

[Your Committee Letterhead or Name]

February 25, 2025

City Council Members

[City Council Address]

[City Name, State, ZIP Code]

Subject: Request to Focus Attention

Dear Mayor Bialostosky and West Linn City Council.

We hope this letter finds you well. As representatives of the Committee for Community Involvement, we are writing to present a request to focus a portion of our time and efforts towards a specific aim that we believe aligns with our shared goals of enhancing the quality and quantity of community involvement.

Project Goal:

Our committee has identified an opportunity to address Community Outreach for the Neighborhood Associations and the city in general. This project aims to draw more community involvement to the neighborhood associations through various seasonal outreach methods.

Background and Rationale

The Neighborhood Associations have professed a need for additional community involvement and outreach. There are currently a few NAs that are inactive due to an inability to convening and maintaining a quorum. Without a quorum, meetings cannot be held, required city paperwork cannot be submitted, and officers cannot be elected. This leaves the inactive NAs without a voice in local community development and a collective voice in city activities.

To a lesser extent, the need for community involvement also extends to city council advisory boards. Several boards have expressed a desire for assistance in furthering their messages (i.e. the need for utility rate increases, the reasons for issuing bonds, etc.)

Proposed Solution

We request permission to explore and propose a couple of potential solutions to further this cause. To that end, the Committee for Community Involvement is also requesting permission to reach out and meet with the NAs. The success of this proposal is predicated on the involvement of the NAs.

A few of the ideas that have been discussed include but are not limited to:

- Utilize a booth at the Wednesday Summer Market for outreach and communication. The booth would be peopled each week by a different Neighborhood Association and a CCI member. This would enable a person-to-person connection to the NAs. It would also enable the collection of contact information for the NAs mailing lists for further notifications of meeting and community events.
- Utilize a booth/table at the Movies in the Park and Music in the Park community events. This would work similar to the booth/table at the Wednesday Market
- Utilize a booth/table at the Old Time Fair. This would work similar to the booth/table at the Wednesday Market and Movies/Music in the Park.

Request for Direction

We are seeking your permission and guidance to proceed with this proposal. We request the mayor and councils input on how best proceed. Specifically, we would appreciate your input on:

1. Advising the NAs that we will be in touch and will be working with them to fulfill the stated goal.
2. Potential funding opportunities or partnerships that could support this initiative. Although, our main focus will be on ways to achieve the goal without any costs or financial need.

Next Steps

We would be happy to provide further details or discuss this proposal at your earliest convenience. Please let us know if a meeting or presentation to the Council would be helpful.

Thank you for considering this proposal and for your continued dedication to our community's well-being. We look forward to your feedback and direction on how we can collaboratively bring this idea to fruition.

Sincerely,

[Your Full Name]

[Title/Role in Committee]

Committee for Community Involvement

[Contact Information: Phone Number, Email Address]