

MEMO



To: Diversity, Equity and Inclusion Committee
From: Zoe Mombert, Assistant to the City Manager
Date: April 8, 2025
RE: Equity Lens Tool Project Update

At the January Diversity, Equity and Inclusion (DEI) Committee meeting, staff introduced an Equity Lens tool project to the Committee. The project aims to increase accessibility and consistency among city departments when developing new programs or improving existing programs. The tool's intent would be to make city programs more accessible to community members. The tool would aim to meet the four actions from the DEI Strategic Plan, listed below, which have not been implemented.

DEI Strategic Plan Actions:

- 1) Provide recommendations regarding existing programs, meetings, events, etc. to make them more inclusive to all community members
- 2) Provide recommendations on meeting and event accessibility
- 3) Identify and compile best practices among City departments; develop consistency.
- 4) Provide recommendations for producing bilingual materials

There are many elements that could be included in the tool, but the intent is to have staff think more broadly and consider ways to make their events more accessible. This exercise is intended to have staff consider accessibility and inclusion factors as they develop or plan for new events. The tool could also be used to identify improvements to existing programs. The tool will help staff think about what they are trying to achieve (outcome) and consider inclusion elements as they develop programs and events.

During the months of February and March staff met with City Leadership to discuss the project, learn about the types of program/ events they offer, and the considerations evaluated when they develop something new. Staff met with the Community Development, Human Resources, Library, Parks & Recreation, Public Works, and SMART Transit departments. They all take different approaches, but many departments consider elements to increase inclusive and accessible programs without thinking of it with that specific lens.

A culmination of the discussions with the various departments is summarized below. The summary includes how programs and events are developed, location considerations and input provided by City leaders.

Program/ Event Development

- Use a Public Involvement Plan (PIP) document
 - Developed by project team and consultants on major projects

- New programs are based on neighboring jurisdictions offerings, community response, current events, staff expertise and cost.
 - Discussed internally and planned a season ahead for some programming while others are planned a year ahead
- Consider partnership opportunities with other departments
- Programming identified or in alignment with department strategic plan

Location Considerations

- Size of audience
- Space availability
 - Spaces used Barn and classrooms at community center
 - Geographically spread out
 - Highlight nice areas of parks
- Space capacity
- Go where the people are
- Use rooms accessible to the public and relatively easy to get to (short distance)
- Local low-income apartments and assisted living (when serving communities living at these facilities)

Translation/ Interpretation

- This is used on a case-by-case basis except for SMART which provides most if not all materials in both English and Spanish.
- *Strategy 4 needs more community input – phase 2*

Other information

- Gather information (surveys) online – Let's Talk Wilsonville!
- Send postcards (if identified in the PIP)
- Passive programming is planned as well

Input for a useful tool

- Identify where staff should go to get information (support documents)
- Provide a contact list of community groups that are representative of specific types of community groups
- Provide a pre-approved list of resources
- Provide a database of speakers; specifically for DEI programming
- Accessibility Guide
- Information about room capacity with certain configurations as well as materials available in each space and spacing aisle requirements
 - Add this information to rental forms
- Spacing between aisle should be at least 36"
- Provide Training
- Simple, user Friendly checklist or flowchart
- A checklist was suggested as a form may not be well received
- Offer incentive to take surveys or pay groups to participate
- See if the School District has an equity lens assessment
- Identify standard practice or guidance

Observations:

Staff were receptive to having additional tools available to make new City programs and events more accessible to everyone in the community. Often, the location selection is based on the spaces available within each department's facilities as well as room capacity and availability.

City departments are considering diverse types of programming and events to serve the community. There is an opportunity to highlight the incredible work City departments are already doing with the community. Specifically, SMART programming and information are generally provided in both English and Spanish and all SMART buses are ADA accessible. There is an opportunity for other departments to consider this service as they plan and advertise their programs and events.

There is also an opportunity for staff to share their work with the community and DEI Committee. For example, the SMART service provides free, ADA accessible transit service around Wilsonville. Information about routes and bus frequency are available online and in real time for customers in both English and Spanish. SMART provides service to Bridgeport Village to connect to TriMet service and will soon offer service to Oregon City, the location of Clackamas County offices. Additionally, SMART, in partnership with Cherriots Transit Service, offers low fare service to Salem.

Next steps:

Develop checklist, guidebook and discussion sheet (See Draft Product Development Outline)

- City Facilities, room capacity with chairs, tables, number of tables chairs, av, closed captioning, hearing assistance
- Required spacing between rows
- Surface considerations
- When and how to access translation/ interpretation services, ASL
- SMART Bus – Nearest location to each city facility and bus line available
- Provide information about transit on event information
- Reminders about fonts, alt text, paper vs. electronic
- Add descriptions about expectations at events

Share the great work we are doing already with the community!

- Invite staff to present their work to the DEI Committee
- Encourage staff to share information in the Boones Ferry Messenger and social media periodically to reach new residents and remind existing community members

Committee Feedback:

- Is additional information or research needed or suggested?
- Are there templates or similar tools staff should review or consider?
- Are there any suggested additions to the checklist, guidebook or discussion sheet outlines?

DRAFT PRODUCT DEVELOPMENT OUTLINE

TOOL GUIDEBOOK FRAMEWORK

Cover Checklist

Background & Definitions

- Pillars of Public Administration (effectiveness, efficiency, economy and social equity)
- Social Equity Framework (Access, Process, Quality, Outcomes)

Resource Guidebook

Built Environment

Facility

- Room/ Location Amenities
- Number of tables and chairs, required spacing between rows, AV/ tech equipment available
- Room capacity with chairs, tables, standing, accessible seating
- Restrooms
- Doors
 - Can they be propped open during events
- Accessible entrance and route to event

Surface considerations

- Sensory integration
 - Temperature (Cooling or heating tents – outdoors, temperature control indoors)
 - Phase 2 – more research required

Parking

- Location, availability, ADA Parking Space Information

Transit Options

- Stop location and line number
- Information to add to promotion to get more information

Language Access

- Clear Audio
- Closed Captioning
- Hearing Support
- Text, and font on handouts and PowerPoint
- Online and/or hard copy
- “What to expect” at City program or event description
- Translation/ Interpretation
 - Resource to access (Phase 2)
 - Community involvement to prioritize, identify needed information
- Promotion

Potential Conflicts or Collaboration

- City Boards and Commission Meetings
- Planned City Programs and Events
- Dates of Significance (Cultural Calendar Resource)
- SMART Transit Operating Hours

TOOL GUIDEBOOK DISCUSSION SHEET

- Population Served
- Purpose of Program/ Event
- Expected Outcomes
- Outreach/ advertising
- Required Resources
- Associated benefits and burden (implementation of additional tools)