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TO: Mayor and Council

FROM: Milton Dohoney Jr., City Administrator

CC: Laura Orta, Director, Office of Organizational Equity

SUBJECT: Response to R-18-291 Resolution to Support One Community Initiative and Ongoing Equity Work

DATE: February 3, 2025

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Attached please find the FY 2025 Quarter 1 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.

As a part of the evolution of the newly established Office of Organizational Equity (OEE), the quarterly reporting structure and content has been and will continue to be revised to improve ongoing measurement, monitoring, and evaluation efforts of diversity and equity efforts.

Alignment of reporting content to this structure will take place over the next twelve months to avoid placing undue burden on the reporting offices/departments/service units.

The reporting of data and its accuracy is the responsibility of each office, department or service unit.

The OEE has included the following elements of its work for consideration in this quarterly report.

- Status reporting of OOE activities.

- A reporting matrix for each office/department/unit that includes the status of KPI and development that has provided information to OOE.
- Information the has previously been determined to be essential to monitoring the progress of Ann Arbor equity initiatives.
- Departments have the opportunity to provide additional information about equity focused activities through the OOE reporting mechanism.

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## City Administrator Services

### Office of Organizational Equity

Initiative	Status
<b>INTERNAL AGENCY INITIATIVES</b>	
RFI for DEI activities	October 15, 2024
Department/unit responses	2 of 27 department/units
Established Employee Education Resource Groups	On hold
Employee DEI committee	Monthly meetings
OOE Ambassadors Program Implementation	
Ambassadors recruited	19 Recruited
Ambassador training sessions	Training 1, September 19 Training 2, Scheduled November 19
Pretraining Knowledge Assessment	Administered
Department/service units with established DEI key performance indicators	Fire Communications (in development)
Integration of Equity Principals in Capital Improvement Plan	Continued participation in the scoring and ranking of projects with integrated equity criteria
<b>COMMUNITY ACTIONS/METRICS</b>	
Collection of RFP bidder demographics R-23-232	Conclusion of FY 2025
Established community partnerships	
<b>ACCESSIBILITY</b>	
Website Accessibility Report	Website in transition to GovStack monitoring for accessibility to be improved post-transition
Number of accommodations requested by employees	3, 2 accommodations for council, 1 employee advised
Number of accommodations requested by public through OOE	2 requested, 1 denied
Disability Awareness and Inclusion Training	
Accessibility Policy Revisions	Completed and posted
ADA Notice and Grievance Procedure	
Internal agency ADA and accommodation guidance	22 polling place and dropbox accessibility checks Community engagement hub accessibility checks Title VI Sub-recipient certification form Parks customer complaint assistance Advised on accessibility of customer engagement event
Community outreach/collaboration	Disability Art Show at City Hall AARP Walk Audit Planning Committee Community Action Network with back-to-school event

AAATA Mobility Services Coordinator for  
Rights Enforcement Coordinator @ DOJ  
Washtenaw Intermediate School District  
(WISD) Young Adult Program classrooms,  
Resident Service Coordinator Office  
(Cranbrook), WISE Program Staff at JFS &  
Disability Network Staff to get feedback  
on accessibility and barriers in the  
community

### Quarterly Language Line Use Statistics

Language Line is telephone interpretation service that allows those with limited English proficiency to communicate with city staff using a live interpreter. Monitoring the demands for interpretation services can indicate community-level changes in composition that are not evident in other measurements.

Language	Calls
ARABIC	2
FARSI	1
FRENCH	2
MANDARIN	6
PASHTO	1
POLISH	2
RUSSIAN	2
SPANISH	10
Total Calls	26

### Human Resources

#### EEOC Data

For Applications Received from July 1 to September 30, 2024 Data sourced from UKG						
Self -identified Race/ethnicity	Number of Applicants	Declined	Hired	Hire rate within Group	Percent of Total Hire	Percent of Applications
American Indian or Alaska Native	9	6	0	0%	0%	0%
Asian	215	171	0	0%	0%	7%
Black or African American	541	439	3	1%	8%	19%
Native Hawaiian or Pacific Islander	2	2	0	0%	0%	0%
Two or More	128	100	2	2%	5%	4%
White	1558	1198	31	2%	78%	54%
None Identified	427	340	4	1%	10%	15%
<b>Total</b>	2880	2256	40	1%	100%	100%

## Fire

OOE Ambassador Designated	Yes
Response to data request	Yes
Established department DEI KPIs	"Establish a recruitment and hiring culture that provides a sustainable pool of candidates to reflect the community."
% of employees that complete DEI training	100%
Additional DEI Training	Additional training requested and completed by OOE
Notable quarterly activities	

## Appended Documents

None