City of Hutto

Agenda

City Council Work Session

Thursday, July 17, 2025 at 6:00 PM

Executive Conference Room – 500 W. Live Oak Street

1. **CALL SESSION TO ORDER**
2. **ROLL CALL**
3. **OTHER BUSINESS**
   - 3.1. Diversity, Equity, Inclusion and Belonging Commission Strategic Plan Execution. (Jacqueline Coleman)
   - 3.2. Discussion and possible action related to Work Session topics
4. **ADJOURNMENT**
5. **CERTIFICATION**

I certify that this notice of the July 17, 2025 Hutto City Council meeting was posted in accordance with the Texas Open Meetings Act on the City of Hutto website (huttotx.gov) and the City Hall bulletin board (500 W. Live Oak Street) on July 11, 2025 before 5:30 P.M.

Laura Hallmark

The City of Hutto is committed to complying with the Americans with Disabilities Act. The Hutto City Hall is wheelchair accessible. Requests for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at Laura.Hallmark@huttotx.gov or call (512) 759-4839 for assistance.

Priority Area 1 – Establish an ongoing sustainable structure for the continued DEIB work				
Work Item	**Responsible**	**Target Date**	**Metric**	**Status**
1-1 Establish a DEIB execution plan with metrics	DEIB Commission with Stan Kimer	July, 2025	Completed Y or N	Work started March 10 and 11 Review at April 22 and July 8 Commission meetings
1-2 Establish and train at least 3 focused working groups • Veterans • Small Business • Senior Citizen	Lead – Corina Zepeda (Stan can assist later). Interfaces needed • Corina Zepeda (TBC) • Eric Bell & Cory Denena • TBD	Decision and agreement March 2025	Completed Y or N	Y – completed Mar 10
a) Define the groups with written goals and guidelines	Corina with Stan assisting	May, 2025	Completed Y or N	Stan wrote and provided in April, 2025
b) Have a DEIB Commission liaison committed for each group	DEIB Commission	July 2025	Completed Y or N	Need to find interface for Sr Citizen
c) Announce groups to solicit volunteers, follow up with previously interested people	Commission chair with Communications	July / August 2025	Completed Y or N	

d) Kick off groups with initial education	DEIB Commission and Stan	September / Oct 2025	Completed Y or N	
1-3 Have at least one DEIB Commission Member attend each City Council meeting.	DEIB Commission	Report out at the end of each fiscal year	Increase year-to-year from 92% to 95%	
1-4 DEIB Forum to meet 2 times per year … a) Kickoff: Key staff leaders, Council Interfaces, and the DEIB Commission b) Second meeting – report out on progress	DEIB Commission chair to coordinate, vice-chair to assist	 Jan, 2026 July, 2026	Two Forums held per year Y/N	
1-5 DEIB Commission to develop a budget	DEIB Commission chair to coordinate	July, 2025 Early Oct 2025	Was budget request completed Y/N ? Percentage of budget granted	
1-6 Work session with City Council	DEIB chair	First meeting July 2025 with the new execution plan and budget request	Meeting occurred Y / N?	
1-7 Public Presentation of DEIB Plan and status at City Council Meeting	DEIB chair	Aug / Sept 2025	Did this happen Y / N?	
1-8 Consider / recommend additional focused working groups	DEIB commission	Date TBD	Did this happen Y / N?	

1-9 Annual report from the DEIB Commission after reviewing progress of 3 initial groups	DEIB chair	January 2026	Did this happen Y / N?	
1-10 Propose an "ambassador program" as a way to keep former Commission members and interested citizens engaged to assist in initiatives	DEIB Commission Chair	July 2025	Is this approved and established Y/N?	Stan resent write up to Jacqueline after July Commission mtg

Notes about Priority Area 1:

- We need to have DEIB commission members to "sign up" to be a liaison to each of the future working groups.
- In the past, there has been discussion about establishing a Youth focus group to report to the city council, which may or may not be independent from the DEIB commission. We should encourage youth representation in the initial 3 working groups as well as considering establishing a youth working group in the next wave.
- We can set an internal metric of each commission member attending at least 3 City Council meetings each year.

Priority Area 2 – Assure full public engagement with DEIB work				
Work Item	**Responsible**	**Target Date**	**Metric**	**Status**
2-1 Hold 6 "listening posts" with current formally and informally established groups. a) Develop listening post questions and a DEIB strategy presentation to share at listening post sessions	DEIB Commission – 2 members to attend each one DEIB Commission – maybe a working session?	November 2025 - August 2026 September / Oct 2025	Number of listening posts held and documented Questions and Presentation completed Y/N	

2-2 Leverage and utilize next Hutto general citizen survey a) Review and provide input on questions b) Assist in getting the word out to increase participation and provide assistance c) Review results and make recommendations and adjustments to DEIB plan	 Jacquline with Kristi Entire DEIB commission DEIB Commission	 Aug – Sept 2025 After survey is made available 2 months after results are published (March – April 2026)	 Did this happen Y / N? • # or pct of completed surveys • % increase since previous Did we issue something Y / N?	
2-3 Have a written "committed to" DEIB Communications Plan	Commission Chair with City Comms leader	October, 2025	Is the plan done Y / N?	
2-4 Continue with DEIB updates on the city of Hutto website per the communications plan	Commission Chair with City Comms Leader	Review progress against the communications plan twice per year (Feb . Aug)	Report progress Y / N?	

Notes about priority area 2:

- Need to be very defined about the exact questions we will ask at the Listening Posts – more focus on what is needed / what can we do better with solutions so it is not just a "complain and vent" session.
- Possible groups for listening posts include: Black Families of Hutto, Hispanic Group, LGBTQ+, Teens, (White) Men, All people who don't feel included

Priority Area 3 – Assure DEIB engagement in internal city practices				
Work Item	**Responsible**	**Target Date**	**Metric**	**Status**
3-1 Have the City Manager report out what they are currently doing DEIB-wise and what they plan to add (yearly)	Commission Chair to coordinate with James Earp	November 2025	Was this done Y / N?	Initial DEIB strategic planning and education session held with senior leadership team 3/10/2025
3-2 Continue to have key functional areas attend DEIB Commission meetings to discuss DEIB progress in their areas	Commission Chair to determine with Kristi and invite areas.	Throughout year – need to determine applicable functional areas	X number of meeting per year with functional areas. Documentable progress across each area	
3-3 Inclusive Recruiting Training held with Recruiting team and with all hiring managers	Stan Kimer with Irene Talioaga	April / May 2025	Was this done Y / N? % of hiring managers attending Satisfaction with training	Recruiting team training held on April 8. Managers training held on April 21 and May 1 – YES Session evaluation sent to Irene
3-3.1 Feedback on Recruiting Process	Stan Kimer to provide a statement to Commission Chair and cc Irene T.	By June 13	Was this done Y/N	Yes – words added to July City Council presentation

Notes about priority area 3:

- Stan Kimer held a 4-hour workshop with the city senior leadership team on March 10 which ended with participants starting to develop DEIB plans for their functional areas.
- Possible functional areas to invite to a DEIB Commission meeting for review and discussion may include: Communications, Development Services, Economic Dev, HR, Library, Parks and Rec, Projects, Public Safety
- The DEIB Commission has minimal responsibility for this priority, but can make recommendations to city leadership including:
    - Recommending that each function leader include some DEIB information in their annual reports
    - DEIB training for every manager / supervisor
    - DEIB training for all employees
    - City internship program focused on underserved youth
    - Employee mentorship / career & skills development program
    - Multi-cultural focuses recruiting ads
    - Analyze city employee demographic data vis-à-vis resident demographics

Priority Area 4 – Provide a DEIB focus on economic growth and empowerment				
Work Item	**Responsible**	**Target Date**	**Metric**	**Status**
4-1 Hold initial meeting with Cheney Gamboa to review suggested plan	Corina and Eric Bell with Cheney	October 2025	Mtg held Y/N? Possible revisions made to plans suggested by Cheney	
4-2 Establish a formal liaison between the DEIB Commission and the Hutto Chamber of Commerce	Corina has volunteered	Aug / Sept 2025	• Liaison established Y/N	Done – it's Corina Zepeda

			• # of mtgs per year with Chamber	
4-3 Help establish a supplier diversity program a) Initial meeting with procurement to review trends b) Work to assist in setting a more formal program c) Workshops on how to do business with Hutto including assistance	TBD – Commission Liaison with Cheney and procurement leader	TBD – depending on bandwidth and priorities	Mtg held? Y / N? Program set up Y/N # of workshops held FUTURE – pct of business with diverse suppliers	
4-4 Feature Hutto small businesses on Hutto website	Part of comm plan – Commission Chair with comms mgr	Start after plan established 4Q (Oct – Dec) 2025	# of small business stories per year	
4-5 Hold workshops for small businesses (general how to start and run a business & how to do business with Hutto)	DEIB Commission with Cheney and procurement	TBD – dependent on bandwidth	Number of workshops held Number of attendees at workshops	
4-6 Revisit how to leverage "Open for All"	Eric and Cory	Oct – Nov 2025	Plan established for this	

4-7 Consider a youth entrepreneur program (check to see if something exists so we can help promote)	TDB	TBD - – dependent on bandwidth	# of youth entrepreneur businesses formed	

Notes about priority area 4:

- Staff liaison will be Cheney Gamboa, Director of Economic Development
- Additional staff liaison – Procurement Manager
- There should be strong linkage with the Small Business Working Group to provide ongoing input to plan
- Consider connecting and leveraging Hutto Community Foundation and other similar groups especially with youth entrepreneurs
- Discuss with Cheney other DEIB focused items that may be required by larger companies looking to relocate or build a plant here

Priority Area 5 – Continue to grow a culture of community inclusion and belonging				
Work Item	**Responsible**	**Target Date**	**Metric**	**Status**
5-1) Invite citizen groups to attend the annual public presentation of DEIB Plan and status at City Council Meeting (see item 1.7)	All Commission Members	Sept 2025	Number of citizen group attendees	
5-2) Continue with DEIB focused proclamations throughout the year	All commission members researching and working with Kristi and the comms	Currently ongoing	Y% of proclamations recommended by	

a) Add feedback link for comments that would go to the DEIB commission. b) Provide a short survey to get input and feedback from those who attend proclamations	leader on proclamations Commission Chair working with Kristi and/or comms manager to add feedback link Stan to draft in July, 2025	 Sept 2025 (after website refresh) Start in Sept 2025	the commission occur Link added Y/N? # of hits on each proclamation Summary of feedback	
5-3) Review internet resources for residents page for completeness and ease of use	TBD with Kristi	Oct 2025	Review held Y/N Report on review incl recommendations	
5-4) Review existing resource guides to determine what future work needs to be done	TBD to take the lead with Kristi	Start 4Q/2025	Summary of status and future requirement	
5-5) re-igniting the "You belong in Hutto" campaign and theme	DEIB commission with Kristi & Comms Mgr	Sept / Oct 2025	Campaign relaunched Y/N Belongingness metric from resident survey	

Notes about priority area 5:

- For 5.1, should we consider having a mechanism to collect feedback on the plan from people who attended?

- Key city liaison will be Kristi Barnes, Community & Culture Officer
- Other items to consider to add to plan are:
    - Tracking language translation progress
    - Resident feedback on the inclusiveness of various Hutto events
    - Having a “We are Hutto” lecture series with diverse speakers

AGENDA ITEM REPORT
3.2.

To:	City Council
Subject:	Discussion and possible action related to Work Session topics
Meeting:	Thursday, July 17, 2025
Department:	City Council /
Staff Contact:	

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

ATTACHMENTS:

None