



# DIVERSITY, EQUITY AND INCLUSION COMMITTEE AGENDA

November 12, 2024 at 6:00 PM

Wilsonville City Hall & Zoom: <https://us02web.zoom.us/j/83159324538>

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## PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/83159324538>

## TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Administration:

[DEI@ci.wilsonville.or.us](mailto:DEI@ci.wilsonville.or.us)

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Administration - Wilsonville City Hall  
29799 SW Town Center Loop East, Wilsonville, OR 97070

## CALL TO ORDER

1. Roll Call

## PUBLIC INPUT AND COMMUNITY ANNOUNCEMENTS

*This is an opportunity for visitors to address the Diversity, Equity, and Inclusion (DEI) Committee on any matter concerning the committee's business, items on the agenda or any matter over which the committee has control. Staff and the committee will make every effort to respond to questions raised during public input before tonight's meeting ends, or as quickly as possible thereafter. Please limit your comments to three (3) minutes.*

## CONSENT AGENDA

2. [DEI Minutes 9/10/2024](#)

## COMMITTEE DISCUSSION & RECOMMENDATION

3. [Annual Community Conversation on Housing Cost Burden](#)
4. [Natural Resources Living Classroom Letter of Support Request](#)
5. [Climate Smart Project Update](#)
6. Posadas Event

7. Lunar New Year Event
8. Speaker Series
9. [DEI & ACHC Joint Meeting Debrief](#)

**ADMINISTRATIVE BUSINESS**

**ADJOURN**

**NEXT MEETING**

Tuesday, December 10, 2024 6:00 PM

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the Assistant to the City Manager at 503-570-1503 or [DEI@ci.wilsonville.or.us](mailto:DEI@ci.wilsonville.or.us): assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1503.*



# DIVERSITY, EQUITY AND INCLUSION COMMITTEE MINUTES

September 10, 2024, at 6:00 PM

Wilsonville City Hall & Zoom: <https://us02web.zoom.us/j/83159324538>

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## CALL TO ORDER

1. **Roll Call** – Meeting was called to order at 6:06 pm

### Present

Chair Karla Brashear  
Vice-Chair Erika Pham  
Aasha Patel  
Carolina Wilde  
Diane Imel  
Elisabeth Garcia Davidson  
Fay Gyapong-Porter  
George Luo  
Imran Haider  
Jay Edwards  
Justin Brown  
Tracy Hester

### Staff

Miranda Bateschell  
Zoe Mombert

Chair Brashear mentioned that she and Vice-chair Pham attended a recent City Council meeting to discuss the committee’s bylaw request and the street naming project.

## PUBLIC INPUT AND COMMUNITY ANNOUNCEMENTS - *No public comment*

## CONSENT AGENDA

2. **DEI Committee Minutes** – *Elisabeth Garcia Davidson made a motion to approve the August 13, 2024, Minutes. Justin Brown seconded the motion. Motion passed.*

## COMMITTEE DISCUSSION & RECOMMENDATION

3. **Street Naming Convention Project** - Staff provided updates on the prioritized names selected by committee members and additional names for consideration. The committee removed the names associated with tribes, since they were not people. They discussed and agreed that the names selected by more than one committee member should be included on the list in addition to a few others. Committee members discussed why they believed certain individuals should be included. Although the committee agreed that the proposed names should honor people who

are deceased, they felt strongly that Jaramillo be on the list and could be used in the future when Annabelle Jaramillo is no longer living. The motion was made based on the Suggested Street Name list in the packet.

Chair Brashear made a motion to recommend the City Council adopt the town center naming policy, with an amended section 3, Town Center list to include the following names and associated proposed street names. The list would include the first 17 names, without Kalapuya, as well as Kathryn Harrison, Don Cohen, Maurine Brown Neuberger, Clarence Pruitt, Dr. Walter Reynold, Marianne Cook Thompson, Jacqueline Taylor and Annabelle Jaramillo upon passing. Diane Imel seconded the motion. It passed unanimously.

Complete list of recommended names

<i>Individual Leader</i>	<i>Street Name</i>
<b>Willie Beatrice Barrow</b>	<b>Barrow</b>
<b>Gertrude Simmons Bonnin</b>	<b>Bonnin</b>
<b>Beatrice Morrow Cannady</b>	<b>Cannady</b>
<b>Letitia Carson</b>	<b>Carson</b>
<b>Don Cohen</b>	<b>Cohen</b>
<b>Mercedes Deiz</b>	<b>Deiz</b>
<b>Marie Equi</b>	<b>Equi</b>
<b>Elizabeth Furse</b>	<b>Furse</b>
<b>Edith Green</b>	<b>Green</b>
<b>William Hillard</b>	<b>Hillard</b>
<b>Annabelle Jaramillo*</b>	<b>Jaramillo</b>
<b>William "Bill" McCoy</b>	<b>McCoy</b>
<b>Maurine Brown Neuberger</b>	<b>Neuberger</b>
<b>Dr. Clarence O. Pruitt</b>	<b>Pruitt</b>
<b>Harriet "Hattie" Redmond</b>	<b>Redmond</b>
<b>Dr. Walter Reynolds</b>	<b>Reynolds</b>
<b>Mary Ann Cooke Thompson</b>	<b>Thompson</b>
<b>Lizzie Weeks</b>	<b>Weeks</b>
<b>Ida B. Wells-Barnett</b>	<b>Wells-Barnett</b>
<b>Minoru Yasui</b>	<b>Yasui</b>
<b>York</b>	<b>York</b>

\* Name can be used when the leader has passed on

<i>Requires Tribal Government Approval</i>	
<i>Individual Leader</i>	<i>Street Name</i>
<b>Principal Chief Tiacan</b>	<b>Tiacan</b>
<b>Jacquiline S. "Jackie" Taylor**</b>	<b>Taylor</b>
<b>Kathryn Harrison</b>	<b>Harrison</b>

\*\* Name is listed on the Historical Names in Wilsonville List

4. Program Updates – discussed the committee’s upcoming events

- Still need a few speakers
- One (1) Silver Sponsor for Las Posadas
- Details and planning still needed for the Posadas event.

5. Joint DEI / ACHC Meeting Prep – discussed the upcoming meeting

**ADMINISTRATIVE BUSINESS**

**ADJOURN** - Meeting adjourned at 7:27 pm

**NEXT MEETING**

Tuesday, October 8, 2024, at 6:00 pm



**Memorandum**

**DATE:** November 12, 2024

**TO:** Diversity, Equity, and Inclusion (DEI) Committee

**FROM:** Sarah Pearlman, Assistant Planner  
Dan Pauly, Planning Manager

**RE:** **Annual Community Conversation on Housing Cost Burden Event**

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Oregon State Law requires that communities hold a public meeting each year when more than 25% of households experience “severe rent burden,” meaning households that spend more than 50% for their income on rent and utilities. In 2023, 29% of Wilsonville renters were severely rent burdened. Being severely rent burdened means that a household has less money to spend on other necessary expenses, including food and medical care, and has less money to save for larger necessary expenses.

The City will be holding a Community Conversation on Housing Cost Burden event with light snacks and warm drinks on December 11, 2024 from 5:30 p.m. to 7 p.m. to discuss challenges that community members are facing in finding and accessing affordable rental housing. The event will be held at City Hall with an option to participate virtually via Zoom. Staff are especially interested in hearing from community members who have lived experience with rental housing cost burden. An in-person, Spanish language interpreter will be present during the event. Additionally, service providers from Wilsonville Community Sharing, Heart of the City, and Clackamas County will be in attendance to share information on financial resources and other assistance available to the community.

Staff seek any feedback that the DEI Committee has on outreach and advertising for this event. The current strategy for outreach includes sending a postcard and formal notice in both English and Spanish to all apartment units in the City, a short write-up in the December issue of the Boones Ferry messenger, and social media posts in the weeks leading up to the event.

Discussion Questions

- Does the DEI Committee have ideas on other individuals or entities to connect with for this event that the City has not included yet?
- Does the DEI Committee have ideas on other ways to connect with residents who may be experiencing rent burden?

10/29/2024

Item 4.

DEI Committee, City of Wilsonville  
29799 SW Town Center Loop E Wilsonville, OR 97070  
Karla Brashear – Chair

Oregon Department of Land Conservation and Development  
Community Green Infrastructure Grant program  
Laura Buhl, AICP – CGI Program Administrator

Dear Laura,

I am writing as Chair and representative of the City of Wilsonville’s Diversity, Equity, and Inclusion (DEI) Committee to express my strong support for the Wilsonville Living Classroom Project (WLCP), an exciting initiative that will enhance environmental resiliency while providing a new educational space within our existing network of public parks. This project is not only vital for our local ecosystems but also plays a crucial role in fostering a deep connection between our community and the natural world.

Beyond the actual habitat restoration work and the classroom space construction as proposed, the DEI Committee sees the WLCP as a unique opportunity to lift up environmental justice communities in town, as represented by the student body within the West Linn Wilsonville School District (WLWSD), their instructors, and their families. This project has the potential to facilitate collaboration with these environmental justice communities to help build programming for the Living Classroom, as well as curriculum that will help meet state science standards while offering new, place-based learning opportunities. It is clear that the WLCP will fairly compensate individuals who dedicate time to building new curriculum or programming. This economic incentive will be crucial for the WLWSD instructors and community representatives that go above and beyond to help implement the WLCP for the benefit of all Wilsonville residents.

I am particularly impressed by the project's commitment to inclusivity, ensuring that diverse groups have access to the WLCP’s interpretive elements, programming, and environmental benefits. By providing educational resources through interpretation and curriculum, and opportunities to increase knowledge of and connection to the land, the WLCP will serve as a model for community engagement through land stewardship that other regions can emulate. The Committee is enthusiastic about connecting WLCP managers to representatives of local culturally specific community groups to help realize the vision for this project. The Committee was pleased to hear that the interpretive elements of the site will be developed through collaboration and partnership with these groups, and that curriculum could be explored through these potential collaborations as well.

The WLCP’s marriage of habitat restoration and education will encourage participants, especially young people, to get their hands dirty and understand the importance of natural history, biodiversity, conservation, and sustainable practices. The Committee hopes this project will empower students to become stewards of their environment, promoting a sense of shared responsibility and advocacy for the land that connects us all. In conclusion, I wholeheartedly support the Wilsonville Living Classroom Project and encourage others to do the same. This project represents an essential investment in our community’s residents and natural resources with an eye towards changing climatic conditions across the state.

Thank you for considering the Wilsonville DEI Committee’s support for this initiative.

Sincerely,

Karla Brashear  
Chair, City of Wilsonville DEI Committee  
[contact here](#)

November 12<sup>th</sup>, 2024

DEI Committee – proposed agenda item brief

Prepared by: Environmental Specialist, Jim Cartan – Natural Resources

The Wilsonville Living Classroom Project

I would like to put forth for the DEI Committee's consideration a grant proposal focused on environmental education within a larger habitat restoration project at the Park at Merryfield Neighborhood Park. The title of the grant proposal is the Wilsonville Living Classroom Project (WLCP).

Oregon Department of Land Conservation and Development's (ODLCD) Community Green Infrastructure Grant helps fund the production of native seeds and plants; creates and implements green infrastructure master plans; and carries out community green infrastructure projects that provide direct social, environmental, and economic benefits to communities throughout Oregon.

There is significant habitat restoration potential within the Park at Merryfield Neighborhood Park and with the proximity to Inza R. Wood Middle School, Boones Ferry Primary School, The Center for Research in Environmental Sciences and Technologies (CREST) and the regional nature park at Graham Oaks, staff thought a prudent way to address the environmental enhancement and education goals of the ODLCD grant would be to propose an outdoor, living classroom. This space will provide Wilsonville students with a place to congregate and get their hands dirty all while engaging with place-based learning. The WLCP also meets a need with recent budget cuts to the West Linn Wilsonville School District (WLWSD) that paused funding and operations for CREST. This proposal will create a publicly accessible educational space for students to engage in unique curriculum and bring their families to engage with the site as well being in a public park.

We have already recognized a number of potential partners for this project – WLWSD, Friends of Trees and the Backyard Habitat Certification Program, and supporting staff are waiting on letters of support from all three of these entities. Collaborating with local educators and community groups will help create an inclusive space with interpretation, low impact infrastructure, and connection to existing assets within the city. This collaboration could also help shape curriculum associated with the living classroom and how the actual restoration work is carried out. Instructors and community leaders involved in the planning and shaping of curriculum for the WLCP will be fairly compensated for their time and stipends are built into the proposed project budget.

What staff is seeking from the DEI Committee is feedback on this proposal, a vote or nod of support, and a letter of support for developing a new outdoor education space particular to Wilsonville and its constituents. This grant proposal is not only a way to secure funding for habitat restoration work within the City's existing network of open space, but a means to illustrate a commitment to environmental education and engagement for the whole of community.

Thank you for your time and consideration of this Community Green Infrastructure grant proposal idea.





## Memorandum

**DATE:** November 12, 2024

**TO:** Diversity, Equity, and Inclusion (DEI) Committee

**FROM:** Kerry Rappold, Natural Resources Manager

**RE:** **Wilsonville Climate Action Plan**

The City Council goals for FY 2023-25 include developing a Wilsonville Climate Action Plan (CAP). Climate change has the potential to affect the lives and livelihoods of every resident. Developing a Climate Action Plan will provide the opportunity to explore options for reducing greenhouse gas emissions and identifying actions that address climate change. Staff will provide an overview of the planning process for the CAP.

In August 2024, staff and the consultant (Sustainability Solutions Group - SSG) kicked off the planning process for the CAP. The CAP provides a roadmap for achieving net-zero greenhouse gas (GHG) emissions and will include the following steps in developing the plan:

1. Context review: The review of key strategic documents to understand Wilsonville's city and climate planning, as well as state legislation and other climate plans.
2. Data input and GHG inventory: The inventory will include the energy use and emissions within Wilsonville's city boundaries, and an update and refinement of data and modeling previously completed for the Clackamas County Climate Action Plan.
3. Model calibration: The calibration will identify the activities producing GHG emissions by sector and target emission reduction measures for specific activities.
4. Business-as-Usual (BAU) and Business-as-Planned (BAP) scenarios: The BAU scenario will provide the annual energy consumption and emissions through 2050 by traffic zones and neighborhoods across the city. The BAP scenario will reflect the additional impact on energy use and emissions of key county, state, and federal policies.
5. Strategies and actions: A list of "low carbon" actions and policy options will be identified and refined for geographic rollout, equity improvement, and to optimize co-benefits for the city.
6. Draft low-carbon scenario: The selected set of "low carbon" actions will be modeled for their energy and emissions impacts between the baseline and target years. The scenario will include year-over-year energy and emissions projections associated with implementation of the emission reduction actions.
7. Final low-carbon (best fit) scenario: The final scenario will outline how the City can achieve

its emission reduction targets in relation to existing policies, regulations, plans, and investments, and will provide a viable, sector-by-sector action pathway for reducing community emissions.

8. Draft and final plans: The CAP will include the following information:
  - a. Descriptions of local context, existing conditions, targets, and legislation that will affect climate action in Wilsonville.
  - b. Identify key expected impacts of climate change to local conditions in Wilsonville in future decades.
  - c. Outline the community’s projected energy use and emissions in the BAU, BAP and “low carbon” scenarios, and provide a clear pathway of the modeled actions, and the timeline to achieve a net-zero future in Wilsonville.
  - d. An appendix with data, methods, and assumptions.

Community involvement and public outreach will be a key component of the project. Staff welcomes input from the DEI Committee on public engagement activities for the CAP process. A “Let’s Talk, Wilsonville!” site has been set up for the project, which includes a community survey. Future activities will include a public open house and a forum with local businesses.

In addition to the Planning Commission, City Council, and DEI Committee, a staff advisory committee, comprised of members from Community Development, Public Works, Parks and Recreation, SMART, and Finance, will provide input during the planning process.

At this meeting, staff seeks DEI Committee input on the Climate Action Plan:

1. Are there specific objectives or topics that should be addressed?
2. Do you have any input about the planning process or public engagement?

**Attachment:**

- A. SSG scope of work and schedule

## 2 | Project Understanding

The City of Wilsonville, located in western Clackamas County (and partially in Washington County), is a suburb of Portland which offers residents a rural atmosphere and the conveniences of the big city. Formerly a farming community, the city's economy contains a mix of tech uses and manufacturing, with some agricultural land remaining. The impacts of climate change are becoming more evident in Wilsonville as wildfires, extreme heat, and heavy rainfall hit the city with increasing frequency and severity. To address the causes of these effects, the City has led several sustainability initiatives including participating in Portland Gas & Electric's Green Future Enterprise and Green Future Impact Programs for renewable energy sources; converting street lights to LED; participation in the Bee City program; and working with the transit authority to deploy electric buses and eliminate transit fares within the city.

Now, the City is looking to develop a Climate Action Plan (CAP) which will focus on how best to reduce the community's GHG emissions, and how these changes can also increase resilience. The planning process will begin by developing an inventory of existing community emissions, followed by an identification of actions that will quickly and significantly reduce emissions. The plan will build on existing work completed by the City, Clackamas County, and the State, such as Wilsonville's Comprehensive Plan, Bike and Pedestrian Master Plan, and the Urban Forest Management Plan, Clackamas County's CAP and GHG inventory (developed by SSG), the South Metro Area Regional Transit (SMART) Transit Master Plan; and statewide mandates such as Oregon's Clean Energy Targets, which requires energy suppliers such as Portland General Electric to reduce emissions.

Work on the CAP will include: identifying goals and outcomes; developing a community-wide GHG inventory; forecasting emissions; outlining focus areas and strategies for mitigation; and planning and facilitating equitable engagement with the City and the public.

## 3 | Approach and Methodology

### Technical Approach

**SSG will deploy Scena, our unique systems dynamics model**, to study the City's complex urban energy system and pathways to decarbonize these systems. Developed in-house, Scena tracks how and where electricity and fuels are consumed in Wilsonville, and how emissions are produced. The model is transparent, integrated, multi-fuel, multi-sector, and was built specifically for analyzing spatially-disaggregated energy systems, GHG emissions reductions, and co-benefits. **Our team will build on our existing model of Clackamas County, and update and refine this for the Wilsonville context.** This allows us to move quickly and efficiently, and ensures consistency with the County's plan.

Using data on energy supply, energy use, energy sources, and long-term trends, Scena can track and project energy sources, transitions, distribution, and end-use, as well as GHG emissions, over time and space. **Scena is GIS-based, providing visualizations that illustrate how energy use and emissions vary across sectors and neighborhoods.** The model considers conventional and renewable energy sources, ranging from gasoline, to wind, to ambient energy. Our modelers have been continuously developing, updating, and improving Scena since its 2015 launch at COP21 in Paris, ensuring we deliver the highest quality analysis. Our model and approach sets us apart from others in the following ways:

1. **A Systems Approach:** Scena is an integrated systems dynamics energy and emissions model. It simulates multiple dimensions of energy systems over time, incorporating projected population growth, the impact of planned and new policies, and feedback between sectors in space, with resolution for each priority zone in the study area. This level of detail enables us to develop investment-ready climate action strategies.
2. **Spatial Analysis:** The spatial analysis intrinsic to the modeling will enable the City of Wilsonville to explore future dynamics of transportation and land-use in a zone system that aligns with transportation planning, future growth projections, and infrastructure planning.

*Figure 2. Examples of the visual outputs possible through our modeling platform.*  
Please see original SSG proposal dated May 3, 2024 for this image

3. **Integrated:** Most models are sector-specific and forecast how emissions can be mitigated within individual

sectors, industries, or buildings. However, GHG emissions impacts are integrated among sectors, so we designed Scena to **capture feedback among policies in different sectors**. This allows us to help cities to identify the optimal approach to mitigating emissions.

*Figure 3. Household energy expenses in the City of Toronto in the Low-Carbon Scenario vs. in the Reference Scenario. Please see original SSG proposal dated May 3, 2024 for this image*

### Planning for Decarbonization

Our approach is to develop a calibrated model of the built environment in the current context, spatially representing homes, buildings and infrastructure, energy-using equipment within buildings, transportation behavior, waste generation, and water and wastewater treatment. The calibration step involves ensuring that observed energy consumption data (reported from utilities) aligns with modeled data. We then develop or use existing population and employment projections to place people in space over time, adding homes and workplaces and associated infrastructure where required—this forms the **Business as Usual (BAU) scenario**. These additional people stimulate additional vehicular, walking, transit and cycling trips. The model calculates annual VMT, energy, and GHG emissions for each zone of the City. Planned and funded policies and programs are then evaluated in a **Business as Planned (BAP) Scenario**. The engagement activities can include reviewing the results from the BAU and BAP and suggesting actions to reduce energy use and GHG emissions which can be included in the technical of a **Low-Carbon Scenario**.

*Figure 4: Reference Scenario and Low-Carbon Scenario for a community. Please see original SSG proposal dated May 3, 2024 for this image*

### Climate Action Analysis

SSG will create a proposed list of recommended climate mitigation measures based on the work completed for Clackamas and Tigard, and any contextual changes (e.g. legislation, executive orders) that have occurred since those Plans were completed. Priority measures will be identified that reflect strategic opportunities, needs, relevant objectives, and insights from engagement. The emission reduction potential for each climate change mitigation measure will be analyzed in detail using the model, which will determine the impact on each underlying emission source.

*Figure 5. Examples of the intersection of adaptation and mitigation actions. Please see original SSG proposal dated May 3, 2024 for this image*

### Engagement

We believe engagement is best thought of as shared decision-making, and our approach weaves together technical and engagement streams to form a detailed and inclusive CAP. Our in-house engagement team uses the globally recognized framework developed by the International Association for Public Participation’s (IAP2). We are skilled in community education and translating complex ideas into plain language for a broad audience.

Our team has extensive experience managing and coordinating diverse stakeholder groups, and convening multi-departmental and multi-sector teams. We will organize meeting agendas based on the interests and expertise of participants. In all our projects, we work collaboratively alongside the client and staff through existing structures such as boards and Councils.

Collectively, our team has decades of experience in planning, designing, and delivering a variety of engagement techniques, including open houses, surveys, workshops, and communications and outreach planning. Our team also has extensive experience deploying a variety of digital platforms including Let's Talk, Zoom, Miro (a collaborative, online whiteboard), MetroQuest, Ethelo, a variety of videoconference platforms, various online survey platforms, and websites. These methods can be used to engage the public and community groups along the IAP2 Spectrum (Figure 6) and are often effective at reaching individuals and communities traditionally left out of planning processes. Some tools and platforms may come with additional costs.

*Figure 6. The IAP2 spectrum of participation.*

Please see original SSG proposal dated May 3, 2024 for this image

## Work Plan

Our work plan addresses all the details of the RFP and adds details and considerations based on our extensive experience in preparing similar plans in Oregon and beyond. Refer to the attached schedule for a breakdown of the proposed project timeline. This schedule relies on quick turnarounds from the City, including 1 week to review and provide consolidated feedback on key deliverables.

### Phase 1: Visioning and Set-up

**1.01 Project Kick-off Meeting:** SSG will prepare an agenda and meet with City staff to review project details, invoice schedules, contacts, communications protocol. We will also confirm the work plan, deliverables, project objectives, and budget. The meeting will be celebratory, kicking off the project with energy and generating momentum. Working relationships between consulting staff and City staff will be established and the project work will begin.

**1.02 Regular Check-in Meetings:** SSG will prepare an agenda for bi-weekly (every two weeks) project meetings with senior staff in the City. Following the meetings, SSG will summarize the meeting minutes and next steps.

## Phase 2: Engagement

**2.01 Engagement Schedule and Planning:** SSG will host a meeting between SSG's engagement staff and Wilsonville's project team. The teams will work together to review and make any minor adjustments to the engagement activities proposed in this section. SSG will then document the intent, objectives, locations, dates and participants for each in a simple table, which will be shared with the Wilsonville team.

**2.02 Communications Materials:** SSG will provide communications content to the City for use in the Boones Ferry Messenger, the City's social media, and the municipal website. This will include up to four graphics for use on the various platforms. These materials will be provided in a standard graphics format that will allow them to also be used on posters or handouts at public events, etc.

**2.03 Engagement with Existing Boards:** We will host two virtual sessions with the City's existing boards such as City Council and the Planning Commission. Sessions will introduce the CAP process and collect input on local priorities and concerns, as well as potential climate actions.

**2.04 Engagement with Staff:** SSG will host up to three virtual sessions that will focus on educating staff about climate action, and integrating this work and the climate impacts of their decisions into their city roles. It will provide feedback opportunities using tools such as Mentimeter, and will use light facilitation.

**2.05 Community Survey:** City staff on the project will create a questionnaire for local residents (potentially re-using the questions from the Clackamas County Climate Action Plan) to gather a sense of their current levels of support for Wilsonville to take action on climate change. SSG can conduct a high-level review of the survey to ensure the accuracy of the content and to provide communications-related feedback. The survey can be published using the 'Let's Talk Wilsonville' platform and advertised using City tools. The City can use this information to provide evidence of support in the community, and can share analysis of the results with SSG for integration into the Climate Action Plan.

**2.06 Public Event:** SSG will facilitate one public event. This could either be five telephone or Zoom interviews with members of the public, or a 'Town Hall' meeting focused on increasing awareness among the public about the Climate Action Plan's development. The Town Hall meeting would provide basic opportunities for feedback. Each approach has benefits: The five interviews would provide good content to integrate into the final Climate Action Plan; whereas the Town Hall meeting would be a more effective way to raise awareness in the community..

**2.07 Engagement Summary:** SSG will summarize the results of the engagement activities, the input received, and how it will be used in the CAP. This will be provided in a brief report to the City and can be included as an appendix to the CAP if required.

## Phase 3: Technical Analysis

**3.01 Context Review:** We will review up to four existing strategic documents identified by Wilsonville to understand the City's planning strategy and existing work on climate change such as Wilsonville's Comprehensive Plan, Bicycle and Pedestrian Master Plan, and the Urban Forest Management Plan. The team will request the City's guidance on identifying the most important four documents. The team will also draw on its knowledge of the State and Counties' Executive Orders, legislation and climate plans. The results of this review will be shared as a brief presentation or slidedeck for feedback.

**3.02 Data Request & GHG Inventory:** A major benefit to working with SSG on this project is that we can use our previously-completed Clackamas GHG inventory to develop a community-wide emissions inventory for Wilsonville. Using Clackamas' inventory as a starting point, SSG will extract and update Wilsonville's data as required based on population growth. SSG will work with Wilsonville staff to create estimates for areas of the City that are in Washington County, as they will not be included in the Clackamas County data. Additional sectors or individual industrial facilities will be considered for addition if the required data is readily available in a usable format from Wilsonville staff. The inventory will include the City's corporate emissions, but they will be combined with the community's emissions within each sector (buildings, transportation, etc.). The work will not include a separate corporate GHG emissions inventory.

**3.02 Model Calibration:** SSG will review the Clackamas modeling in light of any significant changes that have occurred legislatively or demographically since that modeling was completed. Based on the results of this review, SSG will either use the existing calibrated Clackamas data, extracting the zones that constitute Wilsonville and estimating for the zones in Washington County, or SSG will redo the calibration with adjustments as required to provide an accurate baseline year of Wilsonville's energy use and emissions. The calibration differs from a GHG inventory in that it identifies the activities producing GHG emissions by sector (e.g. vehicular trips, number of buildings, building energy performance, livestock, etc.). This allows us to target emission reduction measures to specific activities.

**3.03 BAU & BAP Reference Scenarios:** A Business-As-Usual (BAU) Scenario of community emissions will effect the GHG emissions impacts of **current** population projections, land-use policies, transportation trends, state and federal policies, building codes, fuel efficiency standards, etc. The BAU Scenario forecast will provide Wilsonville with the annual energy consumption and emissions out to 2050 by traffic zones and neighborhoods across the city. This can be used to show the spatial impact of current practices on specific areas (and populations) and sectors within the city. A Business-As-Planned (BAP) scenario will also be provided. It will reflect the additional impact (i.e. on energy use and emissions) of key, **approved** county, state and federal policies and programs.

To provide this information, SSG will review the Clackamas modeling in light of any significant changes that have occurred legislatively or demographically since that modeling was completed. Based on the results of this review, SSG will either use the existing calibrated Clackamas BAU and BAP modeling results, extracting the zones that constitute Wilsonville and estimating for the additional zones located in Washington County, or SSG will redo the BAU and BAP scenarios with the adjustments required to provide projections of Wilsonville's energy use and emissions that reflect the most recent regulations and context.

**3.04 List of Strategies & Actions:** Working with City staff, we will compile a list of 'low carbon' actions and policy options for consideration. The list will draw from the work done for Clackamas and Tigard, and reflect the contextual changes that have occurred since those Plans were completed. SSG will meet with Wilsonville staff to go through the actions, and refine them together. At this point, City staff will be able to identify neighborhoods most requiring improvements, or with higher concentrations of low-income and disadvantaged populations in greater need of services. The team will help Wilsonville staff lay out the selected actions to benefit these neighborhoods first, or to a greater degree, and this will be integrated into the final low carbon actions that are selected. Emission reduction actions will be expressed as quantifiable assumptions for input into the model.

**3.05 Draft Low-Carbon Scenario:** The GHG emission reduction measures selected in Task 3.05 will be modeled for their energy and emissions impacts between the baseline and target years. The scenarios will include year-over-year energy and emissions projections under implementation of the emission reduction measures. The results will demonstrate how carrying out the actions in a particular order will ensure that the changes made achieve the greatest energy conservation, emissions reduction, and resilience-enhancing benefits for the entire community, and how those benefits can be brought first to neighborhoods most requiring improvements.

**3.06 Final Low-Carbon (Best Fit) Scenario:** Based on our analysis of the modeling and input from Wilsonville staff, we will accommodate up to 20 hours of additional work to adjust and finalize the Low-Carbon Scenario. The final scenario will outline how the City can achieve its emission reduction targets in relation to existing policies, regulations, plans, and investments, and will provide a viable, sector-by-sector action pathway for reducing community emissions.

## Phase 4: Final Plan

**4.01 Draft Climate Action Plan:** The draft CAP will include descriptions of the local context, existing conditions, targets, and legislation that will constrain or stimulate climate action in Wilsonville. It will also identify key expected impacts of climate change to local conditions in Wilsonville in coming decades. It will outline the community's projected energy use and emissions in the BAU, BAP and 'low carbon' scenarios, and will provide a clear pathway of the modeled actions, and the timeline on which they will need to be carried out to move Wilsonville towards a net-zero future. Graphics will be included that will clarify the impacts of different types of actions over time. The Plan will include a data, methods, and assumptions (DMA) appendix. The DMA will describe the scenario modeling approach, data used, and the assumptions applied for the inventory and analysis. This ensures an understanding of the modeling operation, and that the data, methods, and assumptions are transparent. A draft of the plan will be provided to Wilsonville staff for a single round of review. Wilsonville will consolidate the comments into a single document and share them with SSG.

**4.02 Final Climate Action Plan:** The draft CAP will include descriptions of the local context, existing conditions, targets, and legislation that will constrain or stimulate climate action in Wilsonville. It will also identify key expected impacts of

climate change to local conditions in Wilsonville in coming decades. It will outline the community's projected energy use and emissions in the BAU, BAP and 'low-carbon' scenario, and will provide a clear pathway of the modeled actions, and the timeline on which they will need to be carried out to move Wilsonville towards a net-zero future. Graphics will be included that will clarify the impacts of different types of actions over time.

**4.03 Council Presentation of Final CAP:** We will support staff with presenting the final CAP to Council. This can include providing images from the CAP and providing guidance and review of the presentation. We anticipate that this would be a formality for adoption, assuming the presentation of the draft Plan was favorably received. SSG will not travel to attend the Council presentation but can attend virtually if required.







# DEI & ACHC JOINT MEETING MINUTES

October 08, 2024 at 6:00 PM

Wilsonville City Hall & Zoom: <https://us02web.zoom.us/j/83159324538>

## CALL TO ORDER

Meeting was called to order at 6:04 p.m.

### DEI Committee Members In Attendance:

- Chair Karla Brashear
- Vice Chair Erika Pham
- Aasha Patel
- Carolina Wilde
- Diane Imel
- Elisabeth Garcia Davidson
- Imran Haider
- Justin Brown
- Tracy Hester

### DEI Excused:

- George Luo
- Fay Gyapong-Porter
- Jay Edwards

### ACHC Committee Members in Attendance:

- Aaron Harris
- Benjamin Mefford
- David Altman
- Jason Jones
- Nadine Elbitar
- Mayor Fitzgerald, Ex Officio

### Staff in Attendance:

- Erika Valentine
- Ethan Picman
- Kim Rybold
- Kris Ammerman
- Zoe Mombert

### ACHC Excused:

- Deborah Zundel, Chair
- Joan Carlson
- Sageera Oravil Abdulla Koya
- Susan Schenk

## PUBLIC INPUT AND COMMUNITY ANNOUNCEMENTS – No public comments

**ADMINISTRATIVE BUSINESS** - DEI and ACHC were provided a presentation regarding housing our future project work and an opportunity to participate in the housing conversation through Conversation Guide.

- ART - How will art be involved in the plan?
- DEI - Looking to reach as many members of the community as possible
- Comments are due by December to staff
- Housing – will have outreach with the Latino Network
- Suggested we facilitate with translated documents

- Suggestion to go to Autumn Park or other subsidized communities
- Project will evaluate capacity. What can be expected?
- The City can provide housing supply or evaluate what the demands will be
- The City will determine if additional land/development is needed
- Intent is to reduce barriers to participation (conversation guide)
- Sign-in sheet will be provided and requested to submit
- Email planning staff for updates
- Looking for key points and highlights
- Question about co-op development and strategies
- The concept is being discussed but needs partners

## **COMMITTEE INTRODUCTION, DISCUSSION & RECOMMENDATIONS**

ACHC provided an overview and update of recent projects

- Policy
- Skate park mural
- Pride mural
- Boones Ferry Park

DEI Committee provided an overview and update of recent projects

- Juneteenth is growing. 2025 will be its 4<sup>th</sup> year
- Speaker series
- Las Posadas
- Great conversation with community members

Collaborative Discussion

- Pride debrief
- Interested in event to continue to grow
- Suggestion in letting Pride event grow to something like Beaverton's event

Hearts Review

- Discussed invitation
- Free event, depending on funding
- Bring the community together through art and music

Discussed a City-Wide Cultural Event

- Chair Brashear discussed the possibility of a city-wide cultural event
- Saturday family-friendly festival event with music/food
- #1 idea from Carolina Wilde's class
- High school students are thinking of something similar
- Start small with realistic expectations
- Relatable to the community

Further Discussion Regarding Events

**DEI & ACHC Joint Meeting  
October 08, 2024**

- How did events get going and continue to renew funding
- Non-profit collaboration is critical
- Hear that people want some sort of cultural celebration
- Visual depiction of Wilsonville and art helps share culture
- Interested in Hispanic Heritage month celebration with a mural
- Interested in people in “chairs”
- Cherry blossom festival, which is a smaller cultural event

**ADJOURN** – Meeting adjourned at 7:23 pm

**NEXT DEI MEETING** – November 11, 2024 at 6:00 pm