



# DIVERSITY, EQUITY AND INCLUSION COMMITTEE AGENDA

February 13, 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 Zoe Mombert:

[Mombert@ci.wilsonville.or.us](mailto:Mombert@ci.wilsonville.or.us) or 503-570-1503

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:

Zoe Mombert - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

## CALL TO ORDER

1. Roll Call

## CONSENT AGENDA

2. [DEI Minutes - January 9, 2024](#)

## COMMITTEE DISCUSSION & RECOMMENDATION

3. [Street Naming Convention Project](#)
4. [Procurement Policies and Procedures Manual \(Legal\)](#)
5. [DEI Committee Code Revision \(Legal\)](#)
6. [Public Comment \(Legal\)](#)
7. Pride 2024 Representation
8. [Winter Celebrations/Representation](#)
9. [Scoping for the Second Half of 2024](#)

## ADMINISTRATIVE BUSINESS

10. Promote Lecture Series

11. Juneteenth Planning

**ADJOURN**

**NEXT MEETING**

Tuesday, March 12, 2024 at 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 Zoe Mombert, Assistant to the City Manager at 503-570-1503 or [Mombert@ci.wilsonville.or.us](mailto:Mombert@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

January 09, 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 6:00 pm

### PRESENT

Chair Erika Pham  
Vice-Chair Karla Brashear  
Member Carolina Wilde  
Member Diane Imel  
Member Fay Gyapong-Porter (left around 7:00 pm)  
Member Imran Haider (remote)  
Member Jay Edwards  
Member Justin Brown  
Member Tracy Hester (remote)  
Student Member George Luo

### ABSENT

Student Member Aasha Patel  
Member David Siha

### STAFF

Amanda Guile-Hinman  
Amy Pepper  
Bill Evans  
Erika Valentine  
Jim Cartan  
Lyanna Hoang  
Peter Hatch  
Sarah Pearlman  
Zoe Mombert

### GUEST

Peter Hatch, Confederated Tribes of Siletz Indians

## CONSENT AGENDA

2. **DEI Minutes for November 14, 2023** - *Diane Imel made a motion to approve the November 14, 2023 Minutes. Jay Edwards seconded the motion. Motion passed.*
3. **DEI Minutes for December 12, 2023** - *Diane Imel made a motion to approve the December, 2023 Minutes. Jay Edwards seconded the motion. Motion passed.*

## COMMITTEE DISCUSSION & RECOMMENDATION

### 4. Street Naming Convention Project - themes

- Peter Hatch suggested we show ties to the area from one tribal perspective.
- Tell stories in the community.
- Relevant indigenous leaders.
- Settlers across the river.
- Plants – Peter is open to help provide input and translation.
- Possible option to translate a few words and translate in multiple language to be inclusive.
- Possible to have a concept for north/south streets and another concept for east/west streets.
- Peter has offered to provide translation.
- The committee will bring more ideas in February.
- Recognition of leaders are still being evaluated as themes.

### 5. Pride & Visual Representation (pride, holiday, etc.)

- The City's Arts Coordinator presented a temporary art installation at the Parks and Recreation Building in partnership with the Arts Culture and Heritage Committee. The temporary art display, likely temporary paint, is intended to celebrate and acknowledge Pride month. All of the DEI Committee members were in support of the project. Two committee members volunteered to sit on the art review panel on April 17 to represent the DEI Committee.

Discussed a pride pin with the common theme of "Love Wins" with the Progress Pride Flag colors. The committee provided the following feedback:

- Add the word "Wilsonville"
- Like the phrase "Love Lives Here"
- Make the flag more apparent
- Liked the State of Oregon shape

### 6. Natural Resources Metro Grant Opportunity

- Discussed goals and perspective of the project.
- Location and significance.
- Placed-based learning project – Wilsonville's Living Classroom. Inclusive space and collaborate with diverse voices.
- Background was discussed on the Metro grant and those interested in applying, focusing on marginalized groups and outline of the goals. Jay Edwards made a motion to support the Metro grant application. Karla Brashear seconded the motion. Motion passed.

### 7. Public Comment Discussion

- Discussed the options provided from the city attorney.
- Want to be sure the people feel heard but concerned about not being able to respond to the comments.
- Clear rules that need to be enforced for positive and negative comments.
- Speaker cards can have a check box that identifies what matter they are planning to discuss.
- Staff to prepare a comment card with clear language on the comment card and on the agenda.
- Adopt Option #1. Karla Brashear made a motion adopt Option #4. Diane Imel seconded the motion. Motion passed (8 aye – 0 no – 1 abstain).

Option #1 (Verbal and/or Written): Receive either verbal or written public comment during public meeting. Anyone who wants to give public comment must:

- State their name and address, either verbally or in writing, prior to providing public comment.
- If providing verbal comments, they must address the Committee from a designated speaker area.
- Verbal comments will be limited to 3 minutes.
- Verbal and/or written comments must relate to a matter concerning DEI Committee business on the agenda or relate to a matter over which the Committee has authority, pursuant to its adopting resolution – Resolution No. 2893 (modified by Resolution No. 3104).

#### 8. Juneteenth Sponsorship and Planning

- Discussed sponsorship and event.
- Speaker availability.
- Discussed food options, provided to attendees or have a vendor on site. Staff and committee members to bring back food truck vendor options.
- There should be a connection between Juneteenth keynote address and the event.
- Have a presentation about Juneteenth.
- Possibly have more performances and kids' activities.
- Conversations with Bryson Wallace (DJ) and Kimberly Howard Wade (Keynote) will occur and quotes will be brought back to the committee for review and direction.
- More discussion is needed.

#### ADMINISTRATIVE BUSINESS

#### 9. Scoping for the Second Half of the Year

- Current Latino outreach suggestions were discussed. Let's Talk Wilsonville! Questions to ask:
  - What events would you like to see? Where?
  - What are the age demographics?
  - QR would be helpful.
  - Social media is not widely used.
  - Committee member to provide church contact with staff.
  - Intent is to create and provide a sense of belonging.
- The committee discussed possible dates for the 2024 Las Posadas event. Karla Brashear made a motion to hold the 2024 Las Posadas event at the Community Center on December 17. The motion was seconded by Diane Imel and the motion passed (7 aye – 0 no – 1 abstain).
- The conversation was tabled to be discussed at the February DEI meeting.

**ADJOURN** – Meeting adjourned at 8:19 p.m.

**NEXT MEETING** February 13, 2024 6:00 pm



## Memorandum

**DATE:** February 2, 2024

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

**FROM:** Sarah Pearlman, Assistant Planner  
Amy Pepper, PE, Development Engineering Manager  
Miranda Bateschell, Planning Director

**RE:** **Town Center Plan Street Naming- Staff Recommendation**

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At the January DEI Committee meeting, staff presented the two main themes based on prior ideas from the DEI Committee for a street naming scheme in Town Center: Recognition of Leaders from Diverse Backgrounds (Theme A) and Recognition of Oregon's Diverse Landscape (Theme B). The DEI Committee invited Mr. Peter Hatch, History & Archaeology Specialist with the Confederated Tribes of Siletz Indians (CTSI), to provide insight and feedback on the theme options during the meeting. Prior meeting materials have been provided as attachments for the Committee's convenience.

On January 31, 2024, staff met with Mr. Hatch, to further discuss feedback for a Town Center-specific street naming scheme. Mr. Hatch shared that the Confederated Tribes of Siletz Indians appreciated the opportunity to comment and be included, but felt that the planned workflow for how names will be brought into use did not offer certainty about whether streets named for tribal leaders would be prominent or aesthetically pleasing in a way that would confer the honor that the City and Committee intend, and therefore it does not make sense for CTSI to suggest tribal leaders as potential street names at this time.

Mr. Hatch shared additions to the existing native plant list that had significance to the Confederated Tribes of Siletz Indians, including elderberry, tarweed, and juncus and wishes to compliment the City and Staff on the excellent list already prepared. Staff plans to update the citywide list based on these recommendations. The option of pulling significant native plants to the Confederated Tribes of Siletz Indians for use in Town Center was explored. However, the DEI Committee expressly communicated a desire for names in Town Center to be inclusive of native peoples as well as other cultures and peoples present in the community today. In addition, the use of native plants is already in the street naming policy and prevalent in the community, and one goal of the Town Center Naming scheme is to differentiate the area from the rest of the City.

At this February meeting, staff recommends that the DEI Committee choose Theme B: Recognition of Oregon’s Diverse Landscape to move forward with a street naming scheme for Town Center that reflects the diverse landscape of Oregon. This option aligns with the community desire for the design on Town Center to reflect Wilsonville’s connection with the Willamette River and nature as communicated in both the Town Center Plan and its Streetscape Plan. It reflects the vibrant and varied backgrounds of the physical landscape of the state and of those who spend time in Town Center. Mr. Hatch offered to review the draft list of street names of this theme (Attachment 1) and provide input on landscapes and features that have significance to CTSI, thus incorporating some indigenous cultures and people. Furthermore, this option limits some of the challenges inherent in using the names of individual people, including the intensive research and vetting process that would be needed and the concerns that individual people won’t fully encompass the diversity of backgrounds and experiences that the future of Town Center aims to represent.

**Discussion Questions:**

- Which option would the DEI Committee like to move forward?
- What additional input or ideas do members of the DEI Committee have on that selected option?
- Which members of the DEI Committee would be interested in providing feedback before the March meeting?

Based on input from the DEI Committee, Staff will work with Chair Pham, Mr. Hatch, and other interested members of the Committee who identify themselves at the February meeting to draft a Town Center Street Naming Policy for review at the March meeting and subsequent adoption as a modification or attachment to the existing Resolution (Attachment 4).

**Attachments:**

1. Town Center Street Naming: Summary of Options dated January 5, 2024
2. Town Center Street Naming Community Development Memo dated January 5, 2024
3. Town Center Street Naming Community Development Memo dated September 1, 2023
4. Resolution 1924
5. Approved Street Name List

## Town Center Street Naming: Summary of Options

January 5, 2024

The Town Center Street Naming Policy is intended to be supplemental to the Citywide Policy and provide for Town Center's identity as a neighborhood. Town Center is the heart of Wilsonville and its street names should set it apart as the City's core.

### Theme A: Recognition of Leaders from Diverse Backgrounds

- Town Center is intended to be a vibrant, diverse, and inclusive space for Wilsonville residents and friends to gather and spend time in. The process of planning Town Center was inclusive and a core community priority is creating inclusive community gather spaces. The street naming process for Town Center should follow that same vision set forth by the Town Center Plan.
- The current street naming policy offers historic Wilsonville surnames as options. Supplementing these leaders who have historically been represented with leaders from different backgrounds and experiences who have also made impacts in Oregon broadly, more accurately reflects our shared history and the future of the City.
- Naming the streets after leaders in Oregon from diverse backgrounds reflects the community's desire for spaces that allow people from those same diverse backgrounds to connect with each other and with the history of their state.
- Some preliminary examples:
  - From DEI Committee members
    - Cannady ([Beatrice Morrow Cannady](#)- an African American civil rights activist who also fought for women's suffrage)
    - York ([York](#)- An African American man, enslaved to William Clark, who was a part of the Lewis and Clark expedition. The first black man to cross North America.)
    - [Kalapuya](#)
    - [Atfalati](#)
    - Barrow ([Willie Beatrice Barrow](#)- A black civil rights activist and minister who lived in Portland and helped build one of the first black Churches of God in the city.)
    - McCoy ([William "Bill" Lipscomb McCoy](#)- the first African American elected to the Oregon legislature who re-ratified the Fourteenth Amendment (Due Process Clause) for Oregon.)
    - Leon ([Teresa Alonso Leon](#)- the first immigrant Latina elected to the Oregon legislature)
    - Cleary ([Beverly Cleary](#)- a native Oregonian and beloved author of the *Ramona Quimby* series and other children's novels)



- Gordly ([Avel Louise Gordly](#)- first black woman elected to the Oregon Senate)
- Jama ([Kayse Jama](#)- Oregon's first elected Muslim Senator)
- Woods ([Aaron Woods](#)- current Oregon Senator)
- Fitzgerald (Julie Fitzgerald- current Wilsonville Mayor who led the city through COVID and created the first DE Committee for the City.)
- Additional examples from staff research
  - Deiz ([Mercedes Deiz](#)- first black female lawyer in Oregon (admitted to the bar in 1960) and first woman of color to become a judge in Oregon and first black woman to be elected to the bench in Oregon)
  - Harrison ([Kathryn Harrison](#)- Tribal leader who regained federal recognition for the Confederated Tribes of the Siletz and the Confederated Tribes of Grand Ronde.)
  - Yasui ([Minoru Yasui](#)- Japanese American lawyer born in Oregon who was pivotal in fighting laws that targeted Japanese Americans and immigrants during WW2.)
  - Jaramillo ([Annabelle Jaramillo](#)- Latina politician and activist from Oregon who served on the National Environmental Justice Council and fought for LGBT rights.)

#### Theme B: Recognition of Oregon's Diverse Landscape

- The current street naming policy offers native plants and flowers as options. The street naming policy in Town Center can build upon this by recognizing key aspects of the Oregon landscape that honor the environmental stewardship that was prioritized by the community in the Town Center Plan.
- The Town Center Streetscape Plan communicates a community desire that the design of Town Center be based on Wilsonville's spirit of technological innovation and connection to the Willamette River. Street names that recognize and celebrate our state's diverse physical landscapes reflect Wilsonville's connection to nature.
- Town Center is intended to be a vibrant, diverse, and inclusive space for Wilsonville residents and friends to gather and spend time in. The process of planning Town Center was inclusive and a core community priority is creating inclusive community gather spaces. The street naming process for Town Center should follow that same vision set forth by the Town Center Plan.
- Naming the streets after features and elements of Oregon's diverse landscape reflects the vibrant and varied physical backgrounds of the state. In an abstract way this reflects the vibrant and varied backgrounds of those who spend time in Town Center, currently and in the future.
- Some preliminary examples:

- Examples from DEI Committee members
  - Alvord Desert related
  - Gorge
  - Sunstone
  - Agate
  - Jasper
  - Opal
  - Jory
  - Meadowlark
  - Hazelnut
  - Chanterelle
- Additional examples from staff research
  - Owyhee (Canyonlands)
  - Painted Hills
  - Tumalo (Falls)

DRAFT



**Memorandum**

**DATE:** January 5, 2024

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

**FROM:** Miranda Bateschell, Planning Director  
Amy Pepper, PE, Development Engineering Manager  
Sarah Pearlman, Assistant Planner

**RE:** **Town Center Plan Street Naming Themes**

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Conversations with DEI Committee members to date have brought forth two main themes for a street naming scheme in Town Center: Recognition of Leaders from Diverse Backgrounds and Recognition of Oregon’s Diverse Landscape. Attached is a summary of the two themes as they relate to the Town Center Plan, the existing street-naming policy, and other relevant documents, along with initial examples of street names that fit each theme from DEI Committee members and preliminary staff research. Staff seek confirmation from DEI Committee members that the two themes have been accurately captured as well as street names to be added to each list.

At least one representative from the Confederated Tribes of Siletz will be joining the January meeting and other tribal representatives have been invited. At the January meeting, staff plans to present the two themes to the Committee and invited guests, listen, and integrate input from invited guests and feedback from the Committee into the street naming summary document. The updated document will be presented at the February DEI Committee meeting for further discussion and selection of a single street naming theme. Between the January and February meetings, staff can work with interested participants to further generate name options to be reviewed at the February meeting.

**Attachments:**

- Town Center Street Naming: Summary of Options
- Town Center Street Naming Community Development Memo dated September 1, 2023
- Resolution 1924
- Approved Street Name List

**MEMO – Community Development**

DATE: September 1, 2023

TO: Diversity, Equity and Inclusion (DEI) Committee

FROM: Miranda Bateschell, Planning Director  
Amy Pepper, PE, Development Engineering Manager

**RE: *Town Center Plan Street Naming***

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In May 2019 (and later amended in October 2021), the City adopted the Wilsonville Town Center Plan. The Wilsonville Town Center Plan is a long-range plan for how the Town Center area can better serve the interests and needs of residents, visitors, businesses and local employees. The approximate 100-acre project area encompasses the properties north of Wilsonville Road, within and adjacent to Town Center Loop, including Town Center shopping center, Fry’s Electronics, and Regal Cinemas Theater. The Town Center Plan (the Plan) was a community-driven project, developed with the input from a broad cross-section of Wilsonville residents, business owners, and employees through a variety of public engagement opportunities. Surveys, focus groups, neighborhood meetings, and outreach events resulted in thousands of touchpoints with the community. Community members expressed a specific desire for the future of Town Center as a vibrant, walkable destination that inspires people to come together and socialize, shop, live, and work. Town Center is the heart of Wilsonville. It is home to active parks, civic spaces, and amenities that provide year-round, compelling experiences. Wilsonville residents and visitors come to Town Center for shopping, dining, culture, and entertainment.

One outcome of the Plan is it converts privately owned accessways to public streets. The first application for redevelopment, as recently approved by the City Development Review Board Panel B, replaces the existing Shari’s restaurant with a five-story 114-unit mixed-use apartment building with 3,700 square feet of ground floor commercial improvements and associated improvements, including the construction of a new public street. The Developer approached the City to inquire about possible street names for the new street. The Town Center Plan does not identify a specific street naming convention outside of the City’s adopted policy.

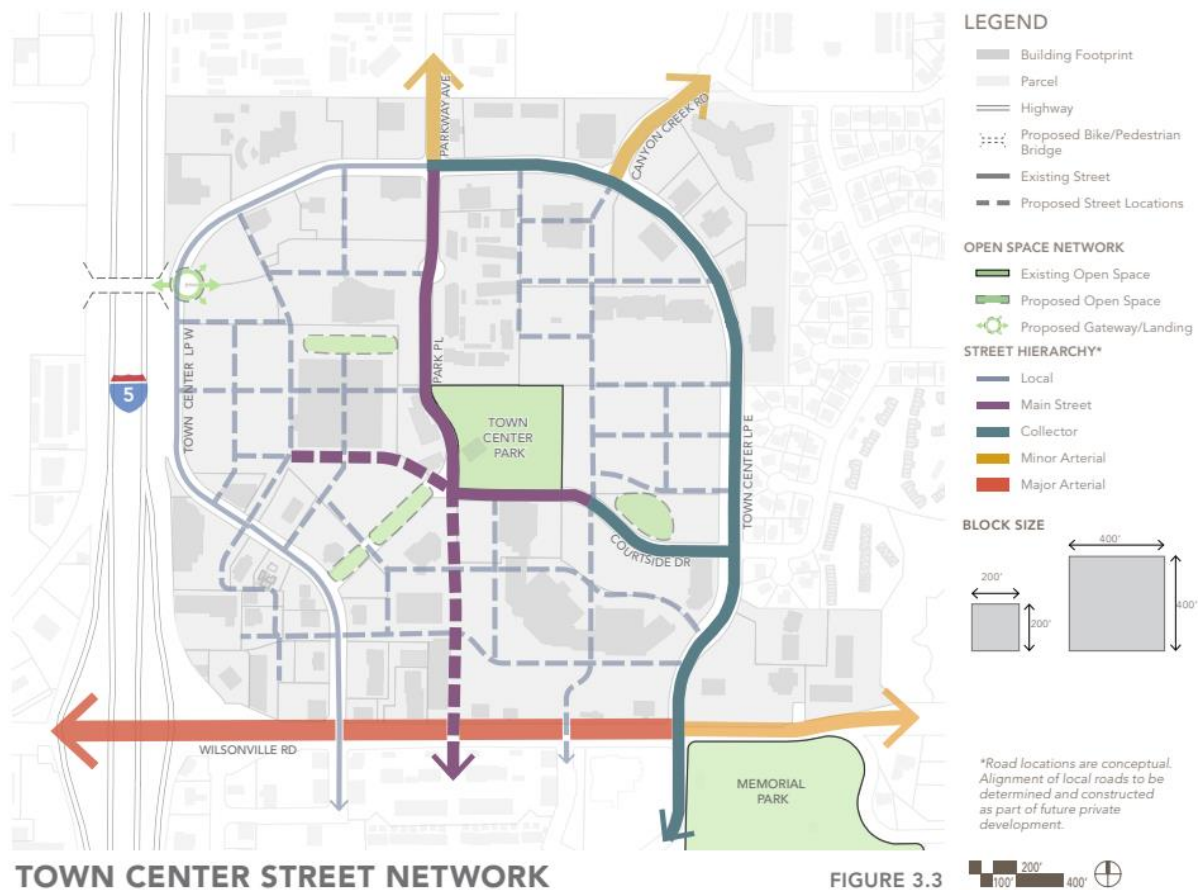
The City’s pre-existing street naming policy states that streets shall be named using historic surnames or names reflecting Oregon geography, natural features or native plants and animals. Attached is a list of adopted names available for new streets.

Staff is interested in pursuing adoption of a theme or naming convention for streets in Town Center that helps to honor the bold vision of the Town Center Plan to create an accessible, diverse, connected and thriving place for all people to gather. To continue the inclusive, community-driven planning effort established by the Town Center Plan, rather than have staff lead or strategize on a

naming convention for this area, staff would like to ask the DEI committee to provide recommendations for street names and/or a street naming theme that is inclusive for all residents.

The desired timeline is to have a recommendation by the beginning of 2024 for implementation with the approved mixed-use development. Staff will be available to answer questions at the September DEI meeting that will help the Committee undertake this task. At the October or November DEI meeting, specific themes/naming conventions can be prioritized or a singular one selected, and then a list of names can be generated, reviewed, and finalized at following meetings.

For reference, here is the ultimate street layout desired in this area:



**Attachments:**

- Resolution 1924
- Approved Street Name List

**Reference:**

The Story of the Wilsonville Town Center Plan:  
<https://wilsonville.maps.arcgis.com/apps/Cascade/index.html?appid=f6c8a240d00f4c0ba9b393d670f2d4de>

Wilsonville Town Center Plan:

[https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/planning/page/5101/wilsonville\\_plan\\_050919\\_web\\_amended101821.pdf](https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/planning/page/5101/wilsonville_plan_050919_web_amended101821.pdf)

**RESOLUTION NO. 1924****A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING A STREET NAMING AND ADDRESSING POLICY**

WHEREAS, a systematic street naming program contributes to efficient, safe and convenient way-finding within the community and specifically:

- Facilitates the implementation and effective operation of the Emergency 911 System.
- Provides for a neighborhood's identity.
- Establishes a street name and designator system that will improve the delivery of emergency services.
- Establishes a consistent and accurate methodology for site identification.
- Provides standards and procedures for addressing and re-addressing.
- Provides standards and procedures for naming and re-naming streets, both public and private.
- Enhances site identification for mail/parcel delivery, Geographic Information Systems (GIS) compatibility and emergency operations.

**NOW THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:****A. Street Identification:**

- a. All new streets within the City of Wilsonville shall be named in conformance with the following standards:
  1. No street names shall be used which will duplicate, sound like or closely resemble the names of existing streets, except for extensions of existing streets or when eventual connection can be anticipated.
  2. Landscaped arterials providing through traffic movement across the community shall be called "**Boulevards**".
  3. Meandering collectors providing through traffic movement across a neighborhood shall be called "**Drives**".

4. All other streets that generally run north-south shall be designated "Avenues". All other streets that generally run east-west shall be designated "Streets".
5. Winding curvilinear streets shall be designated "Circle" or "Loop". Streets that generally run for a short distance shall be designated "Lanes". Cul-de-sacs shall be designated as "Court", "Place" or "Way".
6. Other street name suffixes such as "Hollow", "Terrace" or "Ridge" will be considered on a case-by-case basis.
7. All streets shall be addressed and numbered in accordance with the addressing matrix of the Portland Metropolitan Area.
8. When practical, streets shall be named using historic surnames or names reflecting Oregon geography, natural features or native plants and animals. Utilization of first names is discouraged. Names to be considered may include, but are not limited to the following:
  - a. Early homesteaders or settlers in the Wilsonville area.
  - b. Original holders of Donation Land Claims in the Wilsonville area.
  - c. Heirs of original settlers or long-time residents of the Wilsonville area.
  - d. Early community leaders and pioneers of eminence.
  - e. Native American tribes indigenous to Oregon.
  - f. Pioneers of the Champoeg / Butteville area.
  - g. Native animal and bird names
  - h. Native tree and plant names
  - i. Agrarian and cultural themes
9. All streets shall have a suffix name. Only street suffix names from the USPS Postal Addressing Standards are permitted.
10. All streets shall be designated by one name for the entire length, whenever practical.
11. Consideration will be given to continuing the name of a street from outside the City, when applicable.
12. Streets that are offset at an intersection shall be given different names.
13. Any street which continues through an intersection shall be given the same name.



14. Street naming and addressing should be coordinated with the following agencies: Tualatin Valley Fire and Rescue, Clackamas County 911, Washington County Central Communications, and the United States Post Office.

15. Private streets shall be named at the time of preliminary site development review subject to the same standards as public streets.

- b. Street names shall be approved by the City Engineer, who may receive input from the DRB at the time of preliminary review of proposed subdivision or partition or prior to or upon acceptance of any street created by a public dedication.
- c. When used in this policy, the term "street" means any street, road, highway, private road, undeveloped platted road, right-of-way, and/or thoroughfare. When used in this policy, the term situs number, and/or address means a number assigned to a property for the specific identification of that property.

B. Alleys:

- a. Alleys shall be given identification when such alley provides the sole access for the delivery of emergency services.
- b. Addresses shall be posted at the corner(s) of an alley and the street to assist in building identification and the delivery of emergency services.

C. Re-naming of a Street:

- a. City Council or the City Engineer may initiate the renaming of a street, conducted through a public process, with notice to affected parties.
- b. Individuals wishing to rename a street must provide written approval from the majority of property owners along said street, and are subject to approval by the City Council. Applicants must pay costs associated with replacing signage.

D. Contingency:

- a. Situations and circumstances will arise which do not conform to the established street naming policies. Such situations must be evaluated on their own merits as well as conformance to general policies and guidelines. Review of street names should also take into account the issues that may tend to have a street name cause confusion, error or delay in matters affecting public safety and delivery of goods and services.



E. Addressing:

- a. The City's Engineering Division shall be designated to assign addresses with reference to Clackamas County Code – Title 7, the Oregon Geospatial Data Addressing Standard or similar standard.
- b. Situs numbers shall be placed on the front of the structure near the entry and shall be clearly visible from the street fronting the property.
  1. When the structure is within 50' of the fronting street, the assigned situs number shall be placed on the front of the structure in the vicinity of the front door or entry and readable from the street.
  2. If the structure is over 50' from the fronting street, or if the line of sight is obstructed, the situs number shall be additionally displayed on a suitable structure (mailbox, sign, post or fence) adjacent to the driveway entrance.
  3. If a series of structures are over 50' from the fronting street or if the line of sight is obstructed, or if emergency service access is from a designated alley or driveway, the situs number should be additionally displayed on a suitable structure (marquee, kiosk or map with legend) adjacent to both ends of the alley or driveway entrance, and be clearly posted on the rear of the structure adjacent to the alley or driveway.
- c. Building numbers shall be installed consistent with the current adopted Building and Fire Codes.
- d. Changes to building addresses shall be submitted to the City's Engineering Division in writing by the owner(s) of the property. Such requests shall be subject to an administrative processing fee.
- e. Only one address is permitted per building or dwelling unit. Individual tenant spaces/units shall be designated with suite/apartment numbers. Letters are not permitted.
- f. All Streets created by the subdivision process will be named prior to the submission of the final plat.

F. Street Signs:

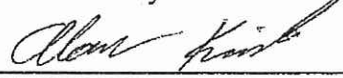
- a. Street name signs shall be placed in accordance with the City's Public Works Standards and should include addressing block numbers.
- b. All public street signs shall be green in color with white lettering.

c. All private street signs shall be blue in color with white lettering.

G. Allowance for unique street names and signage through approved way-finding plans is permitted as long as there is clear differentiation between public and private streets.

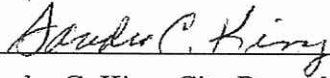
This Resolution shall be effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 7<sup>th</sup> day of March, 2005, and filed with the Wilsonville City Recorder this same date.



ALAN KIRK, COUNCIL PRESIDENT

ATTEST:



Sandra C. King, City Recorder, CMC

SUMMARY OF VOTES:

Mayor Lehan	Excused
Councilor Kirk	Yes
Councilor Holt	Yes
Councilor Scott-Tabb	Yes
Councilor Knapp	Yes

Need some names?

### Historical names in the Wilsonville Area

Have streets, trees, or parks already  
named for them

- Angus
- Balsiger
- Barham
- Bataglia
- Bischof
- Boston
- Brobst
- Bruck
- Bryant
- Epler
- Failmetzger
- Guyton
- Hasselbrink
- Heater
- Holbrook
- ~~Wn~~
- Jaeger
- Koellermeier
- Krause
- Lichtenthaler
- ~~McGraw~~
- Mistereck
- ~~Murray~~
- Peters
- Riggs
- Saltzier
- Scheckla
- Schlickeiser
- Schwartz
- Stahlnecker
- Stangel
- Taylor
- Todd
- Tuckness
- Zumwalt

~~Jobse~~

Not  
used

- Aden S
- Bailey S
- Baker S
- Barber S
- Bell S
- Boeckman S
- Boone S, Park
- Brown S
- Burns S
- Chutter S
- Cumberland S, Tree
- Curry S
- Eilers S
- Elligsen S
- Flynn S
- Franklin S
- Gordon S
- Graham S
- Guiss S
- Kahle S
- Kolbe S
- Kruse S
- Lehan S
- Lowrie S, Marketplace
- Lyons S, Park
- Matzen S
- Meek S
- Montgomery S
- Morey S, Neighborhood
- Nutting S
- Ridder S
- Schroeder S
- Seely S
- Short S, Tree
- Tauchman S, Park Building
- Thornton S
- Tooze S
- Vlahos S
- Wagner S
- Wiedemann S
- Wilson S, City
- Young S

# Historical surnames in the Wilsonville area

Date of review: 5/10/2023

Item 3.

Angus	Short (T)
Balsiger	Stahlnecker
Barham	Stangel
Bataglia	Tauchman (Bld)
Bischof	Taylor
Boston	Todd
Brobst	Tuckness
Bruck	Wiedemann (St)
Bryant	Zumwalt
Cumberland (T)	<del>Aden</del> (St)
Epler	<del>Bailey</del> (St)
Failmetzger	<del>Baker</del> (St)
Guyton	<del>Barber</del> (St)
Hasselbrink	<del>Bell</del> (St)
Heater	<del>Boeckman</del> (St)
Holbrook	<del>Boone</del> (St; Pk)
Jaeger	<del>Brown</del> (St)
Jobse	<del>Burns</del> (St)
Koellermeier	<del>Clutter</del> (St)
Krause	<del>Curry</del> (St)
Lichtenthaler	<del>Eilers</del> (St)
Lyons (Pk)	<del>Elligsen</del> (St)
Misterek	<del>Flynn</del> (St)
Peters	<del>Franklin</del> (St)
Riggs	<del>Gordon</del> (St)
Saltzier	<del>Graham</del> (St)
Scheckla	<del>Gwiss</del> (St)
Schlickeiser	<del>Kahle</del> (St)
Schwartz	<del>Kolbe</del> (St)

Key for name use	
<del>Strikethrough</del> = Used for street name	
St = Street	Mk = Marketplace
Pk = Park	Nh = Neighborhood
T = Tree	Bld = Building

<del>Kruse</del> (St)
<del>Lehan</del> (St)
<del>Lowrie</del> (St; Mk)
<del>Matzen</del> (St)
<del>McGraw</del> (St)
<del>Meek</del> (St)
<del>Montgomery</del> (St)
<del>Morey</del> (St; Nh)
<del>Murray</del> (St)
<del>Nutting</del> (St)
<del>Ridder</del> (St)
<del>Schroeder</del> (St)
<del>Seely</del> (St)
<del>Thornton</del> (St)
<del>Teeze</del> (St)
<del>Vlahos</del> (St)
<del>Wagner</del> (St)
<del>Wilson</del> (St; City)
<del>Young</del> (St)

# Native Plant Street Names

Aspen	Milkweed	<del>Willow (St)</del>
Aster	Penstemon	<del>Windflower (St)</del>
Azalea	Pine	<del>Yarrow (St)</del>
Boxwood	Plum	<del>Yew (St)</del>
Boykinia	<del>Ponderosa (St)</del>	
Bunchberry	Rue	
Camas	Salal	
Cascara	Snowberry	
Cattail	Snowbrush	
Checkerbloom	Sorrel	
Cherry	Spirea	
Corydalis	Spruce	
Crabapple	Starflower	
Currant	Twinberry	
Daisy	Twinflower	
Fireweed	Viburnum	
Gilia	Violet	
Goldenrod	<del>Wildrye</del>	
Gooseberry	Wintergreen	
Grape	<del>Alder (St)</del>	
Grasswillow	<del>Ash (St)</del>	
Harebell	<del>Cedar (St)</del>	
Hemlock	<del>Dogwood (St)</del>	
Honeysuckle	<del>Fir (St)</del>	
Huckleberry	<del>Lupine (St)</del>	
Lily	<del>Maple (St)</del>	
Madrone	<del>Marigold (St)</del>	
Maidenhair	<del>Oak (St)</del>	
Manzanita	<del>Trillium (St)</del>	



**DIVERSITY, EQUITY AND INCLUSION COMMITTEE MEETING  
STAFF REPORT**

<b>Meeting Date: February 13, 2024</b>		<b>Subject: Equity and Inclusion in Public Contracting</b>	
		<b>Staff Member:</b> Stephanie Davidson, Assistant City Attorney	
		<b>Department:</b> Legal	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		<b>Comments:</b> N/A	
<b>Staff Recommendation:</b> N/A			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

**ISSUE BEFORE THE DEI COMMITTEE:** An informational session to discuss adoption of measures to promote equity and inclusion in the City of Wilsonville’s public contracting program.

**EXECUTIVE SUMMARY:**

Public contracting (i.e., public procurement) refers to the City’s efforts to procure goods or services, and enter into contracts with vendors or contractors. These public contracting activities are governed by certain state statutes (Oregon Revised Statutes chapters 279A, 279B,

and 279C, and related Oregon Administrative Rules) and the City’s Public Contracting Code (WCC 2.310 through 2.319).

This conversation regarding equity and inclusion in the City’s public contracting program is part of a larger project. Since November of last year, the City’s Legal Department has been taking a holistic look at the City’s public contracting program. The Legal Department’s goal is to facilitate City Council’s adoption of an updated City public contracting code effective as of July 1, 2023. The Legal Department is also developing a manual to assist City staff who engage in public contracting activities.

ORS 279A.100 allows the City to “engag[e] in public contracting practices designed to promote affirmative action goals, policies or programs for disadvantaged or minority groups or to give a preference in awarding public contracts to disabled veterans.” This statute defines “affirmative action” to mean “a program designed to ensure equal opportunity in employment and business for persons otherwise disadvantaged by reason of race, color, religion, sex, national origin, age or physical or mental disability or a policy to give a preference in awarding public contracts to disabled veterans.”

The Legal Department seeks to improve the City’s approach to equity and inclusion in public contracting, while also minimizing the risk of legal challenges to such measures (i.e., lawsuits).

## I. Background

### A. Applicable Constitutional Standard

An equity and inclusion program could violate the equal protection clause of the federal constitution if it is not appropriately tailored. The equal protection clause prohibits a government body (i.e., the City) from denying a person equal protection under its laws; generally speaking, it requires that a government body (i.e., the City) treat all individuals in similar situations the same. If the City implements a program that treats businesses or individuals differently based on certain classifications – as outlined below – it will increase the chance that a member of the public will challenge the program in court, based on the argument that the City has violated its rights under the equal protection clause.

There are three levels of scrutiny under the equal protection clause:

1. **Strict Scrutiny – the Highest Level.** A government program that grants a preference based on race, ethnicity, religion, or national origin, or another suspect classification, must pass “strict scrutiny:” the program must be narrowly tailored to achieve a compelling government objective, and there must be no other means available to the government to achieve its objective. Challenged government programs that are subject to strict scrutiny rarely meet this legal standard.

2. **Intermediate Scrutiny.** A government program that grants a preference based on gender, or another quasi-suspect classification, must pass “intermediate scrutiny:” the program must be substantially related to an important government justification, and if challenged in court, the burden would be on the City to prove an important objective, and that the use of the distinction is substantially related to that objective.

3. **Minimum Scrutiny – the Lowest Level.** A government program that grants a preference based on a non-suspect classification such as classifications based on economic characteristics, must pass only “minimum scrutiny:” the program must be rationally related to a legitimate government justification. A program that grants a preference to veterans or emerging small businesses, or using a classification based on age or mental disability, must meet this standard if challenged in court. Minimum scrutiny is easiest level of scrutiny for a government entity to survive if challenged in court.

Before the City implements a program that grants a preference based on race, ethnicity, or gender, it must have empirical evidence of discrimination in its public contracting program (i.e. proof of the discrimination), and any such program must be narrowly tailored to address that discrimination. We do not currently have such evidence and cannot obtain it in the next few months. Paying a consultant to study this issue would likely be costly. Further, City staff do not currently believe that its public contracting activities are resulting in discrimination.

If a City program is challenged in court, under the equal protection clause or on any other basis, the City must pay attorneys to defend its position in court. Attorney fees can amount to tens of thousands of dollars in even minor disputes.

## **B. The City’s Current Approach to Equity and Inclusion in Public Contracting**

The City currently does not have any equity and inclusion policies in its code, or in related administrative materials (e.g., manuals or administrative rules).

## **II. Staff Recommendations**

After studying this issue, the Legal Department recommends that the City implement the following measures to promote equity and inclusion in its public contracting activities. These recommendations would not be incorporated into the City’s updated Public Contracting Code, but would be included in the related manual, which City staff will use as they engage in public contracting activities.

- Allow, but do not require, City staff to consider eligible businesses from the online COBID directory or conduct outreach to COBID-certified businesses when:
  - o Distributing solicitation documents in competitive procurements (e.g., requests for proposals);



- Obtaining quotes for intermediate procurements (generally, procurements of goods and services with a value of between \$25,000 and \$250,000, and construction contracts with a value of between \$25,000 and \$100,000); and,
- Awarding contracts in small and direct procurements (procurements with a value of \$25,000 or less).
- Allow, but do not require, City staff to use reasonable efforts to:
  - Assist COBID-certified businesses to successfully respond to City solicitations; and,
  - Assist local businesses to obtain COBID certification.
- Create and maintain a list of businesses that are COBID-certified and located in Wilsonville, that provide work that the City may need.

“COBID” is an acronym for Certification Office for Business Inclusion and Diversity. It is a state-administered certification program that certifies that a particular business is (a) owned and operated by on or more people who qualify as being ethnic minorities, women, veterans, or (b) an emerging small business.

Other cities have more robust equity and inclusion programs that require staff to take certain actions when engaging in public contracting activities; further, some cities commit funding to equity and inclusion initiatives. The Legal Department discourages the City from adopting these more robust measures because they would expose the City to risk of litigation, for the reasons provided above.

#### **EXPECTED RESULTS:**

Any recommendation made by the DEI Committee regarding equity and inclusion in the City’s public contracting program will be relayed to City Council.

#### **TIMELINE:**

These are the deadlines applicable to this project:

- February 22, 2024: City Council will hold its first work session to guide the Legal Department’s work to update the City’s public contracting code.
- March 18, 2024: City Council will hold a second work session to review the Legal Department’s recommended updates to the City’s public contracting code.
- May 6, 2024: City Council will hold a public hearing and conduct a first reading of the Legal Department’s proposed revisions to the City’s Public Contracting Code.
- May 20, 2024: City Council will conduct a second reading of the Legal Department’s proposed revisions to the City’s Public Contracting Code.

The DEI Committee’s recommendations regarding this project must be received by the Legal Department no later than February 22, 2024.

**CURRENT YEAR BUDGET IMPACTS:**

N/A

**COMMUNITY INVOLVEMENT PROCESS:**

N/A

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

Adopting any equity and inclusion measures may result in more COBID-certified businesses securing contracting or procurement opportunities with the City.

**ALTERNATIVES:**

Retain the current approach to equity and inclusion in the City's public contracting program (i.e., do not implement any new measures to promote equity and inclusion in the City's public contracting activities).

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

None.



**DIVERSITY, EQUITY AND INCLUSION COMMITTEE MEETING  
STAFF REPORT**

<b>Meeting Date: February 13, 2024</b>		<b>Subject: DEI Committee as City Standing Committee</b>	
		<b>Staff Member:</b> Amanda Guile-Hinman, City Attorney	
		<b>Department:</b> Legal	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> N/A			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

**ISSUE BEFORE COMMITTEE:**

Whether to recommend that the City Council establish the Diversity, Equity and Inclusion (DEI) Committee as a standing committee of the City of Wilsonville.

## EXECUTIVE SUMMARY:

In May 2021, the Wilsonville City Council adopted Resolution No. 2893 (Attachment 1) establishing the DEI Committee with a purpose to “create a culture of acceptance and mutual respect that acknowledges differences and strives for equitable outcomes of opportunity, access and inclusion....” Recently, the DEI Committee discussed whether options existed to become a longer-term, standing committee of the City of Wilsonville. Staff discussed with the DEI Committee options that it could consider to recommend to City Council to make it a standing committee of the City. Staff seek direction from the DEI Committee whether it desires to pursue a recommendation to City Council to establish it as a standing committee of the City. If the DEI Committee wants to move forward with a recommendation to Council, staff will return to the DEI Committee with a draft recommendation to the City Council for the DEI Committee’s consideration.

### 1. Background of City Laws and Regulations

For this discussion, the DEI Committee should understand the distinction between the City Charter, Wilsonville Code (established by Ordinances), and Resolutions. The City Charter is generally the local equivalent of a state or federal constitution. It provides the basic framework of city government, such as establishing the form of government; rights, obligations, and powers of the City Council and the City Manager; and how elections and vacancies are handled.

The Charter can be considered the general outline of city government, while the City’s laws – housed in the Wilsonville Code – are the equivalent of state and federal statutes. The Wilsonville Code establishes the operation of the City in more detail than the Charter, such as regulating the City’s municipal water and sewer, regulating public health and safety, regulating local businesses, and establishing the requirements for development and uses of property within the City. The City’s laws are established by ordinance<sup>1</sup>. Pursuant to the requirements of the City Charter, to adopt an ordinance, the Council must conduct two “readings” of the ordinance – that is, the Council must separately vote on the ordinance twice, typically in two different meetings. A public hearing is also required for ordinances, which is held during the first reading of the ordinance. Once adopted on the second reading, ordinances generally go into effect 30 days after adoption unless a later date is stated in the ordinance or an emergency exists that requires it to go into effect immediately.

City resolutions are generally used for items that are more temporary in nature, such as approving contracts, establishing a task force, or adopting a limited-duration strategic plan. While some current City boards, commissions, and committees (collectively referred to herein as

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<sup>1</sup> Although not relevant to this particular discussion, ordinances are also the vehicle to adopt and approve other long-term City actions that are not part of the Wilsonville Code, such as adopting the City’s long-term planning documents (e.g., the Transportation System Plan, the Parks and Recreation Master Plan, and the Frog Pond West Master Plan) or vacating City right-of-way.

“committees”) have been established via resolution, the City’s longstanding committees have been adopted by ordinance as part of the Wilsonville Code.

## 2. City Standing Committees

Standing committees of the City are generally codified in the Wilsonville Code. They are established by ordinance. Unlike the resolution that established the DEI Committee, which was considered at one Council meeting and did not require a public hearing, the process of adopting ordinances requires more public involvement and scrutiny. As mentioned above, ordinances require a public hearing and two readings for adoption.

The current standing committees in the Wilsonville Code are:

- Parks and Recreation Advisory Board
- Contract Review Board
- Planning Commission
- Development Review Board
- Library Board
- Budget Committee

Some of these committees – the Contract Review Board, the Planning Commission, the Development Review Board, and the Budget Committee – are required to exist pursuant to various Oregon laws. The Parks and Recreation Advisory Board and Library Board have been standing committees codified in the Wilsonville Code since at least the 1980s. Other committees that are established by resolution, rather than ordinance, include:

- DEI Committee
- Kitakata Sister City Advisory Board
- Arts, Culture, and Heritage Commission
- Tourism Promotion Committee

As explained in the description of ordinances and resolutions, the key distinction between the City’s standing committees and the committees established by resolution is whether a committee is considered to be a long-term standing committee or not. While the Wilsonville Code can be amended to remove a committee, the process is much more involved than repealing a resolution that established a committee, and amending the Wilsonville Code requires a public hearing.

Importantly, the general structure and powers of the DEI Committee, as stated in Resolution No. 2893, follow a similar format to the City’s standing committees. Attachment 2 includes the Wilsonville Code provisions of the Parks and Recreation Advisory Board as an example to compare to the current structure and powers of the DEI Committee.

Staff notes that no committees of the City are established through the City Charter. The Charter is designed to provide the overarching framework for city governance and the City's ordinances and resolutions are the vehicles to build the structure of city governance. Thus, staff does not recommend the DEI Committee consider recommending a Charter amendment to establish the DEI Committee as a long-term, standing committee of the City.

**EXPECTED RESULTS:**

Based on feedback from the DEI Committee at its February 13, 2024 meeting, staff may prepare a recommendation of the DEI Committee to the City Council concerning its status as a committee of the City for the DEI Committee to consider at a future meeting.

**TIMELINE:**

Depending on the will of the DEI Committee, staff may work with the DEI Committee to provide a recommendation to the City Council concerning its status as a committee of the City in the coming months.

**CURRENT YEAR BUDGET IMPACTS:**

N/A

**COMMUNITY INVOLVEMENT PROCESS:**

Should the DEI Committee recommend, and the Council desire to consider, making the DEI Committee a standing committee in the Wilsonville Code, the Council's consideration will be subject to a public hearing.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

The DEI Committee may determine that its status as a standing committee, codified in the Wilsonville Code, is an important component to furthering the DEI Committee's mission and purpose of creating a culture of acceptance and mutual respect.

**ALTERNATIVES:**

Determine not to make a recommendation to City Council and to continue to operate in accordance with Resolution No. 2893.

**ATTACHMENTS:**

1. Resolution No. 2893
2. WC Sections 2.300-2.303

**RESOLUTION NO. 2893****A RESOLUTION OF THE CITY COUNCIL CREATING THE DIVERSITY, EQUITY AND INCLUSION (DEI) COMMITTEE.**

WHEREAS, the City Council unanimously passed Resolution No. 2626 in 2017 declaring Wilsonville as “an inclusive City that has and will continue to welcome the collective contributions of all persons, honoring and respecting people of every race, color, national origin, immigration or refugee status, heritage, culture.”; and

WHEREAS, Wilsonville City Council hosted a virtual public listening session on December 8, 2020 to allow residents to share personal experience, concerns, and needs to ensure that Wilsonville is working to provide a high quality of life for every resident regardless of race, gender identity, age, religion or ability ; and

WHEREAS, on January 14, 2021 City Council directed staff to establish a Diversity Equity and Inclusion (DEI) Committee to identify and address systemic barriers to inclusion that exist within the City’s practices, processes, regulations, events and other initiatives; and

WHEREAS, staff presented draft bylaws to the City Council for feedback and refinement at City Council work sessions on March 1, April 5 and April 19; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

Section 1. Name of Committee: Diversity, Equity and Inclusion Committee (“Committee”).

Section 2. Purpose: To create a culture of acceptance and mutual respect that acknowledges differences and strives for equitable outcomes of opportunity, access and inclusion by:

A. Advising the Wilsonville City Council (“Council”) on policy decisions related to diversity, equitable outcomes, and inclusion;

B. Making recommendations to the Council on public engagement strategies and methods by which all Wilsonville residents have the opportunity to better participate in the decision-making process;

C. Advising the City on culturally responsive service delivery, programming, and communication strategies;

D. Creating, updating and overseeing progress on the City's Diversity, Equity and Inclusion Plan;

E. Identifying local community leaders and building more leadership capacity in Wilsonville's diverse communities.

Section 3. Appointment: The Mayor appoints and the City Council confirms Committee members, who serve at the pleasure of the Council.

Section 4. Membership:

A. *Number of Members.* The Diversity, Equity and Inclusion Committee shall be composed of eleven (11) to thirteen (13) members.

B. *Residency.* Members must reside, own a business, or attend school within the City of Wilsonville city limits. A majority of members appointed must reside within the City limits. The Council can appoint a member or members to the Diversity, Equity and Inclusion Committee who does not meet any of these residency criteria if it is determined that the member brings significant value to the Committee.

C. *Appointments.* The Council will appoint the committee members. The Council will strive to appoint members to the Diversity, Equity and Inclusion Committee who bring their lived experiences regardless of their immutable traits including but not limited to race, ethnicity, LGBTQ+, gender, socio-economic status/history, differently abled, age amongst other identities. Appointed members will be expected to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases impact all residents in Wilsonville.

D. *Terms.* Except as otherwise provided below, Committee Terms are for three years, commencing with January of each year. All members may serve two consecutive three-year terms. Members who have served two full terms may be reappointed to the Diversity, Equity and Inclusion Committee after a one-year hiatus from the Committee.

E. *Removal.* A Committee member may be removed by the Council for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. Committee members may, by motion, request that a member be removed by the Council.



F. *Youth Members.* The Council will appoint up to two (2) Wilsonville-area high school student(s) to serve up to (2) two one (1) year term on the Committee. The youth member(s) will be a voting member(s).

Section 5. Term of Voting-Member Appointments: To begin, members will be appointed for staggered three-year terms based on the fiscal year, scheduled so that four (4) or five (5) members are appointed or reappointed each year. A vacancy in a position may be appointed to fulfill the remainder of any term. Terms of appointment for less than three (3) years shall not count towards the maximum time of service, including partial term appointments to fill vacancies and the initial appointment of Positions 1 – 9.

At the outset of the Committee, voting positions will be staggered as follows: five (5) positions are one-year or slightly less in duration and four (4) positions are a two-year duration or slightly less in duration, and four (4) positions are full three-year appointments or slightly less in duration; assuming appointment by June 1, 2021:

- Position #1 – 1-year term: 6/1/21 – 12/31/22 next term: 1/1/22-12/31/25
- Position #2 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25
- Position #3 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25
- Position #4 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25
- Position #5 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25
- Position #6 – 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26
- Position #7– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26
- Position #8– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26
- Position #9– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26
- Position #10 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27
- Position #11 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27
- Position #12 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27
- Position #13 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Section 6. Organization: At the first meeting of each fiscal year, the Committee will elect a chair and vice-chair from the voting members.

The Chair (Vice Chair in the absence of the Chair) will preside over all meetings.

An appointed City staff person or outside contractor will serve as secretary to keep notes of each public meeting and assist with administrative tasks.

The Committee will meet on an agreed-upon schedule at least four (4) times per year. The Chair may also call a special meeting with one week’s advance notice. Such meeting notice may be given by email or regular mail.

A meeting may be held without a quorum; however, to vote on a matter the committee must have a quorum present which will consist of a simple majority of appointed voting members.

Committee members may participate in a meeting by telephone or videoconference.

Unless falling under an exemption to public meetings laws, all meetings will otherwise be public meetings, announced and conducted in accordance with public meeting requirements.

Except as provided under Oregon Public Meetings Law, the Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition (“Roberts Rules”) shall govern each committee meeting. In the event of a conflict between Oregon Public Meetings Law and Roberts Rules, Oregon Public Meetings Law shall control.

Section 7. Voting: All members are entitled to vote in person (including by telephone or video conference) at a meeting. Proxies are not allowed. A majority vote of the members voting on the question will be required to carry any matters submitted. A member who abstains from a vote shall be counted as present for purposes of the quorum but not counted as having voted on the question.

Section 8. Amendments: Recommendations to amend this Charter may be made at a regular or special board meeting and approved by a vote of at least two-thirds of the entire Committee. Such recommendations shall be reviewed by the City Attorney for legal compliance and conformance to City Code, and thereafter be presented to City Council for approval.

Section 9. Effective Date:  
This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this 3<sup>rd</sup> day of May, 2021, and filed with the Wilsonville City Recorder this date.

DocuSigned by:  
*Julie Fitzgerald*  
8A974AF3ADE042E...

Julie Fitzgerald, Mayor

ATTEST:

DocuSigned by:  
*Kimberly Veliz*  
E781DE10276B498...

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

# City of Wilsonville Diversity, Equity and Inclusion Committee Charter

April 2021

The Diversity, Equity and Inclusion Committee is hereby created as a deliberative and recommending body of the City Manager's Office, subject to the following:

**Section 1. Name of Committee:** Diversity, Equity and Inclusion Committee ("Committee").

**Section 2. Purpose:** To create a culture of acceptance and mutual respect that acknowledges differences and strives for equitable outcomes of opportunity, access and inclusion by:

A. Advising the Wilsonville City Council ("Council") on policy decisions related to diversity, equitable outcomes, and inclusion;

B. Making recommendations to the Council on public engagement strategies and methods by which all Wilsonville residents have the opportunity to better participate in the decision-making process;

C. Advising the City on culturally responsive service delivery, programming, and communication strategies;

D. Creating, updating and overseeing progress on the City's Diversity, Equity and Inclusion Plan;

E. Identifying local community leaders and building more leadership capacity in Wilsonville's diverse communities.

**Section 3. Appointment:** The Mayor appoints and the City Council confirms Committee members, who serve at the pleasure of the Council.

**Section 4. Membership:**

A. *Number of Members.* The Diversity, Equity and Inclusion Committee shall be composed of eleven (11) to thirteen (13) members.

B. *Residency.* Members must reside, own a business, or attend school within the City of Wilsonville city limits. A majority of members appointed must reside within the City limits. The

Council can appoint a member or members to the Diversity, Equity and Inclusion Committee who does not meet any of these residency criteria if it is determined that the member brings significant value to the Committee.

*C. Appointments.* The Council will appoint the committee members. The Council will strive to appoint members to the Diversity, Equity and Inclusion Committee who bring their lived experiences regardless of their immutable traits including but not limited to race, ethnicity, LGBTQ+, gender, socio-economic status/history, differently abled, age amongst other identities. Appointed members will be expected to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases impact all residents in Wilsonville.

*D. Terms.* Except as otherwise provided below, Committee Terms are for three years, commencing with January of each year. All members may serve two consecutive three-year terms. Members who have served two full terms may be reappointed to the Diversity, Equity and Inclusion Committee after a one-year hiatus from the Committee.

*E. Removal.* A Committee member may be removed by the Council for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. Committee members may, by motion, request that a member be removed by the Council.

*F. Youth Members.* The Council will appoint up to two (2) Wilsonville-area high school student(s) to serve up to (2) two one (1) year term on the Committee. The youth member(s) will be a voting member(s).

**Section 5. Term of Voting-Member Appointments:** To begin, members will be appointed for staggered three-year terms based on the fiscal year, scheduled so that four (4) or five (5) members are appointed or reappointed each year. A vacancy in a position may be appointed to fulfill the remainder of any term. Terms of appointment for less than three (3) years shall not count towards the maximum time of service, including partial term appointments to fill vacancies and the initial appointment of Positions 1 – 9.

At the outset of the Committee, voting positions will be staggered as follows: five (5) positions are one-year or slightly less in duration and four (4) positions are a two-year duration or slightly

less in duration, and four (4) positions are full three-year appointments or slightly less in duration; assuming appointment by June 1, 2021:

Position #1 – 1-year term: 6/1/21 – 12/31/22 next term: 1/1/22-12/31/25

Position #2 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #3 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #4 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #5 – 1-year term: 6/1/21 – 12/31/22; next term: 1/1/22-12/31/25

Position #6 – 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #7– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #8– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #9– 2-year term: 6/1/21 – 12/31/23; next term: 1/1/23-12/31/26

Position #10 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Position #11 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Position #12 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

Position #13 – 3-year term: 6/1/21 – 12/31/24; next term: 1/1/24-12/31/27

**Section 6. Organization:** At the first meeting of each fiscal year, the Committee will elect a chair and vice-chair from the voting members.

The Chair (Vice Chair in the absence of the Chair) will preside over all meetings.

An appointed City staff person or outside contractor will serve as secretary to keep notes of each public meeting and assist with administrative tasks.

The Committee will meet on an agreed-upon schedule at least four (4) times per year. The Chair may also call a special meeting with one week's advance notice. Such meeting notice may be given by email or regular mail.

A meeting may be held without a quorum; however, to vote on a matter the committee must have a quorum present which will consist of a simple majority of appointed voting members.

Committee members may participate in a meeting by telephone or videoconference.

Unless falling under an exemption to public meetings laws, all meetings will otherwise be public meetings, announced and conducted in accordance with public meeting requirements.

Except as provided under Oregon Public Meetings Law, the Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition (“Roberts Rules”) shall govern each committee meeting. In the event of a conflict between Oregon Public Meetings Law and Roberts Rules, Oregon Public Meetings Law shall control.

**Section 7. Voting:** All members are entitled to vote in person (including by telephone or video conference) at a meeting. Proxies are not allowed. A majority vote of the members voting on the question will be required to carry any matters submitted. A member who abstains from a vote shall be counted as present for purposes of the quorum but not counted as having voted on the question.

**Section 8. Amendments:** Recommendations to amend this Charter may be made at a regular or special board meeting and approved by a vote of at least two-thirds of the entire Committee. Such recommendations shall be reviewed by the City Attorney for legal compliance and conformance to City Code, and thereafter be presented to City Council for approval.

## 2.300. - Parks and Recreation Advisory Board.

- (1) A Parks and Recreation Advisory Board is hereby created. The Parks and Recreation Advisory Board shall consist of seven members. At least five members of the Parks and Recreation Advisory Board shall be residents of the City. Two members may reside outside of the City limits but must reside within the boundaries of the West Linn-Wilsonville, Canby, Sherwood, or North Marion school districts. Members shall be appointed by the Mayor with the consent of the City Council and may be removed by the Mayor with the consent of the Council. Of the members first appointed, four members shall be appointed for a two-year term and five members shall be appointed for a four-year term. Subsequent appointments shall be for a term of four years. No member shall hold appointment for more than two full consecutive terms, but any person may be appointed again to the Commission after an interval of one year.
- (2) At its first meeting in each calendar year, the Board shall elect a Chairperson and Vice Chairperson. The Chairperson shall preside at all meetings and the Vice Chairperson shall preside over the meetings in the event that the Chairperson is absent. Unless otherwise specified, Robert's Rules of Order shall govern the meetings. Board members shall serve without pay but may be reimbursed for any expenses incurred in the discharge of their duties, with the approved City policies and with prior approval of the Parks and Recreation director.
- (3) Four members shall constitute a quorum.
- (4) Parks and Recreation Advisory Board members shall make every effort to attend all meetings. In the event that a member is absent from three meetings in any calendar year without either a pre-arranged excuse or an emergency, the Parks and Recreation Board may recommend removal of said member. Removal must be approved by the Council.
- (5) The Board shall hold at least four meetings per year to conduct its business. All meetings of the Board shall be open to the public.

(Ord. No. 346, 3-6-1989; Ord. No. 397, 5-4-1992; Ord. No. 480, 3-20-1997)

## 2.301. - Purpose.

The purpose of the Parks and Recreation Advisory Board shall be as follows: to act as a channel of communication for the general public and the municipal administration. To take initiative in planning of present and future parks and recreation needs to support the people of Wilsonville. To advise the City Council on various policy matters which have been referred to them in regard to the provision of park and recreation services to the total community.

## 2.302. - Parks and Recreation Advisory Board Duties and Responsibilities.



- (1) Give due attention and study to recreation and park service as they affect the welfare of the people of Wilsonville.
- (2) Interpret the recreation and park services of the department to the community.
- (3) Interpret community recreation and park services of the department to the community.
- (4) Take initiative in planning for future recreation and park areas and facilities, as well as considering means of bringing present areas and facilities up to an acceptable standard.
- (5) Serve as a sounding board for the department administrator and staff to test their plans and ideas.
- (6) Recommend policy.
- (7) Enable civic and service organizations to accomplish results through cooperation.
- (8) Encourage individuals and citizen groups to give funds, property, and manpower for the development and operation of the recreation and park facilities.
- (9) Generally enlist community interest in recreation and parks.

#### 2.303. - Advisory Functions.

The actions of the Parks and Recreation Advisory Board shall be advisory only and shall not constitute policy of the City and shall not be binding upon the City Council or upon the City. The City Council may adopt all or part of any recommendation of the Board, with or without changes as City policy.

## CITIZEN 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 City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three (3) minutes.

Use the **Raise Hand** feature of **Zoom** to let us know you would like to provide comments.

## CITIZEN INPUT

This is an opportunity for visitors to address the Urban Renewal Agency Board on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the Board will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

Use the **Raise Hand** feature of **Zoom** to let us know you would like to provide comments.

City Council Meeting will begin at 7:00pm

**City of Wilsonville – DEI Committee  
SPEAKER CARD**

Item 6.

This is an opportunity for visitors to address the Diversity, Equity and Inclusion (DEI) Committee on the agenda or any matter concerning the business of the DEI Committee. Staff will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.

Please limit your comments to three (3) minutes. (Fields marked with \* are required.)

**NAME: \*** \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print legibly)

**ORGANIZATION OR BUSINESS AFFILIATION:** \_\_\_\_\_

**ADDRESS: \*** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **E-MAIL: \*** \_\_\_\_\_

**AGENDA ITEM YOU WANT TO ADDRESS:** \_\_\_\_\_

Please mark the appropriate box \*  Proponent  Opponent  Neutral

Note: If written documentation is presented, please furnish at least one copy, along with this form, to the staff liaison for the official record. Thank you.

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## Cultural Calendar

### January

- Emancipation Proclamation (1<sup>st</sup>)
- World Braille Day (4<sup>th</sup>)
- Martin Luther King Jr. Day (16<sup>th</sup>)
- Lunar New Year (Jan/Feb) (Jan 22<sup>nd</sup> in 2023)

### February

- Black History Month

### March

- Ramadan Begins
- Women's History Month (8<sup>th</sup>)
- Holi (8<sup>th</sup>)
- Nowruz - (Iranian New Year/ Persian New Year (21-22))
- Cesar Chavez Day (31<sup>st</sup>)
- International transgender day of visibility (31<sup>st</sup>)

### April

- Deaf Heritage Month
- Arab American Heritage Month
- Passover
- Ramadan ends Eld-al-Fitr

### May

- Asian American and Pacific Islander Heritage Month
- Jewish American Heritage Month

### June

- Pride Month
- Immigrant Heritage Month
- Juneteenth (19<sup>th</sup>)

### July

- Disability Pride Month
- Americans with Disability Act (26<sup>th</sup>)

### August

- International Day of the World's Indigenous Peoples (UN) (9<sup>th</sup>)
- National Senior Citizens Day (21<sup>st</sup>)
- Raksha Bandhan (30<sup>th</sup>)

*Adopted by Wilsonville City Council on January 5, 2023.*

**September**

- Hispanic Heritage Month (9/15 – 10/15)
- Rosh Hashanah (15 – 17 in 2023)
- Yom Kippur (24-25 in 2023)

**October**

- Disability Heritage Month
- Indigenous Peoples Day (10<sup>th</sup>)
- World Mental Health Day (10<sup>th</sup>)
- National Coming Out Day (11<sup>th</sup>)

**November**

- Native American Heritage Month
- Dia de Los Muertos (1<sup>st</sup>)
- Transgender Day of Remembrance (20<sup>th</sup>)
- Diwali (between Oct/November based on Hindu lunar calendar) November 12 in 2023 (October 24, 2022)

**December**

- Rosa Parks Day (1<sup>st</sup>)
- International Day of Persons with Disabilities (3<sup>rd</sup>)
- Hanukkah (18<sup>th</sup> ~26<sup>th</sup> – changes)
- Kwanzaa (26<sup>th</sup> – Jan 1<sup>st</sup>)

# Diversity, Equity and Inclusion Committee Strategic Plan Actions

Prioritization adopted by the DEI committee on August 9, 2022

## Priority Level 1

- Objective 1 *Lecture series: Develop community conversations on DEI-related topics (i.e. racism, sexism, ageism, classism, heterosexism, access, prejudice, discrimination, bias, naming etc.); address topics with sensitivity, conviction, and compassion. Collaborate with City boards and commissions, community, school district, other cities.*
- Objective 3 *Develop a cultural calendar (highlight events, holidays, etc.)*
- Objective 3 *Work with other cities/school district to elevate, promote, support or partner in the development of cultural events (Pride, Dia de los Muertos, etc.)*

## Priority Level 2

- Objective 1 *Provide recommendations on meeting and event accessibility, as well as ADA enforcement*
- Objective 2 *Engage youth to provide regular social media content (to share on City platforms)*
- Objective 3 *Provide recommendations regarding existing programs, meetings, events, etc. to make them more inclusive to all community members.*

## Priority Level 3

- Objective 1 *Juneteenth as a springboard to develop new multi-cultural events. Collaborate with Juneteenth Subcommittee, community.*
- Objective 1 *Identify and compile best practices among City departments; develop consistency.*
- Objective 1 *Develop partnerships, collaboration with businesses*
- Objective 2 *Provide recommendations for producing bilingual materials*
- Objective 2 *Highlight, share perspectives of community members to tie in with monthly themes. Interviews, columns (Boones Ferry Messenger)*
- Objective 2 *Highlight, advocate for businesses owned by marginalized people. Share their stories.*
- Objective 3 *Visual representation (flags, symbols, holiday decor on City property)*
- Objective 3 *Collaborate with City departments (Library, Parks, etc.) and boards (Arts, Culture & Heritage, Kitakata Sister City Board, Tourism, etc.)*
- Objective 3 *Acknowledge and recognize our multicultural heritage including; Kalapuya Natives, German and Greek settlers and Chinese laborers.*