



City of Racine, Wisconsin
Agenda BRIEFING MEMORADUM

AGENDA DATE:

January 13, 2025 – Finance and Personnel Committee
January 21, 2025 – Common Council

SUBJECT:

Communication sponsored by Alder Horton, on behalf of the Director of Human Resources and Chief Information Officer, requesting permission to create new part-time positions (LTE) and associated grades in the Management Information Systems (MIS) Department for the 2024 Capital Project Fund Digital Connectivity and Navigators Program (DCN) Grant (Grant Control #00572) implementation.

PREPARED BY:

Adele Edwards, Chief Information Officer

EXECUTIVE SUMMARY:

The Management Information Services (MIS) and Human Resources Departments are requesting permission to add two new part-time (LTE) positions (LTE), as part of the 2024 Capital Project Fund Digital Connectivity and Navigators Program (DCN) Grant (Grant Control #00572) implementation.

PROJECT BACKGROUND & ANALYSIS:

The Common Council approved the acceptance of the award for the Digital Connectivity and Navigators Program Grant (PSC) (item # 0849-24) but staffing details were not included in the prior ABM.

Background:

The Public Service Commission of Wisconsin’s Capital Project Fund Digital Connectivity and Navigator Program Grant will last for two years. It was created to address critical gaps in high-speed internet access, affordability, and adoption in Wisconsin. The program prioritizes funding towards communities that were disproportionately affected by the COVID-19 pandemic and continue to be at higher risk for future disaster due to lack of access to critical services related to work, education, and health monitoring. It targets underserved and underconnected communities and households in Wisconsin, including those that are low-income or are impacted by low adoption rates. The city applied and was awarded to deploy digital devices (computers) and to provide digital navigation services (support and training) to qualifying citizens through partnerships with non-profit organizations and community anchor institutions such as schools, Racine Health Department, and the library. We will provide positive and impactful digital inclusion change for 460 City of Racine residents.

Grant Labor:

There will be 11 people hired by the MIS department to implement the grant. There are 4 different positions.

- Project Manager, classification PT-O 25.04 or 26.04 Resident, 1 person, Part-Time (LTE), new position

- Community Engagement and Trainer, classification PT-F 19.19 or 19.96 Resident, 6 people, Part-Time (LTE), current position
- Community Engagement and Trainer Bilingual Spanish, classification PT-F 19.19 or 19.96 Resident, 2 people, Part-Time (LTE), current position
- IT Trainer, classification PT-A 16.07 or 16.72 Resident, 2 people, Part-Time (LTE), new position

These part-time (LTE) staff will only work on the grant and be paid by the grant and hired by the MIS department. When the grant funding ends, so will their employment with the city.

BUDGETARY IMPACT:

No city budgetary impact. Grant total is \$576,049 with \$333,577 for labor.

RECOMMENDED ACTION:

Staff recommendation is for the Director of Human Resources to be authorized to create new part-time (LTE) positions and associated grades in the Management Information Systems (MIS) Department for the 2024 Capital Project Fund Digital Connectivity and Navigators Program (DCN) Grant (Grant Control #00572) implementation.