equity. CFO Tom Crawford directed all employees in his departments (Finance, Customer Service, Information Technology, Assessor’s Office, Parking Referees, etc.) to complete the training.

Overall: 92% of trainees ranked the training as Excellent (21%), Very Good (46%), or Good (25%). 86% of trainees said that they learned about racial equity: a great deal (26%), a lot (42%), or a moderate amount (19%). Project Manager Emily Drennen and the other facilitators made large and small edits to improve the USDN curriculum after nearly every training session. In the end, about 80% of the [final training content](#) can be attributed to the City's project team. They have shared their materials back to USDN and expect that the next revision of the organization's curriculum will include many of their innovations.

Public Community Engagement:

- **Demographic data collection:** Staff across the organization have been encouraged to collect and report demographic data at all engagement activities, including electronic meetings, using a standard questionnaire (see attached). This will help build an understanding of who the city is reaching, in order to continuously improve engagement efforts and support inclusivity.
- **Engagement format and feedback tools:**
 - Driven by needs for social distancing and public health, City Boards, Commissions and general project engagement have transitioned to electronic meetings, accessible by web and phone. Electronic meetings have not been widely used for city business prior to the pandemic. Broadening the range of engagement formats used may support greater inclusivity. Community members who may not otherwise have the flexibility in their schedule to attend a public meeting, or who may not feel comfortable speaking in front of a crowd, may see greater convenience and comfort participating electronically.
 - A tool for gathering real-time feedback, anonymously, during remote engagement activities is available to all staff, and staff training has been offered. This tool ('TurningPoint'), has previously been used in-person through clickers, but is also available as a mobile response feature.

Current or Ongoing Projects:

- Due to the Covid-19 emergency, the following were postponed to FY21 in the DEI strategic plan development:
 - Administer a leadership cultural competence assessment for staff in a City leadership position, DEI, phase one. Qtr. 1 FY21
 - Administer an online Inclusion & Engagement survey to all City staff, by Qtr.1 FY21.
- DEI training for all employees to begin Qtr. 1 and 2 FY21
- Present an equity update to the Disabilities Commission Qtr. 2 FY21
- Update the MDOT Title VI and LEP (Limited English Proficiency) Plan requirements and published to the HR website

- Municipal Equity Index information from the City to be submitted to Human Rights Campaign Foundation by July 30, 2020. The final score for 2019 was 100 points (maximum) plus 5 bonus points
- Continue work with Washtenaw County in the “One Community” efforts- Ongoing