MEMORANDUM

TO: Mayor and Council

FROM: Mark Washington, Interim Assistant City Manager
Ray Baray, Chief of Staff

DATE: May 12, 2016

SUBJECT: Upcoming Town Hall Meetings Regarding the New Equity Office

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This memo is to advise you of two town hall meetings that will be held later this month for the purpose of gathering community input on the mission and the vision of the new Equity Office.

Community Engagement

The first will be held on Wednesday, May 25th at the Asian-American Resource Center, located at 8401 Cameron Road, and the second on Thursday, May 26th at the Dove Springs Recreation Center, 5801 Ainez Drive. Both meetings will be held from 6:30 p.m. – 8:30 p.m. Childcare and light refreshments will be provided for attendees.

These two locations were chosen after initial interviews were held with community members and the City's consultants, Julie Nelson and Dwayne Marsh with the Government Alliance for Race and Equity (GARE). These interviews were held in mid-April to begin the conversation on the Equity Office, and one of the messages they heard loud and clear was that a single session (particularly in downtown Austin) would both miss the chance to reach the communities that most need the chance to engage with the City in this effort as well as to potentially send the message that community input was perfunctory in nature. Since staff wants neither of these outcomes, feedback on the desired locations was solicited from community members, and the two that were selected were based on the input we received.

To provide the public with sufficient notice of these meetings, City staff has designed an extensive media campaign. It will begin this week and includes press releases to all local media outlets, letters to community stakeholders, communication to several boards and commissions, announcements on the 'NextDoor' neighborhood registry, messages on all of the City's social media channels (i.e. Facebook, Twitter and Instagram), advertising on ATXN, and notifications posted in all Austin recreation centers and public libraries. If the public is unable to attend either meeting, they can still provide their input by emailing EquityOffice@austintexas.gov, by

calling 3-1-1, or in person by submitting written suggestions to the Equity Office Comment Box located in the 3rd Floor lobby of City Hall.

We want to emphasize that these town hall meetings will not be the only opportunity for citizens to get involved in helping to create the Equity Office. This is only the beginning of an ongoing process. There will be many more community touchpoints as we move forward on this journey.

Update on Chief Equity Officer Recruitment

The recruitment for the Chief Equity Officer is underway and is currently displayed on the City's employment website. The Hawkins Company is a search firm that is assisting in the process and has gathered stakeholder input prior to creating the job recruitment brochure. The recruitment brochure and associated application materials can be viewed at: https://www.austincityjobs.org/postings/53505. The application deadline is June 3, 2016.

Should you have any questions or need additional information, please do not hesitate to contact us. Thanks!

cc: Marc A. Ott, City Manager
Assistant City Managers
Department Directors