



# City of Pflugerville

## Minutes - Final

### Equity Commission

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Monday, May 9, 2022

6:30 PM

100 E Main Street Suite 500, Pflugerville, TX

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#### Regular Meeting

#### Equity Commission Members:

Pat Epstein-Chair

James Matlock -Vice-Chair

Victor To- Secretary

Daisy Delgado Castillo

Virginia Rogers

Ana Pomar

Claudia Yanez

Ronald Cintron-Alternate

#### 1. Call to Order

Vice-Chair Matlock called the meeting to order at 6:32 p.m.

#### 2. Citizens Communication

None

In accordance with the Texas Attorney General's Opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the Equity Commission. No formal action, discussion, deliberation, or comment will be made.

#### 3. Approval of Minutes

- 3A. [2022-0479](#) Approval of the March 14, 2022 Minutes  
Approval of the April 11, 2022 Minutes  
**Pat Epstein, Chair**

Vice-Chair Matlock called for a motion to approve the March minutes. Victor To second, minutes approved.

Vice-Chair Matlock called for a motion to approve Ms. Yanez suggested on page 6, insert Judge Brown committed to budget process in November.

Vice-Chair Matlock said on page 4, add question about passing policy contract and disparity study. Ms. Yanez motioned to approved as amended. Ms. Castillo seconded, approved as amended.

#### 4. Discuss Only

##### 4A. [2022-0480](#)

##### Purchasing Process Update

The Purchasing Department will update the Commission on the status of their processes

##### **Bryan Gray, Purchasing Manager**

Purchasing Manager Bryan Gray said he wanted to give a little bit of an update. Things are headed in the right direction. They hired a new purchasing coordinator so now there are two in the department. They've developed two new forms, the HUB (Historically Underutilized Business) form for vendors to fill out, and an internal form for HUB verification so anytime a PO comes in they have department fill out the form to make certain they are soliciting HUBs and are going by state statute.

Thanks to Vice-Chair Matlock for the database sheet, since they have started sending out the HUB form to the vendors, they've received 86 forms and 31 were HUB.

Purchasing is somewhat decentralized when it comes to formal projects over \$50,000. Some go through purchasing, some through CIP and Public Works, he has met with them and asked them to include that form in their bid packages. From the information gathered from the 31 forms that have been HUBs, since FY 20 they have spent over \$12 million with HUBs. In FY20, there was \$871,733.96; FY 21 \$6,271,928; FY22 5,10,000 so far.

Ms. Rogers asked what the total amount of purchases.

Mr. Gray said for FY 22 so far, \$31,187,00 total.

Vice-Chair Matlock asked for the breakdown within ethnicities and genders.

Mr. Gray answered: Asian (male/female) 6.8%, Black (male/female) 23.5%, Hispanic (male/female) 61.2%, Native American (male/female) 0%, White female 8.1%, Veteran .04%. He then went on to explain that with the help of the Communication Department they are posting information on how vendors can become certified HUBs and get on the Centralized Master Bidders List (CMBL), they are using Facebook, Twitter, notice in utility bills, Key to the City and on the city website. He stated that those were quarterly. He said he had numbers from Facebook and Twitter if they were interested.

Ms. Yanez asked if it was clicks, Mr. Gray said it was.

Mr. Gray said on January 6th, there were 1,794 clicks or impressions. On Jan 6th on Twitter there were 528. The newsletter was opened by 5,897 people and 11 of those specifically clicked on the vendor CMBL and bid link. In March, for Facebook there were 2,617 clicks, and 5 shares from that post. In the future, when they do a formal bid process, by law they send to Pflugerville Pflag, the city website, bidnetdirect.com, and sibcast.com. Also sending notifications to Austin Black Chamber, For vertical construction the Association of General Contractors, the Asian Associations, the LGBTQIA+ Associations, and the Black and Hispanic associations.

Mr. Gray said he has called and left emails multiple times to Pflugerville Chamber, Austin Chamber, Greater Austin Hispanic Chamber. Vice-Chair Matlock asked Mr. Gray to send info to him, so he can forward it.

Secretary To also asked to be sent the information.

Mr. Gray said he could start sending information to Black Pflugerville also.

Vice-Chair Matlock applauded Mr. Gray for his work in such a short amount of time. He said based on the percentages are they prime or sub or are they broken out. Mr. Gray said all prime, Vice-Chair Matlock said there are opportunities to break down larger contracts scope of work.

Mr. Gray asked for clarification. Vice-Chair Matlock said you can create a database for smaller companies and then when you see projects that are large, you could break down the work for the smaller businesses.

Mr. Gray said when he was talking about being decentralized, he also asked them to start putting HUB status on subcontractors.

Vice-Chair Matlock said he wants to get to a point where a company can show good faith effort. He said he understood that may be difficult for Mr. Gray.

Vice-Chair Matlock asked for a percentage of minority firms per year as it relates to the overall expenditure. Then also a breakdown from Capital Improvement Projects (CIP) and normal projects. Wants to make sure a company can do one big project as a sub and be set up for a year.

Ms. Yanez asked about vertical vs. horizontal projects

Mr. Gray said Association of General Contractors says vertical is buildings, horizontal is anything below ground (electrical, etc.)

Ms. Castillo asked what will be the follow-up to make sure things are up to date.

Mr. Gray said every year he will have the vendors update their forms.

Vice-Chair Matlock said he would like to see a consistent effort to include disadvantaged companies and that when these projects come up, we need a breakdown of minority information within those companies.

Ms. Rogers suggested seeing how many of those companies are in Pflugerville.

Mr. Gray said sure.

Vice-Chair Matlock asked what the next steps were. Is there a way you could identify we would love for you to come quarterly and give updates on those projects? They way to keep their interest is to keep them updated on projects.

Mr. Gray asked if the CIP posted upcoming projects on their website.

Vice-Chair Matlock thanked Mr. Gray again and congratulated him on a great job.

Secretary To asked Mr. Gray if he had run into any difficulties obtaining information.

Mr. Gray said no, many cities ask for this information

Secretary To asked if there was anything they needed to help them get the information.

Mr. Gray said no but things do pop up.

Ms. Rogers said appreciate all the work and the responsiveness to the suggestions.

Vice-Chair Matlock suggested when they do the pre-bid, as you start collecting information on the projects it would be great if you could have an hour before or 2 hours before put it out there in the Pflag or send information out to those subs, what it does is create an opportunity for primes and subs to talk to each other.

Mr. Gray said they also post a sign in sheet and mark general vs. sub so they know who to reach out to.

Vice-Chair Matlock said by doing that those businesses in Pflugerville can come in.

Ms. Rogers said and we provide the support to the residents that we want to provide.

Vice-Chair Matlock said kudos to City Manager Breland for getting you here, getting quarterly updates would be awesome.

Vice-Chair Matlock also asked for a PowerPoint.

## 5. Discuss and Consider Action

### 5A. [2022-0481](#)

Survey for City Employees

The Commission will discuss and consider action on an employee survey.

#### **Victor To, Secretary**

Secretary To said he had Ms. Griswold to send copy of the handbook to him. Moving forward, he would like to send a one-question survey to all employees such as "What kind of benefits would you like to see the city provide?"

Secretary To said a lot of equity begins with the workplace.

Ms. Castillo asked for clarification of the word benefits.

Secretary To said along the lines of: Do employees like the healthcare, do they have enough vacation, sick leave, parental leave?

Ms. Castillo said it could be overwhelming.

Secretary To said that's why he brought it up.

Vice-Chair Matlock asked where the equity piece fell since it is asking all employees.

Secretary To said what he is looking for are gaps in what they need, a collection of data so they can see what kind of things city employees want and areas where employees need and equity could apply.

Vice-Chair Matlock said he doesn't see where we will get information on equity

Vice-Chair Matlock asked if there would be a question on race.

Secretary To said he just wanted to talk about having a simple survey.

Vice-Chair recognized Ms. Rogers.

Ms. Rogers said with a broad survey you get a lot of good information. At the end, just a check off of which groups belong to you, then when they collate the information, the commission might see some differences in need. Is the city in its benefits program, skewed? This might be a tremendous benefit for the city.

Ms. Yanez said she works in human resources and works in compensation and benefits. She said she was more interested in learning what the process is for accepting the benefits they have. What is the process for administering the benefits? She asked if they are getting too far down the line. What is the process they have today?

Secretary To asked if they should bring in human resources.

Ms. Yanez said yes.

Vice-Chair Matlock said he agreed and it would give us a base and what the process is.

Ms. Yanez said the risk with a survey is you set an expectation that you are going to make a change

Vice-Chair Matlock said the commission can better aid the city after they get a better understanding of the benefits, compensation and demographics are.

Vice-Chair Matlock said he thinks Secretary To had an excellent idea but he wants to make sure they can give a better survey to make recommendations to aid and improve.

Information requested:

Benefit practices (what is it and the process)

Employee ethnic or racial demographics

LGBTQIA+ employees

Employees over the age of 50

Retention data (exit interview data)

Number of employees that actually take and utilize the benefits  
Demographic breakdown of technical, non-technical and managerial  
Hiring practices and recruitment

Ms. Rogers suggested making certain the item comes back in 3 months (August meeting).

Vice-Chair Matlock entertained a motion, Secretary To motioned, Ms. Rogers seconded

**5B.** [2022-0482](#)

Presentation Review and Worksession

The Commission will review and discuss previous presentations from Black Pflugerville, Senior Access, and the Q&A with Commissioner Travillion and Judge Andy Brown.

**Pat Epstein, Chair**

Vice-Chair Matlock said he thought all of the presentations were necessary and got a lot of info from Senior Access, and Judge Brown and Commissioner Travillion. Vice-Chair Matlock said he prefers a PowerPoint to a verbal only presentation. Vice-Chair Matlock said Judge Brown has committed to meet quarterly. Next meeting with him should be in July.

Vice-Chair Matlock asked if there was any more discussion.

Hearing none, Vice-Chair Matlock said the other issue he thought was interesting was that there is a disparity within the elderly community. Vice-Chair Matlock said they need to make sure they include the elderly.

Ms. Rogers said and they are a group that represents a larger percentage of Pflugerville that in other places.

Secretary To said he would like for Judge Brown and Commissioner Travillion to discuss affordability

Ms. Castillo said she agreed with Secretary To. She said she gets requests for assistance all of the time. She said Ms. Jackson spoke about it also.

Vice-Chair Matlock asked if there were any other suggested comments in regard to the presentation. Vice-Chair Matlock said he would like to speak with the Cap Metro people because he is seeing the bus all of the time now. It would be great to get them on the agenda in July also.

Vice-Chair Matlock asked for any other discussion.

Vice-Chair Matlock asked about moving the June 13 meeting because he may miss that meeting.

Hearing none, Vice-Chair Matlock thanked the guests in the audience. Vice-Chair Matlock said he thought Former Deputy City Manager Trey Fletcher did an outstanding job and will be missed.

Vice-Chair Matlock asked for information from Deputy City Manager James Hartshorn.

Assistant City Manager Hartshorn said he'd been in Pflugerville 3 years, first as

the Assistant City Manager. He is over the City's People and Culture Department (human resources) and proud of them.

**6. Adjourn**

7:36 p.m.

Respectfully submitted,

Jennifer Coffey Griswold  
Library Director

Approved as \_\_\_\_\_ on June 13, 2022.