



CITY OF OREGON CITY CITIZEN INVOLVEMENT COMMITTEE AGENDA

Community Development Community Room
695 Warner Parrott Rd., Oregon City
Monday, February 2, 2026 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

- ADA Transition Plan for the Public Right-of-Way— Alex Troutman, Assistant City Manager and Josh Wheeler, Assistant City Engineer
- Willamette Falls Locks — Mayor Denyse McGriff and Metro Councilor Christine Lewis

3. PUBLIC COMMENTS

Please see the public comment guidelines below.

4. APPROVAL OF MINUTES

- January 5, 2026 Citizen Involvement Committee Meeting Minutes

5. STAFF LIAISON UPDATES

- Staff Liaison Report
- Budget Update

6. GENERAL BUSINESS

- Allocating Remaining 2025-2026 FY CIC Funds
- Neighborhood Association Resolutions
- Spring Forward Community Resource Fair

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.



ADA Transition Plan for the Public Right-of-Way

February 2, 2026

Citizen Involvement Committee

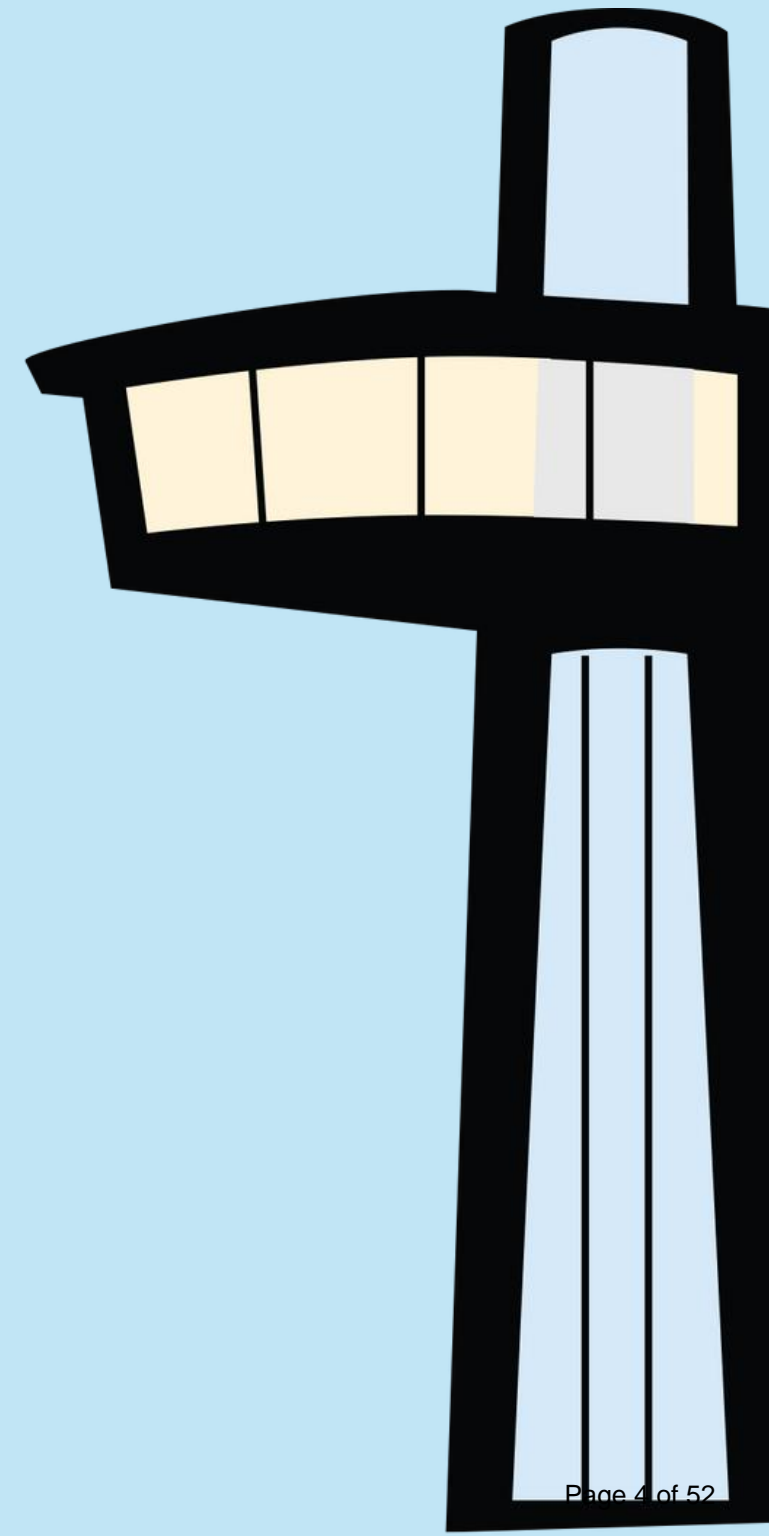
Alexandra Troutman, Assistant City Manager

Josh Wheeler, Assistant City Engineer



Agenda

1. What is an ADA Transition Plan?
2. Why are we here?
3. What is in the Oregon City ADA Transition Plan for the Public R.O.W.?
4. Next Steps
5. Questions?



What is an ADA Transition Plan?

- **A plan that provides**
 - Evaluation of ADA Services
 - Evaluation of ADA Policies
 - Evaluation of ADA Practices
 - Prioritization of Evaluation and Implementation
 - Schedule of Implementation
 - Public Participation
 - Grievance Procedures



What is the ADA?

- **American with Disabilities Act of 1990**
- **1991 – Department of Justice (DOJ) issued regulations to implement ADA which included a Transition Plan**
- **2010 – DOJ issued revised regulations adopting the ADA Standards for Accessible Design**



Why do we need an ADA Transition Plan?

- **1991 ADA Regulations required all public entities to start following ADA requirements**
- **Public entities of 50 or more employees were required to develop a Transition Plan**



Why are we here?

- **ADA Transition Plan adoption requires public participation**
- **Public Participation City is providing:**
 - Citizen Involvement Committee (CIC) Meeting
 - Transportation Advisory Committee (TAC) Meeting
 - Parks and Recreation Advisory Committee (PRAC) Meeting
 - Public Website
 - Public Meeting with Ordinance Adoption of ADA Transition Plan



Role of ADA Coordinator

- **Address grievances**
- **Direct concerns to appropriate department**



What is the Oregon City ADA Transition Plan for the Public Right-of-Way?

- **Focuses solely on the right-of-way**
- **Includes:**
 - Self Evaluation
 - Action Plan
 - Public Outreach
 - Grievances



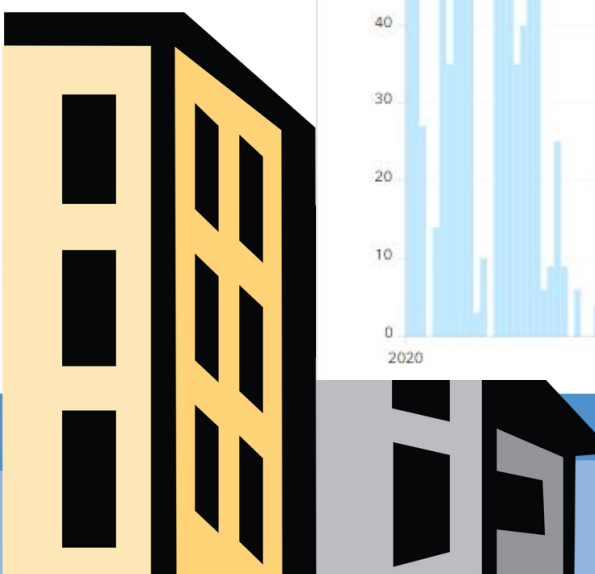
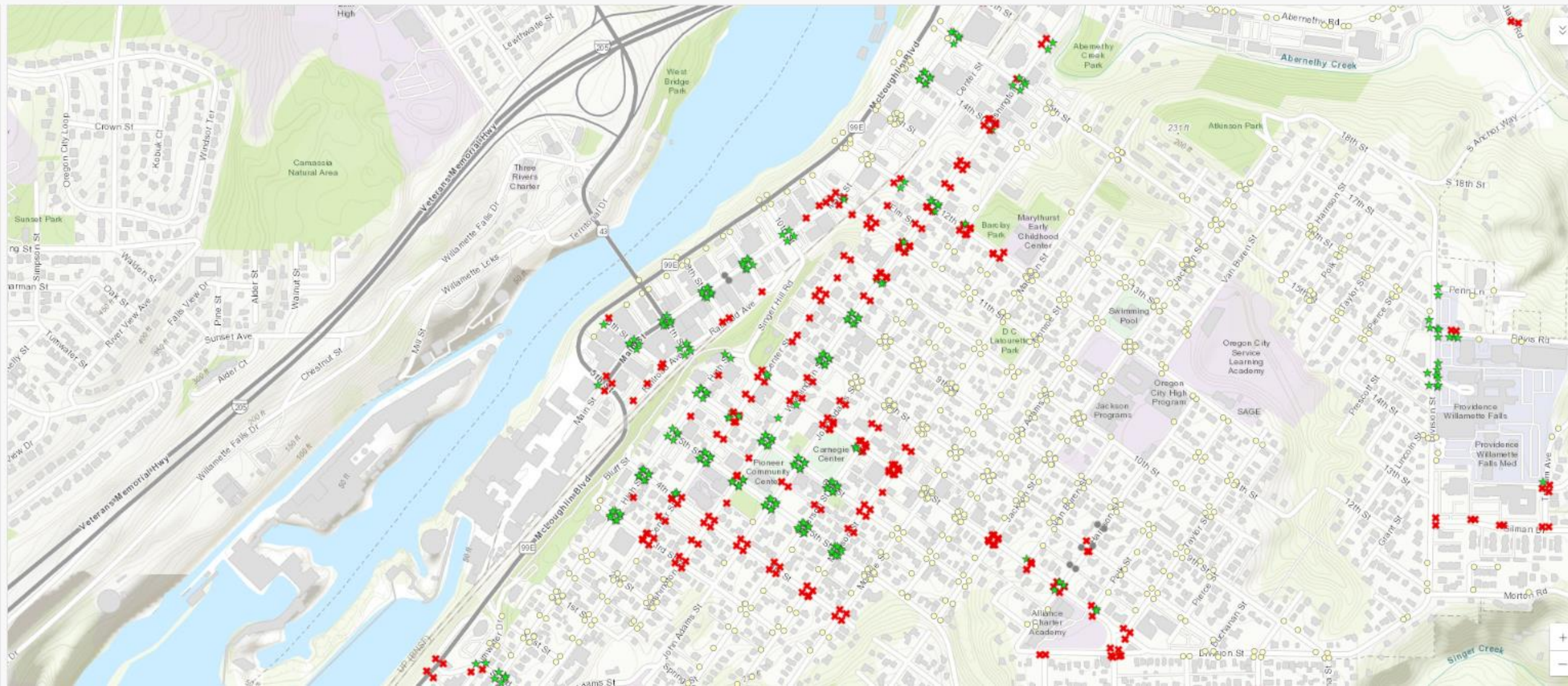
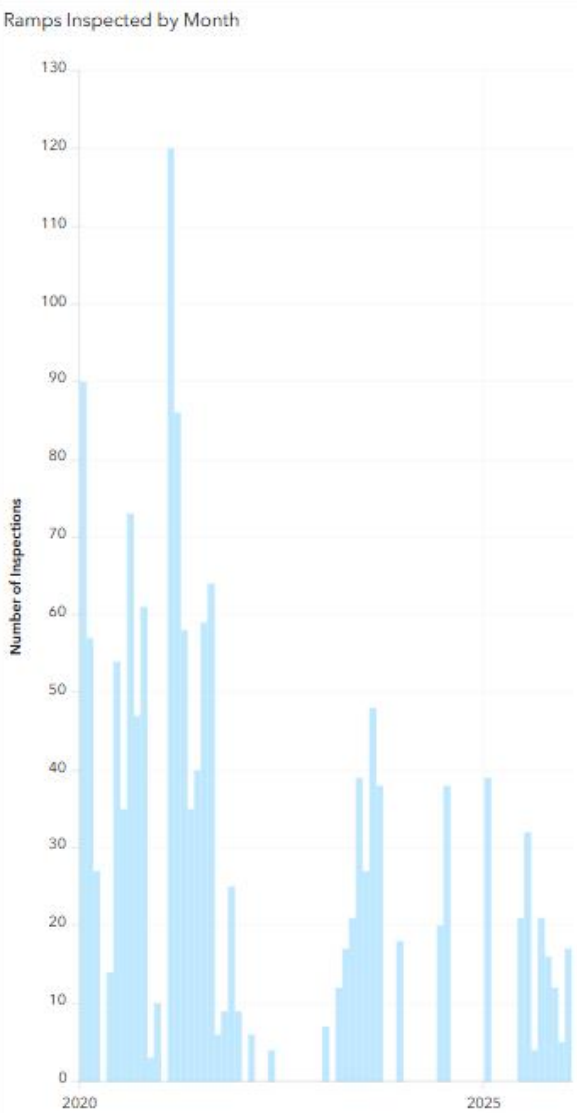
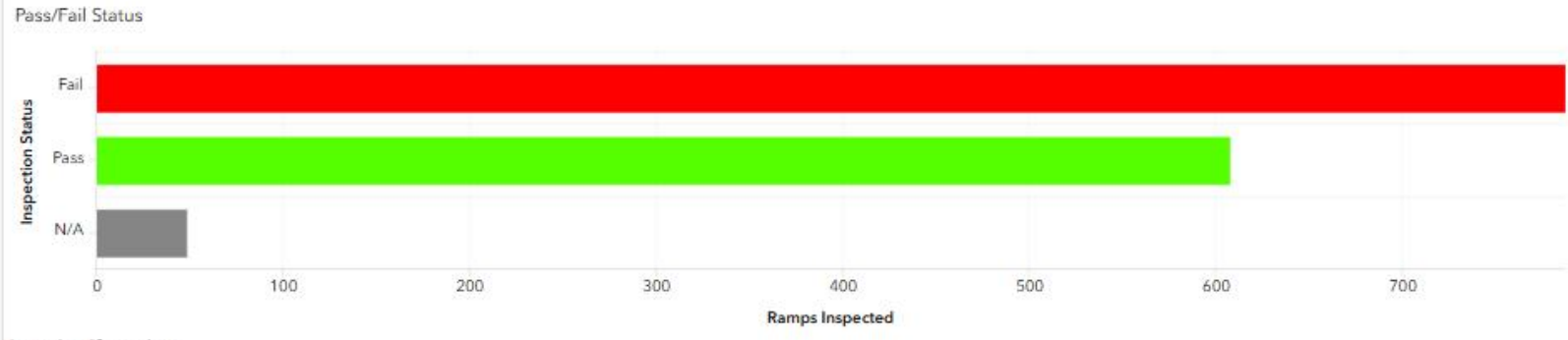
Oregon City ADA Transition Plan for the Public Right-of-Way: Self Evaluation

- **3,368 ADA Ramps in City Limits**
 - 3,026 are located in City Right-of-Way
 - 1,444 ramps have been inspected
 - 58.7% have been found to be non-compliant so far
 - Assumed ultimately 1,778 ramps need reconstruction
- **Inspections are ongoing**
 - Approximately 20 inspections per month occur
 - Assumed 85 months/7 years to complete assessment



Oregon City ADA Transition Plan for the Public Right-of-Way: Self Evaluation

Inspected Ramps
1,444
3,368 Total Ramps



Oregon City ADA Transition Plan for the Public Right-of-Way: Self Evaluation



Oregon City ADA Transition Plan for the Public Right-of-Way: Self Evaluation

- **Other ADA Regulations in the R.O.W.**
 - Traffic Signals
 - Power Pole Locations
 - Light Pole Locations
 - Pedestrian Signals
 - Rectangular Rapid Flashing Beacon (Crosswalk Signals)
 - Intersection Flashing Signals

*Signals are only evaluated when roadwork is being considered



Oregon City ADA Transition Plan for the Public Right-of-Way: Prioritization

Priority 1: State and Local Government and Public Use

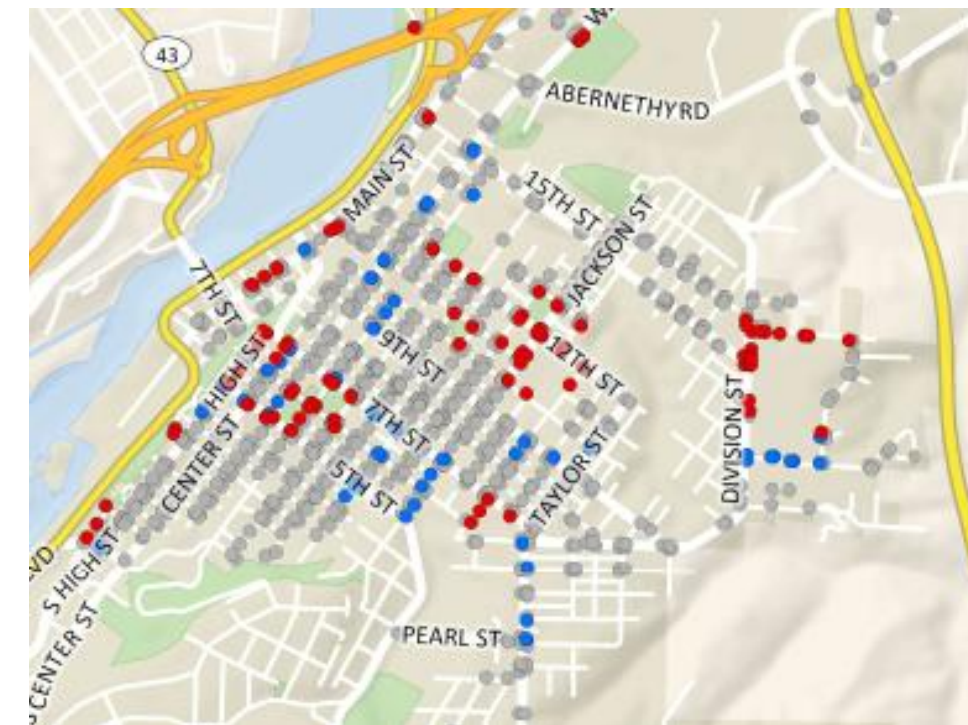
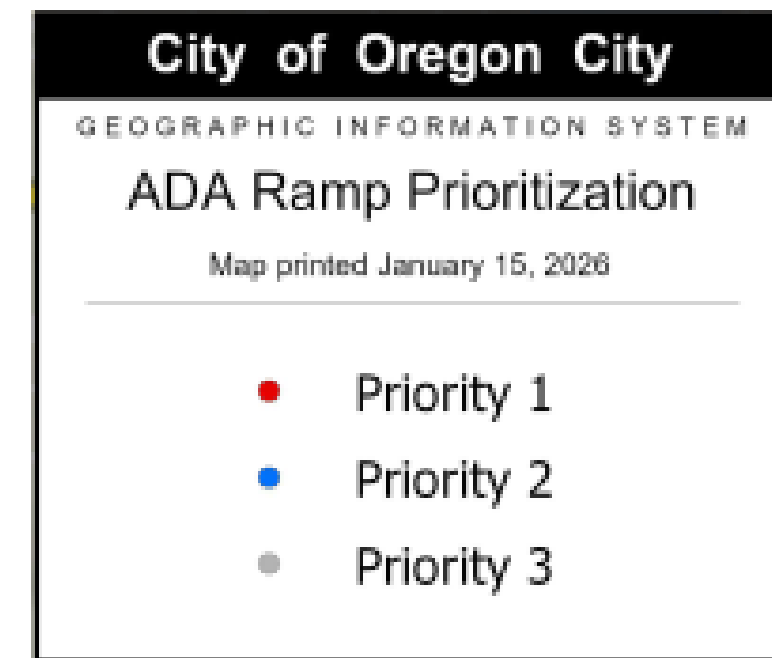
- Gov't Bldgs, Hospitals, Parks, Schools

Priority 2: Essential Community Services and Commerce

- Senior Living, Grocery, Large Apts.

Priority 3: Low Density Residential and Other Uses

- Single Family Neighborhoods, Industrial



Oregon City ADA Transition Plan for the Public Right-of-Way: Action Plan

- Plan and Complete Self Evaluation of ADA ramps/corners
- Continue requiring ADA improvements on private development
- Continue constructing ADA improvements with capital improvement projects (w/PMUF in most cases)
- Start evaluation of Non-Ramp items once initial Self Evaluation is complete
- Regularly update ADA Maps



Oregon City ADA Transition Plan for the Public Right-of-Way: Funding

- State Highway Fund (City's share of Gas Tax)
- Clackamas County Vehicle Registration Fees
- Pavement Maintenance Utility Fund (PMUF)
- Transportation System Development Charges (SDCs)
- Federal and State infrastructure grants
- Private development contribution (Land Use)
- Public-private partnerships



Oregon City ADA Transition Plan for the Public Right-of-Way: Cost

- 2026: One Ramp = approx. \$10,000
- PMUF completes 10-20 ramps per year
- 1,778 ramps = \$17.78 million (not including design)
- 89 years to make City compliant



Next Steps

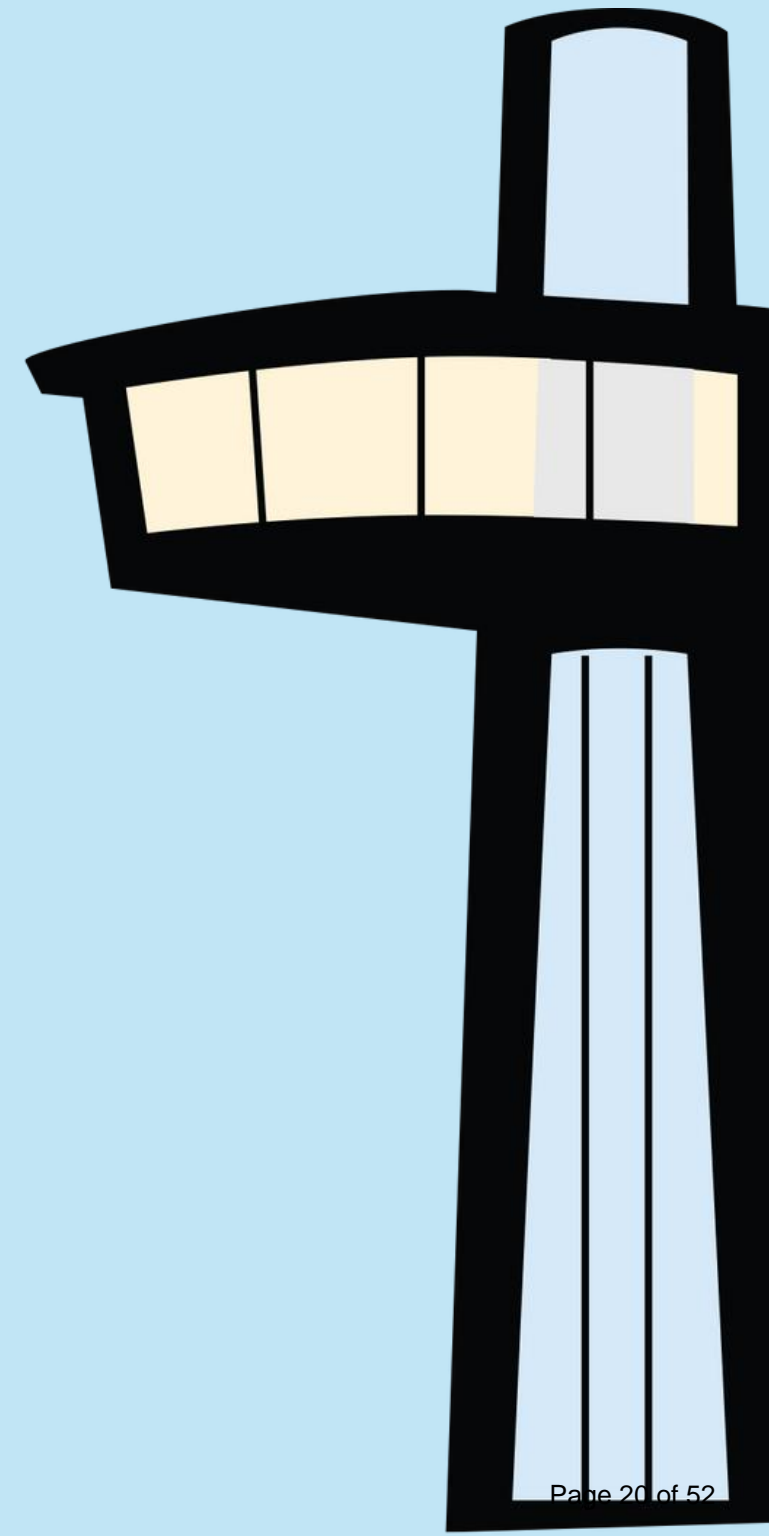
- **TAC – March 12, 2026**
- **PRAC – March 26, 2026**
- **Possible Adoption:**
 - Spring or Summer 2026



Questions?

**Alexandra Troutman,
Assistant City Manager
atrouman@orccity.org**

**Josh Wheeler,
Assistant City Engineer
jwheeler@orccity.org**





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

Community Development Community Room
695 Warner Parrott Rd., Oregon City
Monday, January 5, 2026 at 7:00 PM

1. CALL TO ORDER AND ROLL CALL

Chair Linda Baysinger called the meeting to order at 7 p.m.

PRESENT:

Linda Baysinger, Rita Batchley, Donna Renee Larsen, John Kies, Dorothy Dahlsrud, Betty Mumm, Duane Hanson, Christopher Nolte, Mark Beatty, Sara Peterson, Josh Kayser, Amy Wilson, Tim Powell, Ryan Richards, Bill Carton, Kathy Robertson, Commissioner Adam Marl and Scott Wilson.

STAFF: *Hannah Schmidt, Community Engagement Specialist and Jarrod Lyman, Communications Manager*

EXCUSED: *Joy Allen*

ABSENT: *None*

2. PRESENTATIONS

- a. Scott Burns was introduced as the first speaker of the year, discussing the Missoula floods' impact on Oregon City and the Pacific Northwest. He explained how Jean Harlem Bratz theorized these floods in the 1890s, despite skepticism. Glacial Lake Missoula, formed by blocked glaciers in Canada, released catastrophic floods when ice dams broke. These floods, occurring about 15,000-18,000 years ago, had around 90 events, 40 reaching Portland. Key points included geological evidence of these floods, their vast scale, their influence on Portland and Oregon City's topography, the fertile Willamette Valley soils, and wine-growing impacts. Similar floods occurred throughout the Quaternary period, about 2 million years ago. Burns also answered questions about building on landslide areas, flood flow duration, and landscape effects.

- b. Jarrod Lyman presented a significant update on Trail News, the city's information publication. He explained that Trail News, which began in 2000 primarily to promote parks and recreation programming, has grown considerably in size and scope but faces challenges with production timelines and providing timely information.

Lyman presented a redesigned Trail News as a monthly 11x17 tabloid newspaper format rather than the current quarterly magazine. The key points of his presentation included:

- Trail News remains residents' preferred method of receiving information
- The new monthly format will cost approximately the same as the current quarterly publication
- It will be mailed to every resident and business within the Oregon City limits
- The publication will include a dedicated section for neighborhood association meeting information, eliminating the need for separate postcards
- This change will allow for more timely and relevant content

A significant discussion followed regarding the budget implications. Lyman explained that the CIC budget would be reduced from \$45,000 to \$20,000 next fiscal year, as approximately 95-96% of the current budget goes toward postcards. The remaining funds could be used for other neighborhood communication purposes like A-frame signs or neighborhood events such as ice cream socials.

Committee members expressed concerns about the transition and ensuring residents would recognize the new format. After discussion, Josh Kayser made a motion to create a one-time citywide postcard notifying residents about the change in format. Betty Mumm seconded the motion. The motion passed, with 13 members voting in favor and two members voting in opposition.

3. PUBLIC COMMENTS

No public comments were provided at this time.

4. ELECTIONS

The Citizen Involvement Committee held elections for the next 2-year term leadership positions, beginning on January 5, 2026 and ending on December 31, 2027.

- a. Linda Baysinger nominated Josh Kayser for Chair. No other nominations were made. Josh Kayser accepted the nomination. Betty Mumm seconded the motion. The motion passed unanimously.
- b. John Keis volunteered for Vice Chair. No other nominations were made. The nomination was seconded by Betty Mumm. The motion passed unanimously.
- c. Josh Kayser nominated Donna Renee Larsen to serve as Secretary. No other nominations were made. Donna Renee Larsen accepted the nomination. The motion was seconded by Betty Mumm. The motion passed unanimously.

5. APPROVAL OF MINUTES

- a. Tim Powell moved to approve the December 1, 2025, Citizen Involvement Committee Meeting Minutes. Chris Nolte seconded the motion. The motion passed unanimously.

6. COMMUNICATIONS

- a. The Social Media Working Group has concluded their efforts and had no updates for the committee.
- b. Hannah Schmidt provided updates from the staff report, highlighting:
 - The residential mailing list for postcard mailers has been updated quarterly by the GIS team
 - Park Place neighborhood association had 100 addresses removed due to the Clackamas Heights redevelopment
 - The "If I Were Mayor" contest is ongoing for students in grades 4-12 who either live in Oregon City or attend a school within the city, with entries due by March 15, 2026

Schmidt also mentioned that she would be following up with neighborhood associations regarding the transition to the new Trail News format.

- c. The committee was presented with an updated budget sheet. Members did not have any questions. Further discussion on the CIC budget will take place at the next meeting on February 2, 2026, to determine how the remaining funds should be allocated to reach neighborhood association for the remaining fiscal year.

7. GENERAL BUSINESS

- a. Hannah discussed the upcoming Spring Forward Community Resource Fair scheduled for Saturday, March 7, 2026. Vendor applications are due by Friday, February 6. There are no vendor fees, but all vendors must complete an application.

The committee discussed their participation in last year's event, noting they had a table set up by staff with information about neighborhoods. McLoughlin neighborhood also had its own booth nearby. Committee members suggested having something to distribute to attract more visitors to their table this year. Several members expressed interest in applying and volunteering to staff the CIC table at the fair.

The new Chair, Josh Kayser, volunteered to submit a vendor application on behalf of the Citizen Involvement Committee.

8. ROUNDTABLE

Canemah NA: Planning a steering meeting to prepare for their February meeting.

Caulfield NA: Meeting January 27 with guests including Commissioner Scott Wilson, Mayor Denyse McGriff, and developer Seth Henderson discussing the courthouse redevelopment. Planning a candidates' forum in March for Oregon State Representative House District 40. All five candidates have declared they will be able to attend.

Elyville NA: Steering meeting in February with regular meeting in March. Working on contacting the county about the Clayton Moore building and trying to reinvigorate a hedgerow planting project with Oregon City Parks Foundation.

Gaffney Lane NA: Upcoming general meeting on January 20. At the Steering Committee meeting, leadership of Gaffney Lane NA determined the Lutheran Church would be a great neighborhood meeting location in the case of a Natural Disaster. Gaffney Lane NA is also interested in having discussions with the City's Parks and Recreation Director related to adding a park within their neighborhood since they are an underserved community without a nearby park.

Hazel Grove/Westling Farm NA: Meeting January 8 with presentations on scam awareness and prevention by the Oregon City Police Department and information about development at McLoughlin Elementary School including modular buildings.

Hillendale/Tower Vista NA: Meeting January 6 with updates on Ziplly Fiber and police and fire updates.

McLoughlin NA: Meeting January 8 with Seth Anderson discussing the courthouse redevelopment and meeting with the director of the County Community Development Organization about housing issues. Will be voting for neighborhood leadership.

Park Place NA: Steering Committee meeting on January 19. Shared updates on the Clackamas Heights demolition and redevelopment.

South End NA: Meeting January 22, planning a roadside cleanup for May 2.

Commissioners Adam Marl and Scott Wilson provided an update on the new civil exclusion zone recently approved for Main Street, explaining it's a tool of last resort for repeat offenders that applies equally to everyone regardless of housing status. They also addressed questions about The Caring Place project.

9. Adjournment

The meeting was adjourned by new Chair Josh Kayser at 8:46 p.m. The next Citizen Involvement Committee meeting will be held on February 2, 2026.

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

To: Citizen Involvement Committee **Agenda Date:** February 2, 2026
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT: STAFF LIASON UPDATES

1. Monthly Trail News Schedule

The upcoming general meetings for Canemah, Park Place, McLoughlin, and Elyville NA were advertised in the first issue of the new monthly Trail News. The February 2026 issue of the monthly Trail News is expected to hit resident mailboxes during the first week of February.

Please reference the attached NA Meeting calendar that outlines the monthly Trail News deadlines for the upcoming March, April, and May issues of the Trail News.

Please note that the deadlines for each month are color coded. The NA meeting dates that are dual colored are encouraged to advertise their NA meeting date in the earlier month and provide more details in the following.

2. Monthly Trail News Format

When submitting your NA general meeting details for the Trail News you can either

1. Send the Agenda for the your upcoming NA meeting in pdf or doc form to hschmidt@orcit.org and jlyman@orcit.org and allow staff to summarize the topic highlights for your meeting. Please ensure that the date, time, and location of the meeting is advertised within the Agenda and that has been checked by leadership within your NA for accuracy.

OR

2. Send an email to hschmidt@orcit.org and jylman@orcit.org that follows the format below. I have used Canemah NAs general meeting announcement as an example:

Canemah NA General Meeting: Feb 19 at 7 p.m.
Oregon City Public Library Community Room

Topics include updates from Oregon City Police and Clackamas Fire, and speaker Oregon State Representative Candidate Michael Sugar

3. E-Trail News

The February and March NA meetings were advertised in the monthly E-Trail News that is expected to be sent out to subscribers on Tuesday, Jan 27.

4. If I Were Mayor... Contest

The Oregon Mayors Association and the City of Oregon City invite local youth to take part in the annual "If I Were Mayor..." contest. This contest is open to students who live in the City of Oregon City or who attend a school within the Oregon City School District and are enrolled in 4th - 12th grade for the 2025-26 school year. The contest is broken into three categories:

- **Elementary School (4th & 5th Grade): Posters Contest**
 - Open to students enrolled in grades 4 & 5 or being home-schooled at the same grade level for the 2025-26 school year.
 - Students are encouraged to be creative and may use any art medium (paint, felt pens, colored pencils, pastels, crayons, 3D art, etc.).
- **Middle School (6th - 8th Grade): Essay Contest**
 - The essay contest is open to students enrolled in grades 6-8 or being homeschooled at the same grade level for the 2025-26 school year.
 - Essays must be 500-1,000 words in length and typed.
- **High School (9th - 12th Grade): Digital Media Presentations**
 - Open to students enrolled in grades 9- 12 or being home-schooled at the same grade level for the 2025-26 school year.
 - Presentations must be one to three minutes in length and may be submitted via email.

Please reference the attached "If I Were Mayor..." Contest flyer or visit www.orcity.org/if-i-were-mayor for more details.

5. Nature in Neighborhoods Community Choice Grants

Metro will be hosting a Community Choice Design Workshop in Oregon City on Thursday, February 26 at a joint Parks and Recreation Advisory Committee and Natural Resource Committee Meeting. The meeting will begin at 6 p.m. and take place in the Hanlon Commission Chambers within the Robert Libke Public Safety Building. Members of the public are encouraged to "Join community members and advocates, design professionals, and staff from local cities and parks districts to take community parks ideas and turn them into project plans. The project plans you help create will then be voted on by community members across Clackamas County."

To find out more details about this project and other local workshops taking place in Clackamas County, please visit <https://community-choice-grants-drcmetro.hub.arcgis.com/>.

6. Oregon City Library – Free Printing Resources

If your NA needs to print 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>.

7. 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!

8. NA QR Codes

Each NA has a QR code for its webpage on the City's website and for email subscriber sign-ups. Please contact Hannah Schmidt at hschmidt@orcitey.org if you need a copy of the QR code for your NA webpage or email subscription link.

9. Neighborhood Association Signs and Other Advertising Methods

If utilizing CIC funding, NA signage and advertising methods must be submitted to staff at hschmidt@orcitey.org for approval before moving forward with processing and printing. Once approved, files will be sent to Buels Impressions Printing, and staff will notify you when the materials are ready for pickup.

If your NA uses a separate company or advertising method for meeting outreach and is requesting reimbursement, please provide an itemized receipt and confirm that staff approval was obtained prior to printing. Reimbursement requests should be emailed to hschmidt@orcitey.org and include a mailing address for the reimbursement check.

10. Email Subscribers

The email sign-up links that are advertised on each NA webpage and on the NA flyers are linked to a City-owned Mailchimp account. Staff use the Mailchimp account to schedule emails out to your NA subscriber list. Emails are scheduled to be sent out one week in advance of the meeting date. Emails are drafted using your NA meeting agenda or drafted by NA leadership and sent directly to hschmidt@orcitey.org. Emails can be sent out for Steering Committee Meetings, or any other NA updates - but NA leadership needs to reach out to staff directly at hschmidt@orcitey.org for that to happen. Staff **CANNOT** share the Mailchimp email subscriber lists with anyone, this

was information gathered from the City of Oregon City Utility Services, and the City 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.

	CNA	CFNA	ENA	GLNA	HG-WFNA	H/TVNA	MNA	PPNA	RNA	SENA	TRNA
Jan-25	33	146	36	43	47	90	120	128	46	61	20
Feb-25	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
Nov-25	81	162	47	51	146	105	261	141	59	93	32
Dec-25	82	161	49	56	158	106	261	140	59	95	32
Jan-26	82	162	50	66	176	116	267	147	61	100	33
Monthly Difference	0	1	1	10	18	10	6	7	2	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

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.

11. 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.

12. NA Public Records

I have been uploading NA's Minutes and Agendas onto each NA's webpage. I am posting the past 5 years of public records onto the NA webpages directly. If your NA has Minutes and Agendas from 2025 that you would like to be published onto the City website, 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 via email to hschmidt@orc.org.

13. Phishing Scams

Many of you have emails published on the City's website/publications, 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 are using a personal email account for NA business and have that email address accessible to the public – I would encourage you to create a new email account for NA business. If you decide to do this, please notify me so that I can provide updates to the City's website and other publications. I highly recommend using a generic email like mcloughlinnaoc@gmail.com to post publicly and avoid posting your personal emails online to have the public contact you. There has been increased phishing scams and email hacking that has taken place and I would hate for your personal emails to be at risk.

14. Scheduling NA Zoom Meetings

In November 2024 there was a NA that was unable to host their meeting virtually due to the CIC Zoom account already being in-use for a separate NA meeting. The CIC Zoom account is equally shared by each NA within the City of Oregon City. Please be sure to schedule your Zoom meetings in advance to ensure that there are no conflicts with other NA's. If your NA needs to host an unscheduled NA meeting, please check the CIC Zoom meeting schedule before advancing in conducting a meeting to avoid dual use. If two NA meetings are scheduled for the same date and time, the NA who scheduled their meeting farthest in advance has the right to utilize the Zoom account for their meeting. You can always reach out to me at hschmidt@orc.org 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

If you, or anyone from NA is interested in learning more about how to best utilize the CIC Zoom account and run a virtual NA meeting, please reach out to me and I would be happy to schedule a training.

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 MAR Trail News Design Deadline: 12 PM	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 McLoughlin NA General 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 APR Trail News Deadline: 12 PM	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 MAY Trail News Deadline: 12 PM	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	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



2026 IF I WERE MAYOR CONTEST

What would you do
as Mayor?

WIN
UP TO
\$100



POSTER CONTEST

- For elementary school students (grades 4-5)
- Students create an original poster



ESSAY CONTEST

- For middle school students (grades 6-8)
- Students write a 500-1,000 word essay



MULTI MEDIA PRESENTATION

- For high school students (grades 9-12)
- Students create a 1-3 minute digital media presentation

**ENTRY
DEADLINE:
MAR
15**

Students must live in Oregon City or attend a school within Oregon City School District. Scan the QR code for details on how to apply or visit www.orcity.org/if-i-were-mayor



City of Oregon City - Citizen Involvement Committee
Financial Summary for Biennial Years 2025-27
as of January 23, 2026

Fiscal Year 2025-26

Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hillendale	McLoughlin	Park Place	TowerVista	Two Rivers	South End	Hazel Grove	Inactive	Overhead	Total
												Rivercrest		
Addresses (as of 12/10/25)	195	2432	1849	1665	1881	2027	1644	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	\$ 5,834.00	\$ 6,304.00	\$ 4,748.00	\$ 7,674.00	\$ 3,112.00	\$ 3,067.00	\$ 1,846.00	\$ 2,804.00	\$ 3,357.00	\$ -	\$ 150.00	\$ 47,152.00
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)
November	\$ (123.04)	\$ (1,534.34)		\$ (1,050.62)							\$ (671.01)		\$ (149.90)	\$ (3,528.91)
December		\$ (320.00)			\$ (929.20)	\$ (1,001.09)		\$ (600.47)			\$ (671.38)			\$ (3,522.14)
January	\$ (96.10)	\$ (2,403.06)	\$ (913.65)	\$ (1,645.06)	\$ (928.95)	\$ (1,001.20)	\$ (811.85)	\$ (599.95)	\$ (609.87)	\$ (1,963.46)	\$ (525.76)			\$ (11,498.91)
Total Spent	\$ (310.20)	\$ (6,529.53)	\$ (2,888.58)	\$ (4,479.11)	\$ (2,736.59)	\$ (5,168.95)	\$ (1,912.94)	\$ (1,767.83)	\$ (1,287.69)	\$ (2,642.95)	\$ (2,665.04)	\$ -	\$ (149.90)	\$ (32,539.31)
Remaining Budget	\$ 272.80	\$ 1,143.47	\$ 2,945.42	\$ 1,824.89	\$ 2,011.41	\$ 2,505.05	\$ 1,199.06	\$ 1,299.17	\$ 558.31	\$ 161.05	\$ 691.96	\$ -	\$ 0.10	\$ 14,612.69

Budget as stated above (which is over the \$45,000 per year) \$ 47,152.00
 Adjustment to bring to \$45,000 \$ (2,152.00)
 Fiscal Year 2025-26 Budget \$ 45,000.00
 Total Spent \$ (32,539.31)
 Remaining Total Budget \$ 12,460.69

Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hillendale	McLoughlin	Park Place	TowerVista	Two Rivers	South End	Hazel Grove	Rivercrest	Overhead	Total
Budget	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 460.69	\$ 12,460.69
February														\$ -
March														\$ -
April														\$ -
May														\$ -
June														\$ -
Total Spent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Remaining Budget	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 460.69	\$ 12,460.69

Fiscal Year 2026-27

Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hillendale	McLoughlin	Park Place	TowerVista	Two Rivers	South End	Hazel Grove	Inactive	Overhead	Total
												Rivercrest		
Budget	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 8,000.00	\$ 20,000.00
Total Spent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Remaining Budget	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 8,000.00	\$ 20,000.00

**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	HILLENDALE SET/OCT 2025 POSTCARDS PRINTING	\$ 193.35	HILLENDALE
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
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
11/04/2025	Nov	EAGLE MAILING SERVICE	CAUFIELD POSTCARD PRINTING COSTS	\$ 649.34	CAUFIELD
11/04/2025	Nov	EAGLE MAILING SERVICE	HAZEL GROVE POSTCARD PRINTING COSTS	\$ 283.59	HAZEL GROVE
11/06/2025	Nov	US POSTAL SERVICE	CAUFIELD NA NOVEMBER POSTAGE COSTS	\$ 885.00	CAUFIELD
11/06/2025	Nov	US POSTAL SERVICE	WESTLING NA NOVEMBER POSTAGE COSTS	\$ 387.42	HAZEL GROVE
11/13/2025	Nov	US POSTAL SERVICE	CANEMAH NOVEMBER 2025 POSTAGE	\$ 71.03	CANEMAH
11/13/2025	Nov	US POSTAL SERVICE	GAFFNEY LANE NOVEMBER 2025 POSTAGE	\$ 606.57	GAFFNEY
11/13/2025	Nov	US BANCORP	ZOOM.COM 888-799-9666	\$ 149.90	Overhead
11/18/2025	Nov	EAGLE MAILING SERVICE	GAFFNEY LANE NOV 2025 POSTCARD PRINTING COSTS	\$ 444.05	GAFFNEY
11/18/2025	Nov	EAGLE MAILING SERVICE	CANEMAH NOV 2025 POSTCARD PRINTING COSTS	\$ 52.01	CANEMAH
12/18/2025	Dec	US POSTAL SERVICE	JAN 2025 HILLENDALE POSTCARD POSTAGE	\$ 685.23	HILLENDALE
12/18/2025	Dec	US POSTAL SERVICE	JAN 2025 McLOUGHLIN POSTCARD POSTAGE	\$ 738.41	McLOUGHLIN
12/18/2025	Dec	US POSTAL SERVICE	JAN 2025 TOWER VISTA POSTCARD POSTAGE	\$ 442.61	TOWER VISTA
12/22/2025	Dec	BUEL'S IMPRESSIONS PRINTING	Correctly Expense Buels Impressin Payable # 101452	\$ 320.00	CAUFIELD
12/29/2025	Dec	EAGLE MAILING SERVICE	JAN 2025 POSTCARD POSTAGE-HAZEL GROVE- WESTLING NA	\$ 283.96	HAZEL GROVE

**Detail Transactions
Fiscal Year 2025-26**

Post Date	Period	Vendor Name	Description	Amount	Neighborhood Asso
12/29/2025	Dec	EAGLE MAILING SERVICE	JAN 2025 POSTCARD PRINTING TOWER VISTA N/A	\$ 157.86	TOWER VISTA
12/29/2025	Dec	EAGLE MAILING SERVICE	JAN 2025 POSTCARD PRINTING HILLENDALE N/A	\$ 243.97	HILLENDALE
12/29/2025	Dec	EAGLE MAILING SERVICE	JAN 2025 POSTCARD PRINTING MCLOUGHLIN N/A	\$ 262.68	MCLOUGHLIN
12/30/2025	Dec	US POSTAL SERVICE	HAZEL GROVE-WESTLING FARM NA JAN 2025 POSTAGE	\$ 387.42	HAZEL GROVE
01/14/2026	Jan	EAGLE MAILING SERVICE	JAN 2025 POSTCARD PRINTING COSTS- CAUFIELD	\$ 315.66	CAUFIELD
01/14/2026	Jan	EAGLE MAILING SERVICE	JAN 2025 POSTCARD PRINTING COSTS- SOUTH END	\$ 192.22	SOUTH END
01/14/2026	Jan	EAGLE MAILING SERVICE	JAN 2025 POSTCARD PRINTING COSTS- TWO RIVERS	\$ 80.08	TWO RIVERS
01/14/2026	Jan	EAGLE MAILING SERVICE	JAN 2025 POSTCARD PRINTING COSTS- GAFFNEY LANE	\$ 216.11	GAFFNEY
01/15/2026	Jan	US POSTAL SERVICE	JAN 2025 POSTCARD POSTAGE COSTS- GAFFNEY LANE	\$ 606.40	GAFFNEY
01/15/2026	Jan	US POSTAL SERVICE	JAN 2025 POSTCARD POSTAGE COSTS- TWO RIVERS	\$ 224.72	TWO RIVERS
01/15/2026	Jan	US POSTAL SERVICE	JAN 2025 POSTCARD POSTAGE COSTS- CAUFIELD	\$ 885.75	CAUFIELD
01/15/2026	Jan	US POSTAL SERVICE	JAN 2025 POSTCARD POSTAGE COSTS- SOUTH END	\$ 539.39	SOUTH END
01/21/2026	Jan	EAGLE MAILING SERVICE	TWO RIVERS NA POSTCARD PRINTING COST	\$ 80.05	TWO RIVERS
01/21/2026	Jan	EAGLE MAILING SERVICE	TOWER VISTA NA POSTCARD PRINTING COST	\$ 157.10	TOWER VISTA
01/21/2026	Jan	BUEL'S IMPRESSIONS PRINTING	2 A-FRAME SIGNS AND INSERTS FOR SOUTH END N/A	\$ 500.00	SOUTH END
01/21/2026	Jan	EAGLE MAILING SERVICE	SOUTH END NA POSTCARD PRINTING COST	\$ 192.10	SOUTH END
01/21/2026	Jan	EAGLE MAILING SERVICE	PARK PLACE NA POSTCARD PRINTING COST	\$ 213.20	PARK PLACE
01/21/2026	Jan	EAGLE MAILING SERVICE	McLOUGHLIN NA POSTCARD PRINTING COST	\$ 263.20	MCLOUGHLIN
01/21/2026	Jan	EAGLE MAILING SERVICE	GAFFNEY LANE NA POSTCARD PRINTING COST	\$ 216.10	GAFFNEY
01/21/2026	Jan	EAGLE MAILING SERVICE	HILLENDALE NA POSTCARD PRINTING COST	\$ 244.20	HILLENDALE
01/21/2026	Jan	EAGLE MAILING SERVICE	ELYVILLE NA POSTCARD PRINTING COST	\$ 240.10	ELYVILLE
01/21/2026	Jan	EAGLE MAILING SERVICE	HAZEL GROVE NA POSTCARD PRINTING COST	\$ 138.11	HAZEL GROVE
01/21/2026	Jan	EAGLE MAILING SERVICE	CAUFIELD NA POSTCARD PRINTING COST	\$ 316.00	CAUFIELD
01/21/2026	Jan	EAGLE MAILING SERVICE	CANEMAH NA POSTCARD PRINTING COST	\$ 25.10	CANEMAH
01/22/2026	Jan	US POSTAL SERVICE	McLOUGHLIN NA NOTIFICATION POSTCARD POSTAGE COSTS	\$ 738.00	MCLOUGHLIN
01/22/2026	Jan	US POSTAL SERVICE	ELYVILLE NA NOTIFICATION POSTCARD POSTAGE COSTS	\$ 673.55	ELYVILLE
01/22/2026	Jan	US POSTAL SERVICE	SOUTH END NA NOTIFICATION POSTCARD POSTAGE COSTS	\$ 539.75	SOUTH END
01/22/2026	Jan	US POSTAL SERVICE	PARK PLACE NA NOTIFICATION POSTCARD POSTAGE COSTS	\$ 598.65	PARK PLACE
01/22/2026	Jan	US POSTAL SERVICE	TOWER VISTA NA NOTIFICATION POSTCARD POSTAGE COSTS	\$ 442.85	TOWER VISTA
01/22/2026	Jan	US POSTAL SERVICE	TWO RIVERS NA NOTIFICATION POSTCARD POSTAGE COSTS	\$ 225.02	TWO RIVERS
01/22/2026	Jan	US POSTAL SERVICE	HAZEL GROVE NA NOTIFICATION POSTCARD POSTAGE COSTS	\$ 387.65	HAZEL GROVE
01/22/2026	Jan	US POSTAL SERVICE	CAUFIELD NA NOTIFICATION POSTCARD POSTAGE COSTS	\$ 885.65	CAUFIELD
01/22/2026	Jan	US POSTAL SERVICE	HILLENDALE NA NOTIFICATION POSTCARD POSTAGE COSTS	\$ 684.75	HILLENDALE
01/22/2026	Jan	US POSTAL SERVICE	CANEMAH NA NOTIFICATION POSTCARD POSTAGE COSTS	\$ 71.00	CANEMAH
01/22/2026	Jan	US POSTAL SERVICE	GAFFNEY NA NOTIFICATION POSTCARD POSTAGE COSTS	\$ 606.45	GAFFNEY
				\$32,539.31	



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** February 2, 2026
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 6.a. – Allocating Remaining 2025-2026 FY CIC Funds

EXECUTIVE SUMMARY:

The CIC has \$12,460.69 remaining within the 2025-2026 fiscal year. Matt Zook, the Finance Director, has created an updated budget sheet within the Agenda Packet that allocates \$1,000 of the remaining funds to each neighborhood association (active and inactive). The leftover \$460.69 has been placed within an “Overhead” column that the CIC can redistribute as necessary or spend on specific CIC costs.

Additionally, a one-sheet pdf has been attached to help guide the neighborhood associations on what expenditures are allowable and unallowable. Please reference the *Guidance on the Use of City Funds for Neighborhood Associations* pdf for more details.

BACKGROUND:

Beginning February 2026, the City of Oregon City will transition Trail News to a monthly tabloid format (8-page, 11 x 17 newspaper). This new format will include a dedicated section for neighborhood associations to advertise upcoming general meetings. As a result, neighborhood associations will no longer need to mail postcards in advance of each meeting, allowing Citizen Involvement Committee funds to be redirected toward other community engagement efforts.

BUDGET IMPACT:

Please reference the *2025-2027 CIC Financials as of 2026-01-23* pdf attached within the Agenda Packet.



Guidance on the Use of City Funds for Neighborhood Associations

A quick reference for allowable and unallowable expenditures of City funds through the allocated Citizen Involvement Committee budget

With the transition to a monthly Trail News format, Neighborhood Associations now have a dedicated space within the publication to advertise general meetings. This eliminates the need for postcard mailings and allows for additional uses of budgeted Citizen Involvement Committee (CIC) funds. The guidelines below outline how the CIC funds may and may not be used.

ALLOWABLE

CIC allocated funds may be used for:

- Community-building events such as ice cream socials and other neighborhood gatherings
- Outreach efforts intended to increase awareness of the Neighborhood Association and encourage participation
- Supplies, materials, or services that directly support public, neighborhood-wide engagement activities
- Materials and supplies to aid an association in the formation, recognition, and ongoing operation
- Postcard mailing for the announcement of a recently reactivated Neighborhood Association

UNALLOWABLE

CIC allocated funds may **NOT** be used for:

- Political advocacy, endorsements, or campaigning
- Supporting or opposing ballot measures, candidates, or legislation
- Content or events that benefit a private individual, business, or organization
- Postcard mailings for general meeting announcements when the Neighborhood Corner within Trail News is available as the primary notification method

The guiding standard should be that City funds must remain **neutral, non-partisan**, and used solely for the neighborhood associations and overall **public benefit**.

Questions regarding allowable uses of CIC allocated funds may be directed to Community Engagement Specialist, Hannah Schmidt via email at hschmidt@orc.org.



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** February 2, 2026
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 6.b. – Neighborhood Association Resolutions

EXECUTIVE SUMMARY:

It has been brought to staff's attention that there may be interest for all of the Neighborhood Association (NA) Resolutions to be hung within the Community Development Community Room. Staff is looking for further direction from the CIC on this subject before moving forward.

BACKGROUND:

Hazel Grove – Westling Farm NA recently was provided with a framed, signed copy of Resolution No. 98-38. Resolution No. 98-38 provides formal recognition of Hazle Grove – Westling Farm NA, and all other NA's have a similar Resolution from the late 1990's. Please reference the attached pdf copy of Hazel Grove – Westling Farm NA's Resolution (including Exhibit A) for further context. The framed copy that Hazel Grove – Westling Farm was provided with is a formal copy of the first page of the Resolution with an official city seal.

Staff believes that each NA has an original, framed copy of their Resolution stored within the NA Basement.

BUDGET IMPACT:

N/A

RESOLUTION NO. 98-38

A RESOLUTION PROVIDING FOR FORMAL RECOGNITION OF THE HAZEL GROVE-WESTLING FARM NEIGHBORHOOD ASSOCIATION (HG-WFNA) AND APPROVING AN AGREEMENT PROVIDING CRITERIA FOR THE NEIGHBORHOOD ASSOCIATION'S FORMATION, OPERATION AND CONTINUATION, THEREBY FOSTERING A PARTNERSHIP OF OPEN COMMUNICATION BETWEEN THE CITY AND THE NEIGHBORHOOD ASSOCIATION

WHEREAS, the City Commission understands the great importance of citizen participation and recognizes that it is necessary and desirable to maintain and improve the quality of life for all Oregon City residents; and

WHEREAS, the City Commission desires to instill and enhance a sense of civic pride and responsibility for the community; and

WHEREAS, the City Commission recognizes that participation of the greatest number of citizens with a wide diversity of viewpoints leads to better understanding of mutual concerns; and

WHEREAS, it is essential for citizens to provide information to aid the City Commission in decisions on matters affecting the City's quality of life, including, land use, housing, the annual City budget, community facilities and infrastructure, human resources, social and recreational programs, traffic and transportation, environmental quality, public safety and other matters; and

WHEREAS, the diversity of views and suggestions will also result in a better understanding and acceptance of those decisions by the citizens of Oregon City; and

WHEREAS, the City Commission desires to enhance livability by giving citizens the opportunity to participate in government decisions in an advisory role; and

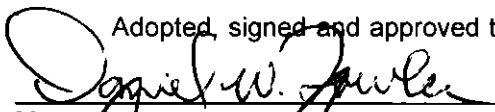
WHEREAS, the Comprehensive Plan states that neighborhood associations shall be established throughout the neighborhood planning areas defined in the Plan, and

WHEREAS, the City Commission in order to provide more effective citizen participation requires the development of certain minimum standards that outline the principles, functions and organization of neighborhood associations when providing formal recognition by the City.

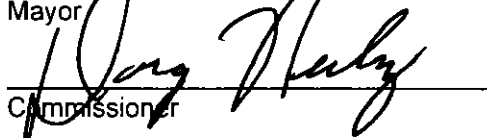
NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Oregon City, Oregon, that the

HAZEL GROVE-WESTLING FARM NEIGHBORHOOD ASSOCIATION is hereby recognized as an official Neighborhood Association of the City of Oregon City, Oregon, subject to compliance with the Oregon City/Hazel Grove-Westling Farm Neighborhood Association Agreement attached hereto as Exhibit A and made a part hereof.

Adopted, signed and approved this 21st day of October, 1998.

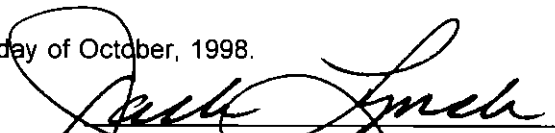


Mayor

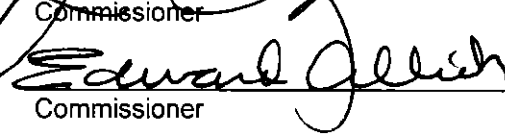


Commissioner

Commissioner



Commissioner



Commissioner

Comprising the City Commission
of Oregon City, Oregon

CITY OF OREGON CITY
and
HAZEL GROVE-WESTLING FARM NEIGHBORHOOD ASSOCIATION
AGREEMENT

AN AGREEMENT PROVIDING FOR FORMAL RECOGNITION OF THE HAZEL GROVE-WESTLING FARM NEIGHBORHOOD ASSOCIATION (HG-WFNA) AND PROVIDING CRITERIA FOR THE NEIGHBORHOOD ASSOCIATION'S FORMATION, OPERATION AND CONTINUATION, THEREBY FOSTERING A PARTNERSHIP OF OPEN COMMUNICATION BETWEEN THE CITY AND NEIGHBORHOOD ASSOCIATION.

Section 1. Purpose. The purpose of this agreement is for the City of Oregon City to formally recognize the Hazel Grove-Westling Farm Neighborhood Association and to provide certain criteria for the formation, operation and continuation of the Hazel Grove-Westling Farm Neighborhood Association. It is through this agreement that the City hopes to insure a maximum of opportunity for involvement by the residents of the Hazel Grove-Westling Farm Neighborhood Association in the processes of government as well as other activities concerning neighborhood and community livability.

Although a major function of neighborhood associations is to augment the citizen involvement process in land use related matters, such as planning and zoning activities, as is required by applicable law, it is the intent of the City Commission to provide the basis of a wide range of activities which promote the general health and welfare of the community and a spirit of harmony and pride for all citizens of Oregon City.

Nothing in this agreement will limit the right of any person, group of persons or organization from exercising their lawful rights. Membership in the Hazel Grove-Westling Farm Neighborhood Association confers no extraordinary rights, standing or legal capacity solely on the basis of membership, nor is the association itself given any special status by this agreement which is intended to influence a court of law as to its capacity to commence litigation. Nor is it the intent of the City to delegate any portion of its authority to the Hazel Grove-Westling Farm Neighborhood Association.

Section 2. Principles and Functions. A. The Hazel Grove-Westling Farm Neighborhood Association shall serve as the primary means of communication between the City and neighborhood residents, provide a forum for exchange of concerns and ideas, promote and facilitate open communication; and

B. The Hazel Grove-Westling Farm Neighborhood Association shall strive to keep neighborhood residents informed about all aspects of government by serving as an information resource to the members of the neighborhood association by conducting studies, sponsoring informational meetings and conducting public forums and educational programs; and

C. The Hazel Grove-Westling Farm Neighborhood Association shall participate in the development of long range comprehensive plans by reviewing, providing input and making recommendations concerning particular actions, policies, plans, programs, projects and other matters occurring citywide, including the City's annual budget, all of which may affect the quality of life within the neighborhood; and

D. The Hazel Grove-Westling Farm Neighborhood Association shall communicate that input to various offices, departments, commissions, boards, committees and the City Commission; and

E. The Hazel Grove-Westling Farm Neighborhood Association shall work for physical and social improvement of the character of the neighborhood, including issues affecting area livability; and

F. The Hazel Grove-Westling Farm Neighborhood Association shall work for adoption of improved city ordinances which will benefit the neighborhood and the City; and

G. The Hazel Grove-Westling Farm Neighborhood Association shall serve as a voice for the neighborhood residents by presenting views and testimony before public bodies such as the City Commission on issues and concerns having both neighborhood and citywide impacts; and

H. The Hazel Grove-Westling Farm Neighborhood Association shall promote continuous and effective citizen involvement in governmental processes, thereby insuring maximum contribution to those persons or agencies which are required to make decisions affecting a neighborhood or the community; and

I. The Hazel Grove-Westling Farm Neighborhood Association shall provide better channels of communication and flows of accurate and timely information between the government of the City and its citizens; and

J. The Hazel Grove-Westling Farm Neighborhood Association shall promote neighborhood and City identity and community spirit; and

K. The Hazel Grove-Westling Farm Neighborhood Association shall encourage the neighborhood residents to engage in their choice of neighborhood activities to promote such things as neighborliness, safety, cultural opportunities and the general livability of the community.

Section 3. Criteria for Formal Recognition. The City Commission hereby establishes the criteria whereby it formally recognizes the Hazel Grove-Westling Farm Neighborhood Association within the corporate limits of the City of Oregon City. The City Commission encourages and endorses the formation, operation and continuation of this neighborhood association, pursuant to the criteria set forth below, to provide maximum citizen involvement in the community.

The Hazel Grove-Westling Farm Neighborhood Association certifies that it meets the aforesaid criteria, and, as a condition of continued recognition by the City, agrees to continue to meet such criteria on an ongoing basis. The Hazel Grove-Westling Farm Neighborhood Association further agrees that the City Commission may amend or alter such criteria as it deems necessary to meet the changing needs of the City's planning program.

A neighborhood association which seeks formal recognition by the City Commission shall meet and continue to maintain conformity with the following minimum criteria for formal recognition:

- A. Membership. 1. Any resident, property owner, business licensee or representative of a nonprofit organization, or any others who show cause for interest in the boundary of a neighborhood shall be entitled to membership.
2. Any member who is at least eighteen (18) years of age shall have one vote on any matter to be decided by the association.
3. Membership or participation shall not be conditioned in any way upon the requirement of the payment of dues or fees. However, an association may accumulate resources of income to carry out its purposes through other means, including voluntary contributions, projects, grants, and contracts.

B. Neighborhood Association Boundaries. In order to implement the City Commission's stated purpose of ensuring maximum opportunity for citizen involvement, the City Commission adopts a map containing the boundaries for the Hazel Grove-Westling Farm Neighborhood Association. The City Commission shall make the final determination of the Hazel Grove-Westling Farm Neighborhood Association boundaries in accordance with as many of the following criteria that may be applicable under the following circumstances:

1. Boundaries shall be contiguous and mutually exclusive to those of other formally recognized neighborhood associations.
2. Boundaries should follow readily identifiable physical features, such as property lines, major arterial or collector streets, or be set at some other clearly defined and relatively permanent natural or manmade features.
3. Boundaries describing the territory should be logical and the City Commission may consider other features such as:
 - (a) a community of interest, common identity and social communication,
 - (b) existing commercial patterns,
 - (c) existing boundaries of other agencies, such as a school district boundary,
 - (d) the views and desires of citizens seeking association recognition.

Such boundaries may be amended after being proposed by the neighborhood association and reviewed and approved by the City Commission. Amendments will not be considered within the first year following the establishment of the boundaries.

The boundaries of the Hazel Grove-Westling Farm Neighborhood Association shall be as shown on the attached map and as described below:

"Beginning at the corner of Filbert Drive and South End Road, follow the County line south to the John McLoughlin Elementary School property proceed along the school property line south to the Oregon City boundary. Follow the City boundary south and east to McCord Road. Follow McCord Road northwest to Central Point Road. Proceed south along Central Point Road to Partlow Road and northwest to the County line. Follow the County line south returning to Partlow Road. Proceed northwest along Partlow Road to the County line. Continue south and west along the county line to Filbert Drive and South End Road."

C. Organization and By-Laws. Following determination of the boundary for the neighborhood association, the persons seeking formal recognition shall:

1. Hold at least one public organizational meeting which has been well publicized in the neighborhood and adopt written bylaws which provide at a minimum for the following:
 - (a) election of officers;
 - (b) meetings to be conducted in conformance with the requirements of the public meetings law in those situations where the association meets for the purpose of deliberating toward, making recommendations concerning, or acting in an advisory capacity on any issue, on which the City may make a decision through its governing body, its boards and commissions or in an administrative capacity. This provision shall apply to meetings of the association regardless of the size of its membership and notwithstanding the absence of a required quorum provision in its bylaws,

- (c) written minutes required by the public meeting law also record minority opinions and copies of the minutes be forwarded with a reasonable time to the City's Community Involvement Coordinator,
 - (d) a current list of names and addresses of the officers of the association be kept on file with the City's Community Involvement Coordinator,
 - (e) a minimum of two (2) general membership meetings to be held each year, at least sixty (60) days apart with the time, place and purpose being well publicized throughout the neighborhood at least seven (7) days in advance of the meeting.
2. Following adoption, a copy of the bylaws shall be filed with the City's Community Involvement Coordinator and maintained and updated to reflect amendments by the association.
 3. Bylaws of the association shall be adopted for the conduct of business which provide for full participation, democratic decision-making and open meetings. Robert's Rules of Order Revised, latest revision, shall govern the procedures of the association when procedure is not otherwise covered by the bylaws.

D. Formal Recognition. The Hazel Grove-Westling Farm Neighborhood Association, having met criteria set forth in subsections A, B and C of this section , is formally recognized when the City Commission has approved this agreement by resolution and the Mayor has signed it on behalf of the City Commission.

Section 4. Termination of Recognition and Grievances. The formal recognition of the neighborhood association may be terminated by the City Commission for failure to abide by the bylaws or the provision of this agreement. However, prior to termination of recognition by the City Commission, upon request, a hearing may be held to determine the validity of any charges and allow representatives of the neighborhood association to be heard. If the City Commission terminates recognition, it shall advise the membership of the association of the appropriate procedures and means to regain recognition through letters by the Mayor to the principal officers of the neighborhood association, as well as to the general membership by sending the letter to the address of record of the neighborhood association, and by other notice as deemed appropriate by the City Commission under the circumstances.

Section 5. City Support of Associations. The City, through the City Manager's office and subject to his/her judgement concerning the availability of resources or budgetary limitations, shall provide support and assistance to the recognized Hazel Grove-Westling Farm Neighborhood Association. The City shall develop administrative procedures, as deemed appropriate, to provide the neighborhood association the support and encouragement to assure the successful operation of the association. Such support shall include at a minimum, as practical under the circumstances, the following:

- A. Materials and supplies to aid an association in the formation, recognition and operation;
- B. Reprographic services;
- C. Distribution costs for the mailing of the neighborhood association newsletter or meeting notices prior to each general membership meeting;
- D. Staff assistance as available;
- E. Use of City facilities and equipment;
- F. Mail notifications of meetings, hearings, pending decisions, elections and other citizen participation events; and
- G. Other economic assistance and support.

Section 6. Statutory Requirements. Oregon Revised Statutes (ORS) provide for specific activities and actions related to formally recognized neighborhood associations, as follows:

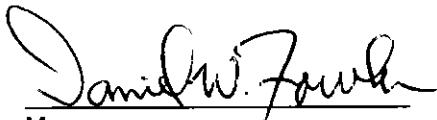
ORS 197.763(2)(b): Notice of land use hearing shall be provided to any "neighborhood or community organization recognized by the governing body [the city] and whose boundaries include the site [of the applicant]."

ORS 227.175(10)(b): The fee charged for an appeal to an administrative decision or for requesting a hearing on an administrative decision is waived for a "neighborhood or community organization recognized by the governing body [the city] and whose boundaries include the site [of the applicant]."

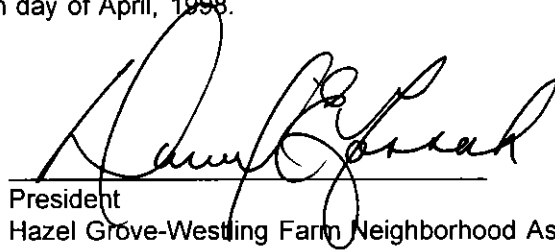
Although not a statutory requirement, the City will also waive the fee charged for an appeal on a Planning Commission decision to the City Commission.

Section 7. City Commission and Association Review. Periodically, the City Commission or the neighborhood association may seek review of the Association, this agreement, the boundaries of the Association or the criteria for formal recognition set forth herein. The City Commission may subsequently amend, modify or change any decision made pursuant to the criteria for formal recognition or any other provision of this agreement.

Adopted, signed and approved this 15th day of April, 1998.



Mayor
City of Oregon City



President
Hazel Grove-Westling Farm Neighborhood Association



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** February 2, 2026
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 6.c. - Spring Forward Community Resource Fair

EXECUTIVE SUMMARY:

The CIC has submitted an application to the Spring Forward Community Resource Fair which is scheduled to take place on Saturday, March 7, 2026, from 10 a.m. – 2 p.m. at the Pioneer Community Center. Vendor applications are under review by staff and organizations will be reached out to the week of February 9 regarding their acceptance.

<https://www.orcity.org/3230/Spring-Forward-Community-Resource-Fair>

A sign-up sheet will be available at the meeting for CIC members to sign-up to work the event. An updated 2026 General NA meeting information flyer has been attached for your review. Please contact Hannah Schmidt by email at hschmidt@orcity.org with any corrections.

BACKGROUND:

The Spring Forward Community Resource Fair is a FREE event open to the public that offers community members the opportunity to explore local resources from their Oregon City community. A variety of local nonprofit/government vendors share information on environmental initiatives, volunteer opportunities, and community services to keep the public informed and engaged for the upcoming spring/summer.

The CIC and individual neighborhood associations have participated in this event in the past to conduct outreach to their residents. There is no fee charged for vendors, but all vendors must submit an application and are encouraged to find creative ways to engage the public at their table.

The City can provide the following materials for a CIC booth:

- 6-foot table
- “Help Shape Your Community” Citizen Involvement Committee banner
- “What Neighborhood Do You Call Home” banner
- NA flyer with map and 2026 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.

BUDGET IMPACT:

N/A



REGISTER FOR UPDATES FROM YOUR NEIGHBORHOOD ASSOCIATION

SCAN THE QR-CODE TO SIGN UP

CANEMAH



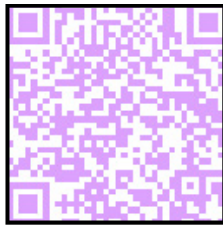
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CAUFIELD



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ELYVILLE



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GAFFNEY LANE



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RIVERCREST



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SOUTH END

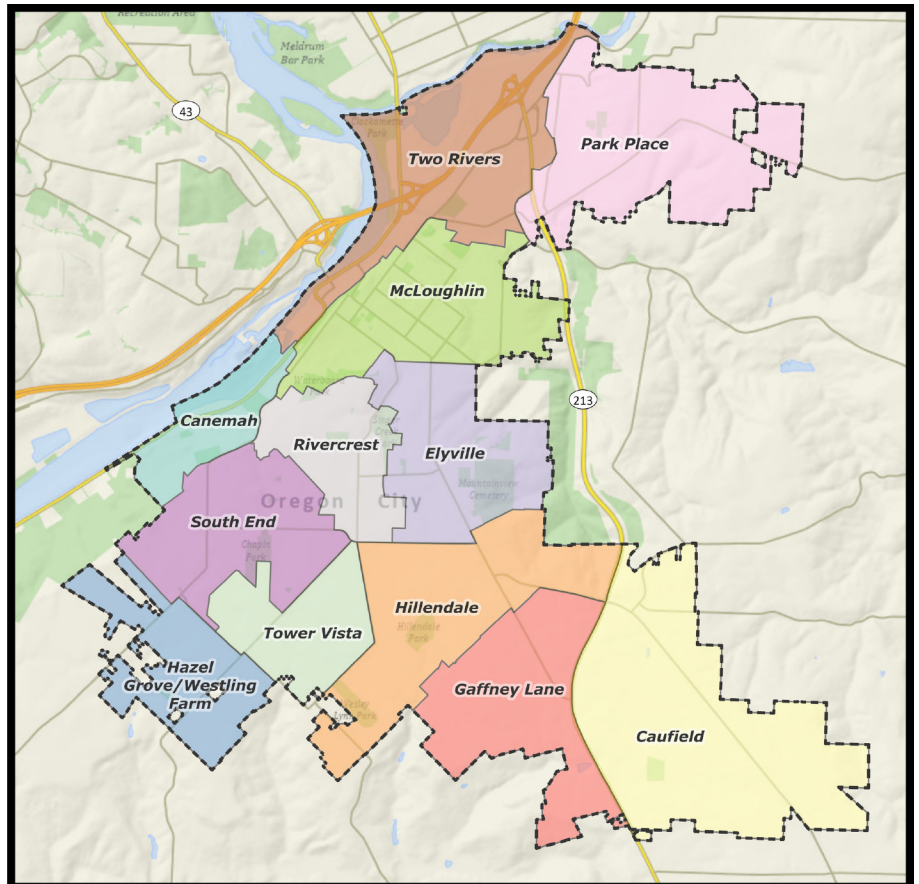


orcity.news/southend-email

TWO RIVERS



orcity.news/two-rivers-email



Tower Vista Neighborhood Association is currently being run in conjunction with Hillendale. If you live in Tower Vista, please register for updates with Hillendale Neighborhood Association. Page 51 of 52



2026 NEIGHBORHOOD ASSOCIATION GENERAL MEETING SCHEDULES

CITIZEN INVOLVEMENT COMMITTEE

7 p.m. | 1st Monday of every month
City Hall - Mount Hood Room
625 Center Street

CANEMAH Neighborhood Association

7:00 p.m. | 3rd Thursday | Feb, Apr, Sep, Nov
Community Room at Oregon City Library
606 John Adams Street

CAUFIELD Neighborhood Association

6:30 p.m. | Jan 28, Mar 19, May 27, Jul 22, Sept 23, Nov 19
Community Development Community Room
695 Warner Parrott Road

ELYVILLE Neighborhood Association

7:00 p.m. | 2nd Tuesday | Mar, May, Sep
St John the Apostle Cemetery
451 Warner Street

GAFFNEY LANE Neighborhood Association

6:30 p.m. | 3rd Tuesday | Jan, Mar, May, July, Sep, Nov
Community Development Community Room
695 Warner Parrott Road

HAZEL GROVE-WESTLING FARM

Neighborhood Association

6:30 p.m. | 2nd Thursday | Jan, Mar, May, Sep, Nov
Community Development Community Room
695 Warner Parrott Road

HILLENDALE/TOWER VISTA

Neighborhood Association

6:30 p.m. | 1st Tuesday | Jan, Apr, Jul, Oct
Community Development Community Room
695 Warner Parrott Road

MCLOUGHLIN Neighborhood Association

7:00 p.m. | Jan 9, Mar 6, May 1, Jul 16, Sep 4, Nov
6 Community Room at Oregon City Library
606 John Adams Street

PARK PLACE Neighborhood Association

6:30 p.m. | Feb 23, May 18, Oct 19
Park Place Church, 13933 Gain Street

RIVERCREST Neighborhood Association

Currently inactive | To get involved - contact
Hannah Schmidt | hschmidt@orc.org

SOUTH END Neighborhood Association

6:30 p.m. | Jan 22, Apr 23, June 25, Oct 15
Community Development Community Room
695 Warner Parrott Road

TWO RIVERS Neighborhood Association

6:00 p.m. | 4th Wednesday | Jan, Apr, Jul, Oct
Oregon City Elks Lodge
610 McLoughlin Blvd