



City of Racine, Wisconsin

COMMON COUNCIL

AGENDA BRIEFING MEMORADUM (ABM)

COMMITTEE: Finance Committee

LEGISLATION ITEM #:0639-21

AGENDA DATE: October 11, 2021 Finance & Personnel Committee
October 19, 2021 Common Council

ABM Prepared by: Manager of Strategic Initiatives & Community Partnerships Vicky Selkove
Reviewed by: Chief of Staff Shannon Powell
Approved by: City Administrator Paul Vornholt

SUBJECT:

Communication from Mayor Mason and Alder Meekma's requesting up to \$500,000 in funds from the American Rescue Plan Act (ARPA) to create and fund an Equity Officer position for 4 years at Salary Grade M.

BACKGROUND AND ANALYSIS

The City has been allocated \$46,246,465.00 from the federal government in the American Rescue Plan Act. The purpose of these funds is to help local governments recover, stabilize and restart the local economy and city budget that has been negatively affected by the COVID-19 pandemic. Furthermore, it is also recommended that these funds be targeted to address distressed communities disproportionately affected by the pandemic. The funding also aligns with the City's goal to address equity and inclusion. The Common Council has recently passed Ordinance 0014-21 – Commitment to Equity, which creates a new Equity Officer position. This Equity Officer shall be in the Office of the Mayor, and shall provide administrative and management services for the city, including but not limited to planning, program monitoring and evaluation, and coordination of enterprise related to efforts around racial equity and social equity as as outlined in Ordinance 0014-21, and in partnership with the Human Resources Department.

EXECUTIVE SUMMARY:

The Equity Officer shall have oversight on matters of strategic planning, data collection and analysis, content development, learning facilitation, and policy development and implementation, all related to equity and inclusion in the City's workforce and the City as an employer. The equity officer shall coordinate City stakeholders on matters concerning equity.

JOB DUTIES INCLUDE:

1) Developing and adapting an equity framework that clearly articulates vision, purpose and definitions to guide departments in incorporating equity principles, particularly racial equity, into their operations, programs, services, and policies.

2) Coordinating and supporting efforts by all departments to increase diversity, equity, and inclusion; including but not limited to workforce diversity efforts; strengthening diverse membership in and support to the city's boards, commissions, and authorities; and increasing training and supporting the capacity building of staff with regards to the City's equity framework.

3) Convening and providing or facilitating training and leadership opportunities for the City's staff-level Racial Equity Leadership Team, or similar convenings of staff-level equity-focused capacity and skill building.

4) Assisting all departments in their inclusion of equity principles in strategic and budgetary planning.

5) Assisting, in collaboration with all departments as applicable, in developing, setting and supporting existing goals for individual City departments regarding workforce diversity, workforce inclusion and retention, and diversity and representation of City boards, commissions, committees, and authorities.

6) Working with the City's human resources department in designing and ensuring the City offers a broad based training curriculum aligned with the city's equity framework and targeted to meet differing needs.

7) Identifying focus areas and supporting the development of policies and actions that improve equity in institutional and organizational practices including hiring, training, retention, inclusion, and promotion.

8) Developing, in coordination with departments, a Citywide Racial Equity Action Plan, monitoring progress of its implementation, and ensuring it is adapted and updated as necessary.

9) Learning and sharing information on best practices from other similarly-situated communities, participating in learning communities with regional and national organizations focused on equity and government, and seeking funding opportunities to support and enhance the City's equity initiatives.

10) Providing a forum for exchange of information and identification of opportunities for collaboration across departments on practices that advance equity.

11) Collecting, reviewing, and analyzing data to measure the strength of progress of stated goals concerning equity.

67 12) Communicating efforts and progress to the Mayor, departmental leadership, City staff, the Common
68 Council, and to relevant City commissions/boards/authorities.

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70 **RECOMMENDED ACTION:**

71 To approve Mayor Mason and Alder Meekma's request for up to \$500,000 in funds from the American
72 Rescue Plan Act (ARPA) to create and fund an Equity Officer position for 4 years at Salary Grade M.

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74 **FISCAL NOTE:**

75 Salary Grade M ranges from \$77,750.40 to \$100,006.40

76 Approximately \$500,000 over 4 years.

77 Funds are available in Fund 229 ARPA

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