

# MEMO



**To:** Diversity, Equity and Inclusion Committee

**From:** Zoe Mombert, Assistant to the City Manager

**Date:** January 7, 2025

**RE:** Project Proposal - Equity Lens Tool

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In September 2024, I started the one-year International City/County Managers Association (ICMA) Institute on Race, Equity, and Inclusion. The focus thus far has been foundational elements and time for the participants to get to know each other. There has been discussion about inclusion work and the terms used to discuss this work. There has also been a focus on the Capstone Project, which is this memo's focus.

### Capstone Project Proposal: Equity Lens Tool

To increase accessibility and consistency among city programs, I would like to work with the Diversity, Equity and Inclusion (DEI) Committee to develop an Equity or Accessibility Tool for staff to use as they develop new programs or improve 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. The 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 could be outlined to help staff think about what they are trying to achieve before considering the inclusion elements outline.

#### Event/ Meeting Purpose

- Target audience

#### Location

- Indoor/ outdoor
- Communication (PowerPoint, speaking, etc.)
  - o Closed captioning, hearing support, etc.
  - o Translation or interpretation

#### Promotion

- Font size on handouts and PowerPoint
- Online and/or hard copy

Support document- what is available at public facilities

By working through the tool staff could easily consider the following items as they develop their events:

- Description of surfaces
- Restroom availability
- Parking
- Transit availability
- Hearing devices
- Closed captioning
- Translation or interpretation
- Online vs. hardcopy surveys and support materials

The tool could include a good, better, best rating element as well.

To help staff determine which facility or meeting room might be best suited to hold their event a support tool could be developed to identify what is available at our facilities to help staff select a meeting or event location to meet the elements that are identified in the tool.

I would work with the DEI Committee to get their input and feedback as the tool is developed.

Project Timeline

January: Introduction to the DEI Committee

February: Analysis - Research and Background

March and April: Design – Planning \*

May and June: Implementation – Strategy and limitations\*

July: Conclusion\*

August and September: Presentation Preparation

October: Presentation at ICMA

\*Check in with DEI Committee

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