



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> August 5, 2024		<b>Subject:</b> Diversity, Equity and Inclusion Committee Bylaws	
		<b>Staff Member:</b> Bryan Cosgrove, City Manager, Amanda Guile-Hinman, City Attorney, and Zoe Mombert, Assistant to the City Manager	
		<b>Department:</b> Administration and 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 checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> Diversity, Equity and Inclusion Committee made a recommendation that City Council adopt the committee bylaws at its June 11, 2024 meeting.	
<b>Staff Recommendation:</b> N/A			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b> Diversity, Equity and Inclusion Committee			
<input checked="" type="checkbox"/> Council Goals/Priorities: Diversity, Equity + Inclusion (DEI): We are committed to promoting DEI in the delivery of City services to the community and in our organizational operations.	<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Provide feedback and direction regarding the Diversity, Equity and Inclusion Committee.

## **EXECUTIVE SUMMARY:**

In 2021, following community listening sessions and three City Council Work Sessions, the City Council created the Diversity, Equity and Inclusion (DEI) Committee by approving Resolution No. 2893. The Resolution established the 11 – 13 member advisory committee which advises the City Council on policy, programming, and communications related to Diversity, Equity and Inclusion (DEI). The committee members are expected to think broadly to represent the community as a whole and to ensure that historically marginalized groups have a voice. Committee members are appointed to serve three-year terms. Up to two (2) student committee members are appointed for up to two (2) one-year terms.

The DEI Committee developed a strategic plan, which the City Council adopted via Resolution No. 2979 in July 2022 and prioritized the action items in the strategic plan in August 2022. The committee has focused its efforts on raising awareness and providing education opportunities for the community to support and learn about historically marginalized communities. In order to be effective, the committee often partners with City departments, other city boards, other community organizations.

Here is a brief list of the committee's accomplishments:

### FY 20/21

First Juneteenth Celebration – June 19, 2021

### FY 21/22

Committee started meeting in July 2021

Developed a mission and vision (December 14, 2021)

Juneteenth Celebration – June 18, 2022

### FY 22/23

Developed a Strategic Plan (adopted by council July 18, 2022)

Prioritize the strategic Plan on August 9, 2022

Priority 1 Projects-

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.

Received grant from Parks and Recreation Department

Lecture Series (Five Sessions)

- Increased turn out each meeting
  - Positive feedback
  - Interest in viewing/ sharing (now being recorded)
- Developed a cultural calendar (highlight events, holidays, etc.)
- Complete (adopted by City Council January 5, 2023)

- All dates on City Website and recognized in the Boones Ferry Messenger (BFM) Flag Policy (adopted by City Council January 5, 2023)
- Provided input to City Attorney and recommendations to City Council to update the update and codify the City's Flag Policy

Juneteenth Celebration – June 17, 2023

- Food, music, speaker, local community groups

Worked with other cities/school district to elevate, promote, support or partner in the development of cultural events (Pride, Dia de los Muertos, etc.)

- Chair participated in the West Linn-Wilsonville School District Equity Summit
- Promoted and participated in Wilsonville High School's Dia de los Muertos event

#### FY 23/24

Continued to highlight cultural calendar dates on the city website, recognize in the BFM and on social media

Continued Speaker Series (formerly lecture series) – Four meetings featuring community voices

Continued to work with other cities/school district to elevate, promote, support or partner in the development of cultural events (Pride, Dia de los Muertos, etc.)

- Chair participated in the West Linn- Wilsonville School District Equity Summit
- Promoted and participated in Wilsonville High School's Dia de los Muertos event

Developed Las Posadas event to engage the Latino community

- Over 50 participants
- Event included light refreshments, pinata, and shared the significance of Las Posadas in both English and Spanish

Updated the DEI Committee bylaws

Provided multiple letters of support for city grant applications

Partnered with the Arts, Culture and Heritage Committee to commission a temporary Pride Mural

- A reception including refreshments and Storytime were held to celebrate the mural and Pride Month

Committee designed a Pride Pin and "All are Welcome" decal for city facilities

Juneteenth Celebration – June 19, 2024

- Food, music, speaker, local community groups and this year crafts

Additionally, the committee has taken time to evaluate what has worked well and what needed improvement to their bylaws. In 2023, the DEI committee bylaws were updated (Resolution No.

3104) to include an attendance policy for their members. As the committee's work has gone on and it has built a strong foundation for its work, the committee requested that staff bring back its bylaws for further review with the intention of becoming a standing committee codified in the Wilsonville Code, requiring that the bylaws be adopted by ordinance. During the review of its bylaws, the committee made one recommended modification. Currently, board members are appointed in January, however the chair and vice chair are selected at the beginning of the fiscal year (July). The draft bylaws recommend having its chair appointments occur consistently with the appointment of board members.

**EXPECTED RESULTS:**

Establish a standing Diversity, Equity and Inclusion Committee in the Wilsonville Code, by ordinance, as requested by the DEI Committee.

**CURRENT YEAR BUDGET IMPACTS:**

Making the DEI Committee a standing committee will not impact the current budget.

**COMMUNITY INVOLVEMENT PROCESS:**

The DEI Committee was established based on community member input in 2020. Since then, the 13-member board, made up of community members, have been involved in advancing the DEI Committee Strategic Plan. DEI committee meetings are open to the public and no comments were provided on the recommended bylaws.

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

The DEI committee was originally created to address:

- Increased Representation, Diversity on City Boards
- Consistent City communication to brand Wilsonville as an inclusive community
- More Inclusive Cultural Events, Celebrations & Holiday Recognitions
- Education to the Broader Community
- Opportunities for DEI Advocates to Network and Work More Efficiently Together

By adding the DEI Committee bylaws into the Wilsonville Code, making it a standing committee, it strengthens the City Council's commitment to the City's diversity, equity, inclusion, accessibility and belonging work.

**ALTERNATIVES:**

The City Council can also choose not to make the DEI Committee a standing committee by Ordinance. If the City Council does not wish to proceed, the DEI Committee would continue to operate as an ad hoc committee.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENT:**

1. Draft Diversity, Equity, and Inclusion Committee Charter (Code Section 2.380-2.386)