



## MEMORANDUM

TO: Mayor and City Council  
FROM: Howard S. Lazarus, City Administrator  
DATE: December 30, 2019  
SUBJECT: Equity and Inclusion Status Report Quarter 2, FY2020  
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: J Fournier, Assistant City Administrator, Human Resources 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 2, 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 are completed and current projects at the City of Ann Arbor related to Equity:

#### Completed Projects:

##### From the Fire Services Unit:

- Ann Arbor Fire Department held two separate training sessions on Diversity, Equity & Inclusion, Qtr. 2 FY20.
  - The first part was presented to fire staff six times in separate sessions, two each day on November 5, 7, and 21. This allowed each shift to attend as well as administrative staff. The first sessions focused on diversity awareness and implicit bias.

- The second part was presented six times in separate sessions, two each day on December 10, 11, and 12. The second round focused on microaggressions. These small group trainings were highly interactive. Marlanna Landeros was the facilitator. Ms. Landeros has a MSW and is the DEI Coordinator for the University of Michigan, Division of Public Safety & Security. Ms. Landeros has significant personal and family legacy with public safety. We were incredibly appreciative of the quality of this training, and Ms. Landeros' willingness to accommodate our schedule challenges.

**From the HR Services Unit:**

- Dr. Shirley Davis and her consulting team from SDS Global Enterprises, Inc. began phase one in the development of a comprehensive Diversity, Equity & Inclusion (DEI) Plan for the City ; gathering data regarding the City of Ann Arbor.
  - Dr. Davis and her team started a review of the City's policies, procedures, compensation strategy and organizational demographic information among other items.
  - On December 17, Dr. Davis and her team conducted five focus groups with City's internal and external leaders, managers, supervisors, and staff. Focus groups with Council members are to be conducted in January 2020.

Data findings gathered will be presented in a report by Dr. Davis the 4th quarter FY20.

- The city has again achieved a perfect score of 100 of 100 points from the Human Rights Campaign Foundation and Equality Federation Institute for the 2019 Municipal Equality Index . According to the [MEI website](#), this initiative examines how inclusive municipal laws, policies, and services are of LGBTQ people who live and work there. Cities are rated based on nondiscrimination laws, the municipality as an employer, municipal services, law enforcement and the city leadership's public position on equality.
- The Human Resources recruiting team along with the Ann Arbor Police Department have made progress regarding the Police Cadet program. The program's goal is help generate a more diverse workforce within the Police Department. The Police Cadet position is currently open. A recruitment event/informational session took place on December 7 and was a huge success. Approximately 28 people attended the event that Sergeant Jaime Crawford, Lieutenant Mike Scherba, and Kim Bennett, recruiting supervisor, hosted. Three PSS cadets were hired prior to the event and the program is hoping to hire two more.
- Training continued for the MDOT Title VI and LEP (Limited English Proficiency) requirements to various Service Areas with customer facing staff.
- The City's DEI Officer, Sharie Sell attended the National SHRM Diversity, Equity & Inclusion conference, October 2019.

**From the City Administrator's Office:**

- The City hosted approximately 10 youth from [Neutral Zone](#) for tours of various City Service Units. This is part of phase one preparation of a multiphase Future Job Corps Program that will involve youth (ages 18-21) exposure to city government, service areas,

units and positions that provide services for our citizens. The end goal is to provide Neutral Zone youth with first-time work experience in a temporary or fulltime position with the City.

- The City created job descriptions in preparation for Neutral Zone youth to work in various Units as part of the Future Jobs Corps Program.

**Current or Ongoing Projects:**

- Administer DEI assessments to City staff:
  - Administer a leadership cultural competence assessment for staff in a City leadership position, Qtr. 3 of FY20, DEI, phase one.
  - Administer an online Inclusion & Engagement survey to all City staff, Qtr. 3 of FY20, DEI phase one.
- The City has become a community partner in the [21-Day Equity Challenge](#), led by United Way. January 6-26, 2020. Employees are invited to sign up. Participation is private, free, and anonymous. This is a great way to learn more about racial equity and justice in Washtenaw County.
- As part of the multiphase collaboration with Neutral Zone, quarter 3 FY20, the youth will have the opportunity to job shadow various Units within the City, with the end goal of providing them with first-time work experience in a temporary or fulltime position.
- Continue work with Washtenaw County in the “One Community” efforts- Ongoing
- Presentation on equity updates to the HRC group- Quarter 3 FY 2020
- Present an equity update to the Disabilities Commission – Quarter 3 FY 2020
- Update the MDOT Title VI and LEP (Limited English Proficiency) Plan requirements and published to the HR website Quarter 3 FY 2020