



# City of Hutto

## Agenda

### **Diversity and Inclusion Commission Tuesday, February 20, 2024 at 6:00 PM Executive Conference Room**

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at [huttotx.gov](http://huttotx.gov)

**1. CALL SESSION TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENT**

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes.

Any citizen wishing to speak during public comment may do so after completing the required registration form. Written comments for this meeting may also be sent to [comments@huttotx.gov](mailto:comments@huttotx.gov) PRIOR to 4:00 pm on February 20, 2024. The email must include name, address, phone #, agenda item and email to be recognized properly. Written comments will be provided to City Council.

*(Note: The Texas Open Meetings Act, Texas Government Code, Chapter 551, prohibits the City Council from fully discussing, debating, or considering subjects for which public notice has not been given on the agenda. Issues that cannot be referred to the City Staff for action may be placed on the agenda of a future City Council Session.)*

**4. GENERAL COMMENTS FROM CITY STAFF**

4.1. Update and discussion with Hutto Police Department (Chief Yarbrough)

**5. GENERAL COMMENTS FROM CITY COUNCIL REPRESENTATIVES**

**6. GENERAL COMMENTS FROM COMMISSION MEMBERS**

**7. OTHER BUSINESS**

- 7.1. Discussion and possible action on the election of Chair and Vice Chair.
- 7.2. Discussion and possible action on key takeaways from the strategic planning session with City Council on February 3, 2024.
- 7.3. Discussion and possible action on budget recommendations to city council liaison.
- 7.4. Discussion and possible action on building a relationship with Hutto ISD DEI group.
- 7.5. Discussion and possible action on the approval of the January 16, 2024 meeting minutes.

7.6. Discussion and possible action regarding the commission's duty to provide city council with an annual report.

**8. ADJOURNMENT**

**9. CERTIFICATION**

I certify that this notice of the February 20, 2024 Hutto Diversity and Inclusion Commission meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on DATE before 5:00 P.M.



***KRISTI BARNES***

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at [City.Secretary@huttox.gov](mailto:City.Secretary@huttox.gov) or call (512) 759-4033 for assistance.

# AGENDA ITEM REPORT

## 4.1.



**To:** Diversity and Inclusion Commission  
**Subject:** Update and discussion with Hutto Police Department (Chief Yarbrough)  
**Meeting:** Tuesday, February 20, 2024  
**Department:** Community Services  
**Staff Contact:**

### BACKGROUND INFORMATION:

Annual update from Hutto Police Department

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

None

# AGENDA ITEM REPORT

## 7.1.



**To:** Diversity and Inclusion Commission  
**Subject:** Discussion and possible action on the election of Chair and Vice Chair.  
**Meeting:** Tuesday, February 20, 2024  
**Department:** Community Services  
**Staff Contact:**

### BACKGROUND INFORMATION:

Per Ordinance § 2.02.204 Organization.

(a) Officers. The commission shall elect from its members, **at the first meeting of the commission held on or after January 1st of each year**, a chairperson and a vice-chair, and may elect a secretary. Such officers shall hold office for terms of one year, or until their successors take office.

2.02.207 Duties

(c) The commission shall provide an annual report to the city council **by January 31st of each year** and may be required to provide additional reports upon request of the city council.

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

None

# AGENDA ITEM REPORT

## 7.2.



**To:** Diversity and Inclusion Commission  
**Subject:** Discussion and possible action on key takeaways from the strategic planning session with City Council on February 3, 2024.  
**Meeting:** Tuesday, February 20, 2024  
**Department:** Community Services  
**Staff Contact:**

### BACKGROUND INFORMATION:

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

None

# AGENDA ITEM REPORT

## 7.3.



**To:** Diversity and Inclusion Commission  
**Subject:** Discussion and possible action on budget recommendations to city council liaison.  
**Meeting:** Tuesday, February 20, 2024  
**Department:** Community Services  
**Staff Contact:**

### BACKGROUND INFORMATION:

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

None

# AGENDA ITEM REPORT

## 7.4.



**To:** Diversity and Inclusion Commission  
**Subject:** Discussion and possible action on building a relationship with Hutto ISD DEI group.  
**Meeting:** Tuesday, February 20, 2024  
**Department:** Community Services  
**Staff Contact:**

### BACKGROUND INFORMATION:

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

None

# AGENDA ITEM REPORT

## 7.5.



**To:** Diversity and Inclusion Commission  
**Subject:** Discussion and possible action on the approval of the January 16, 2024 meeting minutes.  
**Meeting:** Tuesday, February 20, 2024  
**Department:** Community Services  
**Staff Contact:**

### BACKGROUND INFORMATION:

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

1. Diversity & Inclusion Commission\_1.16.24\_Minutes



# City of Hutto

## Agenda

**Diversity and Inclusion Commission**  
**Tuesday, January 16, 2024 at 6:00 PM**  
**Executive Conference Room**

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at [huttotx.gov](http://huttotx.gov)

**1. CALL SESSION TO ORDER: 6:06 p.m.**

**2. ROLL CALL**

Commissioner Cory Denena-Absent  
Commissioner Laurie Purser Stockman-present  
Commissioner Bruce Anderson-present  
Commissioner Tara Spoons: present  
Commissioner Jacqueline Coleman: present

**3. PUBLIC COMMENT**

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes.

Any citizen wishing to speak during public comment may do so after completing the required registration form. Written comments for this meeting may also be sent to [comments@huttotx.gov](mailto:comments@huttotx.gov) PRIOR to 4:00 pm on January 16, 2024. The email must include name, address, phone #, agenda item and email to be recognized properly. Written comments will be provided to City Council.

*(Note: The Texas Open Meetings Act, Texas Government Code, Chapter 551, prohibits the City Council from fully discussing, debating, or considering subjects for which public notice has not been given on the agenda. Issues that cannot be referred to the City Staff for action may be placed on the agenda of a future City Council Session.)*

**4. GENERAL COMMENTS FROM CITY STAFF**

**5. GENERAL COMMENTS FROM CITY COUNCIL REPRESENTATIVES**

- DEI Training Update from Stan Krimer
- Recommends that the presentation be shared with all commissioners
- Staff send training pdf.
- Council spoke about strategy and how to implement with input from commission
- Potential meeting on Feb. 3<sup>rd</sup>

**6. GENERAL COMMENTS FROM COMMISSION MEMBERS**

- Commissioner Laurie Stockman-Purser spoke on direction and understanding roles. Looking forward to the commission growing.

- Review the ability to host virtual meetings
- Commissioner Bruce Anderson spoke on his positive experience with the DEI training and vocalized his opinions on hosting events.
- Commissioner Tara Spoons mentioned working on “bridging the gap” so people feel included and heard...meeting people where they are. Recommended having community ambassadors representing different groups to be the “eyes and ears” for the commission.

## 7. OTHER BUSINESS

### 7.1. Consideration and possible action on approval of meeting minutes from November 21, 2023

- Motion to approve: Bruce Anderson
- Second: Jacqueline Coleman
- Approved: Passes 4:0

### 7.2. Consideration and possible action on the election of officers

- Motion to table by Commissioner Pruser-Stockman
- Second: Tara Spoons
- Passes: 3:1

### 7.3. Discussion and possible action on upcoming D&I dates for 2024 and discussion on possible opportunities

- Calendar of Events discussion ensued.
- Request to utilize City resources/social media
- Proclamation calendar collaboration
- Having a presence at City Council meetings
- Suggested a “large-scale” event for the fall-ask City Council for budget
- Find out what City Council direction is to understand what the commission’s priorities need to be.
- National Volunteer Month (April) to help with KHB clean-up event
- Celebrate Diversity Month (April)
  - Commissioners to come up with two things that celebrate diversity in Hutto. Why are you on the commission? (Commissioner Pruser-Stockman)
- Define tangible goals

## 8. ADJOURNMENT: 7:45 PM

## 9. CERTIFICATION

I certify that this notice of the January 16, 2024 Hutto Diversity and Inclusion Commission meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on DATE before 5:00 P.M.



*Angela Lewis*

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at [City.Secretary@huttox.gov](mailto:City.Secretary@huttox.gov) or call (512) 759-4033 for assistance.

# AGENDA ITEM REPORT

## 7.1.



**To:** Diversity and Inclusion Commission  
**Subject:** Consideration and possible action on approval of meeting minutes from November 21, 2023  
**Meeting:** Tuesday, January 16, 2024  
**Department:** Community Services  
**Staff Contact:**

### BACKGROUND INFORMATION:

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

1. Diversity and inclusion Commission Minutes 11.21.2023



# City of Hutto

## Minutes

### **Diversity and Inclusion Commission Tuesday, November 21, 2023 at 6:00 PM Council Chambers**

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at [huttotx.gov](http://huttotx.gov)

**1. CALL SESSION TO ORDER – 6:07pm**

**2. ROLL CALL**

Cory Denena  
Laurie Purser Stockman  
Bruce Anderson  
Tara Spoons - absent

**3. PUBLIC COMMENT**

Jacqueline Coleman

**4. GENERAL COMMENTS FROM CITY STAFF - None**

**5. GENERAL COMMENTS FROM CITY COUNCIL REPRESENTATIVES - None**

**6. GENERAL COMMENTS FROM COMMISSION MEMBERS**

**7. OTHER BUSINESS**

**7.1. Discussion and possible action on the Future of the Diversity and Inclusion Commission**

The Commissioners discussed best practices and proposed recruiting one person each for the Commission and having a banner on the website promoting the vacancies.

Laurie Purser Stockman made the motion to approve, Bruce Anderson seconded. Vote passed 3,0.

**7.2. Discussion and possible action on requesting access to policies and procedures the City has and uses in various aspects of governance.**

Tabled until information can be obtained regarding policies that are relevant to the Commission.

**7.3. Discussion and possible action on requesting information on upcoming projects where demographics could be a concern to residents.**

Discussion on what particular projects coming into the City may affect a certain demographic. This item is tabled for a future meeting.

7.4. Discussion and possible action on scheduling a review of the city charter

Discussion on reviewing the charter and making recommendations related to diversity and inclusion issues.

Motion made by Bruce Anderson, seconded by Laurie Purser Stockman to review the charter prior to the next meeting and bring discussion points. Vote passed 3,0.

7.5. Discussion and possible action on receiving a thorough synopsis of the demographics of Hutto and its ETJ.

The 2022 Cultural Survey was shared with the Commission. The question of whether the ETJ is included in the survey was posed, and staff will provide this answer.

7.6. Discussion and possible action on ways to engage the public as to their knowledge or perception of how the city serves them.

Discussion on how to involve D & I Commission in community events to increase visibility.

Future agenda item – election of officers

Next meeting – December 19, invite Dan Thornton

**8. ADJOURNMENT – 7:07 pm**

---

Angela Lewis, City Secretary

# AGENDA ITEM REPORT

## 7.2.



**To:** Diversity and Inclusion Commission  
**Subject:** **Consideration and possible action on the election of officers**  
**Meeting:** Tuesday, January 16, 2024  
**Department:** Community Services  
**Staff Contact:**

### BACKGROUND INFORMATION:

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

None

# AGENDA ITEM REPORT

## 7.3.



**To:** Diversity and Inclusion Commission  
**Subject:** Discussion and possible action on upcoming D&I dates for 2024 and discussion on possible opportunities  
**Meeting:** Tuesday, January 16, 2024  
**Department:** Community Services  
**Staff Contact:**

### BACKGROUND INFORMATION:

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

None

# AGENDA ITEM REPORT

## 7.6.



**To:** Diversity and Inclusion Commission  
**Subject:** Discussion and possible action regarding the commission's duty to provide city council with an annual report.  
**Meeting:** Tuesday, February 20, 2024  
**Department:** Community Services  
**Staff Contact:**

### BACKGROUND INFORMATION:

2.02.207 Duties

(c) The commission shall provide an annual report to the city council **by January 31st of each year** and may be required to provide additional reports upon request of the city council.

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

None