

City of Pflugerville Equity Commission

# EQUITY COMMISSION PROJECT CHARTER





# Authority

- Create focused recommendations specific to Pflugerville related to equity and empowerment issues.
- Actively promote community awareness and education on the value of diversity.
- Promote equity on the basis of economic status, race, color, religion, gender, national origin, ancestry, marital status, lawful source of income, physical or mental disability, familial status, sexual orientation and gender identity.
- Develop recommendations for actions to strengthen policies, practices, services and programs.
- Create a culture and framework of community equity, diversity and inclusion awareness efforts, programs and activities that are available and accessible to all community members.
  - (Ord. 1450-20-07-14, passed 7-14-20)

# Mission

The mission statement of the Equity Commission of Pflugerville is to leverage data to make ongoing recommendations and monitor city leadership on policies, systems, programs and initiatives that identify and eliminate racism, bias, and discrimination and to measure, promote and increase diversity, equity, and inclusion.

# Vision

Our vision is to create,  
develop and nurture a  
community that is  
inclusive and where  
everyone can reach their  
full potential.



# Membership

The Commission shall be composed of seven members to serve two-year terms.

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All Commission members shall be appointed by the City Council and shall serve without compensation.

Number of Positions: 7  
Term Length: 2 years  
Residency Requirements:  
12 months

# Organization

The Commission shall elect from its members, at the first meeting of the Commission held on or after January 1 of each year, a chairman 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.

# Commission Meetings

- The Commission shall hold at least one regular meeting each quarter and shall fix regular meeting dates at a regular meeting place. Special meetings may be called as necessary. A majority of the Commission members serving shall constitute a quorum to do business.
- All meetings shall be held in accordance with the Texas Open Meeting Act (TEX. GOV'T CODE, §§551.001 et seq.), as it now exists, or as same may hereafter be amended or codified, to the extent of its applicability to the Commission.
- Every regular or special meeting of the Commission shall be open to the public, except as may be authorized by the Texas Open Meetings Act. (Ord. 1450-20-07-14, passed 7-14-20)

# Dismissal from Commission

- Commission members shall actively participate in the Commission's activities, and any member who is absent for three consecutive regular meetings of the Commission without valid excuse, as determined by the Commission, or moves one's residence outside the city limits, shall automatically be dismissed from membership.
- No member of the Commission shall remain in his/her position after being elected or appointed to city, county or state board or office. (Ord. 1450-20-07-14, passed 7-14-20)



# Duties of Commission

- 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.
- The Commission shall provide upon request of the City Council coordination, collaboration, innovation and focus to development effective solutions to address equity.

# Rules of Engagement

- Be respectful
- Do not interrupt other while they are speaking
- Be present in meetings
- Timely
- Lead with respect. Listen. Share your opinion with tact
- Be honest and straightforward with each other
- Assume each other's good will
- Be fully present at meetings. Be on camera and audio if at all possible to facilitate ease of understanding and getting to know each other.
- Be courteous and respectful when others are speaking. Be mindful that someone may not be comfortable giving their input at the time as they are carefully formulating their thoughts- that's okay Someone shouldn't feel pressured to speak
- Be on time to meetings; we know life happens but please communicate an absence or late participation as soon as you are able
- Give timelines by when a project or task should be completed

# Core Values

Transparency  
Accountability  
Equity  
Community  
Justice

# Operational Pillars

Identification of leads for the pillars of :

- Social Justice - Pursuing equal economic, political and social rights, privileges and opportunities
- Education - Partnership to promote a more educated population.
- Health/Wellness- Promoting a holistic integration of physical, mental and spiritual well-being and equal access to goods and services.
- Economic Equity - Advocate the fair distribution of income and economic opportunities to individuals and businesses
- Governmental Oversight - Review, monitor City policy and practices to create recommendations for actions going to City Council.

# Operational Goals

## Year One Goals:

- Establish pillars
- Establish working relationship with stakeholders
- Establish metrics
- Work to get people more involved
- Create a mission, vision, and values and/ charter as well as goals and measures for the commission along with structure and processes for operations
- Establish what resources are needed for the commission to underscore the city's commitment to equity

# Operational Goals

## Year One Goals (Continued)

- Collect data about city's hiring policies and staff demographics, as well as the impact of certain policies on different demographic groups.
- Create pipelines and adhere to diversity metrics for any city / community positions, opportunities, etc.
- Develop and implement a system to review policy proposals before they are introduced, and to provide feedback that ensures they are equitable and inclusive before the council convenes to vote.

# Operational Goals

## Year One Goals (Continued)

- Add the concept of equity to every consideration and decision being made.
- Continue investing time and money into introducing city planning to the many different communities that make up Pflugerville. Create an annual report on the commission's year end accomplishments.

# Operational Goals

## Draft Goals Year Two

- Develop a strategy and solidify a plan for establishing regular reporting on initiatives executed as well as ongoing local community partnerships that drive equity goals for the city.
- Evaluate the effectiveness of the commission and reevaluate its purpose and function.
- Developing survey questions or tools to broadcast to city of PF/residents to query their identification of needs; development of a "equity test" of things being considered/reviewed by City.
- Council that would need prompt Equity Commission to be consulted to review policy/rule/program.



# Operational Goals

## Draft Goals Year Two (Continued)

- Develop and implement a system to review city contract awards to ensure equity in the city's spending.
- Work together to decide what a review process should look like, and collaborate with city council to get buy-in.
- Work with the city council toward representation for residents who consider themselves Pflugervilleans, but who live outside of the incorporated areas of Pflugerville.
- Work together with city council to identify ways these individuals' voices can be heard and they can serve -- even as non-voting members -- on commissions and committees.

# Operational Goals

## Draft Goals Year Three

- Evaluate the impact of the commission's role in policy and hiring decisions and produce a report on equity in the city.
- Revisit and update the data collected in year one, and partner with a research team to produce the report.

# Stakeholders

Residents of Pflugerville

City staff

Elected officials

Mayor, City Manager

City Council

All City Departments

Pflugerville Chamber of Commerce

PISD

Travis County

Urban League

NAACP

# Stakeholders Cont.

Hispanic Chamber of Commerce

Black Chamber of Commerce

Asian Chamber of Commerce

Coalition of Texas with Disabilities

Austin LGBT Chamber of Commerce

Business Development including

PCDC and The Chamber

School district

Public safety

Health organizations

Any demographic specific Pf  
community organizations.

# Accountability

Identify opportunities to enhance equity within the pillars identified by this body. Increase public awareness and leverage community support to mobilize the public to influence the opinion of the governing bodies to achieve equitable outcomes.