



MEMORANDUM

TO: Mayor and City Council
FROM: Howard S. Lazarus, City Administrator
DATE: September 28, 2018
SUBJECT: Equity and Inclusion Status Report Quarter 1, FY2019
Response to Resolution R-18-291 Resolution to Support One Community Initiative
and Ongoing Equity Work

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: R Wilkerson, Human Resources and Labor Relations Director
S Sell, Human Resources Service Provider
M Stults, Sustainability and Innovations Manager

Report to City of Ann Arbor Council

City of Ann Arbor Diversity, Equity and Inclusion Status Report

Quarter 1, FY 2019

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

- Participated in the Municipal Equity index (MEI) which examines how inclusive Municipal laws, policies, and services are of LGBTQ people who live and work there. Cities are rated based on non-discrimination laws, the municipality as an employer, municipal services, law enforcement and the city leadership’s public position on equality.
The 2017 MEI is the sixth annual edition and rates 506 cities on 44 different criteria from every state in the nation
 - 2017 the City of Ann Arbor improved its score from 77% to the maximum 100%
 - 2018 scores are not published yet
- Complied with MDOT Title VI and LEP (Limited English Proficiency) requirements
 - Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP),” provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance.
 - In 2016, the City provided training to City customer service staff regarding citizens coming to City locations with Limited English Proficiency. The City has access to interpreter services. I-Speak cards were distributed to a number of customer facing areas.
- Attended Government Alliance on Racial Equity (GARE) training sessions
 - 11 employees from the City’s Leadership team and 17 additional employees from across the organization attended 6 classes over 5 months with an emphasis on Racial Equity.
- Updated the City’s Human Resources polices on Anti-Harassment and Non-Discrimination policies.
- Established a Diversity, Equity and Inclusion Officer at the City of Ann Arbor. Sharie Sell, Human Resources Services Partner accepted the Diversity, Equity and Inclusion responsibilities on September 6, 2018 and has starting the work of developing a Diversity, Equity and Inclusion Plan.
- Published RFP for a Diversity, Equity and Inclusion consultant the week of September 16, 2018, to guide the City of Ann Arbor through a successful and sustainable Diversity, Equity and Inclusion transformation.

- City staff attended the “One Community” Partnership Buildout, hosted by Washtenaw County and held at SPARK Ypsilanti on July 24th.
- City staff attended a Washtenaw County Racial Equity Core Team meeting on August 29th led by Anna Lemler, Racial Equity Analyst. This meeting was to review information collected with a Racial Equity Lens from various areas at Washtenaw County
- Established contact and started a relationship with University of Michigan’s Office of Diversity, Equity and Inclusion.

From the Sustainability and Innovations Team:

- Hired a Sustainability and Innovations Manager
 - The City of Ann Arbor created a new Office of Sustainability and Innovations and hired the Office’s first manager. The Office is working with residents, businesses, internal staff, the university, nonprofits, and other partners to make Ann Arbor the most sustainable and equitable City in America.
- RFP out on Equity Advisor for Office of Sustainability and Innovations:
 - The Office of Sustainability and Innovations won a small grant (see below) to hire an equity advisor to evaluate the Office FY19-23 work plan to ensure that equity considerations are front and center and drive the work of the Office. In addition, the Equity Advisor will evaluate the City’s Climate Action Plan, helping to identify how proposed actions could be re-designed to more holistically integrate equity considerations.
- Sustainability Team was awarded an Equity Grant for \$7000:
 - The Office of Sustainability and Innovations applied for, and received, a small grant of \$7,000 to have an equity consultant evaluate their programs work plan and the City’s Climate Action Plan to ensure that equity is fully integrated.
- USDN (Urban Sustainability Directors Network) Equity Fellow embedded within the City for the Summer of 2019:
 - The Office of Sustainability and Innovations is applying to host an equity fellow for the summer of 2019 to help advance the Office’s climate and sustainability programs in a just and equitable fashion.
- Attended Climate Reality Training conference in September:
 - Emily Drennen from the Office of Sustainability and Innovations attended a Climate Reality Training event to learn about the state of climate science and equity considerations.

From the Public Engagement Team:

- Equity considerations in public engagement strategy planning.
 - Community Engagement Toolkit ambassadors will encourage more equitable community engagement strategies. Provide a range of public input opportunities in different formats. Make participation easier by bringing the opportunity to people in spaces where they already gather.

- A few recent projects have emphasized a more equitable engagement strategy. For example, N. Seventh Street Bicycle Improvements included the following: Pop-up open house meetings at the West Park Civic Bank Concert and Kerrytown Farmer’s Market; Open house at City Hall; Online input opportunity via A2 Open City Hall for those not able or interested in attending an open house session; Mailed postcards to addresses along the project area.
- Community Engagement Toolkit – Action Plan Worksheet
 - Add questions related to equity in the Action Plan Worksheet that is used as part of the Community Engagement Toolkit for City policies, projects and programs to help raise awareness of equity considerations for project managers.
 - The following has been added: What equity topics does the project/policy/program have an ability to impact?
 - Children and youth
 - Community engagement
 - Contracting equity
 - Criminal justice
 - Economic development
 - Education
 - Environment
 - Food access and affordability
 - Government practices
 - Health
 - Housing
 - Human services
 - Jobs
 - Parks and recreation
 - Planning and development
 - Transportation
 - Utilities
 - Workforce equity
 - Specify your own value: _____

Thoughtful consideration of equity is crucial during our engagement-planning efforts to help ensure we are providing opportunities for all to be informed and all voices may be heard when input is sought. This question prompts you to think about the diversity of the audience to whom your outreach is directed. In addition, consider when planning engagement strategies how to best reach underserved and/or diverse members of our community. Check out this video to learn more about the importance of equity: (right click & open in new tab) <https://vimeo.com/252568978>.

- Community Engagement Toolkit – Stakeholder Worksheet

- Add stakeholders and organizations with potential to assist with reaching diverse and/or under-represented populations, and denote such organizations in a way to raise awareness for Community Engagement Toolkit users.
- The following stakeholders are now noted in the engagement toolkit as potentially helping to reach diverse and/or under-represented populations:
 - Ann Arbor Housing Commission (AAHC)
 - Commission on Disability Issues
 - Human Rights Commission
 - University of Michigan Dean of Students
 - Ann Arbor Area Community Foundation
 - Ann Arbor Center for Independent Living
 - Ann Arbor Chinese Center of Michigan
 - Ann Arbor Community Center (AACC)
 - Area Agency on Aging
 - Avalon Housing
 - Bethel African Methodist Episcopal Church
 - Chinese American Society of Ann Arbor
 - Community Action Network (CAN)
 - Ginsberg Center for Community Service & Learning
 - Jewish Family Services of Washtenaw County
 - Michigan Ability Partners
 - Muslim Social Services
 - Neutral Zone
 - Peace Neighborhood Center
 - Programs to Educate All Cyclists (PEAC)
 - Shelter Association of Washtenaw County (Delonis Center)
 - The Ann Arbor Chapter of the Links, Inc.
 - The Interfaith Council for Peace and Justice
 - The Jim Toy Center
 - Washtenaw Association for Community Advocacy
 - University of Michigan Professor of Urban Planning and Professor of Urban and Regional Planning
 - Michigan Association of Planning, Michigan State University Extension– Social Equity Chair
 - Women's Council of Washtenaw County
 - Crossroads Community Baptist Church
 - St. Mary's Student Parish (Spanish)
- Community Engagement Toolkit – Demographic Survey
 - Provide a demographic survey template in the Community Engagement Toolkit to encourage tracking audience to know who we are reaching, and who we are not. The survey has been drafted and is under review.

- Equity considerations for city-wide planning efforts
 - Incorporate equity considerations in the community engagement strategy for the Transportation Master Plan Update and Solid Waste Resources Management Plan Update
 - Staff have begun discussions about community engagement strategy and performance measurement metrics for this goal.

From the Boards and Commissions Team:

- Over the past few months, questions regarding applicants’ race and gender were added to the application process for Boards and Commission’s open positions and the data has started to grow.
- The Clerk’s Office has added a Google Translation tool to the website that provides information about City Boards, Commissions, and Committees. This tool was also integrated into the Board, Commission, and Committee online application.

From the Parks and Recreation Team:

- In September of 2017, the Rotary Club of Ann Arbor Centennial Playground located within Gallup Park had its grand opening
 - The Universal Access Playground offers children with disabilities opportunities to gain self-confidence and greater independence. Children of all ages and abilities will develop and play together. Additionally, caregivers with disabilities have the chance for their children to play, where they too can engage, supervise and interact together with them, as never before. The Ann Arbor Center for Independent Living helped provide input for the design of the playground so that it is a safe and inclusive place for the child in all of us. Funding for the Universal Access Playground (UAP) provided by the Rotary Club of Ann Arbor, Michigan DNR State of Michigan DNR Trust Fund and the City Of Ann Arbor Park Maintenance and Capital Improvements Millage.
- Natural Area Preservation hosted two interns through the Doris Duke Conservation Scholars Program/UM School for Environment and Sustainability.
 - The goal of the program is to diversify the conservation field by finding and developing the next generation of land, water, and wildlife professionals among traditionally underrepresented groups.
- The GIVE365 volunteer program attended a workshop on Diversity, Equity, and Inclusion and how those topics affect volunteer coordination. More specifically, the workshop covered recruiting and maintaining a diverse population of volunteers by reducing barriers to a positive volunteer experience.

Current Projects:

- Secure a DEI consultant that will assist the City with creating and implementing a DEI plan- 3rd Quarter FY 2019
 - Begin the planning phase of a DEI strategy- 3rd Quarter FY 2019
- Present an equity update to the HRC group- 4th Quarter FY 2019
- Present an equity update to the Disabilities Commission – 4th Quarter FY 2019

- Continue work with Washtenaw County in the “One Community” efforts- Ongoing
- City DEI Officer to attend the University of Michigan, DEI Summit week update on October 8, 2018
- Review data for Boards and Commissions dashboard on race and gender- Ongoing
- Add Equity questions to the City’s new hire employee survey and hiring manager survey. 2nd Quarter FY 2019
- Work with City recruiting team add DEI materials to orientation - 4th Quarter FY 2019.
- Finalizing ordinance to create a Community Policing Commission.
- Working with Scouting USA on a region-wide merit badge day scheduled for November 10th. Merit badges offered will include Citizenship in the Community, Sustainability, Law, Safety, Crime Prevention, and Fire Safety.