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# CITY OF OREGON CITY CITIZEN INVOLVEMENT COMMITTEE AGENDA

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Commission Chambers, 625 Center St., Oregon City  
Monday, May 5, 2025 at 7:00 PM

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Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
  - Register to provide electronic testimony (email [hschmidt@orcity.org](mailto:hschmidt@orcity.org) or call 503-496-1510 by 3:00 PM on the day of the meeting to register)
  - Email [hschmidt@orcity.org](mailto:hschmidt@orcity.org) (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)
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## **1. CALL TO ORDER AND ROLL CALL**

## **2. PRESENTATIONS**

- a. OCPD's Camp Clean-Up Response and Procedures - Captain David Edwins, Oregon City Police Department

## **3. PUBLIC COMMENTS**

*Please see the public comment guidelines below.*

## **4. DISCUSSION ITEMS**

- a. CIC Land Use Committee

## **5. APPROVAL OF MINUTES**

- a. April 7, 2025 Citizen Involvement Committee Meeting Minutes

## **6. STAFF LIAISON UPDATES**

- a. May Staff Report
- b. CIC Budget Update

## **7. GENERAL BUSINESS**

- a. Hazel Grove-Westling Farm NA Update

## **8. ROUNDTABLE**

*For more information on upcoming neighborhood association meetings and contacts please visit: <https://www.orcity.org/community/neighborhood-associations>*

## **9. ADJOURNMENT**

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## **PUBLIC COMMENT GUIDELINES**

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Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

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## **ADA NOTICE**

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The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

**Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.**

**Video Streaming & Broadcasts:** The meeting is streamed live on the [Oregon City's website](#) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.



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**CITY OF OREGON CITY  
CITIZEN INVOLVEMENT COMMITTEE  
DRAFT MEETING MINUTES**

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Commission Chambers, 625 Center St., Oregon City  
Monday, April 7, 2025 at 7:00 PM

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**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Chair, Linda Baysinger, at 7 p.m.

**PRESENT: 11**

*Linda Baysinger, Dennis Anderson, Karla Laws, Dan Berge, Duane Hanson, Sara Peterson, Josh Kayser, Denise Beasley, Tim Powell, Bob LaSalle, and Nick Dierckman.*

**STAFF:** *Hannah Schmidt, James Graham, and Dayna Webb.*

**EXCUSED:** *Betty Mumm, Dorothy Dahlsrud, Commissioner Adam Marl, and Commissioner Scott Wilson.*

**ABSENT:** *Lisa Guirsch*

**2. PRESENTATIONS**

- a. James Graham, the Economic Development Manager, presented on the Enhancement Grant Program and distributed a handout detailing the economic development update looking back on the past 5 years, and looking towards the future (2020 – 2027).

Graham explained that the Enhancement Grant Program has \$400,000 allocated to advance Oregon City, with grants up to \$50,000 and a 30% match requirement which could be in-kind or cash. Applicants need to meet one of ten goals outlined in the guidelines. Some goals include - increasing recycling efforts, improving city cleanliness, and enhancing wildlife and/or recreational areas. Applications are currently open and will be due on May 23. The Enhancement Grant Committee will review applications at a meeting on June 16.

Neighborhood Associations are encouraged to apply. James Graham suggested projects like neighborhood cleanups and watch programs. During the Q&A, it was noted that the grant committee includes the Mayor, City Commissioners, and citizens. James Graham confirmed that in-kind and cash matches are scored equally.

- b. Brooke Brownlee, Senior Manager of Labor Workforce and Community for Portland General Electric (PGE), and Alex Cousins, Community Engagement Manager, presented on PGE's new community engagement team.

Brownlee emphasized that their goal was to be the interface with the community and encouraged reaching out with questions or concerns. Brownlee provided an overview of PGE's history and current operations, serving about 934,000 customers (approximately 1.9 million residents) in the Portland metropolitan area and Willamette Valley. She explained that the community engagement team was formed to build trust and be more visible within the communities they serve.

The presentation covered four main areas of focus:

1. Major projects and community engagement
2. Transparency and accessibility
3. Equitable and regulatory engagement
4. Wildfire community engagement

Brownlee discussed PGE's plans for increased community involvement, including establishing regional community advisory committees, conducting one-on-one meetings, and attending neighborhood association meetings. She also mentioned new programs aimed at increasing transparency and equitable engagement. During the Q&A session, committee members expressed concerns about communication regarding rate increases and their impact on customers. Tim Powell suggested that PGE should focus on grassroots communication, particularly through neighborhood associations, rather than relying on bill inserts. Bob echoed these sentiments, stating that community trust had been damaged due to rate increases.

Karla Laws raised questions about a specific project on Holmes Lane and the distinction between developer and contractor responsibilities. Brownlee acknowledged the concerns and offered to look into the specific issues raised. Nick Dierckman asked about timeline clarification for the Holcomb Boulevard project, which was reported to be about 6-7 months behind schedule. Brownlee explained that delays were primarily due to private utility issues and discussed efforts to improve project planning and communication.

- c. Dana Webb, Public Works Director, presented updates on multiple public works projects under the theme of why residents "love public works without knowing it." Highlights were:

- 24/7 emergency response, e.g., for sewer overflows.
- Removing non-degradable "flushable" wipes from pipes.
- Regular water system maintenance and testing.
- Sewer projects like the Connie Court Sanitary Extension.
- Use of advanced equipment for inspections.
- In-house paving and pothole repairs.

- Sweeping 5,000 yards of debris annually.
- Water reservoir updates.
- Traffic safety with new signage and signal timing.
- Storm drain upkeep.

Project-specific updates included:

- **Holmes Lane** has seen contractor delays, with plans to complete or possibly terminate the contract.
- **Holcomb Boulevard Safe Routes to School** is delayed by utility relocations but targeted for June completion.

In the Q&A, CIC members inquired about costly public sewer connections, maintenance and safety issues, project communication improvement, and addressing inactive neighborhood associations in land use actions. Dayna Webb welcomed suggestions for better communication on Public Works projects and activities.

### **3. PUBLIC COMMENTS**

No public comments were made.

### **4. APPROVAL OF MINUTES**

- a. Denise Beasley moved to approve the meeting minutes for both February and March. The motion was seconded by Tim Powell. The motion passed unanimously.

### **5. STAFF LIAISON UPDATES**

- a. Community Engagement Specialist, Hannah Schmidt provided staff updates to the CIC for the month of March which were included in the Agenda Packet for the meeting.

An application for a legislative land use decision regarding the adoption of the Parks Master Plan to the Comprehensive Plan has been received. Public comments are due by April 18 to be included in the staff report.

Hannah Schmidt provided a budget update, noting that the Citizen Involvement Committee has just over \$10,205.75 remaining. She mentioned that if all neighborhood associations spend their full budgets as projected, there would be a deficit of \$1,023.72. However, it was noted that Elyville NA is not likely to spend their full budget, which would help offset potential overages.

### **6. ROUNDTABLE**

Committee members provided updates from their respective neighborhood associations:

**Canemah:** Announced the annual Historic Canemah Pioneer Cemetery clean-up on May 10 and expressed concerns about a homeless camp in the Canemah area.

**Caulfield:** Reported on new leadership with increased energy and participation in their meetings.

**Elyville:** Announced that they will be having a meeting in May and that it will be the last potential general meeting held within the 2024-2025 fiscal year.

**Gaffney Lane:** Announced Gaffney Lane NA's adoption of a street for cleanup and an upcoming emergency preparedness workshop on May 17.

**Hillendale/Tower Vista:** Reported on a successful community meeting with high attendance, particularly for presentations on the courthouse project and Wesley Lynn dog park.

**McLoughlin:** Shared upcoming events for McLoughlin neighborhood, including a street cleanup and plans for a neighborhood garage sale in August.

**Park Place:** Provided an update on Park Place's leadership situation, noting Nick Dierckman will take on acting chair and the NA is working on filling other positions. The next scheduled general meeting is on May 19.

*For more information on upcoming neighborhood association meetings and contacts please visit: <https://www.orcity.org/community/neighborhood-associations>*

## **7. ADJOURNMENT**

Linda Baysinger adjourned the meeting at 9:41 p.m.

Respectfully submitted,

Hannah Schmidt, Community Engagement Specialist

Date Approved: \_\_\_\_\_



## CITY OF OREGON CITY

625 Center Street  
Oregon City, OR 97045  
503-657-0891

### Staff Report

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**To:** Citizen Involvement Committee      **Agenda Date:** May 5, 2025  
**From:** Hannah Schmidt, Community Engagement Specialist

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**SUBJECT:** STAFF LIASON UPDATES

#### 1. Trail News

E-Trail News is scheduled to be sent out to subscribers on April 29. The May and June NA meeting schedules were sent out along with a notification about the Annual Canemah Historic Cemetery Clean-Up and Gaffney Lane NA's Emergency Preparedness Workshop.

The 2025 Summer edition of Trail News is projected to hit resident mailboxes the week of May 12, 2025.

#### 2. New Neighborhood Association (NA) QR Codes

An email was sent out to all Neighborhood Associations on March 26, 2025, to alert members that new QR codes have been created for their webpages (on the City's website) and email subscriber list sign-ups. Please reach out to Hannah Schmidt at [hschmidt@orcify.org](mailto:hschmidt@orcify.org) if you need a copy of the QR code for the NA webpage or email subscriber list sign-up link.

#### 3. Social Media Postings for Neighborhood Association Meetings

The City has been consistently posting on Facebook and NextDoor to help promote NA meetings but are running out of images to post with your NA meeting announcements. If you have any pictures of your neighborhood/NA meetings that you would be willing to share, please send them to [hschmidt@orcify.org](mailto:hschmidt@orcify.org). Using different pictures in your NA meeting announcements will help engage a wider audience and hopefully draw more residents to your NA meetings.

#### 4. Neighborhood Association Signs and Other Advertising Methods

Just like with postcards, all NA signs must be sent to staff, at [hschmidt@orcify.org](mailto:hschmidt@orcify.org) for approval before they are sent forward for processing and printing. Once approved by staff, files will be sent to Buels Impressions Printing for printing, and you will be contacted directly by staff once the materials are ready for pick up.

#### 5. Postcard Mailers

Postcard designs should be 5.5" x 4" and sent in two separate documents, one document as the front and the other as the back. **Please indicate the background color you wish your NA postcard to be when you send your postcard design.** Staff suggests choosing a lighter color tone, like pink, orange, or yellow, to enhance

legibility. All postcard designs should be sent to Hannah Schmidt at [hschmidt@orc.org](mailto:hschmidt@orc.org). If you need a template, please send an email to [hschmidt@orc.org](mailto:hschmidt@orc.org) to request one. **Please send your postcard designs to staff seven business days in advance of the date you would like the postcard to arrive in residents' mailboxes.** If a postcard design is sent after this time frame, it will not move forward with the printing and mailing process to help prevent unnecessary expenditure of funds.

**6. Email Subscribers**

The QR code links that are on the NA flyers are linked to a City-owned Mailchimp account. I use the Mailchimp account to schedule emails out to your subscriber list. I schedule emails to be sent out 1 week in advance of the meeting date, and only send out emails if you send a postcard graphic or inform me that you would like an email sent out on behalf of your NA. I can send emails out for Steering Committee Meetings, but you need to let me know if that is something your NA is interested in. I **CANNOT** share the Mailchimp email subscriber lists with anyone, this was information gathered from the City of Oregon City Utility Services and we would be breaking privacy policies if that information was shared. Below are metrics of subscriber sign-ups within the last month, separated by each NA. Since this tracking has been conducted for over a year, I have ensured to add another line item within these metrics that emphasizes the growth for each of the NA email subscriber lists over the past year.

	CNA	CFNA	ENA	GLNA	HG-WFNA	H/TVNA	MNA	PPNA	RNA	SENA	TRNA
Apr-24	23	129	29	27	34	74	99	115	40	51	17
May-24	23	131	29	29	35	76	99	117	40	51	17
Jul-24	24	135	31	34	35	78	107	121	41	56	19
Sep-24	29	140	33	40	35	86	113	126	42	57	20
Oct-24	29	140	34	42	35	87	115	127	43	57	20
Nov-24	30	142	34	42	43	89	117	128	44	59	20
Dec-24	32	144	34	43	45	90	118	128	44	61	20
Jan-25	33	146	36	43	47	90	120	128	46	61	20
Feb-24	34	149	38	43	48	91	126	129	47	62	22
Mar-25	36	151	39	44	52	92	129	135	48	65	24
Apr-25	38	151	39	44	57	91	129	135	48	65	27
Monthly Increase	2	0	0	0	5	-1	0	0	0	0	3

CNA – Canemah  
CFNA – Caufield  
ENA - Elyville  
GLNA – Gaffney Lane  
HG-WFNA – Hazel Grove-Westling Farm  
H/TVNA – Hillendale/Tower Vista  
MNA – McLoughlin  
PPNA – Parks Place  
RNA – Rivercrest  
SENA – South End  
TRNA – Two Rivers

**If your NA is looking to increase your NA email subscriber list, I would encourage you to place an email subscriber link QR code on your postcards to encourage engagement.** Along with emails to your subscribers I have been posting reminders on Facebook and Next Door for upcoming NA meetings. I will post on social media 1-3 days in advance of your scheduled NA meeting.

#### **7. NA Public Records**

I have been uploading NA's Minutes onto each NA's webpage as well as publishing the documents as public records under the Oregon Records Management Solution (ORMS). I am posting the past 5 years of public records onto the NA webpages directly. All public records, including those past the 5-year mark, are accessible on each NA webpage through a link labeled "Webdrawer" which directs users to the NA specific records on ORMS. If your NA has Minutes available that are not posted on ORMS already, please send them to me at your earliest convenience. I have also posted all NA Bylaws onto their appropriate webpages. If you notice that the version of Bylaws posted on your NA webpage is not the most updated version, please reach out to me at [hschmidt@orc.org](mailto:hschmidt@orc.org).

#### **8. Phishing Scams**

Many of you have emails published on the City's website, which makes you vulnerable to phishing scams. Please forward any suspicious emails that you receive from City staff or City Commissioners to me so I can report the email to our IT Helpdesk and have it further evaluated. If you would like to remove your email from the City's website to avoid receiving phishing emails, please let me know. I recommend using a generic email like [mcloughlinnaoc@gmail.com](mailto:mcloughlinnaoc@gmail.com) to post on the website and avoid posting your personal emails online to have the public contact you.

#### **9. Scheduling NA Zoom Meetings**

During the month of November there was a NA that was unable to host their meeting virtually due to the CIC Zoom account already being in-use for a separate NA meeting. The CIC Zoom account is equally shared by each NA within the City of Oregon City. Please be sure to schedule your Zoom meetings in advance to ensure that there are

no conflicts with other NA's. If your NA needs to host an unscheduled NA meeting, please check the CIC Zoom meeting schedule before advancing in conducting a meeting to avoid dual use. If two NA meetings are scheduled for the same date and time, the NA who scheduled their meeting farthest in advance has the right to utilize the Zoom account for their meeting. You can always reach out to me at [hschmidt@orc.org](mailto:hschmidt@orc.org) if you have any questions or concerns.

#### **10. Zoom Recordings**

The CIC Zoom account has been running out of storage for video recordings. As such, all CIC meeting recordings have been stored within Oregon City files. Recordings of CIC Meetings can always be accessed through the City's YouTube account: [City of Oregon City YouTube CIC Playlist](#). To ensure that open storage remains available on the CIC Zoom account, I will begin to transfer NA recordings to a shared OneDrive file. I will send out emails to the appropriate NA contacts once the files have been uploaded with a link to access the recordings.

#### **11. Zoom Trainings**

I have held Zoom Trainings for Chairs of NA's. If you, or anyone from your NA is interested in learning more about utilizing the City's Zoom account, please reach out to me and I would be happy to schedule a training.

**City of Oregon City - Citizen Involvement Committee**  
**Financial Summary for Biennial Years 2023-25**  
*as of April 25, 2025*

**Fiscal Year 2023-24**

Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hillendale	McLoughlin	Park Place	TowerVista	Two Rivers	Inactive - Pooled for use by other NAs			Total
										South End	Hazel Grove	Rivercrest	
Addresses	195	2216	1746	1664	1877	2003	1386	1199	603	1456	1060	792	16,197
Prorated Budget	\$361.00	\$4,104.00	\$3,235.00	\$3,082.00	\$3,477.00	\$3,711.00	\$2,567.00	\$2,221.00	\$1,115.00	\$2,697.00	\$1,963.00	\$1,467.00	\$ 30,000.00
July													\$ -
August	\$ (120.00)	\$ (144.00)	\$ (1,047.60)										\$ (1,311.60)
September	\$ (120.00)	\$ (1,158.04)				\$ (1,202.40)							\$ (2,480.44)
October					\$ (1,127.66)			\$ (720.34)					\$ (1,848.00)
November	\$ (198.91)	\$ (350.92)	\$ (1,216.34)	\$ (161.39)	\$ (182.04)	\$ (1,394.27)	\$ (134.42)	\$ (116.29)	\$ (420.89)	\$ (141.21)	\$ (102.81)	\$ (76.81)	\$ (4,496.30)
December													\$ -
January					\$ (689.41)	\$ (1,200.60)		\$ (440.39)	\$ (361.80)				\$ (2,692.20)
February	\$ (120.00)					\$ (1,202.40)							\$ (1,322.40)
March			\$ (1,084.80)		\$ (349.42)			\$ (223.20)					\$ (1,657.42)
*One-Time Adjustment	\$ 197.91		\$ 113.74			\$ 1,288.67				\$ (704.37)	\$ (512.80)	\$ (383.15)	\$ -
April	\$ (102.21)		\$ (921.54)		\$ (610.89)	\$ (1,022.28)		\$ (389.28)	\$ (309.01)				\$ (3,355.21)
*One-Time Adjustment	\$ 102.21		\$ 921.54			\$ 1,022.28				\$ (900.55)	\$ (655.62)	\$ (489.86)	\$ -
May		\$ (1,456.32)		\$ (848.13)			\$ (707.37)						\$ (3,011.82)
June				\$ (382.00)	\$ (958.20)			\$ (612.09)	\$ (308.04)				\$ (2,260.33)
*One-Time Adjustment					\$ 440.62			\$ 280.59	\$ 284.74	\$ (442.76)	\$ (322.34)	\$ (240.84)	\$ -
Total Spent	\$ (361.00)	\$ (3,109.28)	\$ (3,235.00)	\$ (1,391.52)	\$ (3,477.00)	\$ (3,711.00)	\$ (841.79)	\$ (2,221.00)	\$ (1,115.00)	\$ (2,188.90)	\$ (1,593.57)	\$ (1,190.66)	\$ (24,435.72)
Remaining Budget	\$0.00	\$994.72	\$0.00	\$1,690.48	\$0.00	\$0.00	\$1,725.21	\$0.00	\$0.00	\$508.10	\$369.43	\$276.34	\$ 5,564.28
*Overspending from Neighborhood Associations (NA) covered by inactive NAs prorated by addresses of inactive NAs.										\$1,153.87			

**Fiscal Year 2024-25**

Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hillendale	McLoughlin	Park Place	TowerVista	Two Rivers	South End	Hazel Grove	Rivercrest	Inactive NA	Total
Addresses (as of 1/29/25)	195	2431	1835	1663	1880	2010	1466	1215	614	1455	1063	797		16,624
Original # of mailings	5	4	6	6	4	6	3	4	4	4	0	0		
Revised # of mailings	5	6	6	6	4	6	3	4	4	1	1	0		46
Cost per mailer	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52		
Prorated Budget	\$507.00	\$7,585.00	\$5,725.00	\$5,189.00	\$3,910.00	\$6,271.00	\$2,287.00	\$2,527.00	\$1,277.00	\$757.00	\$553.00	\$0.00		\$ 36,588.00
July				\$ (848.13)		\$ (650.11)								\$ (1,498.24)
August			\$ (613.03)	\$ (560.87)		\$ (1,049.32)								\$ (2,223.22)
September	\$ (102.00)	\$ (1,239.81)	\$ (314.15)	\$ (287.26)	\$ (958.66)	\$ (346.69)		\$ (611.63)						\$ (3,860.20)
October							\$ (707.37)		\$ (314.16)					\$ (1,021.53)
November	\$ (102.04)	\$ (1,270.89)	\$ (950.44)	\$ (869.39)	\$ (16.02)	\$ (1,049.26)	\$ (9.37)	\$ (10.35)	\$ (5.23)	\$ (3.10)	\$ (2.26)	\$ -		\$ (4,288.35)
December					\$ (1,033.17)	\$ (688.78)								\$ (1,721.95)
January		\$ (2,040.12)		\$ (864.76)	\$ (558.45)	\$ (373.70)								\$ (3,837.03)
February	\$ (101.40)	\$ (819.41)	\$ (619.00)			\$ (1,045.20)	\$ (762.32)		\$ (319.27)					\$ (3,666.60)
March		\$ (444.71)	\$ (335.20)	\$ (864.76)	\$ (1,059.78)			\$ (549.62)			\$ (552.76)			\$ (3,806.83)
April	\$ (101.40)					\$ (1,045.20)			\$ (320.84)					\$ (1,467.44)
Total Spent	\$ (406.84)	\$ (5,814.94)	\$ (2,831.82)	\$ (4,295.17)	\$ (3,626.08)	\$ (6,248.26)	\$ (1,479.06)	\$ (1,171.60)	\$ (959.50)	\$ (3.10)	\$ (555.02)	\$ -		\$ (27,391.39)
Remaining	\$100.16	\$1,770.06	\$2,893.18	\$893.83	\$283.92	\$22.74	\$807.94	\$1,355.40	\$317.50	\$753.90	(\$2.02)	\$0.00		\$ 9,196.61

**Biennial Years 2023-25**

Biennial Budget (as adopted)	\$ 60,000.00	Biennial Budget (as adopted)	\$ 60,000.00
Fiscal Year 2023-24 Total Spent	\$ (24,435.72)	Fiscal Year 2023-24 Total Spent	\$ (24,435.72)
Biennial Remaining (as of 6/30/24)	\$ 35,564.28	Fiscal Year 2024-25 Total Spent	\$ (27,391.39)
Fiscal Year 2024-25 Prorated Budget	\$ (36,588.00)	Biennial Years 2023-25 Remaining	\$ 8,172.89
Unallocated surplus/(deficit)	\$ (1,023.72)		

**Detail Transactions**  
**Fiscal Year 2023-24**

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Asso
08/22/2023	August	BUEL'S IMPRESSIONS PRINTING	ELLYVILLE NEIGHBORHOOD MAILER	\$ 1,047.60	Elyville
08/22/2023	August	BUEL'S IMPRESSIONS PRINTING	CANEMAH ICECREAM SOCIAL MAILER	\$ 120.00	Canemah
08/30/2023	August	BUEL'S IMPRESSIONS PRINTING	SIGN INSERTS FOR CAUFIELD NA	\$ 144.00	Caufield
09/06/2023	September	BUEL'S IMPRESSIONS PRINTING	CAUFIELD-POSTCARD MAILING	\$ 1,158.04	Caufield
09/11/2023	September	BUEL'S IMPRESSIONS PRINTING	CANEMAH	\$ 120.00	Canemah
09/20/2023	September	BUEL'S IMPRESSIONS PRINTING	McLOUGHLIN NA MAILING	\$ 1,202.40	McLoughlin
10/04/2023	October	BUEL'S IMPRESSIONS PRINTING	HILLENDALE/TOWER VISTA MAILING	\$ 1,848.00	Hillendale/Tower Vista*
11/01/2023	November	BUEL'S IMPRESSIONS PRINTING	ELYVILLE NA MAILING	\$ 1,047.00	Elyville
11/01/2023	November	BUEL'S IMPRESSIONS PRINTING	McLOUGHLIN NA MAILING	\$ 1,200.00	McLoughlin
11/08/2023	November	BMS TECHNOLOGIES	UTILITY BILLING SERVICES- OCT 2023	\$ 1,421.00	All-prorated by address ratio
11/15/2023	November	BUEL'S IMPRESSIONS PRINTING	CANEMAH NEIGHBORHOOD MAILER	\$ 120.00	Canemah
11/20/2023	November	BUEL'S IMPRESSIONS PRINTING	CAUFIELD A-FRAME SIGNS	\$ 136.00	Caufield
11/16/2023	November	US BANCORP	ZOOM.US 888-799-9666	\$ 149.90	All-prorated by address ratio
11/28/2023	November	BUEL'S IMPRESSIONS PRINTING	CAUFIELD A-FRAME SIGNS	\$ 60.00	Caufield
11/28/2023	November	BUEL'S IMPRESSIONS PRINTING	TWO RIVER POSTCARDS	\$ 362.40	Two Rivers
01/03/2024	January	BUEL'S IMPRESSIONS PRINTING	McLOUGHLIN POSTCARDS	\$ 1,200.60	McLoughlin
01/03/2024	January	BUEL'S IMPRESSIONS PRINTING	HILLENDALE POSTCARDS	\$ 1,129.80	Hillendale/Tower Vista*
01/22/2024	January	BUEL'S IMPRESSIONS PRINTING	TWO RIVERS MAILER	\$ 361.80	Two Rivers
02/14/2024	February	BUEL'S IMPRESSIONS PRINTING	CANEMAH POSTCARDS	\$ 120.00	Canemah
02/20/2024	February	BUEL'S IMPRESSIONS PRINTING	McLOUGHLIN POSTCARDS	\$ 1,202.40	McLoughlin
03/05/2024	March	BUEL'S IMPRESSIONS PRINTING	ELYVILLE NA POSTCARDS	\$ 1,084.80	Elyville
03/26/2024	March	EAGLE WEB PRESS INC	HILLENDALE/TOWER VISTA NA POSTCARDS	\$ 572.62	Hillendale/Tower Vista*
04/18/2024	April	US POSTAL SERVICE	CANEMAH NA POSTCARD NEIGHBORHOOD MAILERS	\$ 72.40	Canemah
04/18/2024	April	US POSTAL SERVICE	TWO RIVERS NA POSTCARD NEIGHBORHOOD MAILERS	\$ 174.99	Two Rivers
04/23/2024	April	EAGLE WEB PRESS INC	CANEMAH NA POSTCARDS	\$ 29.81	Canemah
04/23/2024	April	EAGLE WEB PRESS INC	ELYVILLE NA POSTCARDS	\$ 335.67	Elyville
04/23/2024	April	EAGLE WEB PRESS INC	TWO RIVERS NA POSTCARDS	\$ 134.02	Two Rivers
04/23/2024	April	EAGLE WEB PRESS INC	McLOUGHLIN NA POSTCARD	\$ 372.17	McLoughlin
04/24/2024	April	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	\$ 650.11	McLoughlin
04/24/2024	April	US POSTAL SERVICE	ELYVILLE NA POSTCARD POSTAGE	\$ 585.87	Elyville
04/30/2024	April	US POSTAL SERVICE	HILLENDALE POSTCARDS	\$ 610.89	Hillendale
04/30/2024	April	US POSTAL SERVICE	TOWER VISTA POSTCARDS	\$ 389.28	Tower Vista
05/16/2024	May	US POSTAL SERVICE	PARK PLACE N/A POSTCARD POSTAGE	\$ 449.62	Park Place
05/16/2024	May	US POSTAL SERVICE	GAFFNEY LANE N/A POSTCARD POSTAGE	\$ 539.23	Gaffney Lane
05/23/2024	May	US POSTAL SERVICE	CAUFIELD NA POSTCARD POSTAGE	\$ 788.16	Caufield
05/23/2024	May	EAGLE WEB PRESS INC	CAUFIELD NA POSTCARDS	\$ 452.16	Caufield
05/28/2024	May	BUEL'S IMPRESSIONS PRINTING	CAUFIELD NA MEETING SIGNS	\$ 216.00	Caufield
05/28/2024	May	EAGLE WEB PRESS INC	PARK PLACE NA POSTCARD	\$ 257.75	Park Place
05/28/2024	May	EAGLE WEB PRESS INC	GAFFNEY LANE NA POSTCARD	\$ 308.90	Gaffney Lane
06/27/2024	June	EAGLE WEB PRESS INC	NA POSTCARDS-TWO RIVERS	\$ 112.12	Two Rivers
06/27/2024	June	EAGLE WEB PRESS INC	NA POSTCARDS- HILLENDALE/TOWER VISTA	\$ 571.74	Hillendale/Tower Vista*
06/27/2024	June	US POSTAL SERVICE	HILLENDALE & TOWER VISTA NA POSTCARD POSTAGE	\$ 998.55	Hillendale/Tower Vista*
06/30/2024	June	US POSTAL SERVICE	TWO RIVERS NA- POSTCARD POSTAGE	\$ 195.92	Two Rivers
06/30/2024	June	DAVE HUNT	REFUND FOR GAFFNEY LANE NA A-FRAMES	\$ 382.00	Gaffney Lane
				<b>\$ 24,435.72</b>	

\*Prorated based on addresses

**Detail Transactions**  
**Fiscal Year 2024-25**

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Asso
07/10/2024	July	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	\$ 650.11	McLoughlin
07/15/2024	July	US POSTAL SERVICE	GAFFNEY LANE N/A POSTCARD POSTAGE	\$ 560.87	Gaffney Lane
07/24/2024	July	EAGLE WEB PRESS INC	GAFFNEY LANE NA POSTCARD	\$ 287.26	Gaffney Lane
08/07/2024	August	EAGLE WEB PRESS INC	McLOUGHLIN NA POSTCARD	\$ 372.44	McLoughlin
08/15/2024	August	US POSTAL SERVICE	ELYVILLE NA POSTCARD PORTAGE	\$ 613.03	Elyville
08/27/2024	August	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	\$ 676.88	McLoughlin
08/28/2024	August	US POSTAL SERVICE	GAFFNEY LANE NA POSTCARD POSTAGE	\$ 560.87	Gaffney Lane
09/04/2024	September	EAGLE WEB PRESS INC	ELYVILLE NA POSTCARD	\$ 314.15	Elyville
09/11/2024	September	EAGLE WEB PRESS INC	GAFFNEY LANE NA POSTCARD	\$ 287.26	Gaffney Lane
09/11/2024	September	EAGLE WEB PRESS INC	McLOUGHLIN NA POSTCARD	\$ 346.69	McLoughlin
09/18/2024	September	EAGLE WEB PRESS INC	CANEMAH NA POSTCARD	\$ 26.60	Canemah
09/19/2024	September	US POSTAL SERVICE	CANEMAH NA POSTCARD POSTAGE	\$ 75.40	Canemah
09/19/2024	September	US POSTAL SERVICE	CAUFIELD NA POSTACARD POSTAGE	\$ 819.45	Caufield
09/24/2024	September	EAGLE WEB PRESS INC	CAUFIELD NA POSTCARD	\$ 420.36	Caufield
09/24/2024	September	EAGLE WEB PRESS INC	HILLENDALE/TOWER VISTA NA POSTCARD	\$ 531.67	Hillendale/Tower Vista*
09/26/2024	September	US POSTAL SERVICE	HILLENDALE/TOWER VISTA NA POSTCARD POSTAGE	\$ 1,038.62	Hillendale/Tower Vista*
10/16/2024	October	EAGLE WEB PRESS INC	TWO RIVERS NA POSTCARD	\$ 107.09	Two Rivers
10/16/2024	October	EAGLE WEB PRESS INC	PARK PLACE POSTCARDS	\$ 239.62	Park Place
10/17/2024	October	US POSTAL SERVICE	TWO RIVERS NA POSTCARD POSTAGE	\$ 207.07	Two Rivers
10/17/2024	October	US POSTAL SERVICE	PARK PLACE NA POSTCARD POSTAGE	\$ 467.75	Park Place
11/05/2024	November	EAGLE WEB PRESS INC	McLOUGHLIN NA POSTCARDS	\$ 346.54	McLoughlin
11/05/2024	November	EAGLE WEB PRESS INC	ELYVILLE NA POSTCARDS	\$ 314.34	Elyville
11/07/2024	November	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	\$ 677.03	McLoughlin
11/07/2024	November	US POSTAL SERVICE	ELYVILLE NA POSTCARD POSTAGE	\$ 612.64	Elyville
11/14/2024	November	EAGLE WEB PRESS INC	GAFFNEY LANE NA POSTCARDS	\$ 287.72	Gaffney Lane
11/14/2024	November	EAGLE WEB PRESS INC	CANEMAH NA POSTCARDS	\$ 33.62	Canemah
11/18/2024	November	US BANCORP	ZOOM.US 888-799-9666	\$ 149.90	All-prorated by address ratio
11/21/2024	November	US POSTAL SERVICE	GAFFNEY LANE NA POSTCARD POSTAGE	\$ 560.41	Gaffney Lane
11/21/2024	November	US POSTAL SERVICE	CANEMAH NA POSTCARD POSTAGE	\$ 66.34	Canemah
11/26/2024	November	US POSTAL SERVICE	CAUFIELD NA POSTCARD POSTAGE	\$ 819.41	Caufield
11/27/2024	November	EAGLE WEB PRESS INC	CAUFIELD NA	\$ 420.40	Caufield
12/27/2024	December	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	\$ 688.78	McLoughlin
12/27/2024	December	US POSTAL SERVICE	HILLENDALE/TOWER VISTA NA POSTCARD POSTAGE	\$ 1,033.17	Hillendale/Tower Vista*
01/07/2025	January	EAGLE WEB PRESS INC	McLOUGHLIN NA POSTCARDS	\$ 373.70	McLoughlin
01/07/2025	January	EAGLE WEB PRESS INC	HILLENDALE NA POSTCARDS	\$ 558.45	Hillendale/Tower Vista*
01/09/2025	January	US POSTAL SERVICE	GAFFNEY LANE NA POSTCARD POSTAGE	\$ 560.87	Gaffney Lane
01/16/2025	January	US POSTAL SERVICE	CAUFIELD NA POSTCARD POSTAGE	\$ 819.41	Caufield
01/22/2025	January	BUEL'S IMPRESSIONS PRINTING	CAUFIELD NA SIGNS	\$ 488.00	Caufield
01/22/2025	January	EAGLE WEB PRESS INC	GAFFNEY LANE NA POSTCARDS	\$ 303.89	Gaffney Lane
01/22/2025	January	EAGLE WEB PRESS INC	CAUFIELD NA POSTCARDS	\$ 444.71	Caufield
01/22/2025	January	BUEL'S IMPRESSIONS PRINTING	REPRINT OF CAUFIELD NA SIGNS	\$ 288.00	Caufield
02/12/2025	February	US POSTAL SERVICE	TWO RIVERS NA POSTCARD POSTAGE	\$ 207.12	Two Rivers
02/19/2025	February	EAGLE WEB PRESS INC	CANEMAH NA POSTCARDS	\$ 42.58	Canemah
02/19/2025	February	EAGLE WEB PRESS INC	McLOUGHLIN NA POSTCARDS	\$ 367.23	McLoughlin
02/19/2025	February	EAGLE WEB PRESS INC	PARK PLACE NA POSTCARDS	\$ 260.98	Park Place
02/20/2025	February	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	\$ 677.97	McLoughlin
02/20/2025	February	US POSTAL SERVICE	PARK PLACE NA POSTCARD POSTAGE	\$ 501.34	Park Place
02/20/2025	February	US POSTAL SERVICE	CANEMAH NA POSTCARD POSTAGE	\$ 58.82	Canemah
02/24/2025	February	US POSTAL SERVICE	ELYVILLE NA POSTCARD POSTAGE	\$ 619.00	Elyville
02/25/2025	February	US POSTAL SERVICE	CAUFIELD NA POSTCARD POSTAGE	\$ 819.41	Caufield

**Detail Transactions**

**Fiscal Year 2024-25 (continued)**

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Asso
02/26/2025	February	EAGLE WEB PRESS INC	TWO RIVERS NA POSTCARDS	\$ 112.15	Two Rivers
03/05/2025	March	EAGLE WEB PRESS INC	CAUFIELD NA POSTCARDS	\$ 444.71	Caufield
03/05/2025	March	EAGLE WEB PRESS INC	ELYVILLE NA POSTCARDS	\$ 335.20	Elyville
03/11/2025	March	EAGLE WEB PRESS INC	HAZEL GROVE- WESTLING FARM N/A POSTCARDS	\$ 194.41	Hazel Grove
03/11/2025	March	EAGLE WEB PRESS INC	GAFFNEY LANE NA POSTCARDS	\$ 303.89	Gaffney Lane
03/12/2025	March	US POSTAL SERVICE	HAZEL GROVE- WESTLING FARM NA POSTCARD POSTAGE	\$ 358.35	Hazel Grove
03/12/2025	March	US POSTAL SERVICE	GAFFNEY NA POSTCARD POSTAGE	\$ 560.87	Gaffney Lane
03/19/2025	March	US POSTAL SERVICE	HILLENDALE NA POSTCARD POSTAGE	\$ 633.56	Hillendale
03/19/2025	March	US POSTAL SERVICE	TOWER VISTA NA POSTCARD POSTAGE	\$ 410.42	Tower Vista
03/31/2025	March	EAGLE WEB PRESS INC	HILLENDALE AND TOWER VISTA NA POSTCARDS	\$ 565.42	Hillendale/Tower Vista*
04/16/2025	April	EAGLE WEB PRESS INC	TWO RIVERS NA POSTCARDS	\$ 112.63	Two Rivers
04/16/2025	April	EAGLE WEB PRESS INC	CANEMAH NA POSTCARDS	\$ 35.61	Canemah
04/17/2025	April	US POSTAL SERVICE	TWO RIVERS NA POSTCARD POSTAGE	\$ 208.21	Two Rivers
04/17/2025	April	US POSTAL SERVICE	CANEMAH NA POSTCARD POSTAGE	\$ 65.79	Canemah
04/23/2025	April	EAGLE WEB PRESS INC	McLOUGHLIN NA POSTCARDS	\$ 367.35	McLoughlin
04/24/2025	April	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE	\$ 677.85	McLoughlin
				<b>\$ 27,391.39</b>	

\*Prorated based on addresses or budget

# Current Budget

Fiscal Begin Date	Fiscal End Date	Original Budget	Spent	Difference
07/01/2024	06/30/2025	\$30,000.00	\$27,391.39	\$2,608.61
07/01/2023	06/30/2024	\$30,000.00	\$24,435.72	\$5,564.28

Total Remaining Funds for the 2023-2025 Biennium: \$8,172.89

# Past Budgets

Fiscal Begin Date	Fiscal End Date	Original Budget	Spent	Difference
07/01/2022	06/30/2023	\$26,000.00	\$24,709.15	\$1,290.85
07/01/2021	06/30/2022	\$26,000.00	\$14,407.05	\$11,592.95
07/01/2020	06/30/2021	\$26,000.00	\$12,098.55	\$13,901.45
07/01/2019	06/30/2020	\$26,000.00	\$14,542.60	\$11,457.40
07/01/2018	06/30/2019	\$29,000.00	\$23,941.05	\$5,058.95
07/01/2017	06/30/2018	\$29,000.00	\$21,047.81	\$7,952.19
07/01/2016	06/30/2017	\$26,000.00	\$25,089.83	\$910.17
07/01/2015	06/30/2016	\$0.00	\$0.00	\$0.00