



CITY OF OREGON CITY CITIZEN INVOLVEMENT COMMITTEE AGENDA

City Hall Mt. Hood Room, 625 Center St., Oregon City
Monday, July 7, 2025 at 7:00 PM

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 or call 503-496-1510 by 3:00 PM on the day of the meeting to register)
 - Email 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. BUDGET WORK SESSION

- a. FY 2025-2026 CIC Budget Allocation

3. PUBLIC COMMENTS

Please see the public comment guidelines below.

- a. Public Comment - Jessica Macklin

4. APPROVAL OF MINUTES

- a. June 2, 2025 Citizen Involvement Committee Meeting Minutes

5. STAFF LIAISON UPDATES

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

6. GENERAL BUSINESS

- a. National Night Out

7. ROUNDTABLE

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

8. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

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.

ADA NOTICE

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.



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** July 7, 2025
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 5.b. - FY 2025-2026 NA Budget Allocation

STAFF RECCOMENDATION:

N/A

EXECUTIVE SUMMARY:

The City Commission approved the 2025-2027 biennial budget on June 4, 2025. The Citizen Involvement Committee (CIC) has been allocated \$90,000 to manage for the Neighborhood Associations (NA) over the biennium - \$45,000 per fiscal year. The 2025-2026 fiscal year begins on July 1, 2025 and concludes on June 30, 2026. Each CIC Representative (and/or NA members representing their neighborhood) need to come to the meeting prepared to discuss the needs of their NA to assist the CIC in budgeting for the upcoming fiscal year.

BACKGROUND:

The City will enter into a new postcard service contract with Eagle Mailing Services (a mailing company within Eagle Web Press) on July 1, 2025. Attached to this staff report you will find a copy of that contract for your reference. Please note that the new postcard contract will be utilizing a 3-tiered rate structure:

- **Tier 1:** 0–999 residential addresses – \$0.731/postcard
- **Tier 2:** 1,000–4,999 residential addresses – \$0.604/postcard
- **Tier 3:** 5,000+ residential addresses – \$0.467/postcard

As you'll notice, the new rate structure results in a cost increase for NAs who have under 5,000 residential addresses within their neighborhood (none of the Oregon City neighborhoods have residential addresses totaling 5,000). However, there is also potential for cost savings if multiple NAs coordinate and place their postcard orders together. To aid in this opportunity, I am asking that all NAs review the attached NA General Meeting Calendar and reach out to me **as soon as possible** with any calendar adjustments regarding their meeting schedules.

OPTIONS:

N/A

BUDGET IMPACT:

The budget impact will be discussed, and the CIC budget sheet for FY 2025-2026 will be

finalized following this meeting. A copy of the FY 2025-2026 CIC budget sheet, including NA allocations, will be shared and presented for approval at the August 4, 2025 CIC meeting.

**CITY OF OREGON CITY
PERSONAL SERVICES AGREEMENT**

This PERSONAL SERVICES AGREEMENT (“Agreement”) is entered into between the CITY OF OREGON CITY (“City”) and Eagle Mailing Services (“Consultant”).

RECITALS

A. City requires services that Consultant is capable of providing under the terms and conditions hereinafter described.

B. Consultant is able and prepared to provide such services as City requires under the terms and conditions hereinafter described.

The parties agree as follows:

AGREEMENT

1. **Term.** The term of this Agreement shall be from July 1, 2025 – June 30, 2027, immediately effective after signing, unless sooner terminated pursuant to provisions set forth below. However, such expiration shall not extinguish or prejudice City’s right to enforce this Agreement with respect to (i) breach of any warranty; or (ii) any default or defect in Consultant’s performance that has not been cured.

2. **Compensation.** City agrees to pay Consultant on a time-and-materials basis for the services required. Total compensation, including reimbursement for expenses incurred, shall not exceed \$90,000, as that is the budget set forth for the Oregon City Neighborhood Associations in the 2025-2027 biennium.

3. **Scope of Services.** Consultant’s services under this Agreement shall consist of services as detailed in Exhibit A, attached hereto and by this reference incorporated herein.

4. **Standard Conditions.** This Agreement shall include all of the standard conditions as detailed in Exhibit B, attached hereto and by this reference incorporated herein.

5. **Integration.** This Agreement, along with the description of services to be performed attached as Exhibit A and the Standard Conditions to Oregon City Personal Services Agreement attached as Exhibit B, contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

6. **Notices.** Any notices, reports or other documents required by this Agreement shall be sent by the parties by United States mail, postage prepaid, or personally delivered to the addresses below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing, unless sooner received. Bills and invoices may be sent by e-mail or United States mail.

To the City:

City of Oregon City
PO Box 3040
625 Center Street
Oregon City, OR 97045
Attention: City Manager

To Consultant:

Eagle Mailing Services
4901 Indian School Rd NE
Salem, OR 97305

Consultant shall be responsible for providing the City with a current address. Either party may change the address set forth above for purposes of notices under this Agreement by providing notice to the other party in the manner set forth above.

7. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the state of Oregon without resort to any jurisdiction's conflicts of law, rules or doctrines.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers on this _____ day of _____, 20__.

CITY OF OREGON CITY

(EAGLE MAILING SERVICES)

By: _____
Anthony J. Konkol, III
Title: City Manager

By: _____
Title: _____

DATED: _____, 20__.

DATED: _____, 20__.

By: _____
Jarrod Lyman
Title: Communications Manager

APPROVED AS TO LEGAL SUFFICIENCY:

By: _____
City Attorney

Scope of Work

Project Name	Project Manager
Neighborhood Association Postcards	Abigail Stark
Project Objective	Location of Project
Print and Mail postcards	Eagle Mailing Service
Project Team	
Baylee Marlin	
Ron Larson	
Todd Hathaway	

Scope of Work Description	<p>Printing Services</p> <ul style="list-style-type: none"> • Print Neighborhood Association Postcards on white 80# Dull Cover paper. • Cut to 4" x 5.5" <p>Mailing Services- Standard</p> <ul style="list-style-type: none"> • Job set up. • Import- add ZIP+4 and carrier route information to addresses. • Inkjet- addressing post cards. • Delivery to Salem Post Office – Using Mail Anywhere program
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Project Deliverables	<ul style="list-style-type: none"> • Report on possible errors within mailing list provided. • USPS Postal Paperwork- estimated postage cost will be sent to the customer.
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Project Cost	3-Tiered Rate Program <ul style="list-style-type: none"> • Tier 1 <ul style="list-style-type: none"> ○ Quantity 0-999 \$.731 per piece, including postage on City of Oregon City postage account. • Tier 2 <ul style="list-style-type: none"> ○ Quantity 1000-4999 \$.604 per piece, including postage on City of Oregon City postage account. • Tier 3 <ul style="list-style-type: none"> ○ Quantity 5000+ \$.467 per piece, including postage on City of Oregon City postage account.
Project Terms/ Exclusions	<ul style="list-style-type: none"> • Due to the potential of unknown increases, such as added tariffs, natural disasters and outbreaks (e.g., COVID-19), we reserve the right to adjust prices accordingly. Any such adjustments will be communicated promptly and will reflect only the additional costs incurred due to these unforeseen circumstances. • Dupe Detection • If USPS raises postage rates, the City of Oregon City will be liable to pay the increase as postage is a pass-thru expense for Eagle Mailing Service.

Project Timeline	The turnaround time from proof approval to delivery is 3-4 business days.
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Payment Terms	<ul style="list-style-type: none"> • 3% surcharge on all credit card transactions • 2 Year long contract effective after signing (July 1, 2025 – June 30,2027) • Net 30 payment terms • Customer postal permit #23- funds need to be loaded onto customers permit before delivery to the Salem Post Office using mail anywhere program.
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STANDARD CONDITIONS TO CONTRACTS FOR GOODS, SERVICES, INCLUDING PROFESSIONAL PERSONAL SERVICES OR PUBLIC IMPROVEMENT PROJECTS FOR LESS THAN \$50,000

This Standard Condition Agreement shall be applicable to all public contracts for goods and personal services, including professional personal services, as referenced in Oregon City Municipal Code section 2.40.040, for architectural, engineering, photogrammetric mapping, transportation planning land surveying services, and for public improvement projects costing less than \$50,000.

1. **Definitions of Terms:** In this Standard Conditions Agreement, the following terms shall be as defined below:

(a) **Agent** means a person who is authorized to act on behalf of the Contractor or the Owner.

(b) **Applicable Laws** means all federal, state and local laws, codes, rules, regulations and ordinances, as amended applicable to the Work to the Contract or to the Parties individually.

(c) **Architectural, engineering, photogrammetric mapping, transportation planning or land surveying services** means professional services that are required to be performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor as defined in Oregon Revised Statutes (ORS) Chapter 279C.

(d) **Amendment** means a written alteration which, when fully executed by the Parties of the Contract, constitutes a change to the to the contract price, contract time or contract scope. An Amendment shall not be effective until executed by both parties.

(e) **Contract Documents** means the full and complete contract for goods or services including the Goods or Personal Service Agreement, Scope of Work and these Standard Conditions.

(f) **Contractor** means the Person awarded the Contract for the Work contemplated and includes or is used interchangeably to reference individuals providing architectural, engineering, photogrammetric mapping, transportation planning or land surveying services contracted for the provision of services, unless otherwise specified.

(g) **Design-Build** means an alternative form of procurement for public improvements in which the Contractor provides or obtains specified design

services, participates on the project team with the Owner, and manages both design and construction.

(h) **Goods** means supplies, equipment, materials, personal property, and includes any tangible, intangible and intellectual property, rights and licenses.

(i) **Owner** means the City of Oregon City or any component unit thereof including the City of Oregon City Urban Renewal Agency. Owner may elect, by written notice to Contractor, to delegate certain duties to more than one agent.

(j) **Parties** means the any individual, group or organization who execute a written agreement to complete Work to be done.

(k) **Person** means a natural person or entity doing business as a sole proprietorship, a partnership, a joint venture, a corporation, a limited liability company or partnership, a nonprofit, a trust, or any other entity possessing the legal capacity to contract.

(l) **Project** means the total undertaking to be accomplished for Owner by architectural, engineering, photogrammetric mapping, transportation planning or land surveying service providers, Contractors, and other others, including planning study, design, construction, testing, commissioning, start-up, of which the Work to be performed under the Contract Documents is a part.

(m) **Public Improvement** means contracts for construction, reconstruction or major renovation of real property by or for the Owner.

(n) **Services** means contracts for services including professional personal services such as financial, accounting, personnel, risk management, insurance, real estate and economics as well as non-professional services such as a short term consultant or services for office maintenance.

(o) **Subcontractor** means a Person having a direct contract with the Contractor, or another Subcontractor of any tier, to perform one or more items of Work.

(p) **Work** means the furnishing of all materials, equipment, labor, transportation, services, incidentals, those permits and regulatory approvals not provided by the Owner necessary to successfully comply any individual items or the entire Contract



STANDARD CONDITIONS TO CONTRACTS FOR GOODS, SERVICES, INCLUDING PROFESSIONAL PERSONAL SERVICES OR PUBLIC IMPROVEMENT PROJECTS FOR LESS THAN \$50,000

and the carrying out of duties and obligations imposed by the Contract Documents for the Project.

2. Contractor Identification. Contractor shall furnish to Owner its taxpayer identification number, as designated by the Internal Revenue Service, or Contractor's social security number, as Owner deems applicable.

3. Payment.

(a) Invoices submitted in connection with this Agreement shall be properly documented and shall identify the pertinent agreement and/or purchase order numbers.

(b) Owner agrees to pay Contractor within thirty (30) days after receipt of Contractor's itemized statement, unless the parties agree to payment to be made on other specified terms. Amounts disputed by Owner may be withheld pending settlement.

(c) Owner certifies that sufficient funds are available and authorized for expenditure to finance the cost of the services to be provided pursuant to this Agreement.

(d) Owner shall not pay any amount in excess of the compensation amounts set forth in this Agreement, nor shall Owner pay Contractor any fees or costs that Owner reasonably disputes.

4. Independent Contractor Status.

(a) Contractor is an independent contractor as defined in ORS 670.600 and is free from direction and control over the means and manner of providing labor or services, subject only to the specifications of the desired results.

(b) Contractor represents that it is customarily engaged in an independently established business and is licensed under ORS chapter 671 or 701, if the services provided require such a license. Contractor maintains a business location that is separate from, and not affiliated with, the offices of the Owner and bears the risk of loss related to the Contractor's business as demonstrated by the fixed price nature of the contract, requirement to fix defective work, warranties provided and indemnification and insurance provisions of this Agreement. Contractor provides services for two or more persons within a 12 month period or routinely engages in advertising, solicitation or

other marketing efforts. Contractor makes a significant investment in the business by purchasing tools or equipment, premises or licenses, certificates or specialized training and Contractor has the authority to hire or fire persons to provide or assist in providing the services required under this Agreement.

(c) Contractor is responsible for obtaining all assumed business registrations or professional occupation licenses required by state or local law (including applicable City or Metro business licenses as per Oregon City Municipal Code Chapter 5.04). Contractor shall furnish the tools or equipment necessary for the contracted labor or services. Contractor agrees and certifies that:

(d) Contractor is not eligible for any federal social security or unemployment insurance payments. Contractor is not eligible for any Public Employee Retirement System (PERS) or workers' compensation benefits from compensation or payments made to Contractor under this Agreement.

(e) Contractor agrees and certifies that it is licensed to do business in the State of Oregon and that, if Contractor is a corporation, that the corporation is in good standing within the State of Oregon.

5. Early Termination.

(a) This Agreement may be terminated without cause prior to the expiration of the agreed- upon term by mutual written consent of the parties or by the Owner upon ten (10) days written notice to the Contractor, delivered by certified mail, email, or in person prior to the stated expiration date.

(b) Upon receipt of notice of early termination, Contractor shall immediately cease work and submit a final statement of services for all services performed and expenses incurred since the date of the last statement of services.

(c) Any early termination of this Agreement shall be without prejudice to any obligation or liabilities of either party already accrued prior to such termination.

(d) The rights and remedies of the Owner provided in this Agreement and relating to defaults by Contractor shall not be exclusive and are in addition to any other rights and remedies provided



STANDARD CONDITIONS TO CONTRACTS FOR GOODS, SERVICES, INCLUDING PROFESSIONAL PERSONAL SERVICES OR PUBLIC IMPROVEMENT PROJECTS FOR LESS THAN \$50,000

by law or under this Agreement.

6. No Third-Party Beneficiaries. Owner and Contractor are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly or indirectly or otherwise, to third parties unless such third parties are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

7. Payment of Laborers; Payment of Taxes.

(a) Contractor shall:

(i) Make payments promptly, as due, to all persons supplying to Contractor labor and materials for the prosecution of the services to be provided pursuant to this Agreement.

(ii) Pay all contributions and amounts due to the State Accident Insurance Fund incurred in the performance of this Agreement.

(iii) Not permit any lien or claim to be filed or prosecuted against the Owner on account of any labor or materials furnished.

(iv) Be responsible for all federal, state, and local taxes applicable to any compensation or payments paid to the Contractor under this Agreement and, unless Contractor is subject to back-up withholding, the Owner will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligation.

(v) Pay all employees at least time and one-half for all overtime worked in excess of forty (40) hours in any one week, except for individuals excluded under ORS 653.100 to 653.261 or under 29 U.S.C. §§ 201 to 209 from receiving overtime.

(b) If the Contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished by any person in connection with this Agreement as such claim becomes due, the Owner may pay such claim to the person furnishing the labor or services and shall charge the amount of the payment against funds due or to become due to the Contractor by reason of this Agreement.

(c) The payment of a claim in this manner shall not relieve Contractor or Contractor's surety

from obligations with respect to any unpaid claims.

(d) Contractor and subcontractors, if any, are subject employers under the Oregon workers' compensation law and shall comply with ORS 656.017, which requires provision of workers' compensation coverage for all workers.

8. SubContractors and Assignment. Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from the Owner. The Owner, by this Agreement, incurs no liability to third parties for payment of any compensation provided herein to the Contractor.

9. Access to Records. Contractor shall maintain all books, documents, papers and records, in paper or electronic form, for a period of no less than three years for the purpose of making audit, examination, excerpts and transcripts. Owner shall have access to all books, documents, papers and records of Contractor, existing in paper or electronic form, that are pertinent to this Agreement for the purpose of making audits, examinations, excerpts and transcripts.

10. Confidentiality. During the course of completing Work, Contractor or its agent, employees, or consultants, may receive confidential information. Contractor agrees to use its best efforts to maintain the confidentiality of such information and to inform each agent and employee performing Work of the confidentiality obligation that pertains to such information.

11. Ownership of Work Product; License. All work products of Contractor that result from this Agreement (the "Work Products") are the exclusive property of Owner. In addition, if any of the Work Products contain intellectual property of Contractor that is or could be protected by federal copyright, patent, or trademark laws, or state trade secret laws, Contractor hereby grants Owner a perpetual, royalty-free, fully paid, nonexclusive and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, use and re-use, in whole or in part (and to authorize others to do so), all such Work Products and any other information, designs, plans, or works provided or delivered to Owner or produced by Contractor under this Agreement. The parties expressly agree that all works produced (including, but not limited to, any taped or recorded items) pursuant to this Agreement are works specially



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commissioned by Owner, and that any and all such works shall be works made for hire in which all rights and copyrights belong exclusively to Owner. Contractor shall not publish, republish, display or otherwise use any work or Work Products resulting from this Agreement without the prior written agreement of Owner. No reports, information and/or data given to or prepared or assembled by the Contractor under this contract shall be made available to any individual or organization by the Contractor without the prior written approval of the Owner.

12. Compliance With Applicable Law.

Contractor shall comply with all federal, state, and local laws and ordinances applicable to the services to be performed pursuant to this Agreement, including, without limitation, the provisions of ORS 279B.220, 279C.515, 279B.235, 279B.230 and 279B.270. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans With Disabilities Act of 1990 (Pub. L No. 101-336), ORS 659.425, and all regulations and administrative rules established pursuant to those laws; and (iv) all other applicable requirements of federal and state civil rights and rehabilitation and other applicable statutes, rules and regulations.

13. Professional Standards. Contractor shall be responsible, to the level of competency presently maintained by others practicing in the same type of services in Owner's community, for the professional and technical soundness, accuracy and adequacy of all services and materials furnished under this authorization.

14. Completion and Correction of Work. Work shall be completed in compliance with the terms set forth in the Contract Documents. Owner shall have the right to reject in writing any Work that does not comply with Contract Document specifications. The Contractor shall perform such additional work as may be necessary to correct Contractor's errors without undue delays and without additional cost.

15. Modification, Supplements or Amendments. No modification, change, supplement or amendment of the provisions of this Agreement shall be valid unless it is in writing and signed by the parties hereto.

16. Indemnity and Insurance.

(a) Indemnity.

(i) Contractor acknowledges responsibility for liability arising out of Contractor's negligent performance of this Agreement and shall hold Owner, its officers, agents, consultants, and employees harmless from, and indemnify them for, any and all liability, settlements, loss, costs, and expenses, including reasonable attorney fees, in connection with any action, suit, or claim caused or alleged to be caused by the negligent acts, omissions, activities or services by Contractor, or the agents, consultants or employees of Contractor provided pursuant to this Agreement.

(ii) Notwithstanding the foregoing, persons providing architectural, engineering, photogrammetric mapping, transportation planning or land surveying services will not have a duty to defend the Owner against a claim for professional negligence relating to the professional services provided under this Agreement, except to the extent that such liability or fault is determined by adjudication or alternative dispute resolution or otherwise resolved by settlement agreement, and may not to exceed the proportionate fault of the person.

(b) Workers' Compensation Coverage.

Contractor certifies that Contractor has qualified for workers' compensation as required by the State of Oregon. Contractor shall provide the Owner, within ten (10) days after full execution of this Agreement, a certificate of insurance evidencing coverage of all subject workers under Oregon's workers' compensation statutes. The insurance certificate and policy shall indicate that the policy shall not be terminated by the insurance carrier without thirty (30) days' advance written notice to Owner. All agents or consultants of Contractor shall maintain such insurance.

(c) General Liability and Commercial Automobile Insurance Coverage.

Contractor shall maintain general liability and commercial automobile liability insurance for the protection of Contractor and Owner, insuring against liability for bodily injury or property damage, including loss of use, and occurring as a result of, or in any way related to, Contractor's operation, each in an amount not less than \$2,000,000 per-occurrence under the General Liability policy and \$2,000,000 combined single limit coverage under the



STANDARD CONDITIONS TO CONTRACTS FOR GOODS, SERVICES, INCLUDING PROFESSIONAL PERSONAL SERVICES OR PUBLIC IMPROVEMENT PROJECTS FOR LESS THAN \$50,000

Commercial Automobile policy. Such insurance shall name Owner, its directors, officers, agents, and employees, as an additional insured, with the stipulation that Contractor insurance, as to the interest of Owner, shall not be invalidated by any act or neglect or breach of this Agreement by Contractor.

(d) Errors and Omissions Insurance:

Contractor shall provide Owner with evidence of professional errors and omissions liability insurance for the protection of Contractor and its employees, insuring against bodily injury and property damage arising out of Contractor's negligent acts, omissions, activities or services in an amount not less than \$1,000,000 combined, single limit. Contractor shall maintain in force such coverage for not less than six (6 years) following completion of the project. Such insurance shall include contractual liability.

Within ten (10) days after the full execution of the Agreement, Contractor shall furnish Owner with a certificate evidencing the dates, amounts, and type of insurance that have been procured pursuant to this Agreement. Contractor will provide for not less than thirty (30) days' written notice to Owner before the policies may be revised, canceled, or allowed to expire. Contractor shall not alter the terms of any policy with prior written authorization from Owner. The provisions of the subsections fully apply to Contractor and its consultants or agents.

17. Legal Expenses. In the event legal action is brought by Owner or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorney fees, costs, and expenses as may be set by a court. "Legal action" shall include matters subject to arbitration and appeals.

18. Severability. The parties agree that, if any term or provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected.

19. Number and Gender. In this Agreement, the masculine, feminine or neutral gender, and the singular or plural number, shall be deemed to include the others or other whenever the context so requires.

20. Captions and Headings. The captions and headings of this Agreement are for convenience only and shall not be construed or referred to in resolving questions of interpretation or construction.

21. Hierarchy. The conditions contained in this document are applicable to every Personal Services Agreement entered into by the Owner in the absence of contrary provisions. To the extent there is a conflict, the terms of the Personal Services Agreement will control over the terms of the standard conditions. To the extent there is a conflict between the terms of the standard conditions and any other document, including the scope of services, the terms of the standard conditions shall control those other terms.

22. Calculation of Time. All periods of time referred to herein shall include Saturdays, Sundays and legal holidays in the State of Oregon, except that, if the last day of any period falls on any Saturday, Sunday or legal holiday, the period shall be extended to include the next day that is not a Saturday, Sunday or legal holiday.

23. Notices. Any notices, bills, invoices, reports or other documents required by this Agreement shall be sent by the parties by United States mail, postage prepaid, or personally delivered to the addresses listed in the Agreement attached hereto. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing, unless sooner received.

24. Nonwaiver. The failure of Owner to insist upon or enforce strict performance by Contractor of any of the terms of this Agreement or to exercise any rights hereunder shall not be construed as a waiver or relinquishment to any extent of its rights to assert or rely upon such terms or rights of any future occasion.

25. Information and Reports. Contractor shall, at such time and in such form as Owner may require, furnish such periodic reports concerning the status of the project, such statements, certificates, approvals, and copies of proposed and executed plans and claims, and other information relative to the project as may be requested by Owner. Contractor shall furnish Owner, upon request, with copies of all documents and other materials prepared or developed in relation with or as a part of the project. Working papers prepared in conjunction with the project are the property of Owner, but shall remain



STANDARD CONDITIONS TO CONTRACTS FOR GOODS, SERVICES, INCLUDING PROFESSIONAL PERSONAL SERVICES OR PUBLIC IMPROVEMENT PROJECTS FOR LESS THAN \$50,000

with Contractor. Copies as requested shall be provided free of cost to Owner.

26. Owner's Responsibilities. Owner shall furnish Contractor with all available necessary information, data, and materials pertinent to the execution of this Agreement. Owner shall cooperate with Contractor in carrying out the work herein and shall provide adequate staff for liaison with Contractor.

27. Arbitration.

All disputes arising out of or under this Agreement shall be timely submitted to nonbinding mediation prior to commencement of any other legal proceedings. The subsequent measures apply if disputes cannot be settled in this manner.

(a) Any dispute arising out of or under this Agreement shall be determined by binding arbitration.

(b) The party desiring such arbitration shall give written notice to that effect to the other party and shall in such notice appoint a disinterested person of recognized competence in the field as arbitrator on its behalf. Within fifteen (15) days thereafter, the other party may, by written notice to the original party, appoint a second disinterested person of recognized competence as arbitrator on its behalf. The arbitrators thus appointed shall appoint a third disinterested person of recognized competence, and the three arbitrators shall, as promptly as possible, determine such matter, provided, however, that:

(i) If the second arbitrator is not appointed as described above, then the first arbitrator shall proceed to determine such matter; and

(ii) If the two arbitrators appointed by the parties are unable to agree, within fifteen (15) days after the second arbitrator is appointed, on the appointment of a third arbitrator, they shall give written notice of such failure to agree to the parties and, if the parties fail to agree on the selection of the third arbitrator within fifteen (15) days after the arbitrators appointed by the parties give notice, then, within ten (10) days thereafter, either of the parties, on written notice to the other party, may request such appointment by the presiding judge of the Clackamas County Circuit Court.

(c) Each party shall each be entitled to present

evidence and argument to the arbitrators. The determination of the majority of the arbitrators or the sole arbitrator, as the case may be, shall be conclusive on the parties, and judgment on the same may be entered in any court having jurisdiction over the parties. The arbitrators or the sole arbitrator, as the case may be, shall give written notice to the parties, stating the arbitration determination, and shall furnish to each party a signed copy of such determination. Arbitration proceedings shall be conducted pursuant to ORS 33.210 et seq. and the rules of the American Arbitration Association, except as provided otherwise.

(d) Each party shall pay the fees and expenses of the arbitrator appointed by such party and one-half of the fees and expenses of the third arbitrator, if any.

28. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the state of Oregon without resort to any jurisdiction's conflicts of law, rules or doctrines.

29. Counterparts and Electronic Signatures. This Agreement may be executed in counterparts. Electronic signatures using an electronic verification system approved by the Owner shall be considered as valid signatures.

30. Entire Agreement. This Agreement signed by both parties is the parties' final and entire Agreement and supersedes all prior contemporaneous oral or written communications between the Parties, their agents and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Hillendale/Tower Vista NA General Meeting	2	3	4 4th of July	5
6	7 CIC Meeting	8	9	10	11	12
13	14	15 Gaffney Lane NA General Meeting	16 McLoughlin NA General Meeting Two Rivers NA General Meeting	17	18	19
20	21	22 Caufield NA General Meeting	23	24	25	26
27	28	29	30	31		

August 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 CIC Meeting	5 National Night Out	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23 Elyville NA Ice Cream Social
24	25	26	27	28	29	30

September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day	2	3	4 McLoughlin NA General Meeting	5	6
7	8	9 Elyville NA General Meeting	10	11 Hazel Grove - Westling Farm NA General Meeting	12	13
14	15	16 Gaffney Lane NA General Meeting	17	18 Canemah NA General Meeting	19	20
21	22	23 Caufield NA General Meeting	24	25	26	27
28	29	30				

October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 CIC Meeting	7 Hillendale/Tower Vista NA General Meeting	8	9	10	11
12	13	14	15	16	17	18
19	20 Park Place NA General Meeting	21	22 Two Rivers NA General Meeting	23	24	25
26	27	28	29	30	31	

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 CIC Meeting	4	5	6 McLoughlin NA General Meeting	7	8
9	10	11 Veterans Day Elyville NA General Meeting	12	13 Hazel Grove - Westling Farm NA General Meeting	14	15
16	17	18 Gaffney Lane NA General Meeting	19 Caufield NA General Meeting	20 Canemah NA General Meeting	21	22
23	24	25	26	27 Thanksgiving Day	28 Day After Thanksgiving	29

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 CIC Meeting	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Christmas Eve	25 Christmas Day	26	27
28	29	30	31			

January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Years Eve	2	3
4	5 CIC Meeting	6 Hillendale/Tower Vista NA General Meeting	7	8 McLoughlin NA General NA Meeting Hazel Grove - Westling Farm NA General Meeting	9	10
11	12	13 Elyville NA General Meeting	14	15	16	17
18	19 MLK Jr. Day	20 Gaffney Lane NA General Meeting	21	22	23	24
25	26	27 Caufield NA General Meeting	28 Two Rivers NA General Meeting	29	30	31

February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 CIC Meeting	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Presidents Day	17	18	19 Canemah NA General Meeting	20	21
22	23 Park Place NA General Meeting	24	25	26	27	28

March 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 CIC Meeting	3	4	5 McLoughin NA General NA Meeting	6	7
8	9	10 Elyville NA General Meeting	11	12 Hazel Grove - Westling Farm NA General Meeting	13	14
15	16	17 Gaffney Lane NA General Meeting	18 Caufield NA General Meeting	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 CIC Meeting	7 Hillendale/Tower Vista NA General Meeting	8	9	10	11
12	13	14	15	16 Canemah NA General Meeting	17	18
19	20	21	22 Two Rivers NA General Meeting	23	24	25
26	27	28	29	30		

May 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 CIC Meeting	5	6	7 McLoughlin NA General Meeting	8	9
10	11	12 Elyville NA General Meeting	13	14 Hazel Grove - Westling Farm NA General Meeting	15	16
17	18 Park Place NA General Meeting	19 Gaffney Lane NA General Meeting	20	21	22	23
24	25 Memorial Day	26 Caufield NA General Meeting	27	28	29	30

June 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 CIC Meeting	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 Juneteenth	20
21 Canemah NA Ice Cream Social	22	23	24	25	26	27
28	29	30				

From: [Evan Lee](#)
To: [Hannah Schmidt](#)
Cc: [City Recorder Team](#)
Subject: FW: Written Public Comment: Oregon Mental Health Survey
Date: Wednesday, June 18, 2025 10:25:17 AM
Attachments: [NWT Oregon Survey - Social Thumb.png](#)
[NWT Survey 2025 - FLYER.pdf](#)
[NWT Survey 2025 - Postcards.pdf](#)

Public comment for the next CIC meeting.



Evan Lee
Assistant City Recorder

elee@orcity.org
City of Oregon City
PO Box 3040
625 Center Street
Oregon City, Oregon 97045
Office Hours: Mon – Fri, 8 am – 5 pm
503-496-1505 Direct phone
503-657-0891 City phone

PUBLIC RECORDS LAW DISCLOSURE: This e-mail is subject to the State Retention Schedule and may be made available to the public.

From: Jessica Macklin <jessica@nwtreatment.com>
Sent: Wednesday, June 18, 2025 10:16 AM
To: City Recorder Team <RecorderTeam@orcity.org>
Subject: Written Public Comment: Oregon Mental Health Survey

Some people who received this message don't often get email from jessica@nwtreatment.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello, I would like to submit a written comment for the July 7th CIC meeting. Please let me know if you need anything else from me.

I hope this meeting finds you all doing as well as possible. My name is Jessica Macklin and I am the owner of [NW Treatment](#), a Mental Health and Addiction/DUII program based in Oregon City and Portland that has been in business since 1982. I'm hoping to get your assistance in getting the word out about a survey we are working on.

We have partnered with a data analytic company, [Commonly Well](#), to conduct a survey looking at the connection between Mental Health & Relationships. This includes our family, friends, romantic partners, our alcohol and drug use, our mental health struggles and all aspects connecting these in our lives.

I am hoping that you will be willing to take 8 minutes of your time to fill out the attached/linked survey. There is also a Part 2 of this survey that is texted to you if you provide your cell number on the last page of the survey. This second part of the survey deals with the [Recovery Capital Index](#) which is a validated assessment for resiliency and wellness in regards to addiction. Your Recovery Capital Index score is shared immediately with you.

I have attached the flyer, postcards and image and I hope you are willing to share this with your community, neighborhoods, & connections. We are hoping to share this survey far and wide to anyone that lives or works in Oregon. The survey will be open till the end of July and we will be posting and sharing the results publicly with the hope of improving the education and training for behavioral health therapists in Oregon.

[Survey Link](#)

Feel free to reach out to our office with any questions and we thank you for your consideration for this project.



--

Jessica
Macklin, LPC, MA, CADAC III, AASECT Certified
Sex/Couples Therapist
NW

Treatment, LLC
503-655-1029
www.NWTreatment.com

~~~~~  
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# Your Voice Matters



## Relationships & Mental Health Survey (2025)

How do our relationships and social capital influence our mental health and substance use?

Help us find out by participating in a two-part survey. While we are very interested in understanding these issues for the **2SLGBTQIA+ community**, this survey is **inclusive** no matter your gender, sexual orientation, or relationship status.

Help us learn what's important so we can provide better care.

### This Survey is for Everyone!

## Scan Above to Begin Survey



This survey is managed and conducted for NW Treatment by Commonly Well, PBC. Participation is anonymous and your information is kept confidential.

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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, June 2, 2025 at 7:00 PM

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

Linda Baysinger called the meeting to order at 6:58 p.m.

**PRESENT:**

*Dennis Anderson, Linda Baysinger, Dan Berge, Betty Mumm, Duane Hanson, Chris Nolte, Sara Peterson, Josh Kayser, Denise Beasley, Tim Powell, Bob LaSalle, and Commissioner Adam Marl.*

**STAFF:** *Hannah Schmidt, Thomas Kissinger, Scott Archer.*

**EXCUSED:** *Dorothy Dahlsrud, and Commissioner Scott Wilson*

**ABSENT:** *Lisa Guirsch and Karla Laws*

**2. PRESENTATIONS**

- a. Rob Schellert presented on the Second Home program, which connects unaccompanied high school students in Clackamas County with home providers to help them finish their education and prevent adult homelessness. Key points included:
- The program works with local school districts to identify eligible students and with volunteers to provide housing.
  - Students must be drug and alcohol free with no violent history.
  - The program has a 90% graduation rate, compared to 63% for unaccompanied students without stable housing.
  - There are about 132 unaccompanied youth in Clackamas County, with 79 in Oregon City.
  - The program uses a mediation process to create housing agreements between students and providers.
  - Students who participate for at least 6 months are eligible for tuition waivers at Oregon colleges and universities.
- In response to the questions, Rob Schellert clarified that the program serves students from freshman year through college, and funding comes from the state and local organizations. Committee members expressed interest in the program and its potential impact.

- b. Scott Archer, Director of Parks and Recreation and Thomas Kissinger, Deputy Director of Parks and Recreation, presented on the Parks Master Plan, which is in the process of being adopted into the City's comprehensive plan. Key points included:
- The plan was developed based on extensive community input over a 2-year period.
  - High priorities identified include multi-use trails, water access, and an outdoor amphitheater.
  - The plan analyzes current park acreage and identifies needs for additional neighborhood parks and indoor facilities.
  - The total cost to implement all projects in the plan is estimated at \$111-163 million over 10-30 years.
  - Funding sources include SDCs (System Development Charges) for new development and grants, but maintenance relies on the general fund.

Committee members raised questions and concerns about:

- Maintenance of existing parks vs. building new ones
- Tracking park usage and comparing to local rather than national standards
- Accessibility for people with disabilities
- Parking adequacy
- Potential for a regional parks district or partnerships

Director Archer and Deputy Director Kissinger acknowledged these concerns and noted that the plan provides a framework for future decision-making, but implementation details will require ongoing community discussion.

### **3. PUBLIC COMMENTS**

No public comments were provided.

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

- a. Tim Powell made a motion to approve the minutes from the May 5, 2025, Citizen Involvement Committee meeting. The motion was seconded by Josh Kayser.

The motion passed unanimously.

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

- a. Hannah Schmidt presented the June Staff Report included in the Agenda Packet. administrative matters. Additional details included
- The budget committee has approved \$90,000 for the biennial CIC budget, pending final approval by the City Commission.
  - The next CIC meeting will focus on budget management for the upcoming fiscal year.

- b. Hannah Schmidt reported that the CIC budget for the next fiscal year is projected to be \$45,000, pending City Commission approval. Hannah also discussed strategies for managing printing and mailing costs, including combining mailings for smaller neighborhoods and exploring alternative outreach methods like email lists and QR codes.

## **6. GENERAL BUSINESS**

- a. The CIC discussed participation in the National Night Out event on August 5th from 5:30 to 8 p.m. at the End of the Oregon Trail. Key points included:
  - The CIC will have a booth, as will some individual neighborhood associations.
  - In the past, the CIC has used a large map with dots for residents to mark their locations.
  - There was a discussion about coordinating booth locations and sharing resources.
  - Hannah Schmidt noted that the City cannot provide pop-up tents this year but can provide tables and signage for the CIC booth.
  - The committee discussed the need for updated maps and engaging materials.
  - A sign-up sheet for volunteers will be provided at the next meeting.

## **7. ROUNDTABLE**

**Canemah:** Provided updates on various neighborhood issues and announced an Ice Cream Social on June 23.

**Caulfield:** Discussed concerns about the Holcomb Road bridge, walkway improvements, and homeless population issues.

**Gaffney Lane:** Held a successful emergency preparedness workshop and has an upcoming street cleanup on June 21.

**Hazel Grove – Westling Farm:** Planning their second meeting on June 10th and will participate in National Night Out.

**Hillendale/Tower Vista:** Discussed upcoming steering committee meeting and general meeting scheduled for July 1.

**McLoughlin:** Reported on the City inflow and infiltration project that was presented at their last meeting and a successful negotiation with a new rehab facility in the neighborhood

**Park Place:** Held elections for new officers and discussed concerns about conditions in county housing projects.

**South End:** Held first meeting in some time with about 20 participants, working on reactivating the association.

Commissioners Adam Marl provided an update on the City budget process, noting a proposed 8-cent property tax increase per \$1000 assessed value, the first increase in 10 years.

**8. ADJOURNMENT**

The meeting was adjourned by Chair, Linda Baysinger at 9:02 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:** July 7, 2025  
**From:** Hannah Schmidt, Community Engagement Specialist

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**SUBJECT:** STAFF LIASON UPDATES

**1. Trail News**

E-Trail News was sent out to subscribers on June 26. The July and August NA meeting schedules were included within this issue of E-Trail News as well as a section about the McLoughlin Neighborhood Sale that will take place from August 8 – 10.

**The deadline for the Fall 2025 issue of Trail News is Monday, July 7 by 12 p.m.** Please be sure to email me any Neighborhood Association materials you would like featured in this edition of Trail News in advance of the deadline. I have attached the updated NA meeting information for your reference. Please review Exhibit A and notify me of any necessary changes ASAP. The Fall 2025 issue of Trail News is expected to hit residents’ mailboxes the week of August 4, 2025.

**2. Enhancement Grant Program - Round 2**

The City of Oregon City will be opening Enhancement Grant applications again from June 30, 2025 – August 8, 2025. Please note that your Neighborhood Association may be reached out to by an Enhancement Grant applicant to provide a letter of support for their proposed project. Enhancement Grant applicants may also provide public comments at the CIC meetings to request letters of support.

**3. Clackamas County Vector Control**

Below is a message from the Clackamas County Vector Control:



Summer is here and so are the mosquitoes! While enjoying the outdoors with barbecues, swimming, hiking or quality time with your family and friends, mosquito control will be important. Not only do humans enjoy the outdoors during summer, so do our pets. Did you know that dogs and cats can develop Heartworm from mosquitoes which is a life-threatening disease. Controlling mosquitoes will help your pets and humans alike. You can do this by draining standing water from objects such as flowerpots, tires, unused wading pools and gutters, which will help with mosquito control. Planting citronella, lavender, marigolds, rosemary, thyme and basil can also help keep mosquitoes away!

[Clackamas County Vector Control District](#) (CCVCD) wants to make sure you and your pets enjoy all these outdoor activities. They are committed to using environmentally responsible treatments and educational presentations to help you protect your property. They offer free property inspections, where the data will be used to help monitor mosquito populations before they become adults.

If you are having any issues, call them at 503-655-8394 or visit [FighttheBites.com](#) where you can request services, watch educational videos, and stay up to date with local vector news and updates. They are open between 7:00 a.m. and 5 p.m., Monday through Thursday. Don't forget to like them on Facebook and Instagram too!

**4. Community Development Community Room**

Kay Neumann, previous Administrative Assistant for Community Development, has left the City of Oregon City to pursue other opportunities outside of City government. Her last day was on Thursday, June 26, and Melissa Lopez, Assistant Planner, will now be overseeing the Community Development Community Room usage. If you have any schedule updates for your Neighborhood Association meetings or want to explore utilizing this space for your meetings, please contact Melissa Lopez via email at [mlopez@orcify.org](mailto:mlopez@orcify.org).

**5. CIC Resignations and Appointments**

The following CIC members have resigned from the Citizen Involvement Committee:

- Karla Laws (Elyville NA)
- Dorothy Dahlsrud (Elyville NA)
- Lisa Guirsch (Caufield NA)
- Dan Berge (Caufield NA)

The following NA members have been added to the July 2, 2025, City Commission agenda to be appointed to the CIC:

- Donna Renee Larsen (Caufield NA)
- Deby Butzer (Caufield NA)
- Matt Beatty (Hazel Grobe – Westling Farm NA)

**6. Residential Mailing List Addresses Update**

The City's GIS team updated the neighborhood mailing labels on May 28, 2025. The changes have been noted below and will also be incorporated into the 2025-2026 fiscal year budgeting sheets for the CIC.

|            | CNA | CFNA | ENA  | GLNA | HG-WFNA | HNA  | MNA  | PPNA | RNA | SENA | TVNA | TRNA |
|------------|-----|------|------|------|---------|------|------|------|-----|------|------|------|
| Oct-24     | 196 | 2432 | 1819 | 1664 | 1064    | 1884 | 2008 | 1387 | 795 | 1457 | 1202 | 616  |
| Jan-25     | 195 | 2431 | 1835 | 1663 | 1063    | 1880 | 2010 | 1466 | 797 | 1455 | 1215 | 614  |
| May-25     | 195 | 2432 | 1844 | 1665 | 1064    | 1881 | 2023 | 1542 | 797 | 1456 | 1215 | 617  |
| Difference | 0   | 1    | 9    | 2    | 1       | 1    | 13   | 76   | 0   | 1    | 0    | 3    |

## **7. 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@orc.org](mailto:hschmidt@orc.org) if you need a copy of the QR code for the NA webpage or email subscriber list sign-up link.

## **8. 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@orc.org](mailto:hschmidt@orc.org). Using different pictures in your NA meeting announcements will help engage a wider audience and hopefully draw more residents to your NA meetings.

## **9. Neighborhood Association Signs and Other Advertising Methods**

Just like with postcards, all NA signs must be sent to staff, at [hschmidt@orc.org](mailto:hschmidt@orc.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.

## **10. 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.

## **11. 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 |
|------------------|-----|------|-----|------|---------|--------|-----|------|-----|------|------|
| 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   |
| May-25           | 39  | 141  | 40  | 48   | 91      | 95     | 132 | 138  | 50  | 71   | 27   |
| Jun-25           | 81  | 139  | 41  | 48   | 108     | 97     | 132 | 138  | 50  | 76   | 28   |
| Monthly Increase | 42  | -2   | 1   | 0    | 17      | 2      | 0   | 0    | 0   | 5    | 1    |

- 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.

**12. 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@orcitey.org](mailto:hschmidt@orcitey.org).

### **13. 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.

### **14. 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@orcitey.org](mailto:hschmidt@orcitey.org) if you have any questions or concerns.

### **15. 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.

### **16. 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.

## Neighborhood Associations – General Meetings

The neighborhood associations meeting dates, times, and locations published below are subject to change. Please check <https://www.orcity.org/899/Neighborhood-Associations> for updated information on neighborhood associations. Please sign up for emails from your specific neighborhood association or contact your neighborhood association directly to inquire about meeting information, including the option to join meetings virtually!

### **CITIZEN INVOLVEMENT COMMITTEE [CIC]**

<https://www.orcity.org/765/Citizen-Involvement-Committee-CIC>

7:00 pm | 1<sup>st</sup> Monday of each month

City Hall-Commission Chambers, 625 Center Street

Linda Baysinger, Chair | [team.baysinger@comcast.net](mailto:team.baysinger@comcast.net)

### **CANEMAH [CNA]**

[www.orcity.org/canemah](http://www.orcity.org/canemah)

7:00 pm | 3<sup>rd</sup> Thursday | Feb, Apr, Sep, Nov

Community Room at Oregon City Library, 606 John Adams Street

Ron Bistline, Chair | [ronbistline@hotmail.com](mailto:ronbistline@hotmail.com)

### **CAUFIELD [CFNA]**

[www.orcity.org/caufield](http://www.orcity.org/caufield)

6:30 pm | 4<sup>th</sup> Tuesday | Jan, May, Jul, Sep | 3<sup>rd</sup> Wednesday | Mar, Nov

Community Development Community Room, 695 Warner Parrott Rd

Donna Renee, Chair | [donna@advantageivr.com](mailto:donna@advantageivr.com)

### **ELYVILLE [ENA] – Currently on hiatus**

[www.orcity.org/elyville](http://www.orcity.org/elyville)

To get involved – contact Community Engagement Specialist,

Hannah Schmidt | [hschmidt@orcity.org](mailto:hschmidt@orcity.org)

### **GAFFNEY LAND [GLNA]**

[www.orcity.org/gaffney-lane](http://www.orcity.org/gaffney-lane)

6:30 pm | 3<sup>rd</sup> Tuesday | Jan, Mar, May, Jul, Sep, Nov

Community Development Community Room, 695 Warner Parrott Rd

Dave Hunt, Chair | [dave@namicc.org](mailto:dave@namicc.org)

### **HAZEL GROVE-WESTLING FARM [HG-WFNA] *Reactivated***

[www.orcity.org/hazel-grove-westling-farm](http://www.orcity.org/hazel-grove-westling-farm)

6:30 p.m. | 2<sup>nd</sup> Thursday | Jan, Mar, May, Sep, Nov

Community Development Community Room, 695 Warner Parrott Rd

Chris Nolte, Liaison | [hazelgrovewestlingfarmna@gmail.com](mailto:hazelgrovewestlingfarmna@gmail.com)

### **HILLENDALE [HNA] *Meetings combined with Tower Vista NA***

[www.orcity.org/hillendale](http://www.orcity.org/hillendale)

6:30 pm | 1<sup>st</sup> Tuesday | Jan, Apr, Jul, Oct  
Community Development Community Room, 695 Warner Parrott Rd  
Josh Kayser, Chiefs Liaison | [ncecowboy1@gmail.com](mailto:ncecowboy1@gmail.com)

**MCCLOUGHLIN [MNA]**

[www.orcity.org/mcloughlin](http://www.orcity.org/mcloughlin)

7:00 pm | 1<sup>st</sup> Thursday | Jan, Mar, May, Jul, Sep, Nov  
Community Room at Oregon City Library, 606 John Adams Street  
Tim Powell, Chair | [mnaoregoncity@gmail.com](mailto:mnaoregoncity@gmail.com)

**PARK PLACE [PPNA]**

[www.orcity.org/park-place](http://www.orcity.org/park-place)

7:00 pm | 3<sup>rd</sup> Monday | Feb 24, May 19, Oct 20  
Park Place Church, 13933 Gain Street  
Nick Dierckman, Acting Chair | [ndierckman@gmail.com](mailto:ndierckman@gmail.com)

**RIVERCREST [RNA] *Currently inactive***

[www.orcity.org/rivercrest](http://www.orcity.org/rivercrest)

To get involved – contact Community Engagement Specialist,  
Hannah Schmidt | [hschmidt@orcitey.org](mailto:hschmidt@orcitey.org)

**SOUTH END [SENA] *In the process of reactivating***

[www.orcity.org/south-end](http://www.orcity.org/south-end)

6:30 p.m. | Thursday | May 29  
Community Development Community Room, 695 Warner Parrott Rd

**TOWER VISTA [TVNA] *Meetings are combined with Hillendale NA***

[www.orcity.org/tower-vista](http://www.orcity.org/tower-vista)

6:30 pm | 1<sup>st</sup> Tuesday | Jan, Apr, Jul, Oct  
Community Development Community Room, 695 Warner Parrott Rd  
Josh Kayser, Chiefs Liaison | [ncecowboy1@gmail.com](mailto:ncecowboy1@gmail.com)

**TWO RIVER [TRNA]**

[www.orcity.org/two-rivers](http://www.orcity.org/two-rivers)

7:00 pm | 4<sup>th</sup> Wednesday | Jan, Apr, Jul, Oct  
Abernethy Chapel, 1326 John Adams Street  
Margie Huges, Secretary | [margiehughes1@aol.com](mailto:margiehughes1@aol.com)

## **Sign up for Neighborhood Emails**

Subscribe to emails from your neighborhood associations. Oregon City is a tight-knit community. That's plainly evident with its network of neighborhood associations throughout. These groups of residents regularly come together to share information and questions; and hear from City, County, and State leaders on issues that affect the community. If you would like to receive emails notifying you when your neighborhood association meets, sign up at the appropriate link to the right. This email list will be used only for information coming from the association you signed up for.

## **Attention Hazel Grove - Westling Farm Residents:**

The HGWFNA has been reactivated and is on the move to BUILD COMMUNITY!. We are asking all residents to check out our website and register your email for quicker and more frequent communication. Please let us know about the most important issues our neighborhood is facing or what information you would like to know or discover. To find out more information about our HGWFNA, please visit: [orccity.org/1327/Hazel-Grove-Westling-Farm-NA](http://orccity.org/1327/Hazel-Grove-Westling-Farm-NA). Thanks so much!

**City of Oregon City - Citizen Involvement Committee**  
**Financial Summary for Biennial Years 2023-25**  
*as of June 27, 2025*

**Fiscal Year 2023-24**

|                                                                                                                  |             |               |               |               |               |               |             |               |               | Inactive - Pooled for use by other NAs |               |               |                |
|------------------------------------------------------------------------------------------------------------------|-------------|---------------|---------------|---------------|---------------|---------------|-------------|---------------|---------------|----------------------------------------|---------------|---------------|----------------|
| Neighborhood                                                                                                     | Canemah     | Caufield      | Elyville      | Gaffney Lane  | Hillendale    | McLoughlin    | Park Place  | TowerVista    | Two Rivers    | South End                              | Hazel Grove   | Rivercrest    | Total          |
| 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**

|                           |             |               |               |               |               |               |               |               |               |             |               |            | Inactive NA    |
|---------------------------|-------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-------------|---------------|------------|----------------|
| Neighborhood              | Canemah     | Caufield      | Elyville      | Gaffney Lane  | Hillendale    | McLoughlin    | Park Place    | TowerVista    | Two Rivers    | South End   | Hazel Grove   | Rivercrest | 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          | 46             |
| Revised # of mailings     | 4           | 6             | 4             | 6             | 4             | 6             | 3             | 4             | 4             | 1           | 2             | 0          | 44             |
| 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           | \$406.00    | \$7,585.00    | \$3,817.00    | \$5,189.00    | \$3,910.00    | \$6,271.00    | \$2,287.00    | \$2,527.00    | \$1,277.00    | \$757.00    | \$1,106.00    | \$0.00     | \$ 35,132.00   |
| 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                  | \$ (101.69) | \$ (1,272.17) | \$ (943.27)   | \$ (870.27)   | \$ (16.68)    | \$ (1,050.33) | \$ (9.76)     | \$ (10.78)    | \$ (5.45)     | \$ (3.23)   | \$ (4.71)     | \$ -       | \$ (4,288.34)  |
| December                  |             |               |               |               | \$ (630.75)   | \$ (688.78)   |               | \$ (402.42)   |               |             |               |            | \$ (1,721.95)  |
| January                   |             | \$ (2,040.12) |               | \$ (864.76)   | \$ (340.93)   | \$ (373.70)   |               | \$ (217.52)   |               |             |               |            | \$ (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) |               | \$ (958.88)   |               |               | \$ (1,045.20) |               |               | \$ (320.84)   |             |               |            | \$ (2,426.32)  |
| May                       |             | \$ (1,263.60) |               | \$ (864.77)   |               |               | \$ (762.84)   |               | \$ (400.00)   | \$ (756.60) | \$ (553.28)   |            | \$ (4,601.09)  |
| June                      |             |               |               |               | \$ (1,295.80) |               |               | \$ (742.43)   |               |             | \$ (400.00)   |            | \$ (2,438.23)  |
| Total Spent               | \$ (406.49) | \$ (7,079.82) | \$ (3,783.53) | \$ (5,160.82) | \$ (4,302.60) | \$ (6,249.33) | \$ (2,242.29) | \$ (2,534.40) | \$ (1,359.72) | \$ (759.83) | \$ (1,510.75) | \$ -       | \$ (35,389.58) |
| Remaining Budget          | (\$0.49)    | \$505.18      | \$33.47       | \$28.18       | (\$392.60)    | \$21.67       | \$44.71       | (\$7.40)      | (\$82.72)     | (\$2.83)    | (\$404.75)    | \$0.00     | \$ (257.58)    |

**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  | \$ (35,389.58) |
| Fiscal Year 2024-25 Prorated Budget | \$ (35,132.00) | Biennial Years 2023-25 Remaining | \$ 174.70      |
| Unallocated surplus/(deficit)       | \$ 432.28      |                                  |                |

**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 MAILING SERVICE       | GAFFNEY LANE NA POSTCARD                   | \$ 287.26   | Gaffney Lane                  |
| 08/07/2024 | August    | EAGLE MAILING SERVICE       | 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 MAILING SERVICE       | ELYVILLE NA POSTCARD                       | \$ 314.15   | Elyville                      |
| 09/11/2024 | September | EAGLE MAILING SERVICE       | GAFFNEY LANE NA POSTCARD                   | \$ 287.26   | Gaffney Lane                  |
| 09/11/2024 | September | EAGLE MAILING SERVICE       | McLOUGHLIN NA POSTCARD                     | \$ 346.69   | McLoughlin                    |
| 09/18/2024 | September | EAGLE MAILING SERVICE       | 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 MAILING SERVICE       | CAUFIELD NA POSTCARD                       | \$ 420.36   | Caufield                      |
| 09/24/2024 | September | EAGLE MAILING SERVICE       | 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 MAILING SERVICE       | TWO RIVERS NA POSTCARD                     | \$ 107.09   | Two Rivers                    |
| 10/16/2024 | October   | EAGLE MAILING SERVICE       | 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 MAILING SERVICE       | McLOUGHLIN NA POSTCARDS                    | \$ 346.54   | McLoughlin                    |
| 11/05/2024 | November  | EAGLE MAILING SERVICE       | 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 MAILING SERVICE       | GAFFNEY LANE NA POSTCARDS                  | \$ 287.72   | Gaffney Lane                  |
| 11/14/2024 | November  | EAGLE MAILING SERVICE       | 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 MAILING SERVICE       | 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 MAILING SERVICE       | McLOUGHLIN NA POSTCARDS                    | \$ 373.70   | McLoughlin                    |
| 01/07/2025 | January   | EAGLE MAILING SERVICE       | HILLENDALE/TOWER VISTA 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 MAILING SERVICE       | GAFFNEY LANE NA POSTCARDS                  | \$ 303.89   | Gaffney Lane                  |
| 01/22/2025 | January   | EAGLE MAILING SERVICE       | 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 MAILING SERVICE       | CANEMAH NA POSTCARDS                       | \$ 42.58    | Canemah                       |
| 02/19/2025 | February  | EAGLE MAILING SERVICE       | McLOUGHLIN NA POSTCARDS                    | \$ 367.23   | McLoughlin                    |
| 02/19/2025 | February  | EAGLE MAILING SERVICE       | 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 MAILING SERVICE       | TWO RIVERS NA POSTCARDS                          | \$ 112.15           | Two Rivers              |
| 03/05/2025 | March    | EAGLE MAILING SERVICE       | CAUFIELD NA POSTCARDS                            | \$ 444.71           | Caufield                |
| 03/05/2025 | March    | EAGLE MAILING SERVICE       | ELYVILLE NA POSTCARDS                            | \$ 335.20           | Elyville                |
| 03/11/2025 | March    | EAGLE MAILING SERVICE       | HAZEL GROVE- WESTLING FARM N/A POSTCARDS         | \$ 194.41           | Hazel Grove             |
| 03/11/2025 | March    | EAGLE MAILING SERVICE       | 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 MAILING SERVICE       | HILLENDALE AND TOWER VISTA NA POSTCARDS          | \$ 565.42           | Hillendale/Tower Vista* |
| 04/16/2025 | April    | EAGLE MAILING SERVICE       | TWO RIVERS NA POSTCARDS                          | \$ 112.63           | Two Rivers              |
| 04/16/2025 | April    | EAGLE MAILING SERVICE       | 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                 |
| 04/22/2025 | April    | US POSTAL SERVICE           | ELYVILLE NA POSTCARDS                            | \$ 621.91           | Elyville                |
| 04/23/2025 | April    | EAGLE MAILING SERVICE       | McLOUGHLIN NA POSTCARDS                          | \$ 367.35           | McLoughlin              |
| 04/24/2025 | April    | US POSTAL SERVICE           | McLOUGHLIN NA POSTCARD POSTAGE                   | \$ 677.85           | McLoughlin              |
| 04/30/2025 | April    | EAGLE MAILING SERVICE       | ELYVILLE NA POSTCARDS                            | \$ 336.97           | Elyville                |
| 05/15/2025 | May      | US POSTAL SERVICE           | PARK PLACE NA POSTCARD POSTAGE                   | \$ 494.93           | Park Place              |
| 05/15/2025 | May      | US POSTAL SERVICE           | GAFFNEY NA POSTCARD POSTAGE                      | \$ 560.56           | Gaffney Lane            |
| 05/15/2025 | May      | US POSTAL SERVICE           | CAUFIELD NA POSTCARD POSTAGE                     | \$ 819.03           | Caufield                |
| 05/21/2025 | May      | EAGLE MAILING SERVICE       | CAUFIELD NA POSTCARDS                            | \$ 444.57           | Caufield                |
| 05/21/2025 | May      | EAGLE MAILING SERVICE       | PARK PLACE NA POSTCARDS                          | \$ 267.91           | Park Place              |
| 05/21/2025 | May      | EAGLE MAILING SERVICE       | SOUTH END NA POSTCARDS                           | \$ 265.86           | South End               |
| 05/21/2025 | May      | EAGLE MAILING SERVICE       | GAFFNEY LANE NA POSTCARDS                        | \$ 304.20           | Gaffney Lane            |
| 05/22/2025 | May      | US POSTAL SERVICE           | SOUTH END NA POSTCARD POSTAGE                    | \$ 490.74           | South End               |
| 05/28/2025 | May      | US POSTAL SERVICE           | HAZEL GROVE WESTLING FARM NA POSTAGE             | \$ 358.69           | Hazel Grove             |
| 05/30/2025 | May      | EAGLE MAILING SERVICE       | HAZEL GROVE- WESTLING FARM NA POSTCARDS          | \$ 194.59           | Hazel Grove             |
| 06/25/2025 | June     | BUEL'S IMPRESSIONS PRINTING | HAZEL GROVE NA A-FRAME SIGNS & INSERTS           | \$ 400.00           | Hazel Grove             |
| 06/25/2025 | June     | BUEL'S IMPRESSIONS PRINTING | TWO RIVERS NA A-FRAME SIGNS & INSERTS            | \$ 400.00           | Two Rivers              |
| 06/25/2025 | June     | BUEL'S IMPRESSIONS PRINTING | HILLENDALE/TOWER VISTA NA A-FRAME SIGNS & INSERT | \$ 400.00           | Hillendale/Tower Vista  |
| 06/25/2025 | June     | EAGLE MAILING SERVICE       | TOWER VISTA NA POSTCARDS                         | \$ 234.31           | Tower Vista             |
| 06/25/2025 | June     | EAGLE MAILING SERVICE       | HILLENDALE NA POSTCARDS                          | \$ 361.29           | Hillendale              |
| 06/26/2025 | June     | US POSTAL SERVICE           | HILLENDALE NA POSTCARD POSTAGE                   | \$ 632.99           | Hillendale              |
| 06/26/2025 | June     | US POSTAL SERVICE           | TOWER VISTA NA POSTCARD POSTAGE                  | \$ 409.64           | Tower Vista             |
|            |          |                             |                                                  | <b>\$ 35,389.58</b> |                         |

\*Prorated based on addresses or budget

# 2023-2025 Budget

| Fiscal Begin Date | Fiscal End Date | Original Budget | Spent       | Difference   |
|-------------------|-----------------|-----------------|-------------|--------------|
| 07/01/2024        | 06/30/2025      | \$30,000.00     | \$35,389.58 | \$(5,389.58) |
| 07/01/2023        | 06/30/2024      | \$30,000.00     | \$24,435.72 | \$5,564.28   |

Total Remaining Funds within the 2023-2025 Biennium: \$174.70

# 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      |  |



## 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:** June 2, 2025  
**From:** Hannah Schmidt, Community Engagement Specialist

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**SUBJECT:**

Item 6.a. – National Night Out

**STAFF RECOMMENDATION:**

N/A

**EXECUTIVE SUMMARY:**

The Citizen Involvement Committee and the Neighborhood Associations within Oregon City have been invited to participate at the annual National Night Out event with an informational booth. Participants are encouraged to offer an engaging activity to promote community connections and information sharing.

National Night Out is a great event to promote neighborhood camaraderie and police-community partnerships in the pursuit of a safer nation.

Event Details:

Tuesday, August 5, 2025

5:30pm-8:00pm

End of the Oregon Trail, 1726 Washington Street

New this year: following the event, OC Parks will host a Movie in the Park!

**If interested in participating at NNO please RSVP via email to: [pstewart@orc.org](mailto:pstewart@orc.org) by Friday, June 27th.** Once participation is confirmed you will receive event setup and other information.

**BACKGROUND:**

The CIC have typically hosted an informational booth at the annual Oregon City National Night Out event, but that does not mean that individual Neighborhood Associations can't participate with a booth of their own as well!

The City can provide the following materials for the CIC booth this year:

- 6-foot table
- Neighborhood Association Map
- "Help Shape Your Community" Citizen Involvement Committee banner

- “What Neighborhood Do You Call Home” banner
- NA flyer with map and 2025 General NA meeting information

As a reminder, the Citizen Involvement Committee has the ability to purchase or be reimbursed for outreach material – including any booth materials needed for conducting outreach at community events.

**OPTIONS:**

N/A

**BUDGET IMPACT:**

N/A

## National Night Out – Citizen Involvement Committee

*August 5, 2025, 5:30 p.m. – 8 p.m.*

Please sign up for a shift below to assist with the Citizen Involvement Committee Booth at the National Night Out event. You can sign up for just one shift, or more than one shift, depending on your availability. Two sign-ups per shift are preferred, with more sign-ups available during the 1<sup>st</sup> and 2<sup>nd</sup> booth shifts. Thank you!

### Set-up Shift

4:00 p.m. – 5:30 p.m.

1. \_\_\_\_\_
2. \_\_\_\_\_

### 1<sup>st</sup> Booth Shift

5:30 p.m. – 6:30 p.m.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### 2<sup>nd</sup> Booth Shift

6:30 – 7:30

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Last Booth Shift and Clean-Up

7:30 – 8:30 p.m.

1. \_\_\_\_\_

2. \_\_\_\_\_