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# CITY OF OREGON CITY CITIZEN INVOLVEMENT COMMITTEE AGENDA

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City Hall Mt. Hood Room, 625 Center St., Oregon City  
Monday, March 2, 2026 at 7:00 PM

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Ways to participate in this public meeting:

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

## 2. PRESENTATIONS

- Portland General Electric (PGE) Update – Heidi Bell, PGE Local Government Affairs Manager

## 3. PUBLIC COMMENTS

*Please see the public comment guidelines below.*

## 4. APPROVAL OF MINUTES

- February 2, 2026 Citizen Involvement Committee Meeting Minutes

## 5. STAFF LIAISON UPDATES

- Staff Liaison Report
- Budget Update

## 6. GENERAL BUSINESS

- NA Articles in Trail News
- Neighborhood Association Resolutions
- Spring Forward Community Resource Fair
- Goal Setting

## 7. ROUNDTABLE

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

## 8. ADJOURNMENT

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### PUBLIC COMMENT GUIDELINES

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

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### ADA NOTICE

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

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

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



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

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Community Development Community Room  
695 Warner Parrott Rd., Oregon City  
Monday, February 2, 2026 at 7:00 PM

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

Chair Josh Kayser called the meeting to order at 7:02 p.m.

**PRESENT:**

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

**STAFF:** *Hannah Schmidt, Community Engagement Specialist*

**EXCUSED:** *None*

**ABSENT:** *None*

**2. PRESENTATIONS**

- a. Alex Troutman, Assistant City Manager, and Josh Wheeler, Assistant City Engineer, presented the ADA Transition Plan for the Public Right-of-Way. Troutman explained that the plan serves as a master plan for the city, including ADA services, practices, evaluation, implementation schedules, public participation, and grievance procedures.

Wheeler provided background on the Americans with Disabilities Act of 1990, noting that updates in 2010 addressed lessons learned. He explained that public entities with 50+ employees must develop a transition plan identifying how and when ADA updates will be made.

Troutman described her role as the acting ADA coordinator, responsible for addressing grievances and directing concerns to appropriate departments. He noted that the City has received only one formal ADA grievance to date, with a second inquiry that wasn't an actual grievance.

Wheeler detailed the current state of the city's ADA compliance:

- There are 3,368 curb ramps in city limits, with 3,026 in city right-of-way
- The city has inspected 1,444 ramps to date, finding 58.7% non-compliant

- At the current inspection rate of about 20 per month, it will take approximately 7 years to complete all inspections
- The estimated cost per ramp replacement is approximately \$10,000
- With roughly 1,800 ramps needing replacement at a total cost of \$18 million, and current funding allowing for 10-20 ramps per year, complete compliance could take up to 90 years

The presenters explained that funding sources are limited, with most ADA improvements tied to the pavement maintenance program. They outlined a prioritization system focusing first on government buildings, hospitals, parks, and schools, followed by essential community services, and finally low-density residential neighborhoods.

Committee members expressed concern about the seemingly insurmountable timeline and costs. Wheeler acknowledged the challenges but emphasized that infrastructure maintenance always involves playing catch-up, and the plan represents the City's commitment to making continuous progress.

- b. Mayor Denyse McGriff and Reed Wagner, Executive Director of the Willamette Falls Locks Authority, presented on the status of the Willamette Falls Locks. Wagner explained that the Locks Authority is a public corporation created by the Oregon Legislature.

Mayor McGriff provided historical context about the locks, which were constructed starting in 1873 and operated by the Army Corps of Engineers since 1913 before closing in 2011. She highlighted that in 2015, a task force was established by Senate Bill 131 to address the future of the locks.

Wagner outlined the timeline for transferring ownership from the Army Corps to the Locks Authority by 2027, noting that the Corps has already spent approximately \$14 million on repairs. The presentation included details about current partnerships, which include Oregon City, West Linn, Metro, Clackamas County, Grand Ronde, the Siletz tribe, the Confederated Tribes and PGE.

The speakers emphasized multiple benefits of reopening the locks, including:

- Tourism potential and economic development
- Environmental benefits by removing trucks from roads
- Transportation resiliency by providing alternative routes during emergencies
- Agricultural opportunities for transporting goods

The presentation concluded with information about the Locks Authority's new office location in West Linn City Hall and an invitation to visit the public area with historical photos of the river and riverfronts.

### **3. PUBLIC COMMENTS**

No public comments were provided.

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

- a. Betty Mumm moved to approve the January 5, 2026, Citizen Involvement Committee Meeting Minutes. Sara Peterson seconded the motion. The motion passed unanimously.

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

- a. Hannah Schmidt reported that the Trail News has switched from monthly to quarterly and has been sent to the printer. She provided information about deadlines for the March, April, and May issues. She noted she would reach out to neighborhood associations to ensure they have the necessary information for meeting announcements.

She announced that applications for the Free Transportation Academy are open until February 16, and she would send follow-up information to CIC members. Schmidt also highlighted facility improvements, noting that Seth from the facilities staff had made lighting adjustments and painted curbs to address safety concerns based on feedback received.

Schmidt announced that starting in March, the CIC meetings would be moving back to the Mt. Hood Room within City Hall, with microphones for all committee members to address audio concerns.

- b. Schmidt provided a budget update, noting that a \$400 refund from Eagle Mailing Services would be credited to the CIC budget due to issues with the last bulk mailing of postcards.

#### **6. GENERAL BUSINESS**

- a. Hannah Schmidt presented the budget allocation proposal, noting that after removing expenses already incurred (approximately \$32,000), the CIC had approximately \$12,460 remaining for the fiscal year, not including the \$400 refund mentioned earlier.

A detailed discussion followed regarding how to allocate these funds. Various committee members shared perspectives on whether allocation should be based on neighborhood size, growth potential, or other factors. Several members expressed that building community engagement was the primary goal, regardless of neighborhood size.

Schmidt provided guidance on eligible expenses, referencing a one-page guideline document that was attached within the agenda packet. She clarified that expenses would typically be reimbursed rather than paid upfront, and committee members should check with her if they had questions about whether specific expenses would qualify.

John Kies made a motion that every neighborhood should be allocated \$1,000 for the remainder of the fiscal year (through June 30, 2026), that the CIC would revisit allocation methods for the next fiscal year, and all expenditures should follow the guidelines provided by staff. Betty Mumm seconded the motion. The motion passed unanimously.

- b. Chris Nolte from Hazel Grove-Westling Farm presented a framed neighborhood association resolution from 1998 and inquired about displaying these resolutions. He explained that each neighborhood association had received one when they were established. There was discussion about finding an appropriate location to display all resolutions together, either in the Community Room within the Community Development Room or at City Hall. The committee agreed to look for suitable wall space when they return to the Mt. Hood Room next month.

Tim Powell provided historical context, noting that the resolutions were originally displayed at City Hall before being taken down during a move. The intent was to show the city's partnership with its citizens.

Hannah Schmidt noted that Hazel Grove-Westling Farm Resolution, along with the original agreement between the City and the neighborhood association, were attached within the agenda packet. Schmidt emphasized that each neighborhood association has a similar agreement with the same or similar language. Schmidt encouraged the neighborhood associations to ensure that they were compliant with the original agreements but emphasized that the City was not actively binding the neighborhood associations to the agreements at this time.

- c. The Chair announced that the Spring Forward Community Resource Fair is scheduled for March 7 from 10 a.m. to 2 p.m. The CIC will have a table at the event, and a volunteer sign-up sheet was circulated.

Hannah Schmidt noted that the CIC would have a 6-foot table and 2-4 chairs. She mentioned that the neighborhood association map could be displayed, and neighborhood association flyers would be available. She suggested that additional outreach materials could be printed and funded through the CIC budget.

## **7. ROUNDTABLE**

**Canemah NA:** Discussed their upcoming February 19 meeting and work on a cemetery project, including a new gate being created by a resident.

**Caulfield NA:** Mentioned their recent meeting with Seth Henderson and the Mayor, election of a father-son team as secretary, plans to start steering committee meetings, and an upcoming candidate forum at their March general NA meeting.

**Elyville NA:** Noted they had taken a hiatus for the winter after losing their chair and would resume meetings on March 10.

**Gaffney Lane NA:** Reported "Be 2 Weeks Ready" emergency preparedness class being offered, a visit from the homeless coalition, and a local business (Olive and Shay) that presented at their meeting.

**Hazel Grove/Westling Farm NA:** Reported on a presentation about John McLoughlin School's upcoming renovations and discussed concerns about sharing sign-in sheet information with presenters.

**Hillendale/Tower Vista NA:** Reported having their meeting in early January with decent turnout despite the timing and discussed challenges with the new Trail News schedule for promoting their early April meeting.

**McLoughlin NA:** Noted a well-attended meeting with Seth Henderson discussing the courthouse development, and mentioned they were rewriting their bylaws and creating a financial policy.

**Park Place NA:** Mentioned concerns about development related to the Clackamas Heights Redevelopment project and increased development around Cedars Farm, above Holcomb Elementary School, including street widening and neighborhood access.

**South End NA:** Reported having their first regular meeting in the new year with about two dozen people and planning a street clean-up event for late April. Bill Carton from South End NA offered to draft a proposal for the next meeting on reporting neighborhood association data to determine the outreach methods that are working best for the neighborhoods.

The Chair, Josh Kayser, mentioned openings on the Chief's Advisory Committee for several neighborhood associations and the need to do goal setting within the CIC, which hasn't been done since 2017.

Commissioners Adam Marl provided updates on upcoming Urban Renewal and City Commission meetings, highlighting the downtown quiet zone project and annual fiscal audits.

## **8. ADJOURNMENT**

Chair Josh Kayser adjourned the meeting at 9:27 p.m.

Respectfully submitted,

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Hannah Schmidt, Community Engagement Specialist  
Date Approved: \_\_\_\_\_



## CITY OF OREGON CITY

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

### Staff Report

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

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**SUBJECT:** STAFF LIASON UPDATES

#### 1. Monthly Trail News Schedule

The upcoming general meetings for McLoughlin, Elyville, Hazel Grove – Westling Farm, Gaffney Lane, Caufield, and Hillendale/Tower Vista NA were advertised in the March issue of the new monthly Trail News. The March 2026 issue of the monthly Trail News is expected to hit resident mailboxes during the first week of March.

Please reference the attached NA Meeting calendar that outlines the monthly Trail News deadlines for the upcoming April, May, and June 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](mailto:hschmidt@orcit.org) and [jlyman@orcit.org](mailto: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](mailto:hschmidt@orcit.org) and [jylman@orcit.org](mailto: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 March and April NA meetings were advertised in the monthly E-Trail News that is expected to be sent out to subscribers on Tuesday, Feb 24. Gaffney Lane's upcoming Adopt A Street Clean Up scheduled for April 11, 2026 was also advertised in the E-Trail News.

### **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 visit [www.orcity.org/if-i-were-mayor](http://www.orcity.org/if-i-were-mayor) for more details.

### **5. Oregon City Parks Foundation Upcoming Community Events:**

#### **Buena Vista Clubhouse Pi(e) Day**

Saturday, March 14, 2026

2 p.m.

Help preserve this nationally recognized historic building and return it to use by the citizens of Oregon City!

This Pie Auction fundraiser will feature over 20 pies to bid on with such delicious offerings as Double Crust Lemon and Death by Chocolate. The silent auction will honor local history and Black History Month with items that include a series of framed Lockfest posters by artist Daniel Robinson, an 1844 plat map of Oregon City, commemorative Oregon City plates and a collection of Black Panther comics.

#### **Promenade Clean-Up Day**

Saturday, April 4, 2026

OCPF volunteers will be cleaning up and prepping the south end of the Promenade to begin their spring planting for the Pollinator Demonstration Garden.

## **6. City Funds and NA Reimbursements**

A one-sheet pdf has been attached to help guide the NAs on what expenditures are allowable and unallowable with allocated funds set forth for the NAs to utilize. Please reference Exhibit A for more details.

If your NA makes an allowable purchase but is unable to coordinate a direct order through City staff, a reimbursement request may be submitted.

Please email staff at [hschmidt@orc.org](mailto:hschmidt@orc.org) with the following:

- A copy of the itemized receipt
- Name of the individual requesting reimbursement
- Mailing address of the individual requesting reimbursement

Reimbursement requests that are missing required information or that are determined to be **unallowable** may be denied by the City. Please refer to Exhibit A if you have any questions about allowable vs unallowable expenditures. If your NA still has unanswered questions after referencing Exhibit A, please reach out to staff directly at [hschmidt@orc.org](mailto:hschmidt@orc.org) with your questions.

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

If City funds are being utilized for any NA printed material, staff must approve the messaging. For example, NA signage must be submitted to staff via email at [hschmidt@orc.org](mailto:hschmidt@orc.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.

## **8. Neighborhood Association Webpage**

Each NA has an individual webpage on the Oregon City website ([www.orc.org](http://www.orc.org)) where they have the ability to provide updates to their residents. You can directly access each NA webpage by accessing the links below:

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

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

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

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

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

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

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

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

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

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

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

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

Since the webpages are located on the City's website, only staff has access to provide edits to each NA webpage. NAs can send edits/updates to staff via email at [hschmidt@orcity.org](mailto:hschmidt@orcity.org). Staff requests that all webpage edits are submitted via word document or within the text of an email with specific formatting included. Staff will do their best to adhere to the webpage formatting provided by the NA, but please keep in mind that the City's website does have formatting limitations.

### **9. Neighborhood Association Calendars**

Each NA has a designated calendar embedded into their webpage that advertises their upcoming meetings. You can view all upcoming NA meetings on the City website at <https://www.orcity.org/1878/Neighborhood-Association-Meeting-Calenda>.

The public can sign up for text notifications related to these calendar notifications via Notify Me on the City's website. Text notifications are sent out 5 days in advance of scheduled meetings. Please refer to Exhibit C for detailed steps on how to register for text updates from your specific NA. Exhibit C can also serve as a flyer for you to advertise to your residents on how to sign up for text notifications.

### **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@orcity.org](mailto:hschmidt@orcity.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@orcity.org](mailto:hschmidt@orcity.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
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
Feb-26	83	165	50	69	184	117	268	165	61	103	33
Monthly Difference	1	3	0	3	8	1	1	18	0	3	0

- 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](mailto: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**

The City has been consistently posting on Facebook, Instagram, and Nextdoor to help promote NA meetings.

To stay updated on NA meetings and other City business, you can follow the City of Oregon City social channels below:

Facebook: [Oregon City – City Hall](#)

Instagram: [@cityoforegoncity](#)

Nextdoor: [City of Oregon City](#)

To help engagement on the City’s social media posts about upcoming NA meetings, please consider sending photos to staff that can be used to advertise meetings. 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 staff via email at [hschmidt@orcity.org](mailto:hschmidt@orcity.org). Using different pictures in your NA meeting announcements will help engage a wider audience and hopefully draw more residents to your NA meetings.

### **12. 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!

### **13. 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@orcity.org](mailto:hschmidt@orcity.org) if you need a copy of the QR code for your NA webpage or email subscription link.

### **14. NA Public Records**

The City of Oregon City utilizes Laserfiche to electronically archive records. The public portal can be accessed here: [Oregon City E-Vault Public Portal](#).

NA records submitted to the City are archived in Laserfiche, with direct links to each NA folder at the bottom of every NA webpage. Please note that records from the past year (January 2025–present) are still being uploaded due to the City’s recent transition to a new electronic records archiving provider.

NA bylaws, meeting agendas, and meeting minutes from the past five years are also available on the City’s website. These are organized by year in the NA Records section of each NA webpage.

If your NA has agendas, minutes, or revised bylaws that are not currently posted, please email them to staff at [hschmidt@orcity.org](mailto:hschmidt@orcity.org) as clearly labeled attachments.

### **15. 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>.

## **16. 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](mailto: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.

## **17. CIC Zoom Account**

The CIC has a joint Zoom account that is equally shared by each NA within the City of Oregon City. If your NA is in need of the Zoom account username and password to schedule and virtual meeting for an upcoming general or steering committee meeting, please reach out to staff at [hschmidt@orcity.org](mailto:hschmidt@orcity.org) to retrieve the log-in information.

Please be sure to schedule NA zoom meetings as far in advance as possible to ensure that there are no conflicts with other NAs. 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.

If your 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 staff at [hschmidt@orcity.org](mailto:hschmidt@orcity.org) to schedule a training.

# 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 <b>APR Trail News &amp; E- Trail News Deadline: 12 PM</b>	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	8	9	10	11
12	13	14	15	16 Canemah NA General Meeting	17	18
19	20 MAY Trail News & E-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 <b>JUN Trail News &amp; E-Trail News Deadline: 12 PM</b>	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				



# 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](mailto:hschmidt@orc.org).

**City of Oregon City - Citizen Involvement Committee**  
**Financial Summary for Biennial Years 2025-27**  
*as of February 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													\$ 400.00	\$ 400.00
March														\$ -
April														\$ -
May														\$ -
June														\$ -
Total Spent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00
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	\$ 860.69	\$ 12,860.69

**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
02/18/2026	Feb		EAGLE MAILING SERVICE	\$ (400.00)	Overhead
				<b>\$32,139.31</b>	

**City of Oregon City - Citizen Involvement Committee**  
**FY 2025-2026 Bulk Postcard Mailing Schedule and Estimated Savings**  
*as of January 23, 2026*

July 2025 Savings						
Neighborhood	Meeting Date	Postcard Design Deadline	Residential Addresses	Projected Costs	Bulk Mailing Rate	Savings
Caufield	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
<b>Total</b>			<b>6737</b>	<b>\$4,147.51</b>	<b>\$3,146.18</b>	<b>\$1,001.33</b>

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
Caufield	23-Sep	5-Sep	2432	\$1,468.93	\$1,135.74	\$333.18
Elyville	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
<b>Total</b>				<b>\$7,339.21</b>	<b>\$5,655.37</b>	<b>\$1,683.84</b>

January 2026 Savings						
Neighborhood	Meeting Date	Postcard Design Deadline	Residential Addresses	Projected Costs	Bulk Mailing Rate	Savings
Caufield	27-Jan	7-Jan	2432	1534.592	\$1,201.41	\$333.18
Gaffney Lane	20-Jan	7-Jan	1665	1050.615	\$822.51	\$228.11
Hillendale	6-Jan	12-Dec	1881	1186.911	\$929.21	\$257.70
McLoughlin	8-Jan	12-Dec	2027	1279.037	\$1,001.34	\$277.70
South End	22-Jan	7-Jan	1481	934.511	\$731.61	\$202.90
Tower Vista	6-Jan	12-Dec	1215	766.665	\$600.21	\$166.46
Two Rivers	28-Jan	7-Jan	617	461.516	\$304.80	\$156.72
<b>Total</b>				<b>\$7,213.85</b>	<b>\$5,591.09</b>	<b>\$1,622.76</b>

October 2025 Savings						
Neighborhood	Meeting Date	Postcard Design Deadline	Residential Addresses	Projected Costs	Bulk Mailing Rate	Savings
Two Rivers	22-Oct	8-Oct	617	\$461.52	\$389.33	\$72.19
<b>Total</b>				<b>\$461.52</b>	<b>\$389.33</b>	<b>\$72.19</b>

*Final Bulk Postcard Mailing - End of January 2026						
Neighborhood	Meeting Date	Postcard Design Deadline	Residential Addresses	Projected Costs	Bulk Mailing Rate	Savings
Canemah	N/A	N/A	195	\$145.86	\$96.33	\$49.53
Caufield	N/A	N/A	2432	\$1,534.59	\$1,201.41	\$333.18
Elyville	N/A	N/A	1849	\$1,166.72	\$913.41	\$253.31
Gaffney Lane	N/A	N/A	1665	\$1,050.62	\$822.51	\$228.11
Hazel Grove - Westling Farm	N/A	N/A	1064	\$671.38	\$525.62	\$145.77
Hillendale	N/A	N/A	1881	\$1,186.91	\$929.21	\$257.70
McLoughlin	N/A	N/A	2027	\$1,279.04	\$1,001.34	\$277.70
Park Place	N/A	N/A	1644	\$1,037.36	\$812.14	\$225.23
Rivercrest	N/A	N/A	797	\$502.91	\$393.72	\$109.19
South End	N/A	N/A	1481	\$934.51	\$731.61	\$202.90
Tower Vista	N/A	N/A	1215	\$766.67	\$600.21	\$166.46
Two Rivers	N/A	N/A	617	\$461.52	\$304.80	\$156.72
<b>Total</b>				<b>\$10,738.08</b>	<b>\$8,332.30</b>	<b>\$2,405.78</b>

November 2025 Savings						
Neighborhood	Meeting Date	Postcard Design Deadline	Residential Addresses	Projected Costs	Bulk Mailing Rate	Savings
Canemah	19-Nov	5-Nov	195	\$145.86	\$123.05	\$22.82
<b>Total</b>				<b>\$145.86</b>	<b>\$123.05</b>	<b>\$22.82</b>

**City of Oregon City - Citizen Involvement Committee**  
**FY 2025-2026 Bulk Postcard Mailing Schedule and Estimated Savings**  
*as of January 23, 2026*

<b>JUL 2025 - JAN 2026 Bulk Postcard Savings Summary</b>																
<b>Neighborhoods</b>	<b>Residential Addresses as of 5/28/2025</b>	<b>Residential Addresses as of 9/11/2025</b>	<b>Residential Addresses as of 12/10/2025</b>	<b>Base Cost Estimated (07/01/25-09/10/25)</b>	<b>Base Cost Estimated (09/11/25-9/30/2025)</b>	<b>Base Cost Estimated (10/1/2025-12/09/2025)</b>	<b>Base Cost Estimated as of 12/10/2025</b>	<b>JUL</b>	<b>AUG</b>	<b>"SEP1"</b>	<b>"SEP2"</b>	<b>OCT</b>	<b>NOV</b>	<b>"JAN1"</b>	<b>"JAN2"</b>	<b>Total Estimated Savings as of January 23, 2026</b>
Canemah	195	195	195	\$142.55	\$142.55	\$145.86	\$145.86				18-Sep		20-Nov			\$74.30
Caufield	2432	2432	2432	\$1,468.93	\$1,468.93	\$1,534.59	\$1,534.59	22-Jul			23-Sep				27-Jan	\$999.55
Elyville	1844	1845	1849	\$1,113.78	\$1,114.38	\$1,164.20	\$1,166.72			9-Sep						\$252.63
Gaffney Lane	1665	1665	1665	\$1,005.66	\$1,005.66	\$1,050.62	\$1,050.62	15-Jul					18-Nov		20-Jan	\$456.22
Hazel Grove - Westling Farm	1064	1064	1064	\$642.66	\$642.66	\$671.38	\$671.38			11-Sep						\$145.77
Hillendale	1881	1881	1881	\$1,136.12	\$1,136.12	\$1,186.91	\$1,186.91				7-Oct			6-Jan		\$515.39
McLoughlin	2023	2026	2027	\$1,221.89	\$1,223.70	\$1,278.41	\$1,279.04	16-Jul		4-Sep				8-Jan		\$832.00
Park Place	1542	1745	1644	\$931.37	\$1,053.98	\$1,101.10	\$1,037.36					20-Oct				\$0.00
Rivercrest	797	797	797	\$582.61	\$582.61	\$596.16	\$596.16									\$0.00
South End	1456	1481	1481	\$879.42	\$894.52	\$934.51	\$934.51			25-Sep					22-Jan	\$402.37
Tower Vista	1215	1215	1215	\$733.86	\$733.86	\$766.67	\$766.67				7-Oct			6-Jan		\$332.91
Two Rivers	617	617	617	\$451.03	\$451.03	\$461.52	\$461.52	16-Jul				22-Oct			28-Jan	\$391.80
<b>Total Bulk order #</b>								<b>6737</b>	<b>0</b>	<b>6387</b>	<b>5723</b>	<b>2261</b>	<b>1860</b>	<b>5123</b>	<b>6195</b>	<b>N/A</b>
<b>Estimated Savings</b>								<b>\$ 1,001.33</b>	<b>\$ -</b>	<b>\$ 875.02</b>	<b>\$ 808.82</b>	<b>\$ 72.19</b>	<b>\$ 22.81</b>	<b>\$ 701.85</b>	<b>\$ 920.90</b>	<b>\$ 4,402.92</b>
<b>*Postcard Design Deadline</b>								1-Jul	N/A	20-Aug	5-Sep	8-Oct	5-Nov	12-Dec	7-Jan	N/A
<b>Latest Mail Arrival Date</b>								11-Jul	N/A	29-Aug	16-Sep	17-Oct	17-Nov	26-Dec	16-Jan	N/A

\*Please note the Final Bulk Postcard Mailing was not included in the Total Estimated Savings since that postcard was designed by staff and sent out on behalf of the Neighborhood Associations to alert residents of the new format of the monthly Trail News.



## CITY OF OREGON CITY

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

### Staff Report

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**To:** Citizen Involvement Committee      **Agenda Date:** March 2, 2026  
**From:** Jarrod Lyman, Communications Manager

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#### **SUBJECT:**

Item 6.a. - NA Articles in Trail News

#### **STAFF RECOMMENDATION:**

#### **EXECUTIVE SUMMARY:**

Changes in Trail News have resulted in different timelines for potential promotion of CIC and Neighborhood Association messaging.

#### **BACKGROUND:**

The new monthly format for Trail News was instituted to allow for more timely, relevant updates to residents from City departments than the old quarterly format. It also creates a large space for monthly meeting announcements from the Neighborhood Associations. These updates are brightly colored and have larger fonts than any other section of the paper to help call attention to them. And indications are that residents did indeed take notice. Four NAs had meetings listed in the first issue. Each NA had its QR code listed alongside its meeting announcement. We track the use of the QR codes, and the data showed significant increases in the number of scans of the codes. For example, the McLoughlin Neighborhood's QR code had been scanned 18 times in the past year. In one month, it was scanned an additional 16 times. The four associations with meetings saw anywhere from a 12% to 60% increase in their total usage in one month, compared to an entire year of use prior.

It has been requested that the associations receive an additional space reserved for them at least quarterly. Staff is reluctant to make a promise to reserve space, because that space may not always be available. The content is determined by the timeliness of the City department updates.

What staff can promise: If a NA has news beyond an upcoming meeting, send that information to staff, who will include it in the relevant Trail News issue IF there is space available. The leftover space will dictate how this content is shared, be it a small article, graphic etc.

This information can always be included in the E-Trail News, as an email newsletter has no space constraints. This information can also be shared on the NA's page on the City

website. This is the page that the QR codes are directed to, so regularly sending staff updated information is of particular benefit to the NAs.

This information must be provided to staff by the monthly Trail News deadlines outlined within the NA Meeting Calendar attached within Hannah Schmidt's monthly staff liaison report.



## CITY OF OREGON CITY

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

### Staff Report

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

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**SUBJECT:**

Item 6.b. – Neighborhood Association Resolutions

**EXECUTIVE SUMMARY:**

At the last CIC meeting on February 2, 2026, the CIC held a discussion about the Neighborhood Associations (NA) interest in hanging their framed NA Resolutions in a City facility.

The only City facility that can display all 12 NA Resolutions is the Community Development Community Room. Please come prepared to discuss whether your NA would like its resolution displayed there. If all 12 NAs agree, staff will move forward with coordination.

**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. You can find your NA Resolution by visiting the Neighborhood Associations folder in the [Oregon City E-Vault](#) using the link below:

<https://portal.laserfiche.com/Portal/Browse.aspx?id=2189&repo=r-5a2dbf36>

Staff believes that each NA has an original, framed copy of their Resolution stored within the NA Basement – but will rely on the individual knowledge of each NA to locate their copy if the CIC wishes to move forward with displaying the Resolutions in the Community Development Community Room.

**BUDGET IMPACT:**

N/A



## CITY OF OREGON CITY

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

### Staff Report

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

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#### **SUBJECT:**

Item 6.c. - Spring Forward Community Resource Fair

#### **EXECUTIVE SUMMARY:**

The City received more than 50 vendor applications from organizations across Clackamas County and the Portland Metro Area for the 2026 Spring Forward Community Resource Fair. The CIC have been selected to participate as a vendor at the event on Saturday, March 7, 2026, at the Pioneer Community Center. Due to space limitations and the high level of interest, the City is requesting that the CIC share a booth space and 6-foot table with McLoughlin NA; however, if necessary to accommodate materials and outreach needs, each organization may be allotted its own 6-foot table. At the upcoming meeting, CIC members and McLoughlin NA representatives should discuss their anticipated space needs and coordinate how they would like to utilize the booth space.

An updated sign-up sheet and the 2026 General NA meeting information flyer has been attached for your review. Please contact Hannah Schmidt by email at [hschmidt@orcity.org](mailto:hschmidt@orcity.org) with any corrections and come to the meeting prepared to sign-up for a volunteer shift if available.

#### **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. To find out more about the event please visit [www.orcity.org/spring-forward](http://www.orcity.org/spring-forward).

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 (attached)

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:**

FY 25 – 26 CIC Budget Overhead: \$860.69

## Spring Forward Community Resource Fair:

### Citizen Involvement Committee

*March 7, 2026, 10 a.m. – 2 p.m.*

Please sign up for a shift below to assist with the Citizen Involvement Committee Booth at the Spring Forward Community Resource Fair. You can sign up for just one shift, or more than one shift, depending on your availability.

#### Set-up Shift

9:00 a.m. – 10:00 a.m.

1. \_\_\_\_\_Mark Beatty\_\_\_\_\_

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

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

12:00 p.m. – 2:00 p.m.

1. \_\_\_\_\_Betty Mumm\_\_\_\_\_

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

3. \_\_\_\_\_

4. \_\_\_\_\_

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

10:00 a.m. – 12:00 p.m.

1. \_\_\_\_\_Sara Peterson\_\_\_\_\_

2. \_\_\_\_\_Linda Baysinger \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

#### Clean-Up Shift

2:00 p.m. – 3:00 p.m.

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

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



# REGISTER FOR UPDATES FROM YOUR NEIGHBORHOOD ASSOCIATION

## SCAN THE QR-CODE TO SIGN UP

### CANEMAH



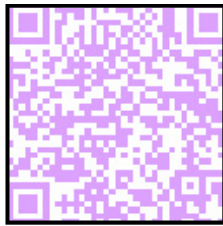
[orcity.news/canemah-email](https://orcity.news/canemah-email)

### CAUFIELD



[orcity.news/caufield-email](https://orcity.news/caufield-email)

### ELYVILLE



[orcity.news/elyville-email](https://orcity.news/elyville-email)

### GAFFNEY LANE



[orcity.news/gaffney-lane-email](https://orcity.news/gaffney-lane-email)

### HAZEL GROVE



[orcity.news/hazel-grove-westling-farm-email](https://orcity.news/hazel-grove-westling-farm-email)

### HILLENDALE



[orcity.news/hillendale-tower-vista-email](https://orcity.news/hillendale-tower-vista-email)

### MCLOUGHLIN



[orcity.news/mcloughlin-email](https://orcity.news/mcloughlin-email)

### PARK PLACE



[orcity.news/park-place-email](https://orcity.news/park-place-email)

### RIVERCREST



[orcity.news/rivercrest-email](https://orcity.news/rivercrest-email)

### SOUTH END

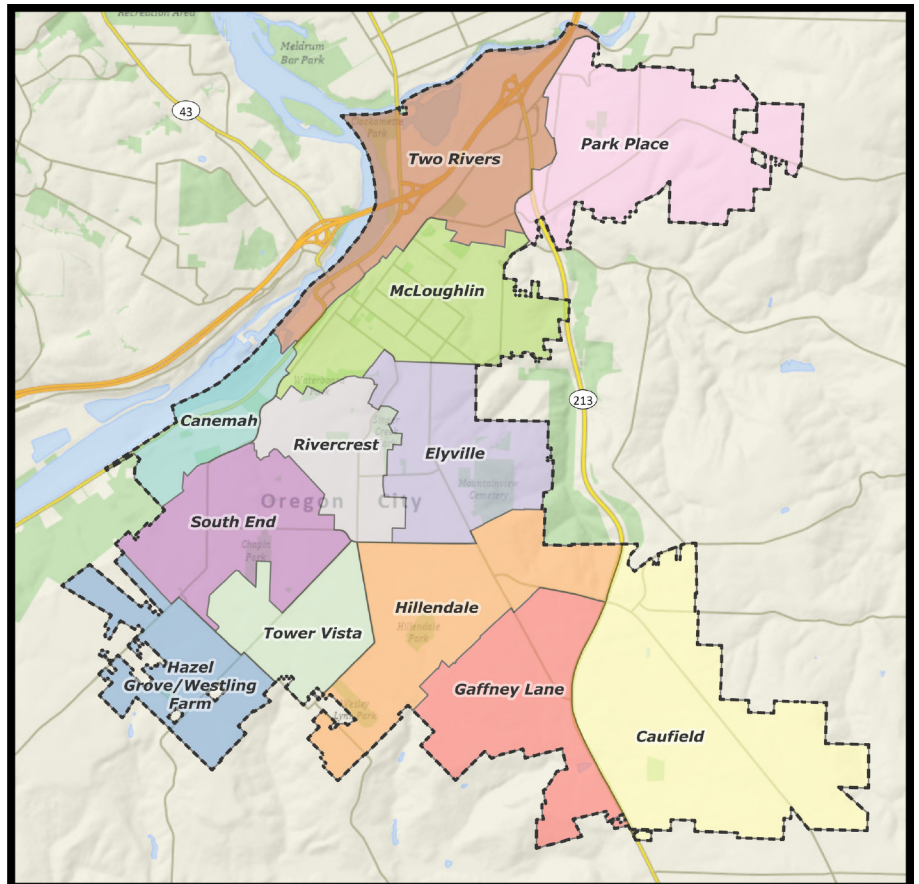


[orcity.news/southend-email](https://orcity.news/southend-email)

### TWO RIVERS



[orcity.news/two-rivers-email](https://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 32 of 49



# 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](mailto: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

# 2025-2027 OREGON CITY COMMISSION GOALS



## MISSION

Build a dynamic community that leads the State in safety, economic opportunity, livability, and historic significance.

## Invest in City Facilities and Infrastructure

Success: Completion of strategic planning, funding opportunities, and long-term investments to provide safe, updated, and sustainable infrastructure as well as improvements to, and construction of, needed city facilities.



## Improve the City's Park Lands and Natural Resources

Success: Transition from planning to constructing amazing parks and open spaces and create a plan to share with the community about the costs, revenue generation opportunities, and potential improvements to the City's Park system to address the existing deferred maintenance.



## Support Economic Development and Tourism Throughout Oregon City

Success: Create economic development and tourism programs and opportunities to promote a healthy and sustainable local economy that supports and contributes to the surrounding neighborhoods, businesses, and visitors.



# 2025-2027 OREGON CITY COMMISSION GOALS



## Increase Community Engagement Opportunities

Success: Increase participation opportunities for all residents and create an informed community that participates in the public process.



## Create a Diverse, Equitable, Inclusive and Safe Community Workplace

Success: Integration of principles and values that provide for a diverse, equitable, inclusive, and safe City that is welcoming for community members and visitors and strives to create an environment that supports the long-term tenure of employees.



## Increase Housing Opportunities

Success: Increase the availability of housing options and the construction of mixed-use commercial buildings using incentives and available public lands, with a priority of creating work force housing.



## Reduce Homelessness in Oregon City

Success: Oregon City has proportional resources to address homelessness and is leveraging partnerships to achieve equitable funding for the population being served.



## **2017-2019 Goals and Work Plan Citizen Involvement Committee**

*October 2, 2017*

Per chapter 2.30.010 of the Oregon City Municipal Code, the CIC was created to “foster public participation and education regarding land use for the citizens of Oregon City on behalf of the City Commission and perform other duties as identified within this chapter”.

Chapter 2.30.020 of the draft Oregon City Municipal Code identifies the general duties of the CIC as:

- A. Encourage public participation and knowledge of land use in Oregon City.
- B. Encourage public participation in other government activities and neighborhood programs.
- C. Provide information to the City Commission and the public.
- D. Address grievances of the CIC and of neighborhood associations.
- E. Assist with requests from the City Commission.

### **General Goals**

- Increase public participation within neighborhood associations, land use applications and general City business by implementing the public involvement plan.
- Increase knowledge about the land use process by providing training to the public and the CIC at CIC meetings.
- Increase knowledge about general City business by providing information to the public from all City departments and the CIC at CIC meetings.
- Increase knowledge about general City business by inviting all other City groups to provide presentations to the CIC.

### **2017-2019 Work Plan**

Goal 1: Implement Adopted Public Involvement Plan

- Implement the public involvement plan to increase public participation.
- Solicit feedback and updates from neighborhoods association on their implementation efforts as a biannual meeting agenda item.
- Represent the CIC at public events.

Goal 2: Increase Knowledge about Land Use and City Business

- Increase knowledge about the land use process by providing training to the public and the CIC at CIC meetings.
- Increase knowledge about general City business by providing information to the public from all City departments and the CIC at CIC meetings.
- Increase knowledge about general City business by inviting all other City groups to provide presentations to the CIC.

Goal 3: Develop resources to help maintain active neighborhood associations and help reactivate inactive or underperforming neighborhood associations.

- Share resources and tools that can help maintain active neighborhood associations.

Goal 4: Review grievance process, code and submission requirements

- Learn history of CIC Grievance Process and purpose of adopting it as part of city code.

- Review the process, code and submission requirements to help make the process clearer for all parties
- Recommend ways the grievance process could be improved.
- CIC reviews, provides recommendation for any code amendments, and implements process recommendations-as applicable.

Goal 5: Better understand the role of CIC members and neighborhood associations when receiving city information.

- City staff will provide a presentation of how city currently communicates with the public.
- City Staff will provide a presentation on the role of CIC members and Neighborhood Associations and their relationship to the City of Oregon City.

Goals 6: Amend the CIC code to be consistent with the election process of other City Boards and Commissions.

An aerial photograph of a city, likely Oregon City, showing a dense residential area with many trees and houses. In the background, there are rolling hills and mountains under a clear blue sky. The text is overlaid in white, bold font.

**City of Oregon City  
Citizen Involvement Committee  
and  
Neighborhood Association  
Public Involvement Plan**



## Introduction

Effective public participation is essential to building a sense of community and an effective government. Participation is functional when it helps create better decisions and a more thoughtful community plan. Participation is meaningful when the public has opportunities to participate in decisions and feels a sense of ownership for the community plan. A Public Involvement Plan (PIP), establishes a model for effective public involvement and contains written procedures for increasing public participation. This PIP is intended to be used by the Oregon City Citizen Involvement Committee (CIC) and by the Oregon City Neighborhood Associations (NA) that are interested in promoting citizen participation in their neighborhoods.

The CIC and the NAs are essential to a healthy, thriving community. They provide the grassroots, participatory forums for residents to participate in civic affairs and are important to furthering good government in Oregon City. From public safety to land use, sustainability to parks and open spaces, our CIC and NAs help shape how Oregon City works for all of us. The credibility of the CIC and the NAs depends on healthy levels of participation and robust efforts to engage residents of every neighborhood. This plan provides suggested methods to encourage the participation of a broad range of citizens reflecting the diversity of our City.



## Framework

The highest priority of the 2015-2017 Citizen Involvement Committee goals was the creation of a public involvement plan to increase public participation in the CIC and NAs. To meet this goal a subcommittee of the CIC was formed in early 2016. The committee met five times over a series of months to brainstorm ideas and craft the plan. The committee worked by sharing ideas that have worked in their NA, reviewing information from other jurisdictions and by soliciting input from others. An outline of ideas to improve communication with residents and increase the visibility of the NAs was created by the members. These ideas were then grouped into five categories:

- Goals of Public Involvement Plan (PIP)
- Benefits of Involvement in the CIC and NAs
- Audience
- Barriers and Ways to Overcome Them
- Ways to Reach Out

The Public Improvement Plan provides a variety of methods to increase public participation in the CIC and NAs, which when adapted to the needs of each unique neighborhood will provide for a more informed citizenry and improve the two-way communication between our residents, city staff and elected officials.





## Goals of the Public Involvement Plan

Increased participation at CIC and NA meetings, attendance that reflects the diversity of the NAs and better communication among residents and City staff evolved as the major themes of the sub-committee discussions. Goals were established to address the need to solicit meaningful input from a broad range of neighbors as well as inform them of the land use process and government activities.

### Participation

- Increase attendance at meetings
- Increase diversity of participants (age, gender, ethnicity, renters/homeowners, income, language)
- Advocate for neighborhood issues such as land use, transportation, public safety and social services
- Create NA identity

### Education

- Increase awareness of issues, public processes, City services and elections
- Inform neighbors of historical issues and processes
- Transparency

### Communication

- Improve communication between neighbors, NAs, CIC and the City
- Make technical issues more understandable and accessible
- Presentations by City staff and partnering agencies
- Informative updates from each NA at CIC meetings
- Obtain feedback from citizens
- Tracking citizen comments to verify they are directed appropriately

## Benefits of the Citizen Involvement Committee

The Neighborhood Association program was established in Oregon City to meet the requirements of the City's Comprehensive Plan and Goal 1 of the Oregon Land Use. Since that time the community has worked together to provide meaningful opportunities for engagement. This has resulted in long-term collaborative relationships and learning opportunities with community partners and stakeholders. The NAs provide a forum for collecting neighborhood concerns and successes and relaying them to the proper City offices as well as keeping their members informed about the work of the various City departments. To be effective the NAs require a cross-section of residents representing the neighborhoods' various interests, ages, genders and ethnic identities. The CIC brings together representatives from each NA to share information and ideas to help improve the city as a whole and to maintain open communication with City officials.

## Benefits of the Citizen Involvement Committee (Continued)

### Information/Communication

- Education on land use law, government operations, opportunities for public input, which result in better land use planning and government
- City or private developments may be presented to the NAs for feedback
- The CIC provides an avenue for information between NAs and government agencies
- NAs may share challenges, successes, and current events

### Comfort level

- Appearing before the CIC, rather than the City Commission may be less intimidating
- The CIC members provide a less formal liaison between the City and the residents of the NAs

### Access to City staff

- Staff provide access to their expertise and resources and provide presentations at meetings
- The NAs may build relationships with City staff

### Camaraderie/Solidarity

- CIC brings all of the NAs together
- CIC makes the NAs themselves more transparent
- Networking with community

## Benefits of Involvement in the Neighborhood Associations

### Information/Communication

- NAs receive information from the City and CIC and communicate that information to their members
- NAs provide information to the CIC and the City
- Presentations on topics of interest to the NA
- Proposed development in the NA
- Access to designated staff from Planning and the Police Departments

### Friendships/Community

- Neighbors can bring problems in a relatively informal setting
- NAs can be the nursery of ideas, community projects
- Meet new people, some of whom have similar interests
- Create empathy, care and concern for your neighbors
- Build community fabric
- Provide input on proposed development
- No cost to appeal of land use decisions to the City Commission
- NA provided longer speaking times at City public hearings



## Audience

To be truly representative, the CIC and NAs need to encourage the participation of a broad range of residents reflecting the demographics of Oregon City. Becoming familiar with the diversity of the city and the individual neighborhoods will assist in identifying under represented groups when assessing participation in NA meetings and activities. Active participation by members who reflect the neighborhood's mix of ages, genders, national origin, marital status, employment, housing, education, length of residency and other demographic factors will provide a broader view of issues facing the neighborhood.

Total population: 33,834

Male: 16,616

Female: 17,218

Average age: 37.4 years

74.9% of total population  $\geq 18$  years

13.9 % of total population  $\geq 62$  years

Race (97.5% self-identified as one race):

White: 90.8%

Hispanic or Latino: 7.1%

Black or African American: 0.7%

Asian: 1.7%

American Indian/Native Alaskan: 0.9%



Income:

Median Household Income: \$59,429

Approximately 30% under \$35,000; 50% \$35,000-\$100,000, 20% over \$100,000)

Households receiving income from employment: 78.6%

Households receiving income from retirement benefits: 16.6%

Households receiving income from Supplemental Security Income or public assistance: 9.7%

Employment of population  $\geq 16$ :

65.3% in the labor force

6.4% of this percent unemployed

34.7% not in the labor force

Occupancy:

Owner Occupied: 63.7%

Renter Occupied: 36.3%

(2010 Census) Household types:

Two-parent family: 50.7%

22.7% with children under 18

Single adult family: 17.8%

10% with children under 18

31.5% without Children:





## Barriers to Participation and Ways to Overcome Them:

It is critical to recognize the barriers to participation in the CIC and NAs. Attendance at meetings, participation in neighborhood activities and communication with residents can be improved by addressing special needs specific to each NA. Accessible meeting places, communication in a resident's primary language, information provided in a manner that can be accessed and understood by all need to be addressed on a neighborhood by neighborhood basis. After the unique needs of the neighborhood are identified solutions can be crafted to overcome these barriers.

### **Barrier:** Lack of Transportation

#### **Solutions:**

- Hold meetings in locations accessible by multiple modes of transportation
- Carpooling
- Bike racks at meeting location
- Remote access: online or televised

### **Barrier:** Need for Childcare

#### **Solutions:**

- “Sugar and books”, snacks and quiet play material in a location at meeting site
- Telling people children are welcome
- Supply a list of local babysitters
- Provide on site childcare

### **Barrier:** Work Schedules and Competing Activities (Sports, etc.)

#### **Solutions:**

- Vary times of meeting
- Publish minutes early for those who could not attend
- Encourage other ways of interacting
- Use existing organizations (e. g. clubs, schools) to get neighborhood information out
- Post information on an NA website

### **Barrier:** Language/Education

#### **Solutions:**

- Speak/written communication in understandable terms
- Avoid acronyms (e. g. CIC, TAC, SDC)
- Identify and accommodate the local need for language(s) other than English
- Provide access to translators

### **Barrier:** Hearing or Visually Impaired

#### **Solutions:**

- Use microphones to improve sound level for hard-of-hearing attendees
- Help find access to a signer if needed
- Describe visual presentations for low-sighted/blind attendees

### **Barrier:** Embarrassed to Speak in Public

#### **Solutions:**

- Provide comment/feedback forms
- Provide an organized method to allow each member to be heard

**Barrier: Improve Communication**

**Solutions:**

- Improve content/quality/variety of printed communications
- Postcards, fliers, brochures, posters, newsletters, table-toppers
- Determine ways to communicate better and/or more efficiently
- Be proactive and send out information before major events/holidays
- A variety of modes of communication such as e-mail, surveys or polls

**Barrier: Hostility in Group and/or Lack of Respect**

**Solutions:**

- Encourage respect
- Train leaders
- Provide service opportunities to promote camaraderie

**Barrier: Lack of Information and Follow Up**

**Solutions:**

- Respond promptly to inquiries
- Collect e-mail addresses
- Provide information sheets summarizing the meeting for neighbors

**Barrier: Poor Meeting Planning**

**Solutions:**

- Organize agenda prior to the meeting
- Use Robert's Rules of Order

**Barrier: Keep Topic Relevant**

**Solutions:**

- Ask for feedback
- Provide ways to suggest topics
- Suggestion box at meeting

**Barrier: Accessibility of NA Leadership**

**Solutions:**

- Publish up-to-date e-mail address/phone number for NA contacts
- Provide annual training for NA leadership

**Barrier: Location**

- Lack of meeting space in neighborhood
- Need for liability insurance
- Making certain all people feel comfortable coming to the location

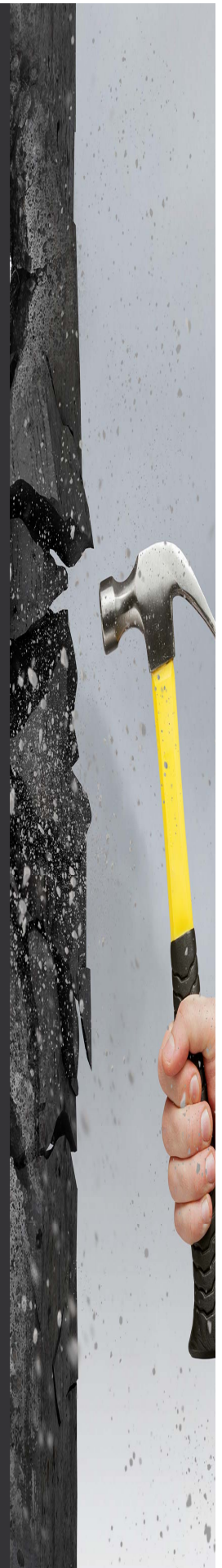
**Solutions:**

- Network with others for possible meeting locations
- Change meeting location if unable to purchase liability insurance
- Add directional signage to meeting room

**Barrier: Funding**

**Solutions:**

- Neighborhood fundraisers, such as an annual hanging basket sale
- Tie NA fundraisers to existing events, such as a Sno-Cone booth.



## Ways to Reach Out

It is important to reach out to everyone in the neighborhood to encourage the broadest representation of ideas and opinions on local issues. Rapidly changing technology and the ability to use it present an ongoing challenge in disseminating quality information in the most user-friendly format. Age, ability and access may limit the usefulness of electronic communications, but computer or smart-phone accessible information may be the best means of reaching out to a growing number of residents. To meet the goal of open communication with your NA members and receiving feedback on what is important to them it is important to consider using more than one mode of communication. Also, adding diversity and incentives to NA meetings might be considered to increase attendance.



### Print:

- Postcards
- Newsletters
- Article in Trail News
- Flyers
  - Posted in public places, library, stores, restaurants
  - Distributed door-to-door
  - Handed out through local businesses/realtors
- Door Hangers
- Bus placards
- Utility bill insert
- Advertisements or inserts in local newspapers
- Media releases
- Business cards
- Signs - meeting tonight, etc.

### Venues/means of outreach

- School events
- City events, e.g. National Night Out
- "Tabling" at local store or other business
- Door-to-door contact in neighborhood
- Work with local realtors to identify new residents
- Welcome wagon

### Electronic

- E-mail reminders, e-blasts
- Social Media (e. g. Facebook, Twitter, Instagram, NextDoor, etc.)
- Website and/or Blog
- Surveys/polls
- Local Access television
  - Public Service Announcements
  - Video of meetings
  - Promotional videos
- Skype
- Post meetings on online calendars
- Ads on other websites
- Posting on local business outdoor reader boards

### Incentives/Activities

- Raffles - collaborate with other NAs to solicit coupons/free offers from local merchants
- Field Trips
- Workshops



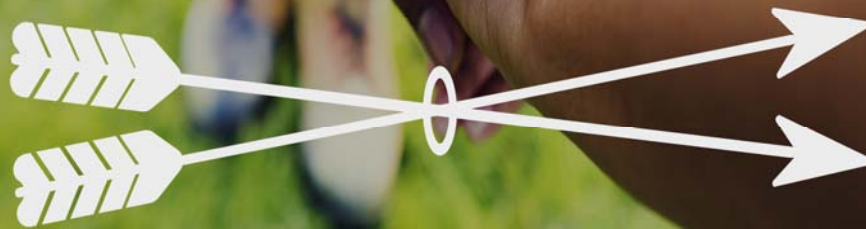
## Conclusion

Every neighborhood is different and not all solutions will be appropriate to everyone. This document is intended to present a starting place for a conversation in your neighborhood as a means to increase attendance at meetings and to improve your outreach to your neighbors. Getting to know the unique qualities of the individual NAs is the best preparation for providing neighbors with information on the City and projects that will affect them. Although individual NA outreach may supplement information already provided by the City, it is more likely to reach the largest number of people by crafting the delivery to the needs of the members of your NA. Neighborhoods form the basic fabric of society, offering friendship, support, knowledge and comfort. One of the reasons Oregon City is a wonderful place to live is because of our neighbors, businesses and families that have worked together to build a community we are proud to call home.

*Never doubt that a small group of thoughtful, committed citizens can change the world.  
Indeed, it is the only thing that ever has- Margaret Mead*



# VOLUNTEER



### Committee:

Amy Wilhite, CIC Chair  
Barbara Renken, CIC Secretary  
Karin Morey, CIC Vice-Chair  
Jesse Buss, CIC member  
Steve VanHaverbeke, CIC member  
Gary Fergus, CIC member



## Appendix: History of the Neighborhood Associations

City Commission meeting of May 21, 1997:

“In 1976 the City of Oregon the Citizen Participation Process was formalized through the Citizen Participation Goal in the Land Use Policies for Oregon City (the Comprehensive Plan). The city determined that the formation of a neighborhood program would provide the best means for citizens to become involved in the planning process. With this policy in mind, Oregon City established (1) neighborhood associations; and, (2) a Citizen Involvement Committee Council (CICC).

In January 1988, the Citizen Involvement Plan was amended to allow the planning commission along with seven citizens from neighborhood areas to serve as the Citizen Involvement Committee during the periodic review process. By the early 1990s, both the Citizen Involvement Committee and neighborhood association became inactive. The City Commission renewed its commitment to citizen involvement in May 1994 by creating the position of Community Involvement Coordinator to re-establish a citizen involvement program. Since that time the City Commission has actively encouraged and participated in various neighborhood activities.” (*City Commission meeting, May 21, 1997*) Though the Coordinator position has been suspended, the City Manager’s Office and Planning Division work together to support the CIC and neighborhood associations.

In the past decade the participation in the individual NAs has fluctuated, resulting in at least one merger and periods of time when several NAs were inactive. In 2015 the Citizen Involvement Committee was codified in the Oregon City Municipal code and the membership was restructured with a primary and secondary representative nominated from each NA and appointed by the Mayor. The newly constituted CIC adopted goals, including a commitment to increase participation in the NAs and in the activities of the CIC.

