



## MEMORANDUM

TO: Mayor and City Council  
FROM: John Fournier, Assistant City Administrator  
DATE: June 30, 2019  
SUBJECT: Equity and Inclusion End of Year Status Report Quarter 4, FY2019  
Response to Resolution R-18-291 Resolution to Support One Community Initiative and Ongoing Equity Work

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Attached is the FY19 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, Assistant City Administrator ,Interim HR 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 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 is a summary of equity advances made at the City in FY19 including Q4 equity success stories:

Thank you to the following City units and groups who contributed toward the City's ongoing equity work in FY19:

- Ann Arbor Housing Commission
- City Administrator's Office
- City Clerk's Office
- Human Resource Services
- Office of Sustainability and Innovations
- Parks and Recreation
- Public Community Engagement

#### Completed Projects:

##### Human Resources FY19 Summary:

- Created and updated a number of HR policies and recruiting practices to advance equity and inclusiveness
- Training was conducted for Anti- Harassment and Non-Discrimination for City leadership and management, racial equity training completed, and in Q4, complied with MDOT, Title VI and conducted Limited English Proficiency (LEP) training for City customer service areas, improving access to services for persons with limited English proficiency
- Received a preliminary score of 100% in the Municipal Equity Index (MEI) which examines how inclusive municipal laws, policies, and services are of LGBTQ people who live and work here
- Created a Diversity, Equity and Inclusion (DEI) Officer position
- RFP and selection process was completed for DEI consultant and awaiting approval from Council. The goal of securing a consultant is to guide the City of Ann Arbor in the development of a comprehensive DEI plan and a successful and sustainable Diversity, Equity and Inclusion organizational transformation
- DEI officer attended several Diversity and Inclusion summits, conferences and trainings around the area including three-day conference called *Facing Race, Michigan Climate Action Conference*, where equity was the main theme, UM DEI summit

- **Q4 Updates**
- Community networking with Michigan Ability Partners, Neutral Zone, Community Action Network, and WISD,SOS with the goal of providing jobs to disadvantaged youth in our community
  - First youth job fair April 27, 2019 held at the City of Ann Arbor Senior Center.
    - Attended-approximately 50 youth
    - Hired- 3 youth for summer temporary jobs
- City DEI Officer started relationship with the VA Hospital, attended a job fair at the Veteran’s Hospital on May, 23, 2019

**Clerk’s Office FY19 Summary**

- Now tracking demographic information about boards and commissions applicants and appointee and proving the aggregate information in a dashboard to elected officials
- Partnered with Ann Arbor Housing Commission to recruit residents to work for the Clerk’s Office on election day at polling places throughout the city, successfully employing several residents, including women, minorities and those with disabilities
- Launched an online sign-up for the Permanent Absentee Voter List to ease some of the problems traditionally associated with voting in person, including transportation, childcare, and work schedule conflicts by streamlining the process for voting by mail

**FYQ4 (Update from Q1 Report)**

Self-reported information collected during the application process over the past several months provides new insight into who applies and whom the Mayor and City Council appoint to boards and commissions. The numbers under the *Appointees* heading represent over a third of all current appointees; by June of 2021, the data will include responses from nearly all appointees. The data fluctuates daily as new applications come in, but the information in this report represents the data from May 23, 2019

**Applicants [123 Responses]**

Applicant Gender

- 41% Female
- 57% Male
- 02% Prefer not to answer

Applicant Ethnicity

- 03% African American
- 03% Asian or Pacific Islander
- 80% Caucasian/Non-Hispanic
- 03% Hispanic
- 08% Other
- 03% Prefer not to answer

## **Appointees [88 Responses]**

### Appointee Gender

- 42% Female
- 57% Male
- 01% Prefer not to answer

### Appointee Ethnicity

- 07% African American
- 03% Asian or Pacific Islander
- 84% Caucasian/Non-Hispanic
- 01% Hispanic
- 01% Other
- 04% Prefer not to answer

## **Ann Arbor Housing Commission FY19 Summary:**

**Family Unification Program (FUP):** The AAHC was awarded 32 FUP vouchers by HUD. FUP vouchers are for families who are in danger of losing their children due to their housing situation or who are unable to reunite with their children due to their housing situation. FUP vouchers are also for youth between 18-22 who have aged out of the foster care system and also have unstable housing situations. We are partnering with the Michigan Department of Health & Human Services, Ozone House, and the local Continuum of Care to identify eligible households and to assist them with lease-up

**Second Baptist Church:** Dr. Steven Daniels, Pastor at the Second Baptist Church, provided 28 turkey dinners with all the trimmings for AAHC residents as well as 29 bikes for kids living at AAHC properties. The tenants greatly appreciated the amazing food and the laundry baskets the food came in

**Non-Elderly Disabled Mainstream Voucher:** The AAHC is partnering with 11 local non-profit agencies to administer 45 NED Voucher's awarded by HUD, all of whom serve persons with disabilities as a cornerstone of their non-profit mission or public agency purpose. NED HCVs enable non-elderly disabled families to lease affordable private housing of their choice. NED vouchers also assist persons with disabilities who often face difficulties in locating suitable and accessible housing on the private market. The target population for the NED program are any household that includes one or more non-elderly person with disabilities

**Waitlist Opening:** The AAHC received over 4,300 waitlist applications and randomly selected 600 applications to be on the waitlist. Demographic breakdown in FYQ3 report

## **FYQ4 Updates**

The Ann Arbor Housing Commission housed 68 new very low-income families in the past 90 days.

Homeless Veterans: 12

Family Unification Vouchers – Families at risk of losing children due to housing situation: 2

Family Unification Vouchers – Youth aging out of foster care at risk of homelessness: 4

Non-elderly Disabled Households: 25

AAHC Properties: 16

Avalon Properties: 2

Housing Choice Vouchers: 7

## **Office of Sustainability and Innovations FY19 Summary:**

- The Office of Sustainability and Innovations has been working to integrate equity into all elements of our decision-making, program management, and project development. Below are a few highlights of the activities we have undertaken or have advanced in FY19:
  - Won a grant to complete (and completed) an equity scan of the City's Climate Action Plan and the Office's 5-year work plan. Feedback from this analysis is actively being integrated into the Office's daily work.
  - Completed The first round of Equity Foundations training was done using the Urban Sustainability Directors Network's curriculum
  - Assisted in securing financial support to hire (and hired) an equity fellow to help advance various elements of the Office's work plan over the summer
  - Received advanced training in equity and equity-based principles
  - Applied for an a grant to support our Aging in Place, Efficiently program. This initial grant was unsuccessful but we are reworking our application and will be reapplying in the fall

## **Parks and Recreation FY19 Summary:**

- Parks and Recreation held a public meeting to discuss universal access and site improvements to the Argo. We're exploring preliminary design concepts for improving ADA accessibility and universal access at the livery, improving access to allow people of all abilities to enjoy the river
- 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

#### **FYQ4 Updates**

- Parks and Recreation Services submitted a grant application this spring to the Michigan Department of Natural Resources Trust Fund program requesting \$300,000 for universal access and site improvements to the Argo Livery. This would match \$300,000 from the City Parks Millage and allow for various universal accessibility improvements such as a universal paddle craft launch, universally accessible restrooms, an accessible fishing dock, as well as ADA parking spaces. The City of Ann Arbor received an MDNR Trust Fund grant in 2011 that funded an accessible kayak launch at the Gallup Livery that allows for Stillwater paddles. Adding an accessible launch at the Argo Livery upstream would create an accessible 3.7 mile point-to-point paddling trip along the Huron River, including through the Argo Cascades

#### **Public Engagement FY19 Summary:**

- The demographic survey (added to the Community Engagement Toolkit Q1FY19) has been used on recent engagement efforts. The tool is helping staff better understand who we are, and are not hearing from during public engagement. Consistent use of this tool may help staff better understand which engagement formats encourage the greatest diversity of participation
- MDOT Title VI Public Involvement Survey has been consistently used as public meetings for projects with MDOT funding, to gather demographic information from meeting participants. This survey helps staff understand who we are, and are not hearing from during public engagement
- Kayla Coleman, Community Engagement Specialist, attended a two-day workshop on equitable mobility hosted by the Urban Sustainability Directors Network (USDN). The workshop explored how to create a safe, clean, affordable, and accessible road transportation system which prioritizes the mobility needs of people of color, low-income residents, and people with disabilities through vehicle electrification
- Kayla Coleman, Community Engagement Specialist attended a two-day peer learning exchange about electric vehicle car-sharing for low income populations hosted by the Urban Sustainability Directors Network (USDN). The peer learning exchange explored equity considerations and strategies to providing sustainable transportation for all people
- Kayla Coleman, Community Engagement Specialist, is a board member for the Midwest Chapter of the International Association of Public Participation (IAP2). A core value of the organization focuses on public participation from all persons affected or interested in a decision. The Midwest Chapter is currently working toward a statement for equity and inclusion

- Heather Seyfarth, AICP, Community Engagement Specialist, developed and led a Community High School course designed to increase civic competency and engagement among local youth
- Heather Seyfarth, AICP, Community Engagement Specialist, participates on the Michigan Association of Planning's Social Equity Committee and has contributed to the development of a planning document equity audit tool
- Heather Seyfarth, AICP, Community Engagement Specialist, is a board Member of the Michigan Association of Planning, which is engaged in an effort to gain a deeper understanding of equitable economic development
- Community engagement staff have begun regular participation in webinars hosted by IAP2 to continue growing our knowledge and skills in conducting effective and inclusive community engagement, including a recent webinar on how to more effectively engage youth
- Staff are currently exploring community engagement training for City staff through IAP2. Staff believe the training could support more effective community engagement by enhancing knowledge, confidence and skills. The training would cover planning effective public participation and explore tools and techniques for engagement
- Staff are participating in the Federal Highway Administration (FHWA) EDC-5 Virtual Public Involvement initiative to explore innovate techniques to inform the public and receive feedback. A primary focus of the initiative is expanded engagement; "Virtual tools include stakeholders who do not participate in traditional approaches to public involvement. Greater engagement can improve project quality."

#### **Q4 Updates**

- Kayla Coleman, Community Engagement Specialist, attended a two-day workshop on equitable mobility hosted by the Urban Sustainability Directors Network (USDN). The workshop explored create a safe, clean, affordable, and accessible road transportation system which prioritizes the mobility needs of people of color, low-income residents, and people with disabilities through vehicle electrification.
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#### **City Administrator's Office FY19 Summary:**

- The City hosted approximately 40 Scouts, ages 11-16 from Scouting USA on a region-wide merit badge day November 10th. Merit badges offered were Citizenship in the

Community, Sustainability, Law, Safety, Crime Prevention, and Fire Safety. Some of the activities to obtain a merit badge included, participating in a mock council meeting, a mock courtroom trial, putting a fire out and baking banana nut bread.

**Current or Ongoing Projects:**

- Council approval of a DEI consultant that will assist the City with creating and implementing a Diversity, Equity and Inclusion plan- Quarter 1 FY 2020
  - Begin phase I of a DEI strategy- Quarter 1 FY 2020
- Continue work with Washtenaw County in the “One Community” efforts- Ongoing
- HR working with the VA Hospital and the Transitional Work Program for Veterans
- DEIO to present equity updates to the HRC - Quarter 1 FY 2020
- DEIO to present equity update to the Disabilities Commission – Quarter 1 FY 2020
- Updating MDOT Title VI and LEP (Limited English Proficiency) plan Quarter 1 FY 2020