

Memorandum

Date: August 21, 2024

To: West Linn Committee for Community Involvement

From: Darren Wyss, Planning Manager

Subject: City Engagement Efforts

At its August 27, 2024 meeting, the Committee for Community Involvement (CCI) will discuss the City of Hillsboro Community Engagement Framework and a possible recommendation to City Council to pursue a similar effort in West Linn. Below are links to some of Hillsboro's materials related to engagement in the community.

1. [City of Hillsboro Community Engagement Framework](#)
2. [Utilizing the Equity Toolkit & Engagement Framework](#)
3. [Hillsboro DEI Webpage](#)

To help with the discussion, City staff have put together some general information on current City engagement activities and attached a draft recommendation letter for your consideration.

Planning Projects

For community-wide long range planning projects, Planning staff works with the CCI on two items related to the project:

1. Recommend working group purpose, goals, and appointees for City Council review.
2. Review and make recommendations on the project's community engagement plan.

The community engagement plan outlines the various tools, venues, and timelines for gleaning feedback on draft materials and recommendations related to the project. Examples of tools used include community group presentations, stakeholder meetings, community workshops/open houses, listening sessions, community surveys, project website, working group meetings, and Council/Planning Commission work sessions.

Public Works Projects

The majority of Public Works communications are outreach related and intended to provide information to the community about upcoming infrastructure projects that may impact services or travel routes. Public Works staff have developed a toolkit/framework for outreach that includes direct mailers, door hangers, social media posts, website posts, and local media articles.

For larger planning/design projects, Public Works staff utilizes many of the same tools as a Planning project.

Parks & Recreation Projects

Long range planning projects, such as the recent [Community Recreation Center Feasibility Study](#), utilize similar tools, including project advisory committees, workshops and open houses, community surveys, presentations, project website, and work sessions with decision-makers.

City Administration

Administration staff use a variety of outreach/engagement tools and manage the City's social media accounts and website. They have been working on a staff communications plan, as well as a staff social media plan to help streamline efforts between City departments. Administration staff have recently brought the [West Linn Connect](#) app online for the community to more efficiently ask question/submit service requests/get responses and implemented a new engagement platform for citywide projects of significance. The [YourWestLinn.com](#) platform includes a variety of tools, including survey functions and placing a comment on a map, that are not available to City staff through the existing City website.

Library Projects

Library staff have taken the lead on the City's DEIB efforts, including working with a DEIB Task Force over the past year on some foundational work for city staff specifically targeted at ensuring that everyone feels a sense of belonging.

The DEIB Task Force created a [Diversity, Equity, Inclusion and Belonging Mission and Values Statement](#) for city staff. Next month the DEIB Task Force will transition to a committee ensuring that inclusion and belonging work continues to grow, and that structures and policies are built for the future. The DEIB Committee's first objective is to create a mini-Strategic Plan for the city based on our Mission and Values Statement. The city has created a new role, a DEIB Specialist, who is facilitating and promoting this work among staff, as well as participating in professional development through work with Cal Berkeley's Othering and Belonging Institution. We will also continue to work with our DEIB Consultant, Tricia Brand.

Library staff have also participated in many outreach opportunities in our community such as the Farmer's Market, Food Pantry, and Movies in the Park. We have had departmental collaborations for events around Juneteenth and attended the Summer Connections celebration at Clackamas Community College. More information on DEIB in the City can be found [here](#).

If you have questions about the meeting or materials, please feel free to email or call me at dwyss@westlinnoregon.gov or 503-742-6064. As always, please submit questions before the meeting to increase the efficiency and effectiveness of the discussion as it allows staff to prepare materials and distribute them for your consideration. Thanks, and hope to see everyone at the meeting.

Memorandum

Date: August 27, 2024
To: West Linn City Council
From: West Linn Committee for Community Involvement
Subject: Recommendation for Citywide Engagement Plan

For several years, the West Linn Committee for Community Involvement (CCI) has been discussing how to ensure all projects of citywide significance receive meaningful community input through engagement efforts. The CCI has traditionally only been involved in land use planning or development code projects through recommending working group members and reviewing project engagement plans. With Council's update of the [CCI Bylaws](#) that expands the CCI role to engage in more city projects, the CCI reviewed and discussed the [City of Hillsboro Community Engagement Framework](#) at several meetings.

The CCI believes an engagement framework would be beneficial to both the West Linn community and City staff for several reasons:

1. Signals the City's commitment to gleaning input from a diverse set of voices.
2. Can help cultivate a transparent and trusting relationship with the community.
3. Can help remove barriers to engagement.
4. Empowers community members to participate in the decision-making process.
5. Provides City staff a guide for planning, strategizing, implementing, and evaluating engagement efforts to fit different project needs.

For these reasons, the CCI recommends the City Council directs staff to develop a proposal for working with the CCI to create an engagement framework document.

Respectfully,

Shannen Knight
Chair, West Linn Committee for Community Involvement