DRAFT

Social Equity Framework: Events & Programs Guidebook

WILSONVILLE
OREGON

August 2025

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Purpose

This guidebook was developed to help make Wilsonville's programs and events more welcoming, inclusive, and easy to access for everyone in our community. Whether you're creating something new or improving something that already exists, this resource gives you the tools to do it with equity in mind.

It supports four key actions from the City's Diversity, Equity, and Inclusion (DEI) Strategic Plan, adopted by the City Council on July 18, 2022 (Resolution No. 2979):

- Make existing programs, meetings, and events more inclusive for all community members

- Improve accessibility for everyone attending city events and meetings

- Share and apply best practices across all city departments

- Provide guidance for creating bilingual materials

Each section of this guide offers practical tips and thoughtful questions to help city staff design programs that reflect the needs of our diverse community. From language access to physical spaces, this guide encourages us to think about how we can remove barriers and create opportunities so that every resident feels seen, heard, and included.

Together, we can build a city where everyone belongs.

Acknowledgement

Diversity, Equity and Inclusion (DEI) Committee

- Karla Brashear (Chair)
- Erika Pham (Vice Chair)
- Diane Imel
- Carolina Wilde
- Elisabeth Garcia Davidson
- Anthony Reyes
- Justin Brown
- Mina Lemke
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- Kris Ammerman, Parks & Recreation Director

Project Advisor
- Kim Desmond, City Council Equity Officer, City of San Deigo (Former ICMA Chief Equity Officer)

Background

Public administration is the heart of local government; it's how cities and towns deliver the programs and services that shape daily life in our communities. From parks and libraries to public safety and transportation, public administration ensures that local services are responsive, efficient, and equitable.

Across the United States, local government structures vary by state, each with its own laws and responsibilities. In Oregon, the most common model is the Council–Manager form of government, used by 238 of the state's 241 cities. This form of government was designed to promote transparency, reduce corruption, and ensure that professional expertise guides the delivery of public services[1]. Social equity is one of the four pillars of the structure of the Council – Manager form of government. The City Manager is held to a high standard of ethics and is guided by four foundational pillars of public administration:

1. Economy – Using resources wisely and spending responsibly

2. Effectiveness – Achieving meaningful results for the community

3. Efficiency – Delivering services in the best way with the least waste

4. Social Equity – Ensuring fairness and access for all residents

These pillars are more than just principles; they are a call to action. They remind us that good governance is not just about managing systems but about serving people. When we lead with equity, we build trust, strengthen communities, and create a city where everyone has the opportunity to thrive.

At the core of this guidebook is a commitment to social equity, the idea that everyone in our community deserves fair access to opportunities, services, and support. To help city staff plan and Proceed evaluate programs through an equity lens, we focus on four key elements that make up the Social Equity Framework, including outcomes, process, access, and quality as described below.

Outcomes

Outcomes are the measurable results; what changes, improves, or is achieved because of your efforts. Equity-focused outcomes ensure that all community members benefit, especially those who have historically been underserved.

Process

Process refers to the steps and decisions made along the way. An equitable process is transparent, inclusive, and collaborative; inviting diverse voices to shape the path forward.

Access

Access means removing barriers so that all people regardless of language, ability, income, or background can engage fully. This includes physical access, language access, and access to information and resources.

Quality

Quality speaks to the standard of the program or service or physical structure (building, roads, etc.). Equity means ensuring that all participants, regardless of who they are, receive a high-quality experience that meets their needs and expectations.

Expanded Social Equity Framework

Outcomes

To develop programs and events that are inclusive and accessible to everyone, consider the following;

- Who
    - Consider the neighborhoods and demographics you are trying to serve or reach with the event (seniors, youth, unhoused, housed, etc.)

- What
    - Is there a specific purpose such as gathering public input, adding a family friendly event, providing education, etc.?

- Where
    - Are there required resources needed to execute the event such as indoor or outdoor, field space or audio visual (AV) equipment, etc.?

- When
    - Does this event need to occur within a specific timeframe, are there dates of cultural significance or other city meetings planned at the same time that could cause a conflict for community members?

- How
    - Are there specific monetary or staff capacity resources needed to make the event possible? Are there other meetings, events, programs that would not occur if this event moved forward?
    - Will there be program outreach or advertising? Which hard copy and online tools will be used to reach a target audience (broad audience, for a city-wide event)?

Process

As the event is being planned, consider intended outcomes, access availability and quality of the event being planned by creating a step-by-step plan *(Page 13)* to advance the project. This is an opportunity to collaborate with other departments and share resources.

Access

There are four main access areas to be considered including parking, transit, information and language. These components vary depending on the intended outcomes of the project.

Access: Parking
Event parking is essential in the community since many are dependent on vehicles. There should be adequate parking with clear information for event goers to find general parking as well as ADA parking. ADA parking is often limited and may not have a direct route to the event location. If ADA parking is limited, consider a designated drop off location, in a safe location with access to a curb ramp and level pathway.

Clear information about bicycle parking should be identified if it is not centrally located.

Access: Transit Options
Free transit service is provided by SMART and is underutilized for city sponsored activities. SMARTs service has expanded, providing more consistent service and connecting to most city facilities. This is an essential option to make events accessible to all. In the planning phase, consider the SMART bus route(s) and service time(s).

SMART's free planning tools help community members plan their trips and are available for staff to identify the transit route opportunities and route times.

Information about parking and transit opportunities (location and route number) can be included on the project website or written materials.

Access: Information
There continue to be an increasing number of platforms and ways to share information and depending on the community member, the information can be consumed or shared differently.

- Consider having an online and hard copy version available. Some members of the community do not have regular access to the internet while others are not comfortable with the internet making hard paper copies important and vice versa, some individuals prefer online resources over paper copies.

- Provide "what to expect" details in the event publications. This is important information for community members. This is a general description of the event and day of event details regarding your senses, what will you see (flashing lights), hear (amplified sound), feel (temperature), surfaces (flat, elevated, uneven), crowd size and suitability (children, families, adults, etc.).
  - Consider providing information about additional resources that will be available at the event, such as, Mobi – Mat access mats, sensory bags, quiet space, hearing support (closed caption or assisted listening devices).

- Provide a description of images and logos by adding alt text.[1]

<u>Access: Language</u>
Providing information is only useful if it can be consumed by community members. Our community is diverse, which makes it more important to provide information in different ways.

- Auditory
    - Clear audio is essential to get information for the intended audience. Background noise and soft voices can make it challenging for anyone to hear a presenter. Microphones allow many people to hear more clearly. Many of the conference rooms in city facilities are equipped with microphones which can be easily turned on to increase the volume of all speakers to make the message clearer to many.
    - Hearing support devices are available in the City Council Chambers at City Hall and Oak Room at the Public Library, which can be used by audience members as long as the microphones are on. These devices allow individuals to connect to their personal hearing aids or listen through an earpiece connected to the hearing support device. The hearing support system can also be used by individuals who control their hearing aids through an app on their phone.
    - Other conference rooms at City Hall (Willamette 1 and Willamette 2), Library (Oak Room) and Public Works (Ponderosa 1 and Ponderosa 2) have handheld assisted listening devices with an earpiece.

- Visibility
    - Similar to audio, written communication also provides a way for community members to understand what is occurring during a meeting. Closed captioning is becoming easier to provide with the use of zoom. During a public meeting, open house other meetings, closed captioning can be used through zoom. This requires a microphone to capture the audio and a screen to project or provide the text.
    - Written text on handouts, flyers, mailers, and presentations should be easily understood and legible to community members
        - Font
            - Use basic clear fonts such as Arial, Calibri, or Veranda.
            - Avoid excessive underlining and italics
            - Avoid all capital letters, as screen readers, will read the letters rather than the words
            - Use 12-point font for standard text and 16-point font or larger text. Consider providing larger text materials when requested.
            - Colors should contrast and avoid red/ green combinations. This can easily be tested by printing in black and white.

https://abilitynet.org.uk/factsheets/creating-accessible-documents-0#:~:text=easier%20to%20read.-,Point%20size,text%20in%20Times%20New%20Roman

- Consider underlining or bolding emphasis rather than only using color to convey importance or emphasis. [2]

- Language
  - Write at an eighth-grade level (average reading level for adults in the United States) or below for general audiences. Reading levels can decline with age, making it easier for community members to understand materials written at lower reading levels. [3]

- Translation and Interpretation
  - Translation is available on the city website using the "translate" button at the top of the page. All of the website text can be translated; however, attachments will not automatically translate.
  - Translation is also available on *Let's talk Wilsonville!* using the "select language" button.
  - Translating documents can be done through a contact transcription service approved by the Administration Department.
  - Interpretation is available through the language access line service. This requires a phone be available.
  - Google Translate App can also be used in real-time to interpret information during a program or event. This allows the individual to read the text as it is being translated. This requires a device, like an iPad, and microphone in large spaces. (Note: the translation may not be exact for technical purposes but does provide a way to describe the information and make it more accessible. The Administration Department is currently testing this tool.)
  - Additional interpretation and translation options will be explored as needed and included as tools and resources become available.
  - Depending on the specific audience, additional translation or interpretation services may be required. Contact the Administration Department to discuss.

  - Promotion

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[2] https://tll.mit.edu/teaching-resources/inclusive-classroom/accessibility/#:~:text=Guidelines%20and%20Tips%20for%20Constructing,tables%20used%20explicitly%20for%20layout.

https://abilitynet.org.uk/factsheets/creating-accessible-documents-0#:~:text=easier%20to%20read.-,Point%20size,text%20in%20Times%20New%20Roman.

[3] https://prsay.prsa.org/2021/11/12/what-readability-level-makes-sense-for-your-audience/

- Add information on event agendas and flyers in Spanish noting that materials on the website and *Let's talk Wilsonville!* are available using the "translate" and "select language" buttons on both websites.
- Identify the interpretation service that will be available in addition to the contact information to request interpretation services in advance (public meetings).

Quality (Location)

Each program and event require different site characteristics. Rather than focusing on the facilities operated by the department planning the event, consider the elements that would make the event most attractive to the target audience. To support staff facilities chart has been included in the appendix as a resource for staff to consider:

- 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 to make it easier for community members with mobility challenges?
- Accessible entrance and route to event
  - Are elevators and ramps available and operational?

Social Equity Framework Checklist

Outcomes

☐ What are you trying to achieve with this program or event?

☐ Who is this program or event intended to serve, or which population are you trying to reach?

☐ What data can be used to measure concise outcomes?

Objective data is factual, measurable and quantifiable information such as the number of participants, total budget, number of accommodations requested, or total number of languages that require translation and interpretation.

Subjective data relies on personal opinions, perceptions and interpretations. This type of data can be collected through a survey to capture the rich source of information about community members' personal experience with the event of program.

☐ How do you plan to advertise the event?

☐ Is outreach needed? If so, which population do you need to communicate with, and how will you accomplish this?

☐ What are the expected required resources?

☐ Financial   ☐ Staff   ☐ Materials   ☐ Etc.

☐ What are the benefits or burdens of implementing the proposed program or event?

Process

☐ What actions are needed to move this program or event forward? (Step-by-Step Event Planning Checklist)

☐ How will community members submit requests for translation and interpretation for the event?

Access

☐ Which language access resources should be available at the event?

☐ What type of information will be available and how should it be provided?

☐ When will the program or event take place?

    ☐ Are there other city meetings, programs or events that could occur in collaboration with this event or create a scheduling conflict for community members?

    ☐ Are there cultural dates of significance that should be considered?

☐ What is the type of parking and location of parking should be available at the event?

☐ What transit opportunities are available?

Quality (Location)

☐ What amenities should be available?

☐ What amenities are needed to provide the program or event?

Step-by-Step Event Planning Checklist

1. Equity Review

☐ Complete the Social Equity Framework Checklist

☐ Review findings and determine next steps based on the checklist

2. Event Logistics

☐ Define the event theme or purpose

☐ Identify the event timeframe or date

☐ Choose the event location

3. Resources

☐ Estimate costs

☐ Determine staffing needs

☐ List required supplies and equipment

☐ Ensure accessibility and inclusivity features are included

4. Outreach and Advertising

☐ Draft initial promotional materials

☐ Submit flyers and content to the City Communications Team for review

☐ Coordinate website and social media content with the Communications Team

☐ Distribute materials to the intended audience in multiple formats

5. Additional Considerations

☐ Allow time to complete and review the Social Equity Framework Checklist

☐ Schedule adequate time for promotion and outreach

☐ Reserve facilities and equipment (e.g., park event trailers)

☐ Submit a helpdesk ticket for technology support

☐ Add the event to the City Calendar to avoid scheduling conflicts

Appendix

Cultural Calendar

https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/diversity_equity_and_inclusion_dei_committee/page/108601/dei_cultural_calendar_adopted_2023.pdf

SMART Routes and Schedule

https://www.wilsonvilleoregon.gov/transit

City Calendar for city board meetings and other planned events

https://www.wilsonvilleoregon.gov/calendar

City Facility Information

City Parks Information

Recommendations for Future Consideration

City Facility Information

<table>
<tr><td colspan="11" align="center">City Facilities</td></tr>
<tr><td colspan="11" align="center">City Hall (29799 SW Town Center Loop)</td></tr>
<tr>
<td>Conference Room</td>
<td>Capacity - Total</td>
<td>Capacity - Auditorium Seating</td>
<td>Capacity - Classroom Style</td>
<td>Tables</td>
<td>Chairs</td>
<td>AV</td>
<td>Microphones</td>
<td>Assisted Listening</td>
<td>Notes</td>
</tr>
<tr>
<td>Council Chambers</td>
<td>110</td>
<td>52</td>
<td>N/A</td>
<td>2</td>
<td>52</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Built in Dias and 15 desk chairs at the Dias</td>
</tr>
<tr>
<td>Willamette River 1 & 2</td>
<td>214</td>
<td>39*</td>
<td>39*</td>
<td>12</td>
<td>39</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td rowspan="3">Tables, chairs, microphones and assisted listening are shared between 1 & 2</td>
</tr>
<tr>
<td>Willamette River 1</td>
<td>N/A</td>
<td>22</td>
<td>22</td>
<td>6</td>
<td>20</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Willamette River 2</td>
<td>N/A</td>
<td>22</td>
<td>22</td>
<td>6</td>
<td>19</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr><td colspan="11" align="center">Community Center (7965 SW Wilsonville Road)</td></tr>
<tr>
<td>Conference Room</td>
<td>Capacity - Total</td>
<td>Capacity - Auditorium Seating</td>
<td>Capacity - Classroom Style</td>
<td>Tables</td>
<td>Chairs</td>
<td>AV</td>
<td>Microphones</td>
<td>Assisted Listening</td>
<td>Notes</td>
</tr>
<tr>
<td>Multipurpose Room (MPR)</td>
<td>132</td>
<td>108</td>
<td>88</td>
<td>24</td>
<td>170</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td rowspan="3">Tables and chairs are shared. SR has built in counters and a piano. AV and Microphones are only in MPR room.</td>
</tr>
<tr>
<td>Sun Room (SR)</td>
<td>71</td>
<td>60</td>
<td>32</td>
<td>24</td>
<td>170</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Combined</td>
<td>150</td>
<td>150</td>
<td>96</td>
<td>24</td>
<td>170</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr><td colspan="11" align="center">Library ** (8200 SW Wilsonville Road)</td></tr>
</table>

Conference Room	Capacity - Total	Capacity - Auditorium Seating	Capacity - Classroom Style	Tables	Chairs	AV	Microphones	Assisted Listening	Notes
Oak Room	197	88	40	12	85	Yes	Yes	Yes	Available during regular hours
Rose Room	49	35	16	10	31	Yes	No	No	

<div align="center">Parks & Recreation Administration Building (29600 SW Park Place)</div>

Conference Room	Capacity - Total	Capacity - Auditorium Seating	Capacity - Classroom Style	Tables	Chairs	AV	Microphones	Assisted Listening	Notes
Mt. Hood Room	20	20	12	6	22	Yes	No	No	Available after hours

<div align="center">Public Works (28625 SW Boberg Road)</div>

Conference Room	Capacity - Total	Capacity - Auditorium Seating	Capacity - Classroom Style	Tables	Chairs	AV	Microphones	Assisted Listening	Notes
White Oak Room	N/A	N/A	14	1	14	Yes	No	No	Conference Room set up only. Available during regular hours only.
Ponderosa 1 & 2	N/A	36	32	18	32	Yes	No	Yes	Assisted listening is in 1 only - Staff Only (no public meetings)
Ponderosa 1	N/A	20	20	10	20	Yes	No	Yes	
Ponderosa 2	N/A	16	16	8	16	Yes	No	No	

The capacity in WR 1 & 2 is based on the number of chairs available, but capacity could be increased with the addition of chairs from the Council Chambers.

* *Conference room rentals at the Library serve as a revenue generator. Please consider other available*

options before selecting this location. Facilities does not provide setup support, users must setup Library conference rooms and re-set the conference room following the conclusion of the meeting.

City Parks Information

Information gathered summer 2025

Park Name: *Arrowhead Creek Park*

Parking:
- Dedicated parking lot with 2 wheelchair-accessible spaces
- Approximately 50 ft away from the main park area

Seating:
- 3 seating areas, all on concrete surfaces
- First seating area contains one wooden table that measures 27.5 ft by 31.5 in and is 45 in tall with wheelchair extensions, fits up to 24
- Second seating area contains one wooden table that measures 27.5 ft by 31.5 in and is 45 in tall with wheelchair extensions, fits up to 24
- Second seating area also contains an 8-seater wooden bench
- Third seating area contains an 8-seater wooden bench and two 4-seater wooden benches
- 6 stone benches located throughout park trail

Restrooms:
- There are no restrooms at this park

Water Access:
- Park has two water fountains

Trails:
- Trails are paved throughout the park

Other:
- Park has a small artificial stream
- Park is next to water treatment plant and has a small exhibit of the plant from building windows

Park Name: *Boones Ferry Park*

Parking:
- Dedicated parking lot with 1 wheelchair accessible space
- Roughly a 100 ft walk to main park area

Seating:
- 8 benches inside playground
- 7 metal tables in main seating area on paved surface
- Each table is 94 in by 27 in and 28 in tall, each fit approximately 8 to 10 people

Restrooms:
- 2 single-use restrooms with wheelchair access

Water Access:
- 2 water fountains next to restrooms

Trails:
- Trails are paved throughout the park

Other:
- Dedicated half-court for basketball
- Fenced ADA-accessible playground
- Playground has multiple play-structures and 6 slides (2 standard, 2 for small children, and 2 ADA-accessible)
- Park trails extend down to the river

Park Name: Canyon Creek Park

Parking:
- Dedicated parking lot with 1 wheelchair-accessible space
- Parking is approximately 100 ft away from the core park area

Seating:
- 4 composite wood square picnic tables in primary seating area
- Each table measures 47 in by 47 in and 38 in tall, and seats approximately 8 people
- Tables are on top of gravel surface
- Multiple wooden benches located throughout trail

Restrooms:
- 1 wheelchair-accessible, single user restroom

Water Access:
- Standard water fountain located just outside the restroom

Trails:
- Trails are primarily paved and narrow
- Additional trail sections include a wooden boardwalk and gravel surface

Other:
- Open grassy field located behind the picnic area and in-between trails

Park Name: Courtside Park

Parking:
- Street parking in neighborhood only
- No ADA designated parking spaces
- Roughly a 25 ft walk from parking to park area

Seating:
- Wooden benches along trail
- 4 composite wooden tables in park

- Each table measures 96 in by 30 in and is 28 in tall, fits approximately 8-10
- All tables are on concrete with some being directly connected to the path while others are in the middle of the field

Restrooms:
- There are no restrooms at this park

Water Access:
- There are no water fountains at this park

Trails:
- Trails are paved but narrow

Other:
- There is a ramp for accessibility to enter the bark chip-floored play structure
- Play structure has 3 slides, a seesaw, and 4 swings (2 are standard, 1 is for small children, 1 is ADA-accessible)

Park Name: Edelweiss Park

Parking:
- Street parking in neighborhood
- 0 wheelchair accessible parking spaces

Seating:
- Main seating area has three 8-seater wooden picnic tables and 5 benches
- One table has a wheelchair extension

Restrooms:
- There are no restrooms at this park

Water Access:
- There is a water fountain at the basketball court

Trails:
- Trails are a mixture of paved and gravel

Other:
- Main seating area contains a charcoal grill
- Park has a play structure with 2 standard swings and 2 for small children
- Park has a full-sized basketball court with 2 hoops
- Park has a caged pickleball court
- Park is equipped with a disc golf course

Park Name: Engelman Park

Parking:
- Street parking in neighborhood
- 0 wheelchair accessible spaces
- Roughly a 50 ft walk from parking to main park

Seating:

- Main seating area has 2 concrete tables with wheelchair extensions
- Each table fits up to 8
- There are 4 wooden benches located throughout the park

Restrooms:
- There are no restrooms at this park

Water Access:
- There is one water fountain at this park

Trails:
- Trails are paved

Other:
- There is a small play structure with a slide
- Park has forest-like feeling

Park Name: *Grahams Oak Nature Park*

Parking:
- Dedicated parking lot with 2 wheelchair accessible spaces
- 25 ft walk to main park area

Seating:
- Primary seating area has 5 wooden tables, 3 are covered in the shelter
- Each table fits up to 8 and 2 have wheelchair extensions
- There are 6 wooden benches at the start of the trail

Restrooms:
- 2 single-use wheelchair accessible bathrooms

Water Access:
- 2 water fountains outside of restroom

Trails:
- Large trail area throughout the park
- Trails are paved in open areas but become dirt and gravel in forest areas

Other:
- Park is mainly natural with lots of grass and trees

Park Name: *Hathaway Park*

Parking:
- Street parking in neighborhood
- 0 wheelchair accessible spaces
- 25 ft walk from parking to park area

Seating:
- There are 3 wooden tables and 1 metal table that fit up to 8 each
- One wooden table is on the trail path while the others are in the park field

Restrooms:
- There are no restrooms at this park

Water Access:
- There are no water fountains at this park

Trails:
- Trails are paved

Other:
- Park has a half-court for basketball
- Park has two play structures, one has a slide

Park Name: Memorial Park

Parking:
- There are parking lots throughout the park
- There are 4 ADA-designated parking spaces in the main lot next to the entrance
- There are 2 ADA-designated parking spaces in the lot next to the beach volleyball court

Seating:
- Memorial Park is home to 2 reservable shelters: The River Shelter and The Forest Shelter
- The River Shelter has 16 wooden picnic tables which measure 8 ft by 28 in and are 30 in tall and 1 table is wheelchair-accessible
- The Forest Shelter has 20 wooden picnic tables which measure 8 ft by 28 in and are 30 in tall and 2 tables are wheelchair-accessible
- There are also picnic tables throughout the rest of the park

Restrooms:
- In the main area, there are 3 single-use restrooms that are wheelchair accessible next to the playground
- Next to the forest shelter, restrooms are separate for men and women but multi-use with 4 stalls in each bathroom

Water Access:
- There are water fountains throughout the park, with 1 outside each bathroom and 1 next to the tennis courts
- There are 2 more drinking fountains in the dog park area

Trails:
- Pathways in the park are paved in the main area but gravel and dirt in the forest trails

Other:
- There are 2 tennis courts and 2 pickleball courts in the park
- There is a play structure with rubber flooring and a tire swing
- There is a full-sized basketball court with extra hoops on the sides
- There are 5 baseball fields and many soccer fields throughout the park

- There is beach volleyball court
- There is a disc golf course
- Park has a dog area
- There is a swing set next to the volleyball court with 2 normal swings and 2 for small children
- There is a dock next to the river
- There is a nature play area

Park Name: *Murase Plaza at Memorial Park*

Parking:
- Dedicated parking lot with 3 ADA designated parking spaces
- Roughly a 50 ft walk from parking to main park area

Seating:
- Murase Plaza is home to 2 reservable shelters: The Grove Shelter and The Splash Shelter
- The Grove Shelter has a 30 ft by 32 in wooden picnic table that is 38 in tall and 3 wooden picnic tables that are 10 ft by 32 in and are 38 in tall
- The Splash Shelter has 2 wooden picnic tables that measure 10 ft by 32 and are 38 in tall
- There are also 9 steel picnic tables surrounding the Grove Shelter that measure 5 ft by 33 in and are 28 in tall

Restrooms:
- Restrooms next to playground are separate for men and women, but are multi-use with 3 stalls in each bathroom
- There are also restrooms

Water Access:
- There are 2 water fountains outside the playground restrooms

Walking Trails:
- Main paths are paved

Other:
- Park has an interactive water feature
- There are music toys next to the Splash shelter
- There is a large play structure with slides
- One large slide down a hill
- There are 2 large basket swings

Park Name: *Palermo Park*

Parking:
- Street parking in neighborhood
- 0 wheelchair accessible parking spaces

- 50 ft walk from parking to the main park area

Seating:
- Main seating area has two wooden tables
- Both tables are 94 in by 31.50 in and 37 in tall
- One of the two wooden tables has a wheelchair extension
- There are 2 wooden benches around the park and 6 metal benches around the basketball court

Restrooms:
- There are no restrooms at this park

Water Access:
- There are no water fountains at this park

Trails:
- Trails are paved

Other:
- This park features a half basketball court along with spaces for tetherball, four-square, and hopscotch

Park Name: Park at Merryfield

Parking:
- Street parking in neighborhood
- 0 wheelchair accessible parking spaces
- 50 ft walk from parking to the main park area

Seating:
- There are 2 metal tables and 2 wooden benches throughout the park
- Each metal table measures 94 in by 29 in and is 29 in tall, fit up to 8 each

Restrooms:
- There are no restrooms at this park

Water Access:
- There are no water fountains at this park

Trails:
- Trails are paved and wide
- Walkway becomes divided into 2 lanes

Other:
- Park features a play structure with ramp access into the bark chip flooring
- The play structure has slides and 3 swings (1 swing is for small children)

Park Name: Piccadilly Park

Parking:
- Street parking in neighborhood
- 0 wheelchair accessible parking spaces

- 50 ft walk from parking to the main park area

Seating:
- There are 3 wooden picnic tables in the park that seat up to 8 each
- There are benches throughout the park with 2 next to the play structure

Restrooms:
- There are no restrooms at this park

Water Access:
- There are no water fountains at this park

Trails:
- Trails are paved

Other:
- Park has a horseshoe pit
- Park features a full-size beach volleyball court (sand flooring)
- Park has a play structure with 3 slides and 2 swings along with a small sand play area

Park Name: *River Fox Park*

Parking:
- Dedicated parking lot with 3 ADA designated parking space
- Roughly a 50 ft walk from parking to main park area

Seating:
- There are 2 metal picnic tables with one on each side of the playground
- Each metal table measures 94 in by 29 in and is 29 in tall, fit up to 8 each
- There are 2 wooden benches in the park as well

Restrooms:
- There are no restrooms at this park

Water Access:
- There are two water fountains next to the playground

Trails:
- Trails are paved

Other:
- Park features a playground with 2 slides on bark chip flooring
- Park has 2 standard swings and 1 large basket swing
- Park has a large open grassy field

Park Name: *Sofia Park*

Parking:
- Street parking in neighborhood
- 0 wheelchair accessible parking spaces
- 50 ft walk from parking to the main park area

Seating:
- There are 4 wooden picnic tables inside the covered shelter
- Each table measures 54 in by 30.63 and is 29 in tall, seating 4 each
- There are 3 more wooden tables throughout the park
- 1 table measures 54 in by 30.63 and is 29 in tall and seats up to 4
- The other 2 tables measure 70 in by 29.75 in and are 37 in tall and seat up to 6

Restrooms:
- There are 2 single-use restrooms in the covered shelter

Water Access:
- There are 2 water fountains outside the shelter

Trails:
- Trails are paved

Other:
- Park features a pond
- Park has a turf floored playground with slides

Park Name: *Town Center Park*

Parking:
- There are two designated parking lots with 2 ADA-designated spots each
- There is roughly a 50 ft walk from each lot to the main park area

Seating:
- The main seating area has 7 steel tables that are covered
- 3 of these steel tables measure 72 in by 30.25 in and are 36 in tall
- 4 of these steel tables measure 48 in by 30.25 in by 36 in tall
- There are 5 composite wooden tables throughout the park
- 3 of these tables measure 72 in by 32 in and are 28 in tall and fit up to 6 each
- 2 of these tables measure 96 in by 32 in and are 28 in tall and fit up to 8 each

Restrooms:
- There are restrooms next to the parks and recreation office
- Restrooms are separate for men and women, but are multi-use with 3 stalls in each bathroom

Water Access:
- There is a water fountain near the main seating area along with a doggy drinking fountain

Trails:
- Trails are wide and paved

Other:
- Park has an interactive water feature along concrete play area
- Park features a basketball half-court
- Park has a small play structure with 2 swings for small children

<p align="center">**Park Name:** Tranquil Park</p>

Parking:
- Street parking in neighborhood only
- No ADA designated parking spaces
- Roughly a 25 ft walk from parking to park area

Seating:
- There are metal tables at a seating area along the trail

Restrooms:
- There are no restrooms at this park

Water Access:
- There are no water fountains at this park

Trails:
- Trails are a mixture of gravel and dirt surface through a small forest

Other:
- The entirety of the park is filled with trees, giving a forest and nature-like feel

<p align="center">***Park Name:** Trocadero Park*</p>

Parking:
- There is a small parking lane for parallel parking
- No ADA designated parking spots
- Roughly a 50 ft walk to main park area

Seating:
- The main seating area features two square wooden picnic tables that fit up to 8 each
- There are also four 6-seater wooden picnic tables in the main seating area with three tables being covered
- Two of the four 6-seater tables have a wheelchair extension
- There are wooden benches throughout the park

Restrooms:
- There are 2 single stall restrooms next to the skate park

Water Access:
- There is a water fountain and a doggy drinking fountain outside the restrooms

Trails:
- Trails are paved

Other:
- Park features a skate park
- Park has a fenced tennis court
- Park also has a grill in main seating area
- Park has a play structure with slides and bark chip flooring

Park Name: *Willow Creek & Landover Park*

Parking:
- Street parking in neighborhood only
- No ADA designated parking spaces
- Roughly a 25 ft walk from parking to park area

Seating:
- There is a wooden picnic table that seats 8 and a metal picnic table that sits 6
- There is also a shaded square wooden table that fits up to 8
- There are also 2 wooden benches in the park

Restrooms:
- There are no restrooms at this park

Water Access:
- There are no water fountains at this park

Trails:
- Trails are small but paved

Other:
- Park features a small basketball court with 2 hoops
- Park has a play area with 2 regular swings and 2 swings for small children
- Park has separate small play structure with a slide

Recommendations for future Consideration

As part of the development of this guide, the City's Diversity, Equity, and Inclusion Committee thoughtfully contributed the following suggestions to enhance community engagement and accessibility:

Expand Outreach Channels
Consider sharing event information with a broader range of community groups, including Homeowners Associations, local schools and school districts, Parent Teacher Associations, the Chamber of Commerce, and family-focused groups such as Moms Clubs. This approach helps ensure events reach a diverse and representative audience.

Leverage Website Analytics for Translation Needs
Review translation trends on the City's website to identify which languages are most commonly accessed. This data can guide decisions about which materials should be translated to better serve our multilingual community.

Improve Calendar Integration
Explore the feasibility of allowing events listed on the City's calendar to be easily linked to personal calendars. This feature could make it more convenient for residents to stay informed and participate in City events.

Enhance Accessibility at Music Events
Consider offering sound vests at music-focused City events to support individuals with sensory sensitivities. This initiative will require further research and may involve additional costs, but it reflects a commitment to inclusive and thoughtful event planning.

References and Resources

Meetings with city staff were conducted between January – February 2025 and reflected in memo to the Diversity, Equity and Inclusion Committee dated April 8, 2025

Diversity, Equity and Inclusion Committee received updates and provided input at their January, April and July 2025 meetings before recommending implementation to the City Manager on September 9, 2025. (Memos discussing the project were dated January 7, 2025 and April 8, 2025 and provided at the end of this resource list.)

Definitions:

https://www.merriam-webster.com/dictionary/access

https://www.merriam-webster.com/dictionary/economy

https://www.merriam-webster.com/dictionary/effective

https://www.merriam-webster.com/dictionary/efficiency

https://www.merriam-webster.com/dictionary/outcome

https://www.merriam-webster.com/dictionary/process

https://www.merriam-webster.com/dictionary/quality

Other References and Resources:

https://en.wikipedia.org/wiki/Social_equity

https://icma.org/articles/article/brief-description-local-government-systems-united-states

https://www.planning.org/knowledgebase/equity/

https://unitedwaynca.org/blog/what-is-social-equity/

https://tll.mit.edu/teaching-resources/inclusive-classroom/accessibility/#:~:text=Guidelines%20and%20Tips%20for%20Constructing,tables%20used%20explicitly%20for%20layout.

https://abilitynet.org.uk/factsheets/creating-accessible-documents-0#:~:text=easier%20to%20read.-,Point%20size,text%20in%20Times%20New%20Roman.[i4]

https://prsay.prsa.org/2021/11/12/what-readability-level-makes-sense-for-your-audience/

4

To: Diversity, Equity and Inclusion Committee

From: Zoe Mombert, Assistant to the City Manager

Date: January 7, 2025

RE: Project Proposal - Equity Lens Tool

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

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 PIP document
  - o 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.

- o   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
  - o   Spaces used Barn and classrooms at community center
  - o   Geographically spread out
  - o   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
  - o   Add this information to rental forms
- Spacing between aisle should be at least 36"
- Provide Training
- Simple, user Friedly 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 programing 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 Chariots 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)

<u>*Resource Guidebook*</u>

Buit 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
    o Can they be propped open during events
- Accessible entrance and route to event

Surface considerations
- Sensory integration
    o Temperature (Cooling or heating tents – outdoors, temperature control   indoors)
    o 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
    o Resource to access (Phase 2)
    o 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 Resorces
- Associated benefits and burden (implementation of additional tools)

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