



**Diversity, Equity & Inclusion Advisory Committee
Zoom Online Meeting
Thursday, June 9, 2022
4:30 p.m. – Regular Meeting**

Location: Civic Hall (200 NE 2nd St, McMinnville OR 97128)

You may also join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/93562400538?pwd=ZTBFeXRKUkpEWTYOMWxkdKxrcVQ0UT09>

Meeting ID: 935 6240 0538

Zoom Password: 609454

Or you can call in and listen via Zoom: +1 253 215 8782 (US)

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Public Comments: If you wish to address the Diversity, Equity & Inclusion Advisory Committee on any item not on the agenda, you may respond as the Committee Chair calls for “Public Comment.” You may also submit written comment via email at any time up to 12:00 pm the day of the meeting to kylie.bayer@mcminnvilleoregon.gov, that email will be provided to Committee members and entered into the record at the meeting.

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1. CALL TO ORDER (Committee Chair Christine Bader) [4:30]
 2. APPROVAL OF MINUTES (Committee Chair Christine Bader) [4:31]
 - a. Exhibit 1 – April 14, 2022, Meeting Minutes
 3. PUBLIC COMMENT (Committee Chair Christine Bader) [4:32]
 - a. The Chair will announce that any interested audience members are invited to provide comments. The Chair will read comments emailed to the staff liaison and then invite any person participating via Zoom

Please submit requests for accommodations, including interpretation for people who are deaf or hard of hearing, at least 48 hours before the meeting to: Kylie Bayer, HR Manager (503) 434-7405.

to speak. The Chair may limit comments to 3 minutes per person for a total of 30 minutes.

4. DEPARTMENT HEAD INTRODUCTION (Jennifer Cuellar, Finance Director; Jason Carbajal, Court Supervisor) [4:35]
 - a. Discussion with Jennifer and Jason about how DEI relates to their work in the Finance Department and the Municipal Court.
 - b. Exhibit 2 – Municipal Court DEI Plan
5. COMMITTEE LEADERSHIP (Committee Chair, Christine Bader) [5:00]
 - a. New Co-Chairperson Structure
 - i. Exhibit 3 – DRAFT Ordinance No. 5117, An Ordinance Amending Section 2.35.040 of the McMinnville Municipal Code Specific to Officers: Chairperson/Vice-Chairperson
 - ii. Exhibit 4 – DEIAC Co-Chair Responsibilities
 - b. Promoting *ex officio* member Abby Thomas to full voting member
6. CITY COUNCIL UPDATE (Councilor Zack Geary) [5:15]
 - a. Ward 3 City Council Recruitment Update
 - b. Additional recent and upcoming agenda items
7. PUBLIC RECORDS/CORRESPONDENCE (Kylie Bayer) [5:25]
 - a. Exhibit 5 – Presentation slides
8. EQUITY LENS UPDATE (Committee Member Efrain Arredondo) [5:35]
9. OTHER BUSINESS (Committee Chair Christine Bader) [5:45]
 - a. DEI Training, next steps
 - b. Parks, Recreation, and Open Space Plan (PROS) Update (Susan Muir)
 - i. Exhibit 6 – Updated PROS Plan
 - ii. Exhibit 7 – Updated PROS Public Body Meeting Schedule
 - c. Staff Liaison Transition
10. Adjournment [6:00]

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CITY OF McMinnville
MINUTES OF DIVERSITY, EQUITY & INCLUSION ADVISORY COMMITTEE
Held at Kent Taylor Civic Hall and online via Zoom,
McMinnville, Oregon

Thursday, April 14, 2022 at 4:30 p.m.

Presiding: Committee Chair Christine Bader

Recording Secretary: Kylie Bayer, Human Resources Manager

Committee Members: Present

Excused Absence

Karina Alcantara
Efrain Arredondo
Christine Bader
David Cano
Tiffany Hennes
Myrna Khoury
Larry Miller
Sarah Schwartz
Abby Thomas

Zack Geary
Tony Lai

Also in attendance were Noelle Amaya,
Communications & Engagement Manager; Susan
Muir, Parks & Recreation Director; and Jeff Towery,
City Manager

- 1) **CALL TO ORDER:** Committee Chair Christine Bader called the meeting to order at 4:30 p.m. and welcomed all in attendance.
- 2) **APPROVAL OF MINUTES:** Larry Miller **MOVED** to approve the March 10, 2022, minutes. Tiffany Hennes **SECONDED**. Motion **PASSED** unanimously. Christine directed Kylie to compile a report documenting the recruitment process that resulted in Karina, David, and Myrna's appointment to the committee.
- 3) **PUBLIC COMMENT:** There were no public comments.
- 4) **DEPARTMENT HEAD INTRODUCTION:** Noelle and Jeff presented information about the City's communication and engagement strategy and opportunities for the committee to support a project with the City of McMinnville, the International City/County Management Association, and Linfield University.

Communications and Engagement:

- a) **Program Basics:** Strategy is informed by the International Association for Public Participation (IAP2.) The Public Engagement Charter (draft) is designed to inform public engagement for a variety of projects as well as general access to information. Noelle trains staff, advises on content/design, and assists in developing outreach strategies. She also acts

- as a partner with contractors on projects where public engagement is involved.
- b) Public Engagement: Noelle shared what public engagement can look like: tools, plans, relationships.
 - c) Engagement work should include: thoughtful messaging, identifying those most impacted, multiple tools, and ample time for connections.
 - d) Activities include: clear and plain language, removal of barriers to participation including easy to understand materials, holding meetings in various neighborhood locations, posting recorded content and documents on the City's website in a timely manner, providing a friendly atmosphere for participants (childcare, transportation, etc.)
 - e) DEIAC can help identify leaders in the community, provide feedback on engagement strategies, provide feedback on the engagement charter.

Susan Muir shared an example of public engagement that directly impacted a park development project at Jay Pearson Park.

Christine recommended the engagement charter include language about "historically marginalized or underrepresented populations."

Larry asked about contracting and public engagement. Jeff explained the City's desire to select businesses/firms with Minority Business Enterprise (MBE) certifications. Kylie shared information about an approach at the Tualatin Hills Park & Recreation District where businesses were invited to attend an MBE certification workshop. Jeff shared information from the City of Springfield where business owners could learn about the City's Request for Proposal (RFP) process that resulted in an increase of MBE businesses submitting bids for projects.

Noelle asked the DEIAC to provide feedback on the draft engagement charter. Christine directed the DEIAC to review the document and offered to collect and compile comments for Noelle.

Jeff shared information about a partnership opportunity for the City of McMinnville, the International City/County Management Association (ICMA,) and Linfield University to identify tools and processes that medium-sized cities could use to identify/eliminate barriers to service. This project would include a summit with cities to identify and refine tools and to present findings to ICMA. The DEIAC is asked to propose ideas to tackle this project. Christine suggested a subcommittee could help with this.

Susan Muir shared an update on the Parks, Recreation, and Open Space (PROS) Master Plan. The last master plan update was in 1999 and the world of parks and recreation has changed significantly since then. She stated the City is aiming for a financially feasible, modern plan that is grounded in equity. MIG (who also completed the 1999 master plan) was selected as the consultant for the project; specifically, MIG was selected based on the high level of public involvement in their proposal. Susan proposed the DEIAC become involved with the project as a project advisory committee and referred to the memo she shared with the committee. The DEIAC is excited to support the project as a project advisory committee and will review and provide feedback on both the public engagement process for the PROS Plan Update and the actual PROS Plan. Susan will update the meeting schedule and will provide more information at a forthcoming meeting.

5) SUBCOMMITTEE UPDATES:

- a) Equity Lens: Efrain presented his research on equity lenses and describe the purpose of an

equity lens, the focus an equity lens provides on underrepresented populations, and that successful equity lenses require regular practice. He provided examples from multiple equity lenses from various organizations and cited the City of Ottawa as having a particularly well-developed equity lens. He described equity lenses as having a belief/purpose/objective statement, definitions of terms (access, equity, inclusion, etc.), stakeholders, and questions/inquiry to guide decision-making. For the DEIAC's equity lens, the committee needs to determine 1) who is the lens for? 2) how will it be accessed? 3) what would the committee like it to look like?

- i) Karina indicated interest in working on this project with Efrain.
 - ii) Tiffany suggested the City could partner with Linfield to establish snapshots similar to the examples Efrain shared from the City of Ottawa.
 - b) New Member Participation: this item was canceled.
 - c) Other updates from subcommittees: this item was canceled.
- 6) COMMITTEE LEADERSHIP:
- a) Tiffany informed the committee of her resignation from the DEIAC. She is moving out of the McMinnville area.
 - b) Christine discussed research about breaking down hierarchical models of research and shared that co-chairs may be a beneficial model for this committee. Efrain shared concerns about unforeseen issues such as a powerful team of co-chairs but ultimately believes the co-chair model would be successful with this committee. The committee broke off into pairs to discuss their thoughts on DEIAC leadership structure and what it would take for a committee member to step up to a co-chair role during their term. Committee members requested a document outlining the responsibilities for co-chairs.
 - i) Efrain Arredondo MOVED to recommend to the City Council to change the leadership model from a chair/vice chair to a co-chair model. Larry Miller SECONDED. Motion PASSED unanimously.
 - ii) In the next regular meeting, the committee will elect their co-chairs (if the ordinance passes.) Kylie will draft the ordinance and share with the committee.
- 7) OTHER BUSINESS: The committee thanked Larry for his participation in the Municipal Court Judge interviews.
- 8) ADJOURNMENT: Meeting adjourned at 6:25 pm.

s/s Kylie Bayer
Kylie Bayer, Human Resources Manager
Recorder

communication & public engagement



**City of
McMinnville**

Program basics



Informed by the International Association for Public Participation

Draft Public Engagement Charter

Lead department staff to train or advise on content or design, and assist in developing outreach strategies

Act as a partner to City contractors where public engagement is involved

What does public engagement look like?



it can be... tools

Communication tools and how we use them (are they two-way/accessible/easily navigated, translated, without jargon, in-person, print materials, or via the web.

it can be... a set of plans

Or activities meant to educate our community. It's not one activity that happens at one time and checks a box. It's a series of 'live' activities created for 'exchange.'

it can be... relationships

Not only between us and community members, but between them and our community's organizations/groups.

Identify those at risk, and be **present** in those groups.

Engagement work should...



Thoughtful Messaging.

What do they want to see or hear? What do they value?

Identify those most impacted.

Whose demographic, geographic, or economic characteristics impede or prevent access to City information, events, or services.

Multiple Tools.

Methods reflect the needs of the community. Plans are living documents and "adaptable."

Budget time for connections.

A focus on strengthening relationships with the groups you've identified, and making room for understanding them and their communication needs.

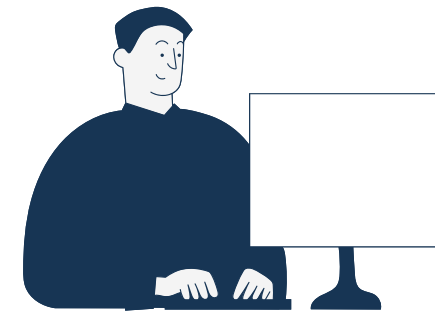
And include activities that...



Use clear writing and plain language when explaining or displaying concepts as well as provide translation and interpretation services (don't make them ask for it).



Remove barriers to participation by using easy to understand materials.



Post recorded digital content (or documents) on the City's webpage in a timely manner for the public's viewing options.



Hold project meetings in various neighborhood locations as applicable.



Provide a friendly atmosphere for attending in-person meetings with activities for children, travel vouchers, and food.

What do we need from you?

Help identifying leaders in our community

Have eyes/ears on public engagement plans or activities

Help me keep our Public Engagement Charter relevant





**What
questions do
you have?**



McMinnville DEI Committee





What is an equity lens?



The purpose of an equity lens is to be deliberately inclusive as an organization makes decisions. It introduces a set of questions into the decision that help the decision makers focus on equity in both their process and outcomes.

It is explicit in drawing attention to the inclusion of marginalized populations, typically communities of color, and can be adapted to focus on other communities.

The lens questions are designed to create a more inclusive perspective, drawing attention to how the decision holds potential to affect marginalized groups. An equity lens will not tell you what action to take. Rather, the lens helps you discuss and reflect on the equitableness of the action and decision-making process.

Like any other lens, it's a tool that is only as good those using it. Like any other tool, it requires practice to achieve proficiency.

[Resource Link](#)



Examples of equity lenses

1. We serve as an equity lens to our McMinnville City Council
2. Some are simple such as the [Communities for Racial Affinity Equity Lens](#)
3. Some are very formal documents such as the [Oregon Equity Lens](#)
4. Some are structure more like a toolkit such as the [Lane CC Toolkit](#) and [Racial Equity Alliance Toolkit](#)
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What is typically included

1. The beliefs, purpose, and/or objective of the institution that highlight equity.
2. Definitions of terms such as Access, Equity and Inclusion.
3. Identification of stakeholders
4. Questions/inquiry (the lens component)

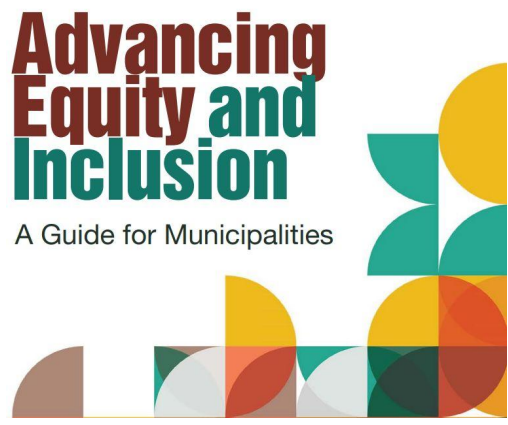


Ottawa Equity and Inclusion Lens

The most comprehensive Equity and Inclusion Lens for municipalities.

[Resource Link](#)

Laurie Fenton (She/Her)
Manager,
Equity, Diversity, & Inclusion
Ottawa Police Service
613-236-1222, Ext.5565
613-816-8569



Suzanne Obiorah
(she/ her/ elle)
Director, Gender and Race
Equity, Inclusion, Indigenous
Relations and Social
Development
(c) 613-229-2295



Next Steps



What would this group want to see?

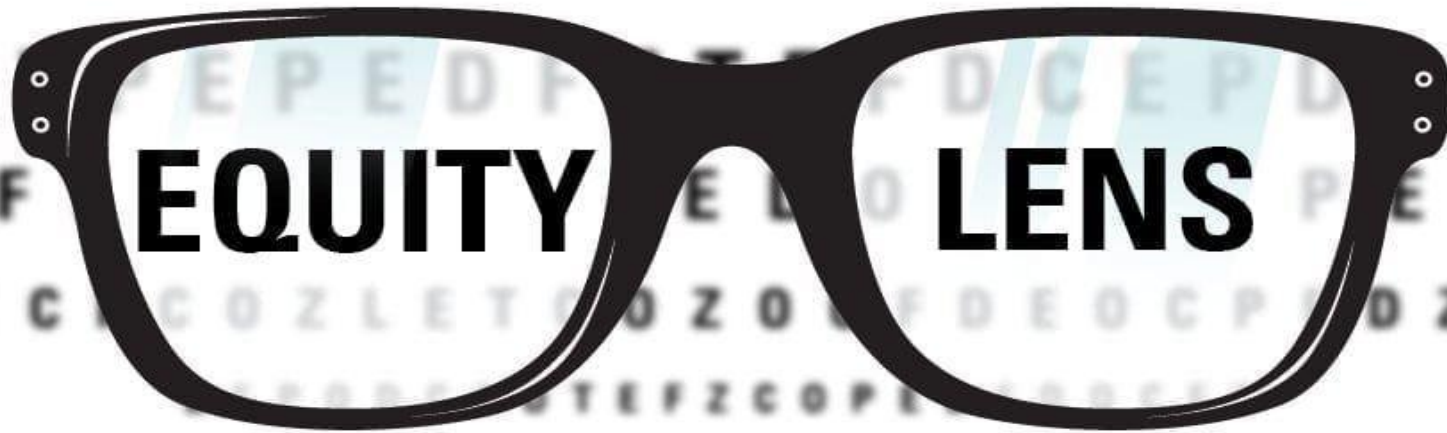
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 - Simple infographics for department use
 - A more formal document for the City Council
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Interest

Would you like to help create this document?

Thank you.



communication & public engagement



**City of
McMinnville**

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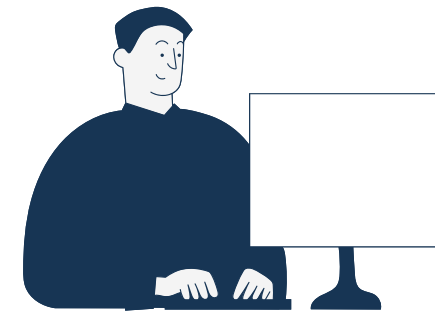
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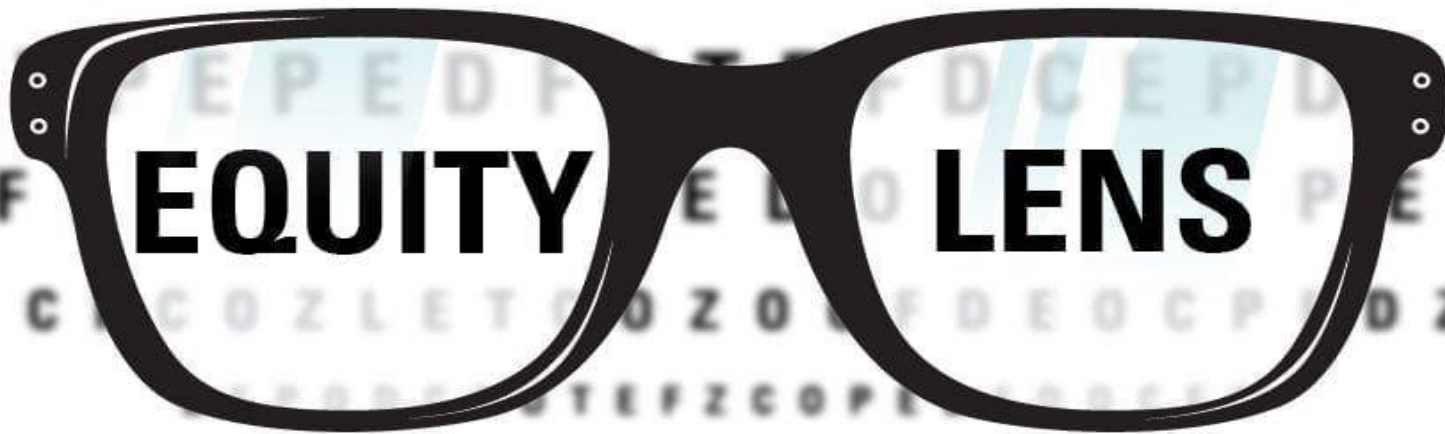




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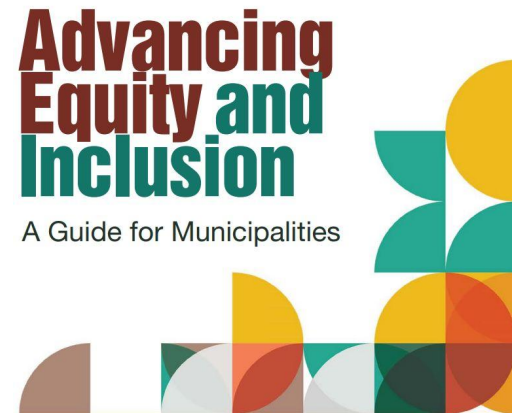


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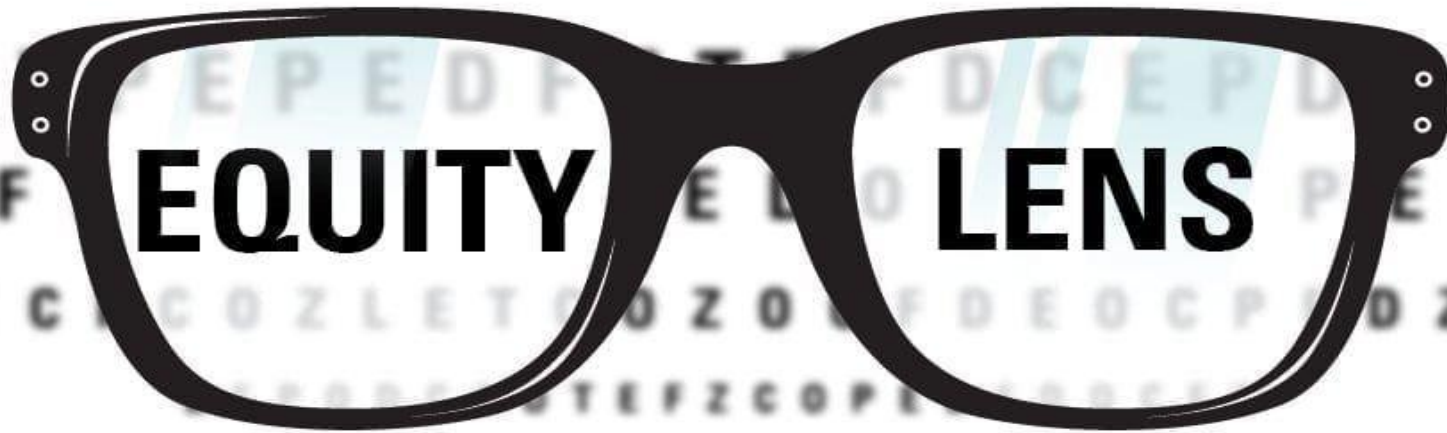
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**City of McMinnville
Diversity, Equity and Inclusion Plan
FY20-21**

McMinnville Municipal Court Diversity, Equity, and Inclusion

**MacTown 2032 Strategic Goals & Objectives
with
McMinnville Municipal Court Initiatives**

DEI Mission Statement

To ensure we provide fair and accessible justice services that protect the rights of individuals, educate our community members, preserve community welfare, inspire public confidence, and promote procedural fairness.

City of McMinnville
Diversity, Equity and Inclusion Plan
FY20-21

City Government Capacity

GOAL

Strengthen the City’s ability to prioritize and deliver municipal services with discipline and focus

OBJECTIVES

Develop and foster local and regional partnerships

Current Municipal Court Initiatives

- **HANDUP Program:** created in 2019, this program focuses on connecting community members to services and resources to promote accountability and change in behavior, providing opportunities for enhancement and growth through education, rather than to resorting to punitive measures; ensuring a commitment to equity, that we are a compassionate and welcoming community for all; we recognize barriers to participation in traditional public processes and we are committed to lowering these barriers
- **Veteran’s Court:** initially developed in 2019, this program is a trauma-informed approach to those who have served in the military and now struggle with co-occurring disabilities to assist them in the judicial process, focusing on best practice outcomes. 2020 saw the first participant successfully graduated from this new court program that focuses on substance use treatment and mental health wellness.
- **Community partnerships with Champion Team, Provoking Hope, Veteran Services Office liaison Ed Harris, and Yamhill County Crisis and Criminal Justice Diversion Program**
- **Yamhill County Department of Community Justice:** we work collaboratively to ensure equity of underrepresented community members
- **Criminal/Community Justice Reform –** maintaining a restorative justice approach, providing hope and help in times of mental health crisis in the community; certain segments of our community have been identified from marginalized groups

Future Municipal Court Initiatives

- **Be Sober Court –** create a court program for high-risk DUII offenders
- **Treatment-based court:** how to implement servicing Ballot Measure 110 (de-criminalization of certain drug related crimes)
- **Expand community partnerships with the following organizations:**
 - YCAP
 - Unidos Bridging Community
 - Adult Behavioral Health and Human Services
 - Library and Senior Center: to highlight service with equitable access for those who do not have access to technology to participate in a court service including bilingual assistance

City of McMinnville
Diversity, Equity and Inclusion Plan
FY20-21

Community Safety & Resiliency

GOAL

Proactively plan for and responsively maintain a safe and resilient community

OBJECTIVES

Build a community culture of safety (consider safety best practices)

Current Municipal Court Initiatives

- SAFE Program, Self-Accountability For Community Enrichment: an hour-for-hour opportunity given on a case-by-case basis to allow for mental health treatment, education, or participation in personal wellness development programs to substitute community service hour for hour approach regardless of race, gender (including gender expression), age, or economic status (to enhance the standard in the community)
- Real Time Community Connection: Providing real time connection in court to support and services through Champion Team and Provoking Hope to any litigants in moments of crisis, to increase inclusion of overrepresented groups negatively impacted by the criminal justice system to these service and support by eliminating the referral process and providing real time connections to our community partners
- Provide UTURN180 opportunity to educate public on traffic safety to promote and raise the standard of driving safety in the community; we have also expanded the eligibility requirements to be more inclusive of members under-represented community members

Future Municipal Court Initiatives

- Continue to train and collaborate with community partners to ensure that diversity, equity, and inclusion will be a primary focus when identifying core services of the court
- For staff to participate in training on the following topics:
 - Human trafficking
 - Cultural competency
 - De-escalation and courtroom safety

City of McMinnville
Diversity, Equity and Inclusion Plan
FY20-21

Economic Prosperity

GOAL

Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors, it is the court goal to address systemic bias recognizing that certain groups have been overrepresented in many areas of the justice system. We want to remove barriers created by implicit bias, including poverty.

OBJECTIVES

Improve systems for economic mobility and inclusion

Current Municipal Court Initiatives

- Fee restructuring by the Municipal Court
- Fix-it-ticket Program, getting license reinstated and liability insurance compliance
- Judicial review of current fines and payment plans on a case by case basis

Future Municipal Court Initiatives

- Online payment: to create another option for community members to pay fines to provide 24/7 convenience for those who may work during office hours or cannot provide payment by mail or drop box

City of McMinnville
Diversity, Equity and Inclusion Plan
FY20-21

Engagement & Inclusion

GOAL

Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity

OBJECTIVES

Cultivate cultural competency and fluency throughout the community

Current Municipal Court Initiatives

- Court website and court forms available in English and Spanish
- Spanish-speaking staff and/or interpreters before, during, and after every court session to assist our community members with equitable access to services in a safe and welcoming manner
- Spanish speaking court clerk available to provide services in Spanish, including access to the Violations Bureau for alternatives to court appearances; provides swifter access to justice, removes potential economic consequence of having to attend court (losing a day of work, having to hire babysitter, transportation, not feeling safe in court and not going)

Future Municipal Court Initiatives

- Increase Municipal Court staff who represent the community

Grow City's employees and Boards/Commissions to reflect our community

Current Municipal Court Initiatives

- Spanish-speaking staff and/or interpreters before, during, and after every court session to assist our community members with equitable access to services in a safe and welcoming manner
- Preparing to participate in the DEI Board

Future Municipal Court Initiatives

- Participate in the City's boards and commissions
- Create an internship program to cultivate diversity and inclusion

City of McMinnville
Diversity, Equity and Inclusion Plan
FY20-21

Improve access by identifying and removing barriers to participation

Current Municipal Court Initiatives

- McMinnville Municipal Virtual Court, makes it easier and potentially quicker to attend court, also ensures safety of community amid pandemic
- Partnership with Champion Team to increase access to virtual court to individuals who do not have easy access to the internet

Future Municipal Court Initiatives

- Jury panel: we will propose some new criteria to the City Council to meet City Code
- Acquire software that ideally is compatible with the State's which allows easier communication methods (including reminders): we recognize that the traditional legal process may be inaccessible for members of our community who experience barriers to participation in the justice system and we are committed to removing those barriers as much as possible to ensure that the diverse community has access to justice in an equitable framework. In the criminal context, this could reduce the number of warrants of arrest issued for missed court appearances and in the traffic context, reduce imposition of enhanced fines and other penalties.
- Utilize Municipal Court data to analyze demographic makeup of people who come before the court, their outcomes and other relevant, measurable information which may help the Court understand the impact of its activities in the community and track that impact and interaction overtime.

ORDINANCE NO. 5117

An Ordinance Amending Section 2.35.040 of the McMinnville Municipal Code Specific to Officers: Chairperson/Vice-chairperson.

RECITALS:

Whereas, the City of McMinnville adopted the Mac-Town2032 Strategic Plan (“Strategic Plan”) on campaign finance legislation for candidate elections on January 8, 2019 via Resolution No. 2019-06; and

Whereas, one of the Goals of the Strategic Plan is to “create a culture of acceptance and mutual respect that acknowledges differences and strives for equity;” and

Whereas, one of the action items listed in the Strategic Plan to achieve the above-recited Goal is to create a diversity, equity, and inclusion advisory committee; and

Whereas, the City of McMinnville wishes to create a standing diversity, equity, and inclusion committee that will advise the Common Council for the City of McMinnville on policy decisions through a diversity, equity, and inclusion lens, among other purposes and duties; and

Whereas, on October 13, 2020, the Common Council adopted Ordinance No. 5097, which established the Diversity, Equity, and Inclusion Committee (“Committee”) and created Chapter 2.35 of the McMinnville Municipal Code; and

Whereas, on May 25, 2021, the Common Council adopted Ordinance No. 5103, which amended Section 2.35.030 of the McMinnville Municipal Code to allow the youth member to be a voting member of the Committee and increased the number of voting members from seven (7) members to nine (9) members; and

Whereas, to model shared leadership and promote opportunities for committee members to build their leadership skills, the Committee recommended that the chairperson/vice-chairperson officer structure be amended to two (2) co-chairpersons; and

Whereas, these revisions to the structure of the Committee are reflected in Exhibits A and B attached hereto and incorporated by reference herein, which amends Section 2.35.040 of the McMinnville Municipal Code.

**NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE
ORDAINS AS FOLLOWS:**

1. The Common Council for City of McMinnville adopts the above-stated recitals and findings as if fully set forth herein.
2. Section 2.35.040 of the McMinnville Municipal Code is hereby amended to read as set forth on Exhibit A attached hereto and incorporated herein. Exhibit B attached hereto is a clean version of the updates to Section 2.35.040.
3. The City Recorder shall conform these amendments to the City's Municipal Code format and correct any scrivener's errors.
4. This Ordinance shall be in full force and effect thirty (30) days from the date of final passage and approval.

Adopted by the Council on this ____ day of _____, 2022, by the following votes:

Ayes:

Nays:

Abstentions:

Mayor

Approved as to form:

Attest:

City Attorney

City Recorder

Exhibit A to Ordinance No. XXXX

“2.35.040 Officers.

A. *Chairperson / Vice-Chairperson.* At its first meeting of each year, the Diversity, Equity, and Inclusion Committee shall elect from its membership ~~a chairperson and vice-chairperson~~two (2) co-chairpersons. The ~~chairperson or vice-chairperson, acting as chairperson, co-chairpersons~~ shall have the right to make or correct motions and vote on all matters before the committee. A majority of the committee may replace ~~its chairperson or vice-chairperson one or both co-chairpersons~~ with another member(s) at any time during the calendar year.

B. *Annual Report to City Council.* The Chairperson of the Diversity, Equity, and Inclusion Committee shall make an annual report to the Council outlining accomplishments for the past year and work plan for the following year, or more often as the Chairperson deems appropriate, or at the request of the Council.”

Exhibit B to Ordinance No. XXXX

“2.35.040 Officers.

A. *Chairperson / Vice-Chairperson.* At its first meeting of each year, the Diversity, Equity, and Inclusion Committee shall elect from its membership two (2) co-chairpersons. The co-chairpersons shall have the right to make or correct motions and vote on all matters before the committee. A majority of the committee may replace one or both co-chairpersons with another member(s) at any time during the calendar year.

B. *Annual Report to City Council.* The Chairperson of the Diversity, Equity, and Inclusion Committee shall make an annual report to the Council outlining accomplishments for the past year and work plan for the following year, or more often as the Chairperson deems appropriate, or at the request of the Council.”

DIVERSITY, EQUITY & INCLUSION ADVISORY COMMITTEE

Co-Chair Responsibilities

- Facilitate meetings.
- Serve as primary points of contact (along with Kylie) for anyone wanting to contact the committee.
- Share any relevant or noteworthy information with the committee.
- Work with Kylie to develop meeting agendas and keep track of follow-up items from each meeting. (Weekly check-ins, inviting the City Council liaison, can be helpful. *CB: We had a standing weekly check-in, but often canceled it if we didn't need it.*)
- With Kylie and the City Council liaison, take responsibility for the Committee overall: Is the Committee fulfilling its mission? Are Committee members engaged and working well together?

Optional:

- Make sure there's at least one DEIAC member at City Council meetings. (Could outsource to Government Subcommittee?)
- Send follow-up notes to committee members after each meeting with summary points and action steps.
- Reach out to new members for coffee or any questions.
- Proactively reach out to stakeholders for 1:1 meetings, or at least to let them know that the door is open; invite to meetings. (Examples: Miriam Vargas Corona from Unidos; new schools superintendent Debbie Brockett.) (FYI, City Councilors are respectful of the liaison roles, i.e. not every Councilor needs to be contacted.)

Public Meetings, Public Records, and Ethics – A Primer

DEI COMMITTEE
MARCH 11, 2021

Public Meetings

ORS 192.610 – 192.695

Relevant Definitions:

- “Governing Body” – members of public body with authority to make decisions for or recommendations to a public body
- “Public Body” – includes the City and any board, department, commission, council, committee, or other advisory group
- “Meeting” – convening of a governing body for which a quorum is required in order to make a decision or deliberate toward a decision

Quorum of DEI Committee is a majority of the members

Public Meetings

All meetings of the DEI Committee must be open to the public and people must be permitted to attend

Decisions of the DEI Committee must be made during a public meeting

Legal Requirements of a Public Meeting

- Notice
- Located within the City's jurisdiction
- Accessible location
- Minutes

Public Meetings – What Communications Outside of a Meeting Are Allowed?

When a quorum (majority)

- No communications to decide or deliberate toward a decision on any matter
- Serial communications can create a quorum
 - Don't "Reply All"

When not a quorum

- Generally can discuss a matter
- Best practice is to have discussions at the public meeting only

When in doubt

- Talk with staff
- Avoid talking with other Committee members

Public Meetings – Types of Decisions

Legislative

- Sit in the role of policymaker
- Recommendations to City Council on widely-applicable policies
- Most of DEI Committee's work will be legislative

Quasi-Judicial

- Sit in role of judge
- Evaluate facts and apply specific rules or policies
- Not applicable to DEI Committee
- Concerns about *ex parte* contact outside of meeting

Administrative

- Internal workings of City or of Committee
- Example: voting for Chair/Vice Chair
- Generally not applicable

Public Records

ORS 192.001-192.607

Purpose

- Informed public – what is the government doing?
- Historic knowledge – how did our government get us here and why?

What is a public record?

- Prepared, owned, used, or retained by the City
- Relates to any activity, transaction, or function of the City
- Is necessary for the fiscal, legal, administrative, or historical policies, requirements, or needs of the City

Public Records

What is not a public record?

- Extra copies of the same document
- Messages on voicemail
- Spoken communication that is not recorded
- Not relating to the conduct of City business

Who is subject to the Public Records Law?

- All public bodies
- Includes committees of the City

Cities must maintain all public records in accordance with state-mandated retention schedules

- OAR 166-200-0200 – OAR 166-200-0405

Ethics

ORS Chapter 244 and OAR Chapter 199

All Public Officials must comply

Are You a Public Official?

- Appointed member of an advisory committee to City Council

Prohibited Use of Office

- The “But For” Test
 - Cannot use or attempt to use position to obtain financial benefit if it would not be otherwise available
 - Applies to public official, public official’s relatives, public official’s household, and any of their businesses

Ethics – Conflicts of Interest

Potential and Actual Conflicts of Interest

- Potential: take official action that could financially impact:
 - The public official
 - The official's relatives
 - A business with which the official is related
- Actual: take official action that would financially impact official, relatives, or business

If a Potential Conflict:

- Announce potential conflict prior to taking any action on the matter
- Can still participate

If an Actual Conflict:

- Announce conflict and refrain from participating in official capacity in any discussion or in voting on the matter

Resources - Publications

Oregon Attorney General's Public Records and Public Meetings Manual

- https://www.doj.state.or.us/wp-content/uploads/2019/07/public_records_and_meetings_manual.pdf

Oregon Government Ethics Commission's Guide for Public Officials

- https://www.oregon.gov/ogec/Documents/2010-10_PO_Guide_October_Final_Adopted.pdf
- 2015 Supplement:
https://www.oregon.gov/ogec/Pages/2010%20PO%20Guide_2015%20Supplement.pdf

League of Oregon Cities' Elected Essentials

- https://www.orcities.org/application/files/5615/7487/0571/2018_EE_Binder_-_Final.pdf

Resources - Staff

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Exhibit 1: Proposed Work Plan/Scope of Work

Phase 1: Inventory

- 1.1. **Project Kickoff Meeting and Data Request:** MIG will meet with the City's Project Manager and key staff in a 1.5 or 2-hour videoconference to initiate the project and discuss the desired project outcomes, available background materials, communication protocols, engagement strategies, and schedule. MIG will host the call on Zoom and provide an agenda.
- 1.2. **City Council Meeting #1:** MIG will facilitate a City Council discussion of project goals and directions at a regular Council meeting via video conference call. MIG will provide a presentation.
- 1.3. **PMT Meeting #1:** MIG will hold a 1.5-hour video conference call with the City Project Manager and key staff to discuss schedule, draft materials, upcoming meetings and any coordination with other ongoing planning processes. MIG will provide an agenda and meeting notes.
- 1.4. **Community Involvement Strategy:** MIG Team member Talitha Consults will develop the Community Involvement Strategy that will outline an equitable and effective communications and engagement strategy that coincides with other planning efforts. This task includes two preliminary drafts and final draft. The final draft will include demographic diversity survey templates, guidance on collecting data in an inclusive way, examples of strategies to increase diversity and inclusion, and relevant case studies.
- 1.5. **Parks and Facilities Tour (in person):** The MIG team will tour the park system to observe park and facility conditions, access, and opportunities, accompanied by City staff to discuss and photograph operational issues and opportunities. Key findings will be provided in Brief #1 (Task 1.8).
- 1.6. **System Inventory, Conditions, and Capacity Assessment:** MIG will cross-check inventory data provided by the City against GIS parks data to create an Excel spreadsheet accounting for park sites, park acreage and recreation facilities. (Amenities such as tables, benches, trash receptacles, parking spaces, etc., are not counted.) MIG will document conditions and capacity and include findings as part of Task 1.8.
- 1.7. **Base Mapping:** Using GIS data provided by the City, MIG will produce one draft citywide base map (11" x 17") showing existing City parks, open space, major recreation facilities, and trails on an overlay of information including City planning areas, water bodies, roadways, and schools. The draft base map will be revised into final form based on one round of consolidated comments from the City.
- 1.8. **Brief #1: Existing System Summary:** MIG will summarize existing conditions and assets that contribute to the park and recreation system. This includes an analysis of parks, facilities, trails, programs, arts, events, and tourism-related activities provided by the City. MIG will map parks and recreation facilities, looking geographically at the

opportunities and constraints of the park and recreation system. This information will be incorporated into an overview of the current state of McMinnville's parks and recreation system and operations. MIG will provide a draft Summary and then provide a final draft based on one round of consolidated comments from City staff.

- 1.9. **DEIAC Meeting #1 (in person):** MIG will facilitate a 1.5-hour meeting with the DEIAC to identify the strengths, weaknesses, opportunities, and challenges the Master Plan should address. MIG will provide an agenda, presentation and notes from the meeting.
- 1.10. **Planning Commission Meeting #1:** MIG will meet with the Planning Commission at a regularly scheduled meeting via video conference call to discuss outcomes of this first phase and considerations for next steps. MIG will provide a presentation for this meeting.
- 1.11. **Project Website, Administration and Updates (project duration):** MIG will develop a project website using ArcGIS StoryMaps during this first phase and provide monthly updates as needed to the site throughout the plan process. This task includes one draft outline for discussion with the PMT, and one draft and final webpage with content as well as monthly updates. Feature items will also be provided in Spanish.
- 1.12. **Project Team Coordination and Management:** This task includes routine progress and coordination videoconferences between MIG and the City's Project Manager, schedule management and invoicing, project administration, communication, and coordination.

Phase 1 Assumptions for City Staff Involvement:

- Organize advisory committee members
- Lead tour
- Coordinate meeting logistics and review draft materials
- Coordinate timing of concurrent planning efforts and outreach
- Confirm and refine baseline information

Phase 2: Assessment

- 2.1. **Online Mapping Survey:** MIG will develop a draft of the survey for City review. Following any changes to the draft, MIG will create the online mapping survey (Maptionnaire) in English and Spanish through the project website. Based on the final online mapping survey questions, MIG will provide a basic paper version using a subset of questions that are not based on the online mapping software. The City will be responsible for administering the paper version, collecting responses and compiling any responses. MIG will provide an online form for City staff to upload compiled responses. The Community Involvement Strategy will help provide guidance on the survey instrument. This task includes survey development, hosting the online survey, and summary of results (Draft and Final).

- 2.2. **In-depth Interviews (10):** Team member Talitha Consults will lead a series of in-depth interviews held via telephone (up to 10) in English and Spanish. The Community Involvement Strategy will help provide guidance on interview participants and discussion questions. This task includes a schedule of interviews and a moderator’s guide which will include interview questions for PMT review. Outcomes will be summarized together with results of the focus group meetings (Task 2.3).
- 2.3. **Focus Group Meetings (2):** Team member Talitha Consults will lead two 1.5-hour video conference call focus group meetings in English and Spanish with up to 35-45 participants each event. Discussion questions and content will be provided to the PMT for review prior to the events. Outcomes will be summarized together with the results of the interviews (Task 2.2).
- 2.4. **PMT Meeting #2:** MIG will hold a 1.5-hour video conference call with the City Project Manager and key staff to discuss schedule, draft materials, upcoming meetings and any coordination with other ongoing planning processes. MIG will provide an agenda and meeting notes.
- 2.5. **GIS Access Analysis and Equity Index Mapping:** Building on the updated system inventory, MIG will use ArcGIS Network Analyst™ to map and identify underserved areas, followed by an assessment of partnerships and other opportunities to address those needs. This mapping will inform an evaluation of service-level standards that benchmarks McMinnville with similar communities noted in NRPA’s Park Metrics and TPL’s ParkServe® data. Results will be included with the Community Needs Assessment Summary (Task 2.7).
- 2.6. **SDC Analysis and Staff Work Session:** Team Member CAI will analyze existing park SDCs to inform the updated methodology, including identifying methodology alternatives and choices. Results of this initial research will be presented to the PMT and any additional City Staff via video conference call to identify next steps. MIG will provide a meeting agenda, presentation materials and meeting notes.
- 2.7. **Brief #2: Community Needs Assessment Summary:** MIG will summarize outreach and technical findings together in an attractive, easy-to-read brief, identifying current deficiencies as well as opportunities to meet existing and future needs. The MIG Team will use publicly available demographic and recreation data, information from the MGMUP related to park land needs, plus our knowledge of recreation trends, to project changing needs for parks and recreation facilities. This will include an overview of key trends and innovations for providing parks, facilities, and programs in built-out communities. The Needs Assessment will identify overarching key themes across all outreach and engagement tasks. It will summarize existing service levels and service gaps. MIG will provide a draft Summary and then provide a final draft based on one round of consolidated comments from City staff.
- 2.8. **DEIAC Meeting #2: Community Needs, Goals, and Objectives (in person):** MIG will facilitate an in-person 1.5-hour meeting with the DEIAC to discuss outcomes of Phase 2

outreach, key needs and technical analysis of the system. Participants will then work through materials to identify systemwide goals and objectives. MIG will provide an agenda, presentation and notes from the meeting.

- 2.9. **Planning Commission Meeting #2:** MIG will present Phase 2 results to the Planning Commission at a regular meeting via video conference call and solicit feedback for the next phase. MIG will provide a presentation for this meeting.
- 2.10. **City Council Meeting #2:** MIG will present Phase 2 results at a regular meeting via video conference call to the City Council and solicit feedback for the next phase. MIG will provide a presentation for this meeting.
- 2.11. **Project Team Coordination and Management:** This task includes routine progress and coordination videoconferences between MIG and the City's Project Manager, schedule management and invoicing, project administration, communication, and coordination.

Phase 2 Assumptions for City Staff Involvement:

- Support publicizing online mapping survey
- Support coordinating focus group and interview participants
- Coordinate meeting logistics and review draft materials
- Coordinate timing of concurrent planning efforts and outreach

Phase 3: Strategy

- 3.1. **Brief #3: Strategic Framework for Parks and Recreation:** MIG will work with the City to develop a new systemwide vision, goals, policies, and standards for a 20-year period, providing a firm foundation for updates to the Comprehensive Plan and related zoning code amendments. MIG will use relevant information from the MGMUP to inform the Strategic Framework for Parks and Recreation. As a functional plan for the City's Comprehensive Plan, this task will include relevant goals and policies related to systemwide parks, recreation and open spaces in McMinnville and will reference adopted Comprehensive Plan policies. (Note: this task does not include a comprehensive Goal 5 inventory and analysis) This task includes an internal review draft and public draft. Any additional changes will be incorporated into the Draft Plan (Phase 4).
- 3.2. **Capital Project List, Prioritization Criteria, and Cost Matrix:** A capital and operations module will be created to assess costs for acquisition, capital development and renovations, capital reinvestment, operations, and maintenance to make informed decisions about the prioritization of capital projects. This includes identifying the planning-level costs for recommended capital projects, along with facility lifecycle replacement costs and maintenance costs for each project. MIG will provide a draft cost spreadsheet and revise it based on one round of edits from City staff.

- 3.3. **PMT Meeting #3:** MIG will facilitate a video-conference call discussion with the PMT to discuss draft recommendations (Task 3.1 and 3.2) and identify next steps. MIG will provide an agenda and meeting notes.
- 3.4. **Draft Park SDC Methodology:** CAI will develop an updated SDC methodology that is based on the recommended capital project list and the specific methodological choices made by City staff, DEIAC, and City Council. This information will be reviewed during Phase 3 review meetings.
- 3.5. **Future System Map:** MIG will map projects and recommendations for the 20-year future to illustrate the proposed park and recreation system. In addition, off-street trail recommendations will be coordinated with the Transportation Plan project list. This task includes a draft and final version of the Future System Map.
- 3.6. **Plan Outline and Template:** MIG will develop an outline of the draft plan as well as mock-up of the online plan format for ease of online access.
- 3.7. **Draft Comp Plan and Zoning Updates:** MIG will develop a Draft Park Comprehensive Plan Map Designation and Park Zone or Overlay for the McMinnville Municipal Code. This task includes updates to the Comprehensive Plan, Volume I (data) and Volume II (Goals and Policies) for Parks and Open Spaces. MIG will provide findings related to Goal 8, Recreational Needs. (Note: this task does not include a comprehensive Goal 5 inventory and analysis) A draft of the materials will be discussed with the PMT (Task 3.9), followed by a second draft to present to the Planning Commission and City Council (Task 3.10).
- 3.8. **Online Focus Groups/Town Hall Workshop:** Team member Talitha Consults will lead a series of online focus groups or a town hall workshop with the larger community to discuss potential alternatives, tradeoffs, and priority projects to focus on for the next five years. MIG will provide an agenda, presentation and summary for this task. City staff will be responsible for promoting the events, securing locations, and recruiting participants. DEIAC members may be invited to help host this workshop so they can hear community priorities directly.
- 3.9. **DEIAC Meeting #3: Recommendations and Priorities (in person):** MIG will hold a 1.5-to 2-hour in-person meeting with the DEIAC to discuss outcomes of community outreach findings and draft materials from Phase 3 to refine priorities for the Draft Plan. MIG will provide an agenda, presentation and notes from the meeting.
- 3.10. **Planning Commission/City Council Work Session (Meeting #3):** MIG will present recommendations, proposed amendments to the Comprehensive Plan and Municipal Code and outcomes of the community event (Task 3.8) in a 1.5-hour video conference call. Results from this meeting will help define any necessary refinements for the Administrative Draft Plan (Phase 4). MIG will provide an agenda and presentation.

- 3.11. **Project Team Coordination and Management:** This task includes routine progress and coordination videoconferences between MIG and the City’s Project Manager, schedule management and invoicing, project administration, communication, and coordination.

Phase 3 Assumptions for City Staff Involvement:

- Review project list and SDC methodology
- Support drafting amendments to Comp Plan and zoning
- Coordinate meeting logistics and review draft materials
- Coordinate timing of concurrent planning efforts and outreach

Phase 4: Action Plan

- 4.1. **Short-Term Funding and Financing Plan:** MIG will refine the five-year CIP and define project phasing and partnership strategies in a five-year implementation and action plan. This will be matched with a five-year Funding and Financing Plan that will assess park funding options and recommend a financing and funding plan that considers funding sources to support capital projects and operations. This information will be summarized in a presentation for PMT Meeting #4 (Task 4.3) and included in the Administrative Draft Plan.
- 4.2. **Revised SDC Methodology:** CAI will develop a revised SDC methodology based on the recommended capital project list and the specific methodological choices made by City staff, DEIAC, and City Council. This information will be reviewed during Phase 4 review meetings.
- 4.3. **PMT Meeting #4:** MIG will facilitate a discussion with the PMT to discuss the funding and financing plan (Task 4.1) and revised SDC methodology (Task 4.2). MIG will provide an agenda and meeting notes.
- 4.4. **Administrative Draft Plan:** MIG will create an Administrative Draft Plan for internal City review, formatted as an attractive, graphic-oriented and easily readable document providing strategic and practical guidance for the future. The document will highlight community outreach findings and appropriate technical materials, providing details in appendices to serve as a useful tool for annual capital improvement planning and recreation service decision-making. This task includes a complete Word document draft of the plan for PMT review.
- 4.5. **Public Draft Plan:** Based on a single set of consolidated comments from the PMT, MIG will revise the Administrative Draft Plan and create a Public Draft Plan and Comprehensive Plan Map Designation and implementing zoning designation. This version will be formatted into the e-reader-friendly template.
- 4.6. **Joint DEIAC/Planning Commission Work Session (in person):** MIG will present the Public Draft Plan to the DEIAC and Planning Commission in a 1.5-hour in-person joint work session. MIG will provide an agenda, presentation and notes from the meeting.

- 4.7. **PMT Meeting #5:** MIG will meet with the PMT to discuss outcomes of the joint meeting (Task 4.6) and discuss and changes for the Final Plan. MIG will provide an agenda and meeting notes.
- 4.8. **City Council Work Session (Meeting #4, in person):** MIG will present the Public Draft Plan and Comprehensive Plan Map Designation and implementing zoning designation for discussion with the City Council. MIG will provide a presentation.
- 4.9. **Planning Commission Hearing:** MIG will present the Public Draft Plan and Comprehensive Plan Map Designation and implementing zoning designation for a recommendation by the Planning Commission for the City Council. MIG will provide a presentation.
- 4.10. **City Council Hearing:** MIG will present the Public Draft Plan and Comprehensive Plan Map Designation and implementing zoning designation for adoption by the City Council. MIG will provide a presentation.
- 4.11. **Final Plan:** Based on feedback from Phase 4 meetings and any direction from the Planning Commission and City Council, MIG will create a Final Plan that will be provided in English and Spanish.
- 4.12. **Final Comp Plan and Zoning Updates:** Based on feedback from Phase 4 meetings and any direction from the Planning Commission and City Council, MIG will create a Final Comprehensive Plan Map Designation and implementing zoning designation.
- 4.13. **Project Team Coordination and Management:** This task includes routine progress and coordination videoconferences between MIG and the City’s Project Manager, schedule management and invoicing, project administration, communication, coordination and project close-out.

Phase 4 Assumptions for City Staff Involvement:

- Review draft plan materials
- Coordinate meeting logistics and review draft materials
- Support noticing and staff reports for public hearings
- Coordinate timing of concurrent planning efforts and outreach

Work Plan Assumptions

The project management budget assumes a 14-month project. It averages two hours per month for coordination between MIG and the City’s Project Manager.

- MIG assumes five trips to McMinnville for in-person meetings. For any in-person meetings or activities, MIG will work with the City to confirm local health and safety guidelines prior to scheduling events.

- The City will provide any additional information to include on the project website and post to existing official social media communications channels and promote community events and opportunities for involvement.
- MIG will provide digital files (PDFs) of all deliverables. The City will be responsible for printing and distributing copies of documents.
- Interim deliverables will be formatted as an attractive communications-focused document with details presented in appendices. Other documents are anticipated to be analysis deliverables/discussion papers for review, with edits incorporated into later deliverables.
- City staff will provide a single, consolidated set of comments in electronic format for all documents where requested. If possible, changes will be provided using track changes or similar digital comment format.
- The City will arrange, advertise, promote, host, recruit participants, schedule, and identify locations for meetings, interviews, and outreach activities. MIG will provide content, present, and facilitate discussions.
- MIG will host all PMT meetings via Zoom unless otherwise stated. City staff will help with communicating and scheduling meetings.

PROS Plan Update
Elected/Appointed Body meeting schedule

Meeting Topic	Date Range needed	Time needed	Date Scheduled
City Council			
Work Sessions are 3 rd or 4 th Wednesday of the month (no actions can occur at these) Regular meetings are 2 nd and 4 th Tuesdays of the month			
PROS Plan Update Kickoff – project goals (1.2)	June	2 hours	June 22 nd 6:00-8:00 pm (booked – does this work?)
PROS Plan Update – Assessment Report (2.10)	December	20 min.	This can be a regular agenda item
PROS Plan Update – recommendations - joint w/PC (3.10)	March 2023	1.5 hours	
PROS Plan Update – Draft Plan (4.8)	May or June 2023	20 min.	This can be a regular agenda item
PROS Plan Public Hearing (4.10)	June 2023	2 hrs?	
PROS Plan Final Adoption (not in work plan)		1 hr?	
Planning Commission			
Third Thursday of each month at 6:30 p.m			
PROS Plan Kickoff and data review (1.11)	July	1 hr?	
PROS Plan Update – Assessment Report (2.9)	November	20 min.	This can be a regular agenda item – more of an update at this step
PROS Plan Update – recommendations - joint w/CC (3.10)	March 2023	1.5 hours	
PROS Plan Update – Draft Plan – joint with DEIAC (4.6)	May or June 2023	1.5 hours	
PROS Plan Update – DRAFT Plan Public Hearing	June 2023	1 hr?	

Commented [JP1]: We won't need the full 2 hours for this one since the agenda is really going to be soliciting feedback from council members. It's more like 45 min. - 1 hour.

DEIAC			
2 nd Thursday of the month 4:30-6:00 pm (firm)			
PROS Plan Kickoff – Public Involvement Plan & SWOT analysis (1.9)	August	1.5 hrs.	
PROS Plan – community needs, goals and objectives	November	2 hrs.	
PROS Plan – Recommendations and Priorities (3.9)	March or April 2023	1.5 hrs.	
PROS Plan Update – Draft Plan – joint with PC (4.6)	May or June 2023	1.5 hours	