



CITY OF NEWBURYPORT FY 2024 TRANSFER/APPROPRIATION REQUEST

Department: Mayor's Office

Submitted by: Sean R. Reardon, Mayor

Date Submitted: 2/26/2024

Transfer From:

Account Name:	MYR DEI Coordinator	Balance:	\$ 25,000.00
Account Number:	01121001-51162	Category:	\$ 147,436
Amount:	\$25,000.00	Trans I/O:	\$ -

Why Funds Are Available:

Personnel funds are no longer needed for the DEI Coordinator position as the consulting engagement with YW Boston will fulfill much of the project management work and strategic planning originally assigned to the coordinator role.

Transfer To:

Account Name:	MYR DEI Initiatives	Balance:	\$ 23,414.74
Account Number:	01121002-53801	Category:	\$ 39,655.99
Amount:	\$25,000.00	Trans I/O:	\$ -

Why Funds Are Needed:

Funds are needed to support the consulting engagement with YW Boston for DEI-related trainings, assessments, and action plan development. This transfer reallocates resources originally intended for a DEI Coordinator position towards the comprehensive services provided by the consultant, aligning with an evolving strategic approach to Diversity, Equity, and Inclusion work within the City. See attached explanatory memo.

Sean R. Reardon, Mayor:

Date:

Ethan R. Manning, Auditor:

Date:

2/16/2024

City Council Action:

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 NEWBURYPORT, MA
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CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
SEAN R. REARDON, MAYOR

To: President and Members of the City Council
From: Mayor Sean R. Reardon
Date: February 20, 2024
Subject: DEI Initiatives Transfer Request

The Administration is requesting a transfer of \$25,000 within the DEI budget from Personnel to DEI Initiatives. In FY24, we listed a separate budget line for personnel to show greater transparency on how DEI funds were being spent. Between the creation of the budget and the beginning of the fiscal year, we decided to take a different approach to this year's Diversity, Equity, and Inclusion work.

At the time of the budget presentation, the City's plan was to post for a 19-hour a week position as DEI Coordinator. As the Administration explained in the spring of 2023, the role would no longer be filled by Tina Los, whose full-time responsibilities as Associate Director of Services and Supports in the Youth Services Department would not allow enough time to also serve as coordinator. The City planned to hire a stand-alone coordinator position, but then decided to change course in June 2023 when we began contracting with a consultant to work on the City's DEI strategic plan.

In June 2023, the Administration selected the YW Boston as a consultant to assist with trainings, DEI assessments, and the creation of an action plan for the City on DEI goals. The Mayor, working alongside Tina Los and other DEI stakeholders, decided that the work of the YW would preclude the need for a DEI Coordinator, at least at the start of their engagement, because they would be able to complete much of the engagement and project management work that would otherwise be done by a coordinator. At the same time, because we did not know what actions would be recommended by the YW, it would be best to wait to hire staff until there was a plan to carry out.

So far this fiscal year, the YW has completed a discovery process and initial trainings with selected City staff. They have also worked with senior staff on managing this project and have completed an initial internal report on DEI baselines with recommendations for next steps. They have created a proposal for the City that would broaden their training work, provide professional development for a cohort of City staff, and complete the creation of an action plan for the City on DEI Initiatives that could then be carried out over the coming years.

This request is to transfer funds that would have been spent on the DEI Coordinator to instead complete this consulting engagement with the YW Boston. We believe they will provide the project coordination and organizing support through this work that otherwise would have been

filled by a part-time staff member, and that this work is foundational for moving forward on next steps in DEI initiatives.

This request still preserves funding for event sponsorship, programming, and for an HR Department-led initiative to update job descriptions and postings according to best practices in the DEI space. The only change will be to move the DEI coordinator pay of \$25,000 to the consulting services for the YW Boston project.

Thank you for your consideration.