

Bastrop Diversity, Equity, and Inclusion Board Agenda

Bastrop City Hall City Council Chambers
1311 Chestnut Street
Bastrop, TX 78602
(512) 332-8800



January 24, 2024

Agenda - Diversity, Equity, and Inclusion Board at 12:00 PM

Bastrop Diversity, Equity, and Inclusion Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

1. **CALL TO ORDER**

2. **CITIZEN COMMENTS**

At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Board/Commission must complete a citizen comment form and give the completed form to the Board/Commission Secretary prior to the start of the Board/Commission meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board/Commission cannot discuss issues raised or make any decision at this time. Instead, the Board/Commission is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Manager for research and possible future action.

It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Board/Commission to allow a member of the public to slur the performance, honesty and/or integrity of the Board/Commission, as a body, or any member or members of the Board/Commission individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Board/Commission and/or any person in the Board/Commission's presence will not be tolerated.

3. **MINUTE APPROVAL**

3A. Consider action to approve DEI minutes from the November 27, 2023, Regular meeting.

4. ANNOUNCEMENTS

4A. Introduction of new board member, Mary Moody.

5. REPORTS - NONE

6. PRESENTATIONS

6A. Presentation regarding racial profiling by Herb Goldsmith.

7. WORKSHOP - NONE

8. ITEMS FOR INDIVIDUAL CONSIDERATION

8A. Receive update on monthly Human Resources report.

Submitted by: Sylvia Carrillo, ICMA-CM, CPM, City Manager

8B. Hold a vote on the revised logo.

Submitted by: Sheila Lowe, DEI Chair

8C. Consider action on Diversity, Equity, and Inclusion's City of Bastrop webpage.

https://www.cityofbastrop.org/page/cs.boards_dei-information

Submitted by: Sheila Lowe, DEI Chair

8D. Continue discussion of which item(s) to focus on for 2024, from the workplan.

Submitted by: Sheila Lowe, DEI Chair

9. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Friday, January 19, 2024, at 1:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/Ann Franklin
Ann Franklin, City Secretary

MINUTES OF DIVERSITY, EQUITY, AND INCLUSION BOARD MEETING November 27th, 2023

The Bastrop Diversity, Equity, and Inclusion Board met in a Regular Meeting on Monday November 27th, 2023, at 5:30 p.m. at Bastrop City Hall, located at 1311 Chestnut Street, Bastrop, Texas. Members present were: Sheila Lowe, Carly Barte, Nancy Wood, Anthony Vasquez, City Manager Sylvia Carrillo. Mayor Lyle Nelson, Michelle Lia & Council Member John Kirkland also present.

1. CALL TO ORDER:

At 5:30p.m. Chair Sheila Lowe called the meeting to order with a quorum being present.

2. CITIZEN COMMENTS: None

3. APPROVAL OF MINUTES:

Nancy moved to approve minutes from the October 25th, 2023 meeting, Carly seconded.

4. ANNOUNCEMENTS: None

5. PRESENTATIONS: None

6. WORKSHOP: None

7. ITEMS FOR INDIVIDUAL CONSIDERATION:

7a. HR Report: data needs updating and correcting. Gather information on where job seekers are coming to us from. Want to continue receiving a monthly report. Additional information needed for applications submitted and results of who is hired. What information and follow up happens with applicants after applying?

7b. Motion to approve moving future meetings to 12:00pm on the 4th Wednesday of every month by Nancy, Carly seconded, passed.

7c. 2024 calendar: Sheila will look at community support calendars and events, will bring suggestions to January meeting for '24 events to participate in.

7d. DEI City of Bastrop web page: Nancy and Sheila to work on mock up. Topic ideas: financial literacy/education, home ownership, employment opportunities, HR monthly survey.

8. ADJOURNMENT:

Chair Sheila Lowe adjourned the meeting at 6:29 p.m. without objection.

APPROVED:

ATTEST:

Insert name and title of signer

Insert name of person attesting

Current City Employees Composition December, 2023												Item 8A.
Total Current Employees	Gender	Total	% by Gender	White	% of Employees (White)	Black	% of Employees (Black)	Hispanic	% of Employees (Hispanic)	American Indian / Alaskan Native	Asian / Pacific Islander	
165	Male	100	61%	69	42%	5	3%	26	16%	0%	0%	
	Female	65	39%	51	31%	2	1%	12	7%	0%	0%	
	Total	165	100%	120	73%	7	4%	38	23%	0%	0%	

Bastrop County

Population Change		
Trade Area built from components		
	Number	Percent Change
2000 Census	57,727	
2010 Census	74,171	28.50%
2020 Census	97,216	31.10%
2022 Projection	104,003	7.00%
2027 Projection	114,648	10.24%

City of Bastrop

Population Change		
Trade Area built from components		
	Number	Percent Change
2000 Census	5,513	
2010 Census	7,200	30.60%
2020 Census	9,688	33.33%
2022 Projection	11,112	14.70%
2027 Projection	12,804	15.22%

Population by Race (2020)		
Trade Area built from components		
	Number	Percent
White	55,705	57.30%
Black	5,736	5.90%
Asian	778	0.80%
Native American	1,264	1.30%
Hawaiian / Pacific Islander	97	0.10%
Two or More	16,624	17.10%
Other Race	16,916	17.40%
Total	97,216	99.90%

Population by Race (2020)		
Trade Area built from components		
	Number	Percent
White	6,288	64.90%
Black	988	10.20%
Asian	233	2.40%
Native American	107	1.10%
Hawaiian / Pacific Islander	19	0.20%
Two or More	1,317	13.60%
Other Race	736	7.60%
Total	9,688	100.00%

Hispanic Population (2020)		
Trade Area built from components		
	Number	Percent
Hispanic	41,511	42.7%
Not Hispanic	55,705	57.3%
Total	97,216	100.00%

Hispanic Population (2020)		
Trade Area built from components		
	Number	Percent
Hispanic	2,412	24.9%
Not Hispanic	7,276	75.1%
Total	9,688	100.00%

EEO Summary Report

Generated by Zana Jones on 01/03/2024 14:49:05
For records between 12/01/23 and 12/31/23
93 records found.

Item 8A.

Department	Job Title	Gender					Ethnicity										Applicant Selected	Candidate Job Posting Source
		F	M	N	Unk	Tot	2	A	AI	B	H	N	NH	W	Unk	Tot		
Engineering & Capital Project Management	Civil Engineer I or II/or Project Manager (DOQ)	2	4	0	0	6	0	2	0	0	0	0	0	4	0	6		Government Jobs: 1; Indeed: 1; Careers: 4; City website: 0; Android gm: 0;
Total for Engineering & Capital Project Management		2	4	0	0	6	0	2	0	0	0	0	0	4	0	6	Position is still open	Google: 0
Information Technology	GIS Analyst	2	5	0	0	7	0	1	0	1	1	0	1	3	0	7		Government Jobs: 1; Indeed: 3; Careers: 3; City website: 0; Android gm: 0;
Total for Information Technology		2	5	0	0	7	0	1	0	1	1	0	1	3	0	7	Position is still open	Google: 0
Library	Library Associate - Children's Services	13	0	0	0	13	2	0	0	1	2	0	0	8	0	13		Government Jobs: 1; Indeed: 4; Careers: 7; City website: 1; Android gm: 0;
Total for Information Technology		13	0	0	0	13	2	0	0	1	2	0	0	8	0	13	Position is still open	Google: 0
Municipal Court	Municipal Court Administrator	9	0	0	1	10	0	0	0	1	3	0	0	5	1	10		Government Jobs: 2; Indeed: 0; Careers: 8; City website: 0; Android gm: 0;
Total for Municipal Court		9	0	0	1	10	0	0	0	1	3	0	0	5	1	10	F/W	Google: 0
Community Engagement	Special Event Worker	4	8	0	0	12	2	0	0	0	4	0	0	6	0	12		Government Jobs: 0; Indeed: 1; Careers: 10; City website: 0; Android.gm: 1;
Total for Community Engagement		4	8	0	0	12	2	0	0	0	4	0	0	6	0	12	Position is still open	Google: 0
Police Department	Crime Victim Advocate	10	0	0	0	10	0	0	0	3	4	0	0	3	0	10	F/W	Government Jobs: 0; Indeed: 2; Careers: 7; City website: 1; Android gm: 0; Google: 0
	Police Officer	0	0	0	3	3	0	0	0	0	0	0	0	0	3	3	M/H (3 positions still open)	Government Jobs: 1; Indeed: 0; Careers: 2; City website: 0; Android gm: 0; Google: 0
	Total for Police Department	10	0	0	3	13	0	0	0	3	4	0	0	3	3	13		
Public Works	Parks Irrigation Specialist	0	10	0	0	10	1	0	1	1	5	0	0	2	0	10	Position is still open	Government Jobs: 1; Indeed: 2; Careers: 6; City website: 0; Android.gm: 1; Google: 0

Total for Public Works	Public Works Foreman - Streets & Drainage	0	3	0	0	3	0	0	0	0	2	0	0	1	0	3	Position is still open	Government Jobs: 0; Indeed: 1; Careers: 1; City website: 0; Android.gm: 1; Google: 0
	Public Works Maintenance Worker - Streets & Drainage	1	7	0	0	8	0	0	0	3	3	0	2	0	0	8	Position is still open	Government Jobs: 1; Indeed: 0; Careers: 5; City website: 0; Android.gm: 1; Google: 1
		1	20	0	0	21	1	0	1	4	10	0	2	3	0	21		
Water & Wastewater	Chief Wastewater Plant Operator	0	4	0	0	4	0	0	0	0	1	0	0	3	0	4	Position is still open	Government Jobs: 1; Indeed: 0; Careers: 3; City website: 0; Android.gm: 0; Google: 0
	Water & Wastewater Plant Operator	0	6	0	0	6	2	0	0	1	1	0	0	2	0	6	Position is still open	Government Jobs: 1; Indeed: 1; Careers: 4; City website: 0; Android.gm: 0; Google: 0
	Water & Wastewater Systems Technician	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	Position is still open	Government Jobs: 0; Indeed: 0; Careers: 1; City website: 0; Android.gm: 0; Google: 0
		0	11	0	0	11	2	0	0	1	2	0	0	6	0	11		
Total for Water & Wastewater																		
Total - December 2023		41	48	0	4	93	5	3	1	10	24	0	3	30	4	93		

Total Applications Received: 93

Gender Identifiers:

- F - Female
- M - Male
- N - Declined to State
- Unk - Did not report

Ethnicity Identifiers:

- 2 - Two or More Ethnic Origins
- A - Asian
- AI - American Indian/Alaskan Native
- B - Black
- H - Hispanic
- N - Chose not to disclose
- NH - Native Hawaiian/Pacific Islander
- W - White

Item 8A.



DEI DIVERSITY,
EQUITY,
& INCLUSION
BASTROP, TEXAS

Diversity, Equity, and Inclusion Advisory Board Implementation Plan

Creating Opportunity for our local government to better connect with its community

OVERVIEW

The purpose of creating a Diversity, Equity, and Inclusion Advisory Board for the city is to provide a means to continuously assess the current state of diversity and inclusion in the City of Bastrop and working with residents and community organizations to draft plans of action that improve quality of life for all citizens.

- **Role of Board** – Serve as an advisory board and resource to local government on issues pertaining to diversity, equity, and inclusion. The board will engage citizens, businesses, schools, and community organizations to identify biases and barriers to diversity, equity, and inclusion in our community, and make recommendations to the city council on opportunities that ensure equitable access to opportunities, benefits, and resources for all city of Bastrop residents.
- **Board Composition** – Board members shall be appointed by the mayor and approved by City Council. Members appointed should be representative of the community's diversity in age, race, gender identity, sexual orientation, religion, disability, education, business skills and life experiences.

The board may create sub-committee that include members of the public to address diversity, equity, and inclusion related subject matter and assist in planning and promotion of multi-cultural events having appointed a board member as the sub-committee chair by a majority of the board.

Individuals interested in serving on the board must complete the board application process during the annual application window, and/or during periods of time where vacancies need to be filled. Applicants must live inside the city limits, ETJ, or provide a service to the city (i.e., business) and be a registered voter.

Board Charge at Formation - Establish a board chair, co-chair, and secretary, and parliamentarian; and review the Purpose, and Mission Statement, and objectives to ensure they are consistent with the vision and mission of the board; as well as define 5 key initiatives to be achieved within 12 months of formation. Decide when the board will meet and the time.

FOUNDATION OF THE BOARD

The boards goals are to promote and support initiatives to strengthen a multicultural and diverse community by working in partnership with local government and community stakeholders by:

- Creating dialogue in local government, the city, and community that provides education, understanding, and empathy for ongoing issues minorities face in diversity, equity, and inclusion in our society, in leadership, and in community partnerships;
- Creating strategies for local government to better engage, celebrate, and promote the efforts of minority residents, by encouraging participation from minorities in local government, city initiatives, and city events;
- Making recommendations to local government and community leaders on ways to improve disparities in health outcomes, education, employment opportunities, and in criminal justice;
- Strategizing and make recommendations to improve marketing efforts to ensure the messaging of Bastrop is reflective of inclusivity across all demographics and is more representative of diversity in our community; and
- Build partnerships to support minority business, workforce development and multicultural events.
- Break silos in the community and in organizations that engage the community, through initiatives that promote unity and healing.
- Work to encourage and promote minority engagement in local government through volunteerism.

- Work the community task force on positive community policing in minority areas of the community.

PURPOSE AND MISSION STATEMENT

Board Purpose

The Bastrop Diversity, Equity and Inclusion Advisory Board will serve as a community led initiative working together in partnership with the Bastrop City Council and the community, to identify areas of improvement in local government, and city services in areas where a lack of diversity, equity, and inclusion exist, to ensure equitable access and inclusion of opportunities, benefits, and resources are available to all City of Bastrop Residents to ensure the City of Bastrop is recognized as one that publicly acknowledges the importance of equality in our city, and strives to build communities that are free from all forms of discrimination included but not limited to race, gender, religion, age, gender identity or expression, and disability.

Board Mission Statement

In acknowledging the history of discrimination and the impact of discriminatory belief systems that have negatively impacted upward mobility and equality for minorities in our nation, thereby creating a distrust of governmental agencies in minority communities; the mission of the Bastrop Diversity, Equity and Inclusion Board will serve as a bridge between the community and city government to identify areas where there is a noticeable lack of diversity, equity, and inclusion in city services and local government, and work to ensure long term equitable access and inclusion of opportunities, benefits, and resources for all City of Bastrop Residents.

CHARGE OF THE BOARD

Powers and Duties of the Board Shall be as Follows:

- Examine practice and procedures of the city of Bastrop to identify strategies to create processes and services that recognize the needs and differences of all who live, work, and visit Bastrop.
 - Review and recommend amendments that incorporate the values of diversity, equity, and inclusion into the city of Bastrop's comprehensive plan.
 - **Draft a Board Work Plan** that includes but is not limited to the following:
 - **Engagement in activities forums, community gatherings, and events that promote mutual understanding, as well as encourage residents to connect with one another.**
 - **Focus on engagement at boards and commission fair, (George and the City Manager's office)**
 - **resident surveys on various topics. (needs a member)**
 - **Communication needs various outlets**
 - **Create strategies to distribute information to people of different cultures in culturally appropriate ways.**
 - **Create magnet or other informational piece (Anthony)**
 - **Create location map of where services are located (add to sub bullet regarding dashboard on the website) (Nancy/Sheila)**
 - Partner with our social service agencies
 - Information at the Rec Center
 - Private home health, ER, doctor offices,
 - Review data – work on **translation of documents** into those languages – Spanish (At-Risk Population Profile)
 - All city facilities and also on the website
 - **When meetings are in executive session, conduct information sessions (Sheila)**
- Paid ads
- **Welcome packet to new residents (New utility bills) (Sylvia)**

- Work with the City Manager to periodically conduct surveys when needed to gain feedback from the community in underserved areas.
 - Review data to determine who the underserved areas are
 - Start with the cultural arts/partner to determine if stats can be improved.
- Identify to council policy and budgetary choices that negatively impact marginalized communities; and
 - Balancing Act work with the City Manager (organically) (Sylvia)
- Work with the city to ensure that traditionally underserved populations are engaged thru public input sessions around master planning
- **Work collaboratively with our partners:**
 - Affordable Housing – Create programs in the future
 - Financial Education – Partner with BISD
 - Small Business Education
 - Partner with the EDC
 - Microloan expansion/flexible terms
 - Website with a dashboard on information (Aimee in conjunction with IT)
 - <https://www.cityofbastrop.org/page/social.services.contact>
Add description – FAQ Highlight to better improve that folks can go here. – FAQ by Category to go here as default
 - Track analytics as a metric
 - Library – default page as the first page
 - **Welcome packet to new residents (New utility bills)**
 - Quarterly welcome session

Rules of Procedure for the City Council and Boards & Commissions

<https://www.cityofbastrop.org/page/open/7655/0/RESOLUTION%20NO.%20R-2020-58%20AMENDING%20CITY%20COUNCIL%20RULES%20OF%20PROCEDURES.pdf>

BASTROP DIVERSTY AND INCLUSION TASK FORCE BOARD RECOMMENDATION AND ITEMS FOR BOARD CONSIDERATION

1. Promotion of Minority Business and Entrepreneurs

- a. Minority Exposition Event to increase exposure for minority on businesses, artist, products, and service to the public and procurement.
- b. Partner with the area Chambers of Commerce and Bastrop Economic Development Corporation to host workshops for minority owned businesses.

2. Promotion of Workforce Diversity

- a. Educate minority businesses on opportunities and resources available for government contracting.
- b. Improve employment and workforce recruitment in minority communities.
- c. Improve trade and training opportunities in minority communities.

3. Promotion of Multicultural Events and Area Businesses

- a. Improve and increase city support of multicultural events;
- b. Build relationships with organizations to increase awareness and acknowledgement of our community's diverse historical heritage;
- c. Work with organizations to increase minority engagement and participation in all community events and programming.
- d. Work with main street advisory board, area chambers of commerce and visit Bastrop to seek ways in minority participation in local retail, restaurants, and hotels services.

BASTROP DIVERSTY AND INCLUSION TASK FORCE BOARD

MEMBER APPOINTMENT RECOMMENDATIONS

Sheila Lowe (City Resident)

sheilaylowe@gmail.com

512 297-4732

Sumai Lokumbe (City Resident)

sumaiblokumbe@gmail.com

512 718-9350

Aimee Cook (City Resident)

aimeecook226@gmail.com

512 934-7229

Reverend Arthur Banks (City Resident – Mount Rose)

drart6651@gmail.com

253 255-2721

Jennifer (Jennie) Olsen McEwan (Tough Cookie - Downtown)

jenknee77@yahoo.com

512 549-9916

Carly Bartee

carlybartee@gmail.com

832 859-0790

Christopher Higgins (Barber Shop Downtown)

mrchubbz512@gmail.com

Maria Montoya (City Resident) – Head of Cultural Arts Board would be happy to help as a resource for cultural arts and education serving on a sub-committee

Ryan Holiday (City Resident/Store Owner) - Would be happy to help as a resource and/or serve on a sub-committee

Catina Higgins White (City Resident) - Would be happy to help as a resource and/or serve on a sub-committee

Cynthia Sanders Meyers (City Resident) - Would be happy to help as a resource and/or serve on a sub-committee