

City of West Linn  
Nondiscrimination Policy

## **Section 1: Introduction**

The City of West Linn (City) recognizes that to be successful and representative, civil society must be inclusive of all members of the community. Furthermore, as a municipality, the City needs to be responsive to the needs of the community and facilitate communications and participation by all community members in order to understand what their needs and preferences are. Any discriminatory actions by any party affiliated with the City reflect upon the commitment of the City to the principles of inclusiveness and nondiscrimination. The City of West Linn stands in opposition to discrimination in any form.

## **Section 2: City of West Linn Notice and Non-discrimination Statement**

The City's Non-Discrimination Policy establishes a framework to ensure access to all services provided by the City for all individuals and establishes procedures whereby the City will receive and investigate allegations of discrimination.

In accordance with federal civil rights laws, the City of West Linn does not discriminate, and will not permit discrimination in its operations, against any party or person based on race (including but not limited to physical characteristics that are historically associated with race, including but not limited to, natural hair, hair texture, hair type and protective hair styles), color, religion, national origin, age, sex, marital status, pregnancy (including childbirth and related medical conditions), political affiliation, uniformed/military service or veteran's status, physical or mental disability, sexual orientation, gender identity, expunged juvenile record, whistleblower activity, income level, or any other status or activity protected by applicable federal, state, or local laws. The City of West Linn does not engage in or tolerate reprisal, intimidation, or retaliation for prior civil rights activity or toward anyone who takes action to oppose discrimination, files a complaint, or participates in the investigation of a complaint.

As of June 9, 2026, the City of West Linn's Nondiscrimination Policy Coordinator is the Deputy City Manager, Elissa Preston, [epreston@westlinnoregon.gov](mailto:epreston@westlinnoregon.gov), 503-722-4714.

## **Section 3: Federal Nondiscrimination Laws**

### **3.1 Overview**

The primary federal nondiscrimination laws are:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin, in any program, service, or activity that receives federal assistance.
- Title IX of the Education Amendments of 1972

- Section 504 of the Rehabilitation Act of 1973 (Section 504), which forbids discrimination on the basis of an individual's disability by all federal agencies and in all federally funded activities.
- The Age Discrimination Act of 1975, as amended, prohibits discrimination in federally supported activities on the basis of age.
- Section 13 of the Federal Water Pollution Control Act Amendments of 1972, Pub. L. 92-500 § 13, 86 Stat. 903 (codified as amended at 33 U.S.C. § 1251 et seq. (1972)), 40 C.F.R. Part 7. Under Section 13 of the Federal Water Pollution Control Act Amendments, the Office of External Civil Rights Compliance has jurisdiction to investigate complaints alleging discrimination based on sex involving a program or activity receiving financial assistance under the Clean Water Act.

**Title VI of the Civil Rights Act of 1964** is the overarching civil rights law that prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.”

**Title IX of the Education Amendments of 1972 (Title IX)** prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance.

**Section 504 of the Rehabilitation Act of 1973 (Section 504)** prohibits discrimination on the basis of an individual's disability in any program or activity receiving federal financial assistance.

**The Age Discrimination Act** prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

**The Federal Water Pollution Control Act** prohibits discrimination on the basis of sex in any program or activity receiving federal financial assistance under the Act.

## **Section 4: Definitions**

### **4.1 Disability**

A. For the purposes of this Policy, disability means, with respect to an individual:

1. a physical or mental impairment that substantially limits one or more of the person's major life activities;
2. a record of such an impairment; or
3. being regarded as having such an impairment.

The definition of “disability” shall be construed broadly in favor of expansive coverage, as permitted by the terms of Section 504. The question of whether an individual meets the definition of “disability” should not demand extensive analysis.

B. Qualified Individual with a Disability is an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the City.

#### **4.2 Limited English Proficiency**

- A. Limited English Proficiency (LEP): Describes individuals who:
1. do not speak English as their primary language; and
  2. have a limited ability to read, write, speak, or understand the English language.

For more information regarding the City's Language Access Plan, please see here: <https://westlinnoregon.gov/citymanager/nondiscrimination-statement>

### **Section 5: City of West Linn's Nondiscrimination Policy**

#### **5.1 Overview**

In order to provide services that are responsive to the needs and priorities of the City's population, it is essential to have a process in place that effectively engages the public, integrates their feedback, and results in decisions that are protective of human health and the environment. The goal of the City's Nondiscrimination Policy is to ensure all people have a meaningful role in public processes associated with the delivery of City programs, activities and services.

The City's Nondiscrimination Policy includes methods of administration and analysis that support equity in delivery of City programs, activities and services and assures the prompt and fair resolution of complaints which allege violation of federal non-discrimination laws.

Based in part on federal guidance, the components of the City's Nondiscrimination Policy include:

- A notice and statement of nondiscrimination under federal nondiscrimination laws
- Complaint procedures for complaints alleging discrimination and/or violation of federal civil rights laws
- Identification of a City Nondiscrimination Policy Coordinator
- A language access plan (provided separately from this document)
- Public participation procedures

The City's nondiscrimination policy and complaint procedures, including all materials, both in print and digital format, will be reviewed on an annual basis, or more frequently as there is an identified need.

## **5.2 Posting Notice and Statement of Nondiscrimination**

The City's Notice and Statement of Nondiscrimination is prominently posted in the City's administrative office and on the City's website at <https://westlinnoregon.gov/citymanager/nondiscrimination-statement>. This policy is linked in such notice. This policy describes the procedures to file a complaint and how to contact the City's Nondiscrimination Policy Coordinator for assistance.

## **5.3 Nondiscrimination Coordinator**

As of June 15, 2026, the City of West Linn Nondiscrimination Policy Coordinator is:

Deputy City Manager: Elissa Preston

Phone: 503-722-4714

Email: [epreston@westlinnoregon.gov](mailto:epreston@westlinnoregon.gov)

The Nondiscrimination Coordinator or their designee will:

- Act as the point of contact to report discriminatory actions or file a complaint
- Ensure the City's compliance with federal nondiscrimination laws
- Ensure information regarding the City's Nondiscrimination Policy is internally and externally available
- Maintain public notice of, and procedures for, receipt and processing of complaints
- Track, review, and log complaints received
- Investigate nondiscrimination complaints and ensure they are resolved promptly and fairly
- Train or obtain training for City staff on the City's Nondiscrimination Policy and procedures as well as the nature of the City's obligation to comply with federal non-discrimination laws
- Provide written updates to complainants and appropriate persons on the progress of investigations
- Take reasonable steps to provide meaningful access for persons with limited English proficiency
- Provide information about how persons with disabilities can request reasonable modifications
- Conduct periodic reviews of all discrimination complaints filed with the recipient
- Every five years review the efficacy of the City's Nondiscrimination Policy

## 5.4 Complaint Procedures

Complaints may be submitted on Webform,

<https://secure.ethicspoint.com/domain/media/en/gui/16095/issues.html?clientid=16095&locationid=-1&override=yes&agreement=no>

Complaints will be investigated and complainants will be informed in writing of the progress and disposition of their complaint, unless notification is requested in additional formats by the complainant.

If someone believes they have suffered from discrimination in delivery of City services or programs, they may also contact the City's Nondiscrimination Policy Coordinator to seek informal resolution.

### 5.4.1 Filing a Complaint

Individuals may submit a written complaint to the Nondiscrimination Coordinator or his/her designee through Webform, <https://westlinnoregon.gov/citymanager/discrimination-and-civil-rights-complaints>. Complaints must include the individual's name, the nature of the complaint, the date of the alleged civil rights violation, requested action, and contact information. Complaints must include the individual's name, the nature of the complaint, the date of the alleged civil rights violation, requested action, and contact information.

Complaints may be filed by any person who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any City service, program, or activity, and believes the discrimination is based upon their membership in a protected class.

Complaint forms in English are available on Webform. Contact the Nondiscrimination Coordinator or his/her designee for forms in alternative formats and languages.

### 5.4.2 Processing a Complaint

The City will promptly and fairly investigate all complaints of discrimination. The City's goal is to address complaints within 90 days of receipt, though the time to carefully investigate complaints may be longer depending on the nature of the complaint and complexity of the issue. When assessing complaints, the preponderance of evidence standard will be applied during the analysis.

**Preliminary Inquiry:** The Nondiscrimination Coordinator or their designee will review the complaint and will notify the complainant in writing that a preliminary inquiry is underway to determine the need for further investigation. If additional information is requested and not received, the case may be closed. The case may also be closed if the complainant no longer wishes to pursue their case, unless evidence has already been discovered that requires due diligence.

If the preliminary inquiry indicates that further investigation is warranted, the complainant will be notified in writing, and an interview will be scheduled. If the preliminary inquiry indicates further investigation is not warranted, the complainant will be notified in writing of the reasons why and factors considered.

A complaint log will be kept containing the name and address of the complainant, nature of the complaint, date of submission, and results of the investigation.

If the complaint is outside the jurisdiction of the City, the complainant will be notified of the name and contact information for the appropriate agency with jurisdiction, if known.

**Further Investigation:** Complaints warranting further investigation will be promptly and fairly processed by the Nondiscrimination Policy Coordinator. The preponderance of evidence standard will be applied to all complaint investigations. The results of the investigation will be provided to the City Manager.

The complainant will be informed that the investigation has concluded and whether appropriate actions have been taken in a resolution memo. However, disciplinary details, if any, will **not** be disclosed. Records and investigative files will be kept for a minimum of three years.

Individuals may also file a complaint against entities receiving Environmental Protection Agency (EPA) funds with the EPA's External Civil Rights Division, here: <https://www.epa.gov/external-civil-rights/filing-discrimination-complaint-against-recipient-epa-funds>.

## **5.5 City's Obligation to Provide Access to Limited English Proficient (LEP) and Disabled Persons**

### **5.5.1 Limited English Proficiency Plan**

The City's Limited English Proficiency Plan is available on the City's webpage: <https://westlinnoregon.gov/citymanager/nondiscrimination-statement>

### **5.5.2 Disabled Persons**

Approximately 9.3% (estimate, based on Clackamas County data) of West Linn area residents are disabled in some manner, which includes individuals that may suffer from more than one disabling condition. The following are estimates (based on American Community Survey, 2023) of the percentage of West Linn area residents with a disability type:

- Hearing difficulty: 3.9%
- Cognitive difficulty: 4.0%
- Ambulatory difficulty: 3.7%
- Independent living difficulty: 4.2%
- Self-care difficulty: 1.7%
- Vision difficulty: 1.0%

### 5.5.3 Age

Approximately 23.6% of the West Linn area residents are over the age of 62. Of those over 62, it is estimated that 8% are over the age of 75. Individuals in these age demographics may also be represented in the statistics for visual, hearing, or mobility impairment.

## Section 6: Public Participation

### 6.1 Public Participation Procedures

Public notice and participation are an important element of City of West Linn activities, which are all grounded on Goal 1 of the City's Comprehensive Plan.

#### 6.1.1 Goal 1 of West Linn's Comprehensive Plan: Citizen Involvement

Goal 1 of [West Linn's Comprehensive Plan](#) is Citizen Involvement. As stated therein, the goals and policies of the City are:

##### Goals

1. Provide the opportunity for broadly based, ongoing citizen participation, including opportunities for two-way dialogue between citizens and City elected and appointed officials.
2. Provide opportunities for citizens to shape City government and other West Linn institutions into exemplary organizations that foster trust, respect, courage, and honor.
3. Support involvement of West Linn citizens in identifying and addressing regional issues.
4. Provide clear, simple, user-friendly information about how the planning process works and how citizens can be involved in land use and other City policy decisions.

##### Policies

1. Provide a process for evaluating the ongoing citizen involvement programs to be certain that citizens are given an opportunity to participate in planning decisions.
2. Support neighborhood associations as a forum for discussion and advice on issues affecting the community.
3. Encourage individuals to organize and work in groups to develop recommended programs or positions on various issues.
4. Provide timely and adequate notice of proposed land use matters to the public to ensure that all citizens have an opportunity to be heard on issues and actions that affect them.

5. Communicate with citizens through a variety of print and broadcast media early in and throughout the decision-making process.
6. Encourage neighborhood associations to create neighborhood plans.
7. The following guidelines shall govern the preparation and adoption of neighborhood plans:
  - a. Neighborhood Plans may be adopted for City neighborhoods. It is expected that the issues identified in any of these plans shall be primarily of neighborhood interest. However, input from residents and property owners outside of the neighborhood are welcome in all phases of the planning process.
  - b. Neighborhood Plans shall address the applicable goals found within the West Linn Comprehensive Plan except for those found specifically by the City Council not to be of issue to the neighborhood.

Goal 1 of the City’s Comprehensive Plan also lists ten recommended actions to further public involvement. For more information, visit <https://www.codepublishing.com/OR/WestLinn/#!/WestLinnCompPlan/WestLinnCompPlan01.html>.

### **6.1.2. Meaningful Public Involvement**

In order for public involvement to be meaningful, all members of the community need access to information, meetings, workshops, and other events convened by the City. The City strives to provide meaningful public involvement in all of its activities by considering accessibility and accommodations as a factor in all interactions with the public.

When designing and implementing the City’s public participation activities, the City weighs a variety of factors such as the known or anticipated level of interest and potential community impact of the City’s decisions. Some other factors that may be considered include:

- Community demographics and history
- Past and present community concerns
- Need for language assistance services for persons with LEP
- Availability of media sources
- Need for and location of public meetings
- Location of the information repository
- Identification of City contact information

### **6.2 Public Participation Required by City of West Linn’s Rules**

Under West Linn Municipal Code, state laws, and Council Rules, public notice and opportunity for public comment is required for any gathering of the Council that qualifies as a public hearing.

The City of West Linn complies with Oregon’s Public Meetings Law. Notice of public meetings will

be posted no later than 24 hours prior to any regular or special meeting, workshop or public assemblies convened by the City. This is the minimum notice the City will provide for any public meeting, workshop, or other assembly of the public convened by the City, with the exception of emergency meetings permitted under state law.

The City of West Linn complies with all state laws requiring public notice for council action.

Opportunity for public comment is provided at all public hearings convened by the City. To provide the most access for comment, community members may appear in person or may submit written comment either by mail or email, all of which will be included in the public record of the meeting.

### **6.3 Public Participation: LEP and Disabled Persons**

In addition to public involvement requirements, the City engages in efforts to ensure access to all people and provides accommodation to the best of their abilities to facilitate participation by persons with LEP or with a disability. The City will not charge any individual or group requiring accommodation for LEP or disability for the cost of providing reasonable accommodation.

The City engages in the following practices in furtherance of providing public participation opportunities to all community members, including LEP and disabled persons:

- All agendas and public meeting notices contain contact information for the City Nondiscrimination Policy Coordinator or designee.
- All agendas and public meeting notices contain a notice that requests for language interpretation services or for disability accommodations must be made at least 48 hours in advance by contacting the employee listed on the meeting agenda.
- Council meetings will be recorded, with recordings made available to the public.
- All meetings or other assemblies convened by the City will be held in facilities that comply with accessibility standards for persons with disabilities.
- The City will make every effort to provide language services necessary for the achievement of the LEP plan.
- The City has identified contact person(s) to provide interpretation and translation services on an as needed basis.
- Significant written, electronic, or multimedia material intended for widespread distribution to the public, and that is developed, used, or distributed by the City, will contain a statement indicating the information can be translated for individuals with LEP or made available in alternate formats upon request, in a timely manner. This includes Meeting Agendas but does not include every written material produced by the City.
- The City will conduct regular reviews to ensure that appropriate training is provided for staff to assure individuals with LEP or disability receive appropriate accommodation.
- The City hereby notifies the public that language services are available at no cost to the requester.

- The City of West Linn will review its website for Section 508 compliance.
- The City accepts and reviews website accessibility requests sent to [webmaster@westlinnoregon.gov](mailto:webmaster@westlinnoregon.gov).
- Should anyone find information or functionality on the City's website that is inaccessible or a violation of Section 504 of the Rehabilitation Act and/or the Americans with Disabilities Act (ADA), they may file a complaint following the City of West Linn complaint process described in this policy.
- A repository for significant publicly accessible documents is available through the City's website, including at <https://westlinnoregon.gov/citymanager/webdrawer>. Documents normally found there include items such as:
  - Meeting notices and agendas
  - Minutes
  - Board meeting information packets
  - Proposed and adopted policies, regulations, and ordinances