

Memorandum

Memorandum No: 23-168

Date: November 21, 2023

To: Honorable Mayor and City Council

From: Ryan Henderson, City Manager 

Re: Joint City Council and Diversity & Inclusion Advisory Commission Meeting

At their October 23, 2023 meeting, the Diversity and Inclusion Advisory Commission discussed inviting the City Council to their next meeting on Monday, November 27, 2023 at 6:00 p.m. The meeting will be posted as a joint meeting between the City Council and the Diversity and Inclusion Advisory Commission and held in the Council Chambers. The agenda includes a work session discussion on expectations for the Commission and an update on projects that the Commission has been discussing in 2023.

As setting clear expectations is crucial for effective collaboration between the Advisory Commission and the City Council, staff recommends the Council and Commission answer the following questions to guide the work session conversation:

- (Relational) What are your expectations for the relationship between parties?
 - What do you expect between Commission Members? What “rules of engagement” would you suggest?
 - What do you expect between Commission Members and Council?
 - What do you expect between Commission Members and professional staff?
- (Financial) What are your expectations for using public funds?
 - When advising items with monetary impact, what are your expectations for using public funds?
- (Neighbors) What are your expectations for Anna neighbors?
 - Council, what do you want to be advised about? What do you want the Commission to do?
 - Members, what do you want to advise? What do you want to do on this Commission?
- (Process) What are your expectations procedurally for this Commission?
 - Members, how would you like to advise the City Council?
 - Council, how do you want to be advised by the Commission?

Current Projects

Current projects that the Commission has been discussing include a multicultural day event, youth employment and engagement opportunities, a community conversation on race and ethnicity, and recognition of the Interfaith National Day of Prayer.

Multicultural Day Event: The purpose of the multicultural event is to share the variety of cultures of our neighbors through a family-friendly event centered around food, arts, dance, music, traditions, history, and more. The Commission brought this to City Council at the joint meeting in December of 2022 and Council gave favorable feedback. This event is planned for May of 2024.

Youth in Government Day: The purpose of Youth in Government Day is to teach highschoolers about local government processes and encourage them to be civically engaged young adults. The Commission brought this to City Council at the joint meeting in December of 2022 and Council gave favorable feedback. This event is planned for January 26, 2024.

Anna Youth Employment Program: The purpose of the Anna Youth Employment Program is to develop a pipeline of Anna youth interested in and prepared for a career in Anna. The Commission is awaiting Council feedback on this project.

Together We Dine: The purpose of the Anna Together We Dine Project is to facilitate a community conversation about race and ethnicity to ensure all neighbors are seen, heard, acknowledged, and celebrated in our community. The Commission is awaiting Council feedback on this project.

National Day of Prayer: This project was recently proposed and does not have an adopted statement of purpose or other proposed details yet. It is not ready for Council feedback.

Current Commission Members

Current Commission members are as follows:

Place 1 – Theresa R. King-Bell (Chair)

Place 2 – Dallen Morgan

Place 3 – Valencia Edwards

Place 4 – Elijah Nelms

Place 5 – Glenn Brown

Place 6 – Yoshanda Sims

Place 7 – Rahul Luthra

Additional Board Information

Relevant Resolutions: The City Council adopted Resolution 2020-07-757 on July 14, 2020 creating the Anna Diversity and Inclusion Advisory Commission. The City Council determined that there exists a need in the City of Anna for facilitation of community dialog, representation of diverse neighbor voices, review of polices and services as they pertain to supporting all members of the community, and creation events and programming within the City that purposefully engages with all neighbors.

The resolution states the Commission will assist the City in its efforts to engage with and support its community. The adoption of this Commission will increase and enhance the quality of life for Anna neighbors.

The Commission is purely advisory in nature with no decision-making or policy-making authority, and any action or omission by the Commission is not binding on the City. The Commission is charged with the duties and responsibilities of making recommendations to the City Council and city staff as requested from time to time in matters relating to the City's diversity and equity strategies that strengthen connections among diverse community groups with City Government.

On March 22, 2022, the City Council adopted Resolution No. 2022-03-1124 to amend Resolution No. 2020-07-757, changing the number of persons serving as members on the Commission to seven members, appointed by the City Council for a term of two years.

Previous Notable Commission Action:

- Created liaison relationship with city staff, Anna ISD, and the Chamber of Commerce through subcommittees.
- Received presentations from human resources, police, and communications staff.
- Advised the City Council to hold a community survey to determine the public sentiment regarding placing a statue of Collin McKinney in a city park.
- Advised the City Council to revise Section 2.08 Appropriate Attire in Resolution 2010-11-05, Rules of Procedure governing certain aspects of conducting meetings of the City Council and of Boards and Commissions appointed by the City Council. The City Council adopted Resolution 2022-10-1267 to amend Section 2.08 Appropriate Attire, removing the list of appropriate clothing for men and/or women. The new section states "During all public meetings of the Governing Body, members shall observe a business casual dress code which must be properly fitting in size and shape, neat, and clean.
- Drafted a Mission Statement: The mission of the City of Anna Diversity and Inclusion Advisory Commission is to work together to ensure all neighbors are seen, heard, acknowledged, and celebrated.
- Began planning for Youth in Government Day and Multicultural Event.
- Took action to advise the City Council on a purpose statement and scope for Project Unity Together We Dine project and Anna Youth Employment Program.

Attachments:

Exhibit 1 – November 27, 2023 Joint City Council and Diversity & Inclusion Advisory Commission Meeting Agenda

Exhibit 2 – Draft minutes from the October 23, 2023 Diversity & Inclusion Advisory Commission

Exhibit 3 – Resolution No. 2020-07-757 Establishing the Board

Exhibit 4 – Resolution No. 2022-03-1124

c: Members of the Diversity and Inclusion Advisory Commission
Kimberly Winarski, Assistant to the City Manager
Taylor Lough, Assistant City Manager
Greg Peters, Interim Assistant City Manager
Carrie Land, City Secretary
Clark McCoy, City Attorney
Management Team



AGENDA

**DIVERSITY AND INCLUSION ADVISORY COMMISSION MEETING
CITY COUNCIL MEETING**

Monday, November 27, 2023 @ 6:00 PM

**Anna Municipal Complex- Council Chambers
120 W. 7th St, Anna, Texas 75409**

1. **Call to Order, Roll Call, and Establishment of Quorum.**

2. **Invocation and Pledge of Allegiance.**

3. **Neighbor's Input.**

At this time, any person may address the Diversity and Inclusion Advisory Commission regarding an item on this meeting agenda that is not scheduled for public hearing. Also, at this time any person may address the Diversity and Inclusion Advisory Commission regarding an item that is not on this meeting agenda. Each person will be allowed up to 3 minutes to speak. No discussion or action may be taken at this meeting on items not listed on this agenda, other than to make statements of specific information in response to a citizen's inquiry or to recite existing policy in response to the inquiry.

4. **Work Session.**

- a. Discussion and Direction on Council and Board Expectations for Diversity and Inclusion Advisory Commission Meetings.
- b. Discussion and Direction on Project Unity Together We Dine Partnership and Program.
- c. Discussion and Direction on Anna Youth Employment Program.

5. **Reports.**

- a. Multicultural Event.
- b. Youth in Government Day.
- c. National Day of Prayer.

6. **Items for Individual Consideration.**

- a. Consider/Discuss/Act on Approval of the Minutes from the October 23, 2023 Diversity and Inclusion Advisory Commission Meeting.

7. **Adjourn.**

Persons with a disability who want to attend this meeting who may need assistance should contact the Assistant City Manager's office at 972-924-3325 two working days prior to the meeting so that appropriate arrangements can be made.

This is to certify that I, Kimberly Winarski, Assistant to the City Manager, posted this Agenda on the City's website (www.annatexas.gov) and at a place readily accessible to the public at the Anna Municipal Complex and on the Anna Municipal Complex bulletin board at or before 5:00 p.m. on November 24, 2023.

Kimberly Winarski, Assistant to the City Manager

Persons with a disability who want to attend this meeting who may need assistance should contact the Assistant City Manager's office at 972-924-3325 two working days prior to the meeting so that appropriate arrangements can be made.



MINUTES

DIVERSITY AND INCLUSION ADVISORY COMMISSION MEETING

120 W. 7th St., Anna, TX 75409

Monday, October 23, 2023 @ 6:00 PM

1. Call to Order, Roll Call, and Establishment of Quorum.

Theresa King-Bell called the meeting to order at 6:15 p.m.

Commission Members Present: Theresa King-Bell, Valencia Edwards, Elijah Nelms, Yoshanda Sims, Rahul Luthra. Quorum is present.

Commission Members Absent: Dallen Morgan and David Rodriguez.

Others in Attendance: Assistant to the City Manager Kimberly Winarski and Assistant City Manager Taylor Lough.

2. Invocation and Pledge of Allegiance.

Theresa King-Bell lead the Pledge of Allegiance and Rahul Luthra provided an invocation.

3. Neighbor's Input.

No neighbor's input.

4. Reports.

a. Discuss Current Projects:

Youth in Government Day.

The new tentative date is Friday, January 26th. A draft flyer was provided. The final flyer will be sent to guidance counselors and in the city's newsletter. Students will sign up with their guidance counselor. Luthra asked about homeschool students. Kimberly Winarski shared the school district is processing applications so staff will reach out to school staff to determine the process. Staff envisions a 30-student maximum.

Multicultural Event.

As discussed at the last meeting, AnnaFest was held at the municipal complex on Saturday, October 7 with cultural events. Elijah Nelms stated the event was well done. It was hard to know where everything was. Valencia Edwards suggested a directory or arrows pointing to different events. She suggested seeing more items for teenagers. The mechanical bull was one of the only items the teenagers did repeatedly. Staff shared this event was not included in the calendar. Sims shared that this event needs to be started even on a small scale. Winarski shared that there is an intention to have a joint meeting by inviting the City Council to attend the commission's meeting Monday, November 27. Commission members in attendance agree that this event needs to happen in 2024. Edwards would like to see the FY23 events calendar and budget for each event.

5. Individual Consideration.

a. Consider/Discuss/Act on a recommendation for a statement of purpose for the Local Youth Employment Program.

Winarski reminded the Commission quorum was lost last meeting so these items were not voted on previously. Winarski presented a timeline for youth employment and engagement within the City of Anna. The purpose of the Anna Youth Employment Program is to develop a pipeline of Anna youth interested in and prepared for a career in Anna.

Yoshanda Sims made a motion to approve the purpose statement as stated above. Elijah Nelms seconded the motion. The motion passed unanimously.

b. Consider/Discuss/Act on a recommendation for a statement of purpose for the Anna Youth Employment Program.

Winarski shared there is grant program for high school students interested in local government that the city can apply for through ICMA. If approved for the scholarship the International City County Managers Association would reimburse the city for \$2,500. Edwards suggested two or three students. Winarski reached out to organizations that run larger organizations citywide internship programs and is waiting to hear back.

Yoshanda Sims made a motion to make an advisory recommendation to the City Council to begin a youth employment program with up to three students in 2024. Theresa King-Bell seconded the motion. The motion passed unanimously.

c. Consider/Discuss/Act on a recommendation for a statement of purpose for the Anna Together We Dine Project.

Valencia Edwards made a motion to recommend the statement of purpose for the Anna Together We Dine Project is to facilitate a community conversation about race and ethnicities to ensure all neighbors are seen, heard, acknowledge, and celebrated in our community. Theresa King-Bell seconded the motion. The motion passed unanimously.

d. Consider/Discuss/Act on an advisory recommendation to City Council on the scope and budget of the Anna Together We Dine Project.

Taylor Lough reminded the Commission there are options for participation with Project Unity for the Together We Dine Project. Dallen Morgan introduced this project to the commission and is discussing an event with the North Texas Conference of United Methodist Churches.

Theresa King-Bell made a motion on an advisory recommendation to the City Council to become an Associate Partner with Project Unity to host four events for city and AISD staff, 25 invited attendees of community leaders, and a community dine. Yoshanda Sims seconded the motion. The motion passed.

e. Consider/Discuss/Act on approving the minutes from the September 25, 2023 Diversity and Inclusion Advisory Commission Meeting.

Valenica Edwards made a motion to approve the minutes from the September 25, 2023 Diversity and Inclusion Advisory Commission Meeting. Theresa King-Bell seconded the motion. The motion passed.

6. Items for Future Consideration.

a. Conversation Starters.

Theresa King-Bell would like to remove this item.

b. National Interfaith Day of Prayer

Rahul Luthra presented this event is held in early May.

No action was taken.

7. Adjourn.

Theresa King-Bell made a motion to adjourn the meeting at 8:26 p.m. Yoshanda Sims seconded the motion.

CITY OF ANNA, TEXAS
RESOLUTION NO. 2020-07-757

A RESOLUTION OF THE CITY OF ANNA, TEXAS CREATING THE ANNA DIVERSITY AND INCLUSION ADVISORY COMMISSION; ESTABLISHING PROCEDURES FOR APPOINTMENT AND REMOVAL OF MEMBERS; AND ESTABLISHING DUTIES AND RESPONSIBILITIES OF THE COMMISSION.

WHEREAS, the City Council of the City of Anna (the "City Council") has determined that there exists a need in the City of Anna (the "City") for facilitation of community dialog, representation of diverse neighbor voices, review of policies and services as they pertain to supporting all members of the community, and creation of events and programming within the City that purposefully engages with all neighbors; and

WHEREAS, the City Council has determined that the creation of a diversity and inclusion advisory commission will assist the City in its efforts to engage with and support its community; and

WHEREAS, the City Council believes that the adoption and enforcement of these regulations will significantly increase and enhance the quality of life for residents of the City;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANNA, TEXAS, THAT:

Section 1. Commission Created.

The Anna Diversity and Inclusion Advisory Commission (the "Commission") is hereby created.

Section 2. Membership; Organization; Compensation.

2.01 Membership.

The Commission shall consist of 11 members. Each member must be a resident of the City and a qualified voter in the City. Members are appointed by the City Council for a term of two years, but serve strictly at the pleasure of the City Council, who may remove any member at any time with or without cause. A person may not serve on the Commission for more than three full terms.

Vacancies shall be filled by the City Council for the unexpired term of any member whose place becomes vacant for any cause in the same manner as the original appointment was made.

The terms of members filling places 1, 3, 5, 7, 9, and 11 shall expire on May 31 of each odd-numbered year and the terms of members filling places 2, 4, 6, 8, and 10 shall expire on May 31 of each even-numbered year. Commission members may be appointed to succeed themselves. Notwithstanding any other provision of this resolution, a Commission member shall continue to serve after the expiration of the member's term until the Council removes the member or appoints a succeeding

member. Newly appointed members shall be installed at the first Commission meeting after their appointment.

The City Council may appoint one or more liaisons to attend meetings of the Commission and the liaisons shall be considered ex-officio members and shall not vote on matters considered by the Commission.

2.02 Organization.

The Commission shall hold an organizational meeting in July of each year or as soon thereafter as reasonably practicable. The Commission shall adopt its own rules of procedure and keep a record of its proceedings consistent with the provisions of this resolution and the requirements of law.

The Commission shall elect a chairperson and vice chairperson from its own membership at its annual organizational meeting. Meetings of the Commission may be held at the call of the chair, or in his/her absence, the vice-chair.

The Commission shall keep minutes of its proceedings, showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact. The minutes shall become official records of the City upon approval of the minutes by the City Council.

A quorum for the conduct of business shall consist of six members of the Commission.

2.03 Compensation.

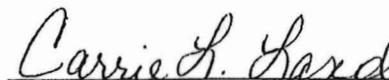
Members shall serve without compensation, except for reimbursement of authorized expenses attendant to the performance of their duties and authorized by the City Council or City Manager.

Section 3. Duties and Responsibilities.

The Commission is purely advisory in nature with no decision-making or policy-making authority, and any action or omission by the Commission is not binding on the City. The Commission is hereby charged with the duties and responsibilities to provide recommendations to the City Council and City staff as requested from time to time in matters relating to the City's diversity and equity strategies that strengthen connections among diverse community groups with City government.

PASSED AND APPROVED by the City Council of the City of Anna, Texas, on this 14th day of July 2020.

ATTEST:


Carrie L. Land, City Secretary



APPROVED:


Nate Pile, Mayor

CITY OF ANNA, TEXAS

RESOLUTION NO. 2022-03-1124

A RESOLUTION OF THE CITY OF ANNA, TEXAS AMENDING RESOLUTION NO. 2020-07-757 CREATING THE ANNA DIVERSITY AND INCLUSION ADVISORY COMMISSION; ESTABLISHING PROCEDURES FOR APPOINTMENT AND REMOVAL OF MEMBERS; AND ESTABLISHING DUTIES AND RESPONSIBILITIES OF THE COMMISSION.

WHEREAS, the City Council of the City of Anna (the "City Council") has previously determined that there exists a need in the City of Anna (the "City") for the facilitation of community dialog, representation of diverse neighbor voices, review of policies and services as they pertain to supporting all members of the community, and creation of events and programming within the City that purposefully engages with all neighbors; and

WHEREAS, the City Council has previously created a diversity and inclusion advisory commission will assist the City in its efforts to engage with and support its community; and

WHEREAS, the City Council has determined a need to amend City of Anna Resolution No. 2020-07-757, which created the Anna Diversity and Inclusion Advisory Commission (the "Commission") in order to change the number of persons serving as members on the Commission;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANNA, TEXAS, THAT:

Section 1. Amendment.

Section 2 and Section 3 of City of Anna Resolution No. 2020-07-757 is hereby amended to read as set forth below.

Section 2. Membership; Organization; Compensation.

2.01 Membership.

The Commission shall consist of 7 members. Each member must be a resident of the City and a qualified voter in the City. Members are appointed by the City Council for a term of two years, but serve strictly at the pleasure of the City Council, who may remove any member at any time with or without cause. A person may not serve on the Commission for more than three full terms.

Vacancies shall be filled by the City Council for the unexpired term of any member whose place becomes vacant for any cause in the same manner as the original appointment was made.

The terms of members filling places 1, 3, 5, and 7 shall expire on May 31 of each odd-numbered year and the terms of members filling places 2, 4, and 6 shall expire on May 31 of each even-numbered year. Commission members may be appointed to succeed themselves.

Notwithstanding any other provision of this resolution, a Commission member shall continue to serve after the expiration of the member's term until the Council removes the member or appoints a succeeding member. Newly appointed members shall be installed at the first Commission meeting after their appointment.

The City Council may appoint one or more liaisons to attend meetings of the Commission and the liaisons shall be considered ex-officio members and shall not vote on matters considered by the Commission.

2.02 Organization.

The Commission shall hold an organizational meeting in July of each year or as soon thereafter as reasonably practicable. The Commission shall adopt its own rules of procedure and keep a record of its proceedings consistent with the provisions of this resolution and the requirements of law.

The Commission shall elect a chairperson and vice chairperson from its own membership at its annual organizational meeting. Meetings of the Commission may be held at the call of the chair, or in his/her absence, the vice-chair.

The Commission shall keep minutes of its proceedings, showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact. The minutes shall become official records of the City upon approval of the minutes by the City Council.

A quorum for the conduct of business shall consist of four members of the Commission.

2.03 Compensation.

Members shall serve without compensation, except for reimbursement of authorized expenses attendant to the performance of their duties and authorized by the City Council or City Manager.

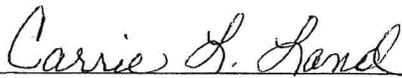
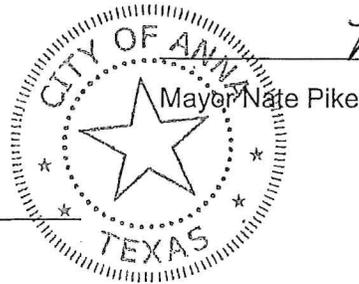
Section 3. Duties and Responsibilities.

The Commission is purely advisory in nature with no decision-making or policy-making authority, and any action or omission by the Commission is not binding on the City. The Commission is hereby charged with the duties and responsibilities to provide recommendations to the City Council and City staff as requested from time to time in matters relating to the City's diversity and equity strategies that strengthen connections among diverse community groups with City government.

Section 2. Savings.

Except as amended as set forth in Section 1 of this resolution, Resolution No. 2020-07-757 shall remain in full force and effect.

PASSED AND APPROVED by the City Council of the City of Anna, Texas, on this 22nd day of March 2022.



City Secretary Carrie L. Land

