



CITY OF OREGON CITY CITIZEN INVOLVEMENT COMMITTEE AGENDA

City Hall Mt. Hood Room, 625 Center St., Oregon City
Monday, November 3, 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. PRESENTATIONS

- a. Courthouse Redevelopment - Level Development NW

3. PUBLIC COMMENTS

Please see the public comment guidelines below.

4. APPROVAL OF MINUTES

- a. October 6, 2025 Citizen Involvement Committee Meeting Minutes

5. COMMUNICATIONS

- a. Social Media Working Group
- b. Staff Liasion Report
- c. Budget Update

6. GENERAL BUSINESS

- a. January Postcard Schedule

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
CITIZEN INVOLVEMENT COMMITTEE
DRAFT MEETING MINUTES**

City Hall Mt. Hood Room, 625 Center St., Oregon City
Monday, October 6, 2025 at 7:00 PM

1. CALL TO ORDER AND ROLL CALL

PRESENT:

Linda Baysinger, Donna Renee Larsen, John Kies, Betty Mumm, Duane Hanson, Christopher Nolte, Mark Beatty, Sara Peterson, Josh Kayser, Denise Beasley, Tim Powell, Bob La Salle, and Commissioner Adam Marl.

STAFF: *Hannah Schmidt and Josh Wheeler.*

EXCUSED: *Dennis Anderson.*

ABSENT: *None.*

2. PRESENTATIONS

- a. Josh Wheeler, Assistant City Engineer, presented information about Ziplly Fiber's installations throughout Oregon City. His presentation covered franchise utilities, public utility easements (PUEs), and specific information about Ziplly Fiber's operations in the city.

Since approximately 1990, these utilities have been located in public utility easements (PUEs), typically underground. Wheeler explained that PUEs are necessary because the area under roadways is already congested with water, sewer, and storm lines. PUEs are typically located on private property behind sidewalks, with a width of 10 feet for residential properties and 5 or 10 feet for commercial properties. Homeowners may use these areas for landscaping but at their own risk, as utilities have the right to access these areas.

Ziplly Fiber, previously GTE, offers broadband to 1.3 million people across Washington, Oregon, and Idaho. Ziplly has obtained 13 permits in Oregon City, each for different regions of the city. The permits require Ziplly to restore landscaping, sidewalks, or driveways to a like condition after installation. The city's role is to permit and verify easements, but it does not regulate how utilities install their lines, only whether they are allowed to install them.

Wheeler showed a map of areas where Ziplly is currently installing fiber, including South End, Tower Vista, Hazel Grove - Westlling Farm, Hillendale, and Gaffney

Lane. He noted that Ziply might expand to other areas in the future, including Park Place, but this would depend on the success of their current installations.

Wheeler emphasized that residents don't have to use Ziply's services even if the company installs lines in their neighborhood. He also noted that there had been some communication missteps, with some residents not receiving proper notification before work began. Wheeler stated that the city had met with Ziply to improve their outreach efforts.

During Q&A, residents raised concerns about installation impacts, with Wheeler addressing how the city sets standards and plans future collaboration with the community and Ziply.

- b. Betty Mumm, Chris Nolte, and Mark Beatty provided an update on the social media work group that was formed at the last meeting.

Mark reported that he had consulted his brother, a marketing professor, about free marketing options. He noted that despite exploring other avenues, postcards remain highly effective for his neighborhood association, with 80% of their 50 meeting attendees attributing their attendance to postcards.

Chris discussed the idea of collaborating with Clackamas Community College marketing classes to develop strategies for increasing neighborhood association participation, particularly targeting the 30-45 age demographic. This would have the dual benefit of providing marketing students with a real-world project while potentially introducing them to neighborhood associations.

Betty mentioned that she had reached out to Commissioner Adam Marl about working with the Youth Advisory Commission to learn about social media strategies. A meeting was scheduled for October 13th at 6:30 PM in the Mount Hood Room at City Hall. Betty emphasized that one challenge they had identified was the perception that renters shouldn't be involved in neighborhood associations, which they hope to address.

The group plans to continue working on these initiatives and will share what they learn with all neighborhood associations.

3. PUBLIC COMMENTS

Tom Geil, Vice Chair of Park Place neighborhood association raised concerns about declining business in downtown Oregon City since the courthouse moved, noting that Mesa Fresca restaurant had closed due to lack of lunch traffic. He expressed concern about the Caring Place and its potential impact on downtown businesses. Commissioner Marl responded that the city is considering implementing an "exclusion zone" to address disruptive behavior downtown.

4. APPROVAL OF MINUTES

- a. Betty Mumm moved to approve the August 4, 2025, Citizen Involvement Committee Meeting Minutes. Duane Hanson seconded the motion. Unanimous approval.

5. STAFF LIAISON UPDATES

- a. Hannah Schmidt, Community Engagement Specialist, provided several updates:
 1. Trail News: If there were any edits, they should have been submitted by 12 PM that day. Hannah Schmidt noted that she would make edits for South End Neighborhood Association's meeting schedule. She mentioned that staff had been instructed to cut back on pages for Trail News, so neighborhood associations should focus on their most important messaging.
 2. CIC Appointments: Hannah explained that the CIC works on a two-year term cycle, with the next term beginning January 2026. Members who have submitted a CIC application since January 1, 2025, won't need to submit a new application but will need documentation showing their neighborhood association has nominated them as representatives. Those who have been on the CIC for almost two years without submitting an application since January 1, 2025, will need to submit a new application by the end of December.
 3. Nature and Neighborhoods Community Choice Grants: Hannah asked if anyone had attended the pop-up booth at the farmers market and provided a link for online input on proposed projects.
 4. Postal Rate Increases: Hannah reported that the US Postal Service implemented its biannual increase in July, and Eagle Mailing Services would be adjusting their rates effective October 1, 2025. Hannah emphasized that joining mailings across neighborhood associations helps reduce costs.
 5. Residential Mailing List Updates: Address lists were updated on September 11, with slight increases noted for Park Place and other neighborhood associations.
- b. Hannah Schmidt updated the committee on the budget savings from bulk mailings, noting that as of September 26, 2025, the CIC has saved an estimate of \$2,636.13 through coordinated mailings.

Donna Renee Larsen from Caulfield asked about using budget funds for date cutouts and QR code decals. Hannah Schmidt confirmed that neighborhood

associations can use their allocated funds for these purposes, noting that Caulfield had saved an estimated \$666.36 as of September 26, 2025.

6. GENERAL BUSINESS

a. The committee discussed the schedule for November and January postcards. For November mailings:

- After discussion, the committee agreed that postcard designs would be due to Hannah Schmidt by October 28.
- The postcards would arrive in residents' mailboxes by November 6th at the latest.
- Participating neighborhood associations would include Canemah, Caulfield, Gaffney Lane, and Hazel Grove/Westland Farm.
- McLoughlin would not participate in this bulk mailing due to timing constraints.
-

For January mailings, Hannah presented a preliminary schedule. The committee decided to revisit January's mailing schedule at their November or December meeting.

7. ROUNDTABLE

Canemah NA: The Chair reported that at their September 18th meeting, they took a poll about how attendees learned of the meeting, finding it was evenly split between postcards and signs. They will be selecting CIC representatives at their November meeting.

Caulfield NA: Donna Renee Larsen reported that John Keyes had stepped in as co-chair after Deby Butzer resigned. Their recent ice cream fundraiser was fun but didn't meet financial goals. Their last meeting featured Commissioner Adam Marl, Commissioner Mike Mitchell, and Mayor Denyse McGriff. Donna Renee Larsen also brought up concerns about the lack of barriers on the Holcomb Road bridge over Highway 213.

Gaffney Lane NA: Duane Hanson mentioned their upcoming street cleanup that weekend along Myers Road to Caulfield and down to Highway 213. Betty Mumm added that they had the new principal of Gaffney Lane Elementary School attend their meeting, along with Tammy Owens discussing wildfire prevention, and representatives from the new courthouse. Duane Hanson mentioned that McLoughlin's emergency prep presentations had inspired him to organize similar efforts.

Hazel Grove/Westling Farm NA: Chris Nolte asked other associations about which financial institutions they use for neighborhood accounts. He also reported that they

had completed their housekeeping issues and would be voting on amended bylaws in November. They're excited to move forward with projects and activities.

Hillendale/Tower Vista NA: Sarah Peterson reported their next meeting would be the following night, featuring a land use proposal for a large development at the corner of Molalla Avenue and Beaver Creek Road, and a presentation by Robin Bergeron from Oregon City Together.

McLoughlin NA: Had an eventful meeting on July 16 with presentations on PGE's electric car pole charging program and sidewalk issues. They also heard from the Homeless Solutions Coalition of Clackamas County about their project breaking ground on September 8. Upcoming events include Porch Fest (August 9-11) with 95 bands/entertainers, a neighborhood yard sale the same weekend with 47 participants signed up, and selling snow cones at the Concerts in the Park. McLoughlin also held a successful event with the Model A, Model T, and LaSalle Cadillac Club, with about 35 people and 18 cars participating.

Park Place NA: Bob LaSalle announced his resignation from the CIC and the Park Place steering committee after 15 years of service, expressing pride in helping transform the CIC into a "truly citizen involvement committee." The new CIC representatives will be the chair and vice chair of Park Place NA.

South End NA: Bill Carton introduced himself as the new chair, with Mark Greer as vice chair, Kathy Robertson as secretary, and Ryan Harris as treasurer. They plan to elect CIC representatives before the next CIC meeting and are considering a road cleanup project for Warner Parrott Road.

Commissioner Adam Marl provided updates on upcoming city commission meetings, including an October 21 work session regarding potential support for the Caring Place facility on Main Street. He expressed concerns about providing city funding for this project since it's past the design stage. He also commended the CIC's social media initiative, noting that postcards currently yield only about a 1.25% attendance rate.

Tim Powell from McLoughlin NA reported that the neighborhood association basement had been reorganized with new shelving for each association. They were planning a cleanup day in November with B&B Leasing providing recycling bins.

8. ADJOURNMENT

Chair Linda Baysinger adjourned the meeting at .

Respectfully submitted,

Hannah Schmidt

Date Approved: _____



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** November 3, 2025
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT: STAFF LIASON UPDATES

1. Trail News

E-Trail News will be sent out to subscribers on October 28. The November NA meeting schedules were included within this issue of E-Trail News.

The Winter 2025-2026 Trail News is expected to be mailed out to residents by November 1, 2025.

2. CIC Applications/Renewals

The current CIC term will conclude on December 31, 2025, with a new two-year term set to begin on January 1, 2026.

Please make sure that your NA properly documents their CIC nominations for next term and sends a copy of that documentation to me as soon as possible. I am hoping to have all CIC appointments completed by the Mayor in advance of December 29, 2025.

NA's can have CIC nominations documented in the following ways:

- NA meeting minutes from the meeting where CIC elections took place
- Email/document from the NA secretary notating who the CIC representatives are and how they were nominated (general meeting, steering committee meeting, unanimous approval, number of members in approval, etc...)
- NA meeting minutes where Chair/Vice Chair elections took place if your NA Bylaws state that Chair/Vice Chair take on the role of CIC representatives

All NA members elected to be on the CIC for the upcoming term must submit an online CIC application. You can apply online at <https://onboard.orcity.org/application/>.

Current CIC members who have applied to the CIC in the past year (January 2025 – present) will **NOT** have to resubmit an application. I have provided a list of all the NA's CIC application status as of October 27, 2025:

Canemah NA

- 0 applications received
- Need documentation of nominees

Caufield NA

- 2 applications received
- Need documentation of Chair/Co-Chair elections

Elyville NA

- 2 applications received
- Appointments completed:
 - o Dorothy Dahlsrud
 - o Joy Allen

Gaffney Lane NA

- 0 applications received
- Need documentation of nominees

Hazel Grove – Westling Farm NA

- 2 applications received
- Need documentation of nominees

Hillendale/Tower Vista

- 1 application received
- Documentation of nominees received

McLoughlin NA

- 1 application received
- Need documentation of nominees

Park Place NA

- 1 application received
- Appointment completed:
 - o Ryan Richards

Rivercrest NA – *currently inactive*

- 0 applications

South End NA

- 3 applications received
- Appointments completed:
 - o William Carton
 - o Kathy Robertson

Two Rivers NA

- 0 applications
- Need documentation of nominees

3. Nature in Neighborhoods Community Choice Grants: VOTING CLOSES ON NOVEMBER 7

Metro has up to \$3 million in grants to spend on parks in Clackamas County. Your voice can help ensure Oregon City gets some of that money. Among the choices listed on Metro's website are improvements to Clackamette Park, The End of the Oregon Trail Interpretive Center, nature play parks at Rivercrest Park, Wesley Lynn Park, Hazel Grove, Chapin Park or Hillendale Park, a new trail with creek access at Abernethy Park, Headwaters Wetland Restoration at Oregon City High School and Singer Creek Park Restoration.

Voting is now open through November 7, so click the link below to cast your vote for up to ten project proposals:

<https://pbstanford.org/oregonmetro2025-firstvote>

4. Oregon City Library – Free Printing Resources

If your NA is in need of printing meeting materials in advance of a NA meeting, please note that the Oregon City Public Library offers Princh mobile printing. Princh can be used to easily and securely print from your smartphone, tablet, or computer, both remotely and at the library.

Print Job Parameters:

- 8.5" x 11" and 8.5" x 14" white copy paper is available.
- Pricing:
 - Black and white: \$0.10 per side
 - Color: \$0.50 per side
- Library patrons receive \$1 free printing per day with their library card number.
 - The \$1 cannot be used to make copies

For more information on how to utilize this library service, please visit

<https://www.orcity.org/340/Mobile-Print>.

5. Text Notifications for NA Reminders

Residents can sign up for text notifications from the NA's regarding their NA's upcoming meetings via Notify Me on the City's website. Text notifications are sent out 5 days in advance of scheduled meetings. Please reach out to Hannah Schmidt via email if you want a flyer to advertise to your residents on how to sign up!

6. 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@orcity.org if you need a copy of the QR code for the NA webpage or email subscriber list sign-up link.

7. Neighborhood Association Signs and Other Advertising Methods

Just like with postcards, all NA signs must be sent to staff, at 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.

8. 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. NA's might also consider ensuring that there are white backgrounds behind all text on the postcards to enhance legibility as well. All postcard designs should be sent to Hannah Schmidt at hschmidt@orc.org. If you need a template, please send an email to 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.

9. 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
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
Jul-25	81	139	41	47	109	97	246	138	50	76	30
Sep-25	83	162	45	50	124	101	256	139	58	87	33
Oct-25	83	160	45	50	125	99	256	139	59	91	32
Monthly Increase	0	-2	0	0	1	-2	0	0	1	4	-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. Emails collected from your meeting sign-in sheets can also be added to your email subscriber list for your NA. Simply send me an email to hschmidt@orc.org with a copy of the emails in an excel sheet.

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.

10. Social Media Postings for Neighborhood Association Meetings

The City has been consistently posting on Facebook, Instagram, 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 (especially photos of the outdoor spaces within your neighborhood throughout the seasons), please send them to hschmidt@orc.org. If you are not confident in your photography skills, you can also reach out to me via email to coordinate a photo shoot of your NA. Using different pictures in your NA

meeting announcements will help engage a wider audience and hopefully draw more residents to your NA meetings.

11. 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@orcity.org.

12. 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 to post on the website and avoid posting your personal emails online to have the public contact you.

13. 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@orcity.org if you have any questions or concerns.

14. 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.

15. Zoom Trainings

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

City of Oregon City - Citizen Involvement Committee
Financial Summary for Biennial Years 2025-27
as of October 24, 2025

Fiscal Year 2025-26

Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hillendale	McLoughlin	Park Place	TowerVista	Two Rivers	South End	Hazel Grove	Inactive NA Rivercrest	Overhead	Total
Addresses (as of 9/11/25)	195	2432	1845	1665	1881	2026	1745	1215	617	1481	1064	797		
No. of mailings	4	5	5	6	4	6	3	4	4	3	5	0		
Cost per mailer (as of 10/1/25)	0.748	0.631	0.631	0.631	0.631	0.631	0.631	0.631	0.748	0.631	0.631	0.748		
Prorated Budget	\$ 583.00	\$ 7,673.00	\$ 5,821.00	\$ 6,304.00	\$ 4,748.00	\$ 7,670.00	\$ 3,303.00	\$ 3,067.00	\$ 1,846.00	\$ 2,804.00	\$ 3,357.00	\$ -	\$ 150.00	\$ 47,326.00
July		\$ (1,136.40)	\$ (1,113.78)	\$ (777.77)		\$ (943.52)			\$ (288.49)					\$ (4,259.96)
August			\$ (861.15)			\$ (944.73)				\$ (679.49)	\$ (796.89)			\$ (3,282.26)
September	\$ (91.06)	\$ (1,135.73)		\$ (1,005.66)	\$ (878.44)			\$ (567.41)						\$ (3,678.30)
October						\$ (1,278.41)	\$ (1,101.09)		\$ (389.33)					\$ (2,768.83)
Total Spent	\$ (91.06)	\$ (2,272.13)	\$ (1,974.93)	\$ (1,783.43)	\$ (878.44)	\$ (3,166.66)	\$ (1,101.09)	\$ (567.41)	\$ (677.82)	\$ (679.49)	\$ (796.89)	\$ -	\$ -	\$ (13,989.35)
Remaining Budget	\$ 491.94	\$ 5,400.87	\$ 3,846.07	\$ 4,520.57	\$ 3,869.56	\$ 4,503.34	\$ 2,201.91	\$ 2,499.59	\$ 1,168.18	\$ 2,124.51	\$ 2,560.11	\$ -	\$ 150.00	\$ 33,336.65

Biennial Years 2025-27

	Biennial Budget (as adopted)	\$ 90,000.00
	Fiscal Year 2025-26 Total Spent	\$ (13,989.35)
	Fiscal Year 2026-27 Total Spent	\$ -
	Biennial Years 2023-25 Remaining	\$ 76,010.65

**Detail Transactions
Fiscal Year 2025-26**

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Asso
07/01/2025	July	US POSTAL SERVICE	TWO RIVERS NA POSTCARD POSTAGE JULY 2025	\$ 208.28	TWO RIVERS
07/01/2025	July	US POSTAL SERVICE	GAFFNEY NA POSTCARD POSTAGE JULY 2025	\$ 561.32	GAFFNEY
07/01/2025	July	US POSTAL SERVICE	CAUFIELD NA POSTCARD POSTAGE JULY 2025	\$ 820.24	CAUFIELD
07/01/2025	July	US POSTAL SERVICE	McLOUGHLIN NA POSTCARD POSTAGE JULY 2025	\$ 681.85	MCLOUGHLIN
07/09/2025	July	EAGLE MAILING SERVICE	CAUFIELD NA POSTCARDS JULY 2025	\$ 316.16	CAUFIELD
07/09/2025	July	EAGLE MAILING SERVICE	McLOUGHLIN NA POSTCARDS JULY 2025	\$ 261.67	MCLOUGHLIN
07/09/2025	July	EAGLE MAILING SERVICE	GAFFNEY LANE NA POSTCARDS JULY 2025	\$ 216.45	GAFFNEY
07/09/2025	July	EAGLE MAILING SERVICE	TWO RIVERS NA POSTCARDS JULY 2025	\$ 80.21	TWO RIVERS
07/23/2025	July	EAGLE MAILING SERVICE	ELYVILLE NA AUGUST POSTCARD COSTS	\$ 442.48	ELYVILLE
07/23/2025	July	US POSTAL SERVICE	ELYVILLE POSTAGE CARDS	\$ 671.30	ELYVILLE
08/25/2025	Aug	EAGLE MAILING SERVICE	SEPTEMBER 2025 McLOUGHLIN NA	\$ 208.03	MCLOUGHLIN
08/25/2025	Aug	EAGLE MAILING SERVICE	SEPTEMBER 2025 HAZEL GROVE-WESTLING NA	\$ 109.41	HAZEL GROVE
08/25/2025	Aug	EAGLE MAILING SERVICE	SEPTEMBER 2025 SOUTH END NA	\$ 149.62	SOUTH END
08/25/2025	Aug	EAGLE MAILING SERVICE	SEPTEMBER 2025 ELYVILLE NA	\$ 189.62	ELYVILLE
08/25/2025	Aug	MARK E. BEATTY	REIMBURSEMENT HAZEL GROVE NA A-FRAME SIGNS	\$ 300.00	HAZEL GROVE
08/28/2025	Aug	US POSTAL SERVICE	McLOUGHLIN NA POSTCARDS- SEPTEMBER 2025	\$ 736.70	MCLOUGHLIN
08/28/2025	Aug	US POSTAL SERVICE	SOUTH END NA POSTCARDS- SEPTEMBER 2025	\$ 529.87	SOUTH END
08/28/2025	Aug	US POSTAL SERVICE	HAZEL GROVE NA POSTCARDS- SEPTEMBER 2025	\$ 387.48	HAZEL GROVE
08/28/2025	Aug	US POSTAL SERVICE	ELYVILLE NA POSTCARDS- SEPTEMBER 2025	\$ 671.53	ELYVILLE
09/04/2025	Sept	US POSTAL SERVICE	GAFFNEY LANE NA POSTCARD SEPTEMBER 2025 POSTAGE	\$ 606.50	GAFFNEY
09/10/2025	Sept	EAGLE MAILING SERVICE	GAFFNEY LANE NA POSTCARD SEPT. 2025 PRINTING COST	\$ 399.16	GAFFNEY
09/10/2025	Sept	EAGLE MAILING SERVICE	HILLEDALE SET/OCT 2025 POSTCARDS PRINTING	\$ 193.35	HILLEDALE
09/10/2025	Sept	EAGLE MAILING SERVICE	CANEMAH SET/OCT 2025 POSTCARDS PRINTING	\$ 20.04	CANEMAH
09/10/2025	Sept	EAGLE MAILING SERVICE	CAUFIELD SET/OCT 2025 POSTCARDS PRINTING	\$ 249.98	CAUFIELD
09/10/2025	Sept	EAGLE MAILING SERVICE	TOWER VISTA SET/OCT 2025 POSTCARDS PRINTING	\$ 124.90	TOWER VISTA

Detail Transactions
Fiscal Year 2025-26

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Asso
09/17/2025	Sept	US POSTAL SERVICE	HILLENDALE NA POSTAGE COSTS FOR SEPT/OCT 2025	\$ 685.09	HILLENDALE
09/17/2025	Sept	US POSTAL SERVICE	TOWER VISTA NA POSTAGE COSTS FOR SEPT/OCT 2025	\$ 442.51	TOWER VISTA
09/17/2025	Sept	US POSTAL SERVICE	CAUFIELD NA POSTAGE COSTS FOR SEPT/OCT 2025	\$ 885.75	CAUFIELD
09/17/2025	Sept	US POSTAL SERVICE	CANEMAH NA POSTAGE COSTS FOR SEPT/OCT 2025	\$ 71.02	CANEMAH
10/15/2025	Oct	EAGLE MAILING SERVICE	PARK PLACE OCT. 2025 NA POSTCARD PRINTING COSTS	\$ 465.32	PARK PLACE
10/15/2025	Oct	EAGLE MAILING SERVICE	TWO RIVERS OCT. 2025 NA POSTCARD PRINTING COSTS	\$ 164.53	TWO RIVERS
10/16/2025	Oct	US POSTAL SERVICE	OCT 2025 TWO RIVERS NA POSTAGE COSTS	\$ 224.80	TWO RIVERS
10/16/2025	Oct	US POSTAL SERVICE	OCT 2025 PARK PLACE NA POSTAGE COSTS	\$ 635.77	PARK PLACE
10/22/2025	Oct	EAGLE MAILING SERVICE	NOV 2025 McLOUGHLIN NA POSTCARD PRINTING	\$ 540.47	MCLOUGHLIN
10/23/2025	Oct	US POSTAL SERVICE	NOV 2025 McLOUGHLIN NA POSTAGE COSTS	\$ 737.94	MCLOUGHLIN
				\$13,989.35	



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** November 3, 2025
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 6.a. – January Postcard Schedules

EXECUTIVE SUMMARY:

The CIC will need to review the January mailing schedule and determine if the joint mailing postcard design deadlines are feasible for all Neighborhood Associations involved. Please keep in mind that postcards can take up to 7 business days to arrive in residents' mailboxes once postcard designs are sent to staff.

BACKGROUND:

During the CIC meeting on July 7, 2025, the CIC emphasized their intent to bundle as many postcard mailers as possible to reduce costs for the Neighborhood Associations (NAs) and the overall 2025–2027 CIC Budget.

The attached document, “Bulk Postcard Mailing Schedule and Potential Savings,” outlines the recommended monthly mailing schedule that NAs should follow for bulk mailings. It also tracks the estimated monthly savings for each NA and the total potential savings for the CIC Budget. Please note that these figures are estimates; for accurate financial data, refer to the monthly updated 2025–2027 CIC Financials document.

Additionally, I have attached a “FY 2025-2026 Calendar General NA Meetings” document which includes the associated postcard deadlines for November 2025 through June 2026. These deadlines are preliminary and will not be finalized until the CIC provides further direction. Once the CIC confirms the postcard design deadlines, staff will notify each affected NA to ensure they have the necessary information to meet them. Please note that if a NA is unable to participate in a bulk postcard design, this may impact the overall cost savings for other NAs involved in the mailing.

OPTIONS:

1. Approve the joint mailing postcard design deadlines for January.
2. Approve the joint mailing postcard design deadlines for January with Amendments.
3. Deny the joint mailing postcard design deadlines for January provide staff with further direction.

BUDGET IMPACT:

Please reference the attached Bulk Postcard Mailing Schedule and Potential Savings.

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 CIC Meeting	4	5 NOV Postcard Design Deadline	6 McLoughlin NA General Meeting	7	8
9	10	11 Veterans Day	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 JAN 1 Postcard Design Deadline	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 JAN 2 Postcard Design Deadline	8 McLoughlin NA General NA Meeting Hazel Grove - Westling Farm NA General Meeting	9	10
11	12	13	14	15	16	17
18	19 MLK Jr. Day	20 Gaffney Lane NA General Meeting	21	22 South End NA General Meeting	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 FEB Postcard Design Deadline	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 MAR Postcard Design Deadline	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 APR Postcard Design Deadline	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 South End NA General Meeting	24	25
26	27	28	29	30		

May 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 CIC Meeting MAY Postcard Design Deadline	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 South End NA General Meeting	26	27
28	29	30				

**City of Oregon City - Citizen Involvement Committee
 FY 2025-2026 Bulk Postcard Mailing Schedule and Potential Savings
 as of October 27, 2025**

July 2025 Savings

Neighborhood	Meeting Date	Postcard Design Deadline	Residential Addresses	Projected Costs	Bulk Mailing Rate	Savings
Cauffield	22-Jul	1-Jul	2432	\$1,468.93	\$1,135.74	\$333.18
Gaffney Lane	15-Jul	1-Jul	1665	\$1,005.66	\$777.56	\$228.11
McLoughlin	16-Jul	1-Jul	2023	\$1,221.89	\$944.74	\$277.15
Two Rivers	16-Jul	1-Jul	617	\$451.03	\$288.14	\$162.89
Total			6737	\$4,147.51	\$3,146.18	\$1,001.33

Postcard Rates as of October 1, 2025	
Quantity	Rate
0-999	\$0.748
1000-4999	\$0.631
5000+	\$0.494

September 2025 Savings

Neighborhood	Meeting Date	Postcard Design Deadline	Residential Addresses	Projected Costs	Bulk Mailing Rate	Savings
Canemah	18-Sep	5-Sep	195	\$142.55	\$91.07	\$51.48
Cauffield	23-Sep	5-Sep	2432	\$1,468.93	\$1,135.74	\$333.18
Elvville	9-Sep	20-Aug	1844	\$1,113.78	\$861.15	\$252.63
Hazel Grove - Westling Farm	11-Sep	20-Aug	1064	\$642.66	\$496.89	\$145.77
Hillendale	7-Oct	5-Sep	1881	\$1,136.12	\$878.43	\$257.70
McLoughlin	4-Sep	20-Aug	2023	\$1,221.89	\$944.74	\$277.15
South End	25-Sep	20-Aug	1456	\$879.42	\$679.95	\$199.47
Tower Vista	7-Oct	5-Sep	1215	\$733.86	\$567.41	\$166.46
Total				\$7,339.21	\$5,655.37	\$1,683.84

October 2025 Savings

Neighborhood	Meeting Date	Postcard Design Deadline	Residential Addresses	Projected Costs	Bulk Mailing Rate	Savings
Two Rivers	22-Oct	8-Oct		\$461.52	\$389.33	\$72.19
Total				\$461.52	\$389.33	\$72.19

Potential Joint Mailing Schedule

Neighborhoods	Residential Addresses	Base Cost Estimated (07/01/25-09/30/25)	Base Cost Estimated as of 10/01/2025	JUL	AUG	"SEP1"	"SEP2"	OCT	NOV	"JAN1"	"JAN2"	FEB	MAR	APR	MAY	Total Savings as of October 27, 2025
Canemah	195	\$142.55	\$145.86				18-Sep		20-Nov			19-Feb	16-Apr			\$ 51.48
Cauffield	2432	\$1,468.93	\$1,534.59	22-Jul			23-Sep				27-Jan		18-Mar		26-May	\$ 666.36
Elvville	1844	\$1,113.78	\$1,163.56		23-Aug	9-Sep						10-Mar				\$ 252.63
Gaffney Lane	1665	\$1,005.66	\$1,050.62	15-Jul					18-Nov		20-Jan		17-Mar		19-May	\$ 228.11
Hazel Grove - Westling Farm	1064	\$642.66	\$671.38				11-Sep			8-Jan			12-Mar		14-May	\$ 145.77
Hillendale	1881	\$1,136.12	\$1,186.91				7-Oct			6-Jan						\$ 257.70
McLoughlin	2023	\$1,221.89	\$1,276.51	16-Jul		4-Sep				8-Jan		5-Mar				\$ 505.26
Park Place	1542	\$931.37	\$973.00					20-Oct				23-Feb			18-May	\$ -
Rivercrest	797	\$582.61	\$596.16													\$ -
South End	1456	\$879.42	\$918.74			25-Sep										\$ 199.47
Tower Vista	1215	\$733.86	\$766.67				7-Oct			6-Jan		22-Jan		23-Apr		\$ 166.46
Two Rivers	617	\$451.03	\$461.52	16-Jul							28-Jan			22-Apr		\$ 235.08
Total Bulk order #				6737	1844	6387	5723	2159	1860	6183	6170	5604	5161	2268	6703	
Potential Savings Calculated				\$ 1,001.33	\$ -	\$ 875.02	\$ 808.82	\$ 72.19	\$ 22.81	\$ 847.07	\$ 917.48	\$ 790.56	\$ 707.06	\$ 95.00	\$ 918.31	\$ 2,708.31
*Postcard Design Deadline				1-Jul	N/A	20-Aug	5-Sep	8-Oct	5-Nov	19-Dec	7-Jan	6-Feb	2-Mar	6-Apr	4-May	
Latest Mail Arrival Date						29-Aug	16-Sep	17-Oct	17-Nov	2-Jan	16-Jan	18-Feb	11-Mar	15-Apr	13-May	

*Highlighted postcard design deadlines are tentative and, as such, the associated sections are excluded from the total potential savings calculation.