



CITY OF OREGON CITY CITIZEN INVOLVEMENT COMMITTEE AGENDA

City Hall Mt. Hood Room, 625 Center St., Oregon City
Monday, April 6, 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

- a. Oregon City School District Bond Update — Katie Wilson, Oregon City School District School Board Chair
- b. Water Safety Month and Summer Swimming Updates — Melissa Sebastian, Aquatic and Recreation Manager

3. PUBLIC COMMENTS

Please see the public comment guidelines below.

4. APPROVAL OF MINUTES

- a. March 2, 2026, Citizen Involvement Committee Meeting Minutes

5. STAFF LIAISON UPDATES

- a. April Staff Report
- b. Budget Update

6. GENERAL BUSINESS

- a. Neighborhood Association Resolutions
- b. CIC Name Plates
- c. NA Use of City-owned Videoconference Equipment

7. ROUNDTABLE

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

8. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

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

ADA NOTICE

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

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

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



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** April 6, 2026
From: Melissa Sebastian, Aquatics & Recreation Manager

SUBJECT:

Item 2.b. - Water Safety Month and Summer Swimming Updates — Melissa Sebastian, Aquatic and Recreation Manager

STAFF RECOMMENDATION:

Staff recommends that neighborhood associations receive and support the Water Safety Month messaging and summer aquatics updates and assist in sharing this information within their communities to promote safe practices and awareness.

EXECUTIVE SUMMARY:

The purpose of this presentation is to provide neighborhood associations with important updates regarding water safety initiatives, including national messaging campaigns, and updated swim lesson offerings. This outreach supports community awareness, risk reduction, and encourages safe recreational water use throughout the summer season.

BACKGROUND:

May is nationally recognized as Water Safety Month, a time dedicated to promoting safe behaviors in and around water. As participation in aquatics programs continues to grow, it is essential that our community remains informed about best practices and facility expectations.

Drowning remains one of the leading causes of accidental death for children, and many incidents are preventable through proper supervision, swimming skills, and awareness.

Our Aquatic and Recreation Division continues to prioritize water safety through education, partnerships, and program enhancements. This includes aligning with the Association of Aquatic Professionals (AOAP) Respect the Water campaign, which emphasizes layers of protection such as active supervision, learning to swim, and understanding personal limits.

We are also expanding our swim lesson offerings to better meet community needs. With nearly 50% of individuals reporting they cannot swim or lack strong water safety skills, we are introducing additional classes specifically for teens and adults to help close this gap and increase overall community safety.

OPTIONS:

- Receive the presentation and take no further action.
- Support and share water safety messaging, including Respect the Water campaign materials, within neighborhood associations.

- Partner with Parks and Recreation to further promote swim lessons, supervision expectations, and water safety education opportunities.

BUDGET IMPACT:

There is no direct budget impact associated with this presentation. Water safety outreach and program updates are supported within the existing Parks and Recreation operational budget.



**CITY OF OREGON CITY
CITIZEN INVOLVEMENT COMMITTEE
(CIC)
DRAFT MEETING MINUTES**

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

1. CALL TO ORDER AND ROLL CALL

Chair Josh Kayser called the meeting to order at 7:00 p.m.

PRESENT:

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

STAFF: *Hannah Schmidt, Community Engagement Specialist*

EXCUSED: *Rita Batchley, Dorothy Dahlsrud, Joy Allen,*

ABSENT: *None*

2. PRESENTATIONS

- a. Alex Cousins, PGE Community Engagement Manager, and Heidi Bell, Local Government Affairs Manager for Clackamas County, presented a comprehensive update on PGE operations and services affecting Oregon City.

Cousins highlighted PGE's expansive service to almost 2 million Oregonians in seven counties, including historic ties to Oregon City via the Willamette Falls hydro project. Bell updated on the Oregon City Operations Building, with a land use hearing set for April 13, 2026, and construction projected to start post-permit, aiming for completion in early 2029. Key presentation areas included:

Payment Assistance Programs: Bell detailed income discount programs lowering bills by 15-80%. Customers can seek help with payment plans through PGE's customer service, available from 7 AM to 7 PM, with additional support from the Energy Trust of Oregon.

Wildfire Prevention: Due to a warmer, drier winter, Cousins noted an increased wildfire risk. PGE's measures include hardening systems by undergrounding lines, converting poles to ductile iron, and utilizing 40 AI-equipped sensing cameras to detect wildfire smoke, proving useful by identifying fires hours before public reports.

Outage Preparedness: Residents were urged to provide PGE with contact details for alert notifications, prepare emergency kits, and join Clackamas County Public Alerts. They should inform PGE about electricity-dependent medical devices, especially for preemptive shutdowns during wildfire threats.

Street Light Reporting: Bell guided how to report streetlight problems, engaging community leaders and children to boost neighborhood involvement. Citizens should document the pole tag/address and report issues online or via the PGE app.

PGE Mobile App: The app supports account management, electricity usage tracking, outage reporting, interactive maps, money-saving programs, billing alerts, and home energy analysis.

Community Advisory Councils: PGE's new councils for counties like Clackamas comprise 20-25 members offering diverse input on projects, options, and community benefits, meeting quarterly in hybrid sessions. Apply at portlandgeneral.com/power-together.

Committee members raised questions on medical device support during outages; Bell noted PGE's early notification for registered customers and mentioned a medical battery program. Tim Powell highlighted concerns for seniors needing electricity for medical devices, asking what help PGE offers to those unable to afford backups. Linda Baysinger inquired about the rising cost of her PGE bill and Commissioner Wilson pointed out frequent rate hikes and the CEO's \$7.5 million compensation. Cousins explained the CEO's pay comes from shareholders, not customer rates, while grid and infrastructure updates drive rate increases, with approvals from the Oregon Public Utilities Commission. Bell highlighted PGE's internal cost-saving efforts. Mark Beatty questioned the monopoly in electricity providers, and Betty Mumm praised PGE's support for an employee amid domestic violence. Josh Kayser appreciated PGE's swift streetlight repair but urged for easier reporting via the app. Bill Carton mentioned "Ting," a device from State Farm for detecting electrical fire risks, suggesting PGE negotiate discounts for the device.

3. PUBLIC COMMENTS

No public comments were provided.

4. APPROVAL OF MINUTES

- a. Tim Powell moved to approve the February 2, 2026 Citizen Involvement Committee Meeting Minutes. Betty Mumm seconded. Motion passed unanimously.

5. STAFF LIAISON UPDATES

- a. Staff Liaison Hannah Schmidt reported that the March Trail News should arrive within the next couple of days, with the February issue featuring neighborhood associations prominently on the back page in color. She updated the Trail News calendar with NA meetings extending to the June deadline and emphasized that meeting dates will be close to the third Wednesday or twentieth of each month, with specific deadlines published in CIC agenda packets.

Schmidt announced that Hillandale, Canemah, Two Rivers, and South End have meetings scheduled in April, with the March 18 deadline for April Trail News submissions. She highlighted Gaffney Lane's successful adopt-a-street cleanup event as an example of community events suitable for E-Trail News publication.

Upcoming city events include the "If I Were Mayor" contest with a March 15 deadline and the Oregon City Parks Foundation's Pi Day fundraiser on March 14 at Buena Vista Clubhouse, plus a promenade cleanup on April 4.

Schmidt also mentioned that each NA Chair was provided a comprehensive resource document outlining city-provided resources and funding guidelines.

- b. Schmidt reported that Elyville Neighborhood Association ordered stake signs after the budget compilation deadline. The \$400 refund from Eagle Mailing Service was placed in the overhead column rather than distributed among neighborhoods.

She highlighted the significant cost savings achieved through bulk postcard mailings, with neighborhood associations saving the city over \$4,000 total during that program's operation. This represents a substantial achievement for the committee's fiscal responsibility.

6. GENERAL BUSINESS

- a. Amy Wilson expressed concerns about neighborhood associations' limited ability to publish in Trail News outside scheduled meeting notices. Schmidt explained that publishing neighborhood articles would depend on space, and that space within the publication was prioritized for City Department information. If space is available, neighborhood news may be featured; otherwise, the NA webpages and E-Trail News can be utilized.

Amy Wilson suggested quarterly success stories to attract participants and showcase community achievements. Schmidt emphasized limited space due to City Department needs and proposed that members interested in running articles collaborate with Jarrod Lyman. Chair, Josh Kayser encouraged Amy Wilson to submit success stories, noting that Jarrod Lyman could fit them in or use social media if feasible. Schmidt remarked neighborhood associations get notable

placement in Trail News, with colored backgrounds and large fonts. QR code data indicates strong engagement, especially for McLoughlin Neighborhood with a significant website traffic boost. Linda Baysinger favored more community stories for better readability and engagement, also recommending downtown news. Donna Larsen proposed "person on the street" interviews. Schmidt indicated any new formats or page inserts added to Trail News would need managerial and budget approval, suggesting current resources are fully utilized first.

- b. Schmidt reported that the City designated the Community Development Room as the most adequate space to display all 12 neighborhood association resolutions, but implementation requires group effort and consensus from all associations. Some associations like Rivercrest and Tower Vista are inactive, while Two Rivers lacks CIC representation.

Betty Mumm argued for proceeding regardless of individual neighborhood preferences, noting that Gaffney Lane lacks a resolution while McLoughlin and Park Place have duplicates. Tim found various resolutions in storage, including some from defunct neighborhood associations.

The group discussed whether all resolutions should be displayed together versus individual association discretion. John Kies emphasized that CIC representatives should make the decision without excessive deliberation.

Tim Powell moved to retrieve all neighborhood association resolutions from the CIC room and install them in the Community Development Room, volunteering to coordinate the effort. Donna Larsen seconded the motion. Motion passed unanimously.

Schmidt agreed to work with Tim and coordinate with the City Recorder and Facilities Team to complete the installation.

- c. The committee reviewed sign-ups for the Spring Forward Community Resource Fair, noting only four people had registered. Linda Baysinger emphasized the need for more volunteers and suggested purchasing candy for children to attract families.

Betty Mumm mentioned a scheduling conflict with another event (Be 2 Weeks Ready) occurring the same Saturday, potentially affecting volunteer availability.

Schmidt clarified that both the Citizen Involvement Committee and McLoughlin Neighborhood Association would receive separate tables rather than sharing one 6-foot table.

Linda Baysinger agreed to coordinate purchasing candy with reimbursement from committee funds. Schmidt offered to print 50 flyers in-house rather than using professional printing to minimize costs.

- d. Chair Josh Kayser noted that the committee's goals haven't been updated since the 2017-2019 sessions, despite the charter requirement for current goals. He presented the existing goals alongside current commission goals and asked whether the committee preferred a subcommittee approach or full work session for updates.

Linda Baysinger supported a work session for full participation, noting that the existing goals appeared comprehensive and might only need restructuring rather than complete revision. Tim Powell agreed that many existing goals remained relevant and effective.

Amy Wilson concurred that the current goals appeared well-crafted, with several committee members noting their participation in the original goal-setting process. The committee agreed to schedule a work session for 6 p.m. on April 6, 2026, one hour before the regular scheduled CIC meeting, to review and update the goals in alignment with current commission priorities.

7. ROUNDTABLE

Canemah NA: Reported 16 attendees at their February 19 meeting, their first without postcards, maintaining typical attendance levels. Guest speaker Mark Sugar, running for Oregon State Representative, attended along with city staff discussing water control issues on their bluff location. Discussed their Let's Talk Canemah Facebook page and scheduled a May 23 cemetery cleanup at the Historic Pioneer Cemetery. The association anticipates difficulty spending their full budget allocation by fiscal year end.

Caulfield NA: Expressed excitement about their March 18 candidate forum, originally planning five candidates but one withdrew. Due to expected high attendance, they're borrowing an OWL device from Dave Hunt (Gaffney Lane) to provide Zoom access. She inquired about using committee funds to purchase equipment for virtual meetings, noting these videoconferencing devices cost \$1,500-1,800.

Schmidt explained previous discussions about shared equipment among associations. She raised concerns about transportation risks and maintenance when using city funds to purchase the equipment. Schmidt noted the City has been utilizing innex cubes as opposed to OWLS since they are about half the price. Tim Powell suggested a checkout system similar to library equipment, proposing City Hall as the storage location with IT department oversight.

Linda Batsinger referenced allowable cost guidelines permitting "supplies, materials, or services that directly support public neighborhood-wide engagement activities." The committee agreed to have this conversation brought back at the April meeting with further direction from staff.

Elyville NA: Schmidt relayed Dorothy Dahlsrud's commentary from the chat in their representative's absence: Oregon City Parks Foundation has a promenade clean-up

scheduled for April 4. The NA has been attempting to communicate with the Parks Department on pollinator projects. Had taken a hiatus for the winter after losing their chair and would resume meetings at their upcoming March 10 meeting.

Gaffney Lane NA: Announced their meeting set to include updates from Seth Henderson on the courthouse, Scott Archer discussing Parks and Recreation, and Commissioner Mike Mitchell. Local Greek Mediterranean restaurant speaking and possibly bringing snacks. Last month, Olive and Shea offered 10% discounts. Betty Mumm highlighted their recent access to the NA Basement with Duane Hanson, finding some members unaware of available resources and noting both a missing Gaffney Lane resolution and duplicate resolutions for others. Duane Hanson highlighted the "Be 2 Weeks Ready" event on March 8 and 15, focusing on emergency readiness, stressing its importance due to low snowpack and potential wildfire risks.

Hazel Grove/Westling Farm NA: Reported an upcoming March 12 meeting following a successful steering committee meeting. The neighborhood accomplished 76% door-to-door coverage over the past year, conducting Saturday walks to engage residents about neighborhood activities, though many aren't home during weekend visits.

Hillendale/Tower Vista NA: Reported a steering committee meeting updating members on the new Trail News and planning their April meeting. Due to their first Tuesday meeting schedule conflicting with Trail News deadlines, they must plan the month ahead. Scheduled Seth Henderson to discuss courthouse plans.

McLoughlin NA: Reported successful steering committee planning for 2026 projects. Bylaw revisions and financial policy is now available on their website for member review prior to March 5 meeting. Upcoming meeting will feature a State Representative District 40 candidate forum, followed by bylaw approval discussions.

Park Place NA: Reported about a dozen attendees at their general meeting, with light attendance due to a concurrent Planning Commission public hearing for a 219-lot addition requiring sewer line installation over a bridge. This development raised neighbor concerns about access and infrastructure improvements. Parks Deputy Director, Tom Kissinger attended to discuss canopy construction for their park using available funds.

South End NA: Next meeting is scheduled for April. Noted the successful correction of "Chapin Meadows" signage, removing an extra "p" from the name, though the association couldn't determine who deserved credit for the change.

Commissioner Scott Wilson emphasized he has been catching up after returning from vacation. He highlighted the courthouse project as the most pressing community issue. The chain link fence removal signals project progression, with commission updates scheduled for Wednesday's meeting to address community questions.

8. ADJOURNMENT

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

Respectfully submitted,

Hannah Schmidt, Community Engagement Specialist
Date Approved: _____



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** April 6, 2026
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT: STAFF LIASON UPDATES

1. Monthly Trail News Schedule

The upcoming general meetings for Hillendale/Tower Vista, Canemah, Two Rivers, and South End NA were advertised in the April issue of the new monthly Trail News. An article highlighting the reasons why NA meetings are worth attending was featured in this April issue as well. Thank you to Amy Wilson for contributing this article! The April 2026 issue of the monthly Trail News is expected to hit resident mailboxes during the first week of April.

Please reference the attached NA Meeting calendar that outlines the monthly Trail News deadlines for the upcoming May and June issues.

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 jylman@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 April and May NA meetings were advertised in the monthly E-Trail News that is expected to be sent out to subscribers on Tuesday, March 31. Gaffney Lane's upcoming Adopt A Street Clean Up scheduled for April 11, 2026, was also advertised in the E-Trail News for both March and April issues.

4. Updated NA Occupant Lists

Please refer to Exhibit B for an update to your NA's occupant mailing list.

You can access the NA mailing labels by clicking the link below:

<https://www.orcity.org/895/Neighborhood-Association-Mailing-Labels>

5. Community Development Community Room

Please note a reservation form must be completed for ANY meetings/events associated with the Neighborhood Associations. Other organizations/City committees utilize the Community Development Community Room and your NA will not be guaranteed the space unless you have gone through the process of reviewing the policy, filing a reservation form, and receiving approval from Community Development staff. You can access the reservation form and room policy online via the link below:

<https://www.orcity.org/1876/Community-Development-Community-Room>

Once the reservation form has been completed, please send a signed copy to Gail Chastain, Community Development Administrative Assistant via email at gchastain@orcity.org.

Additionally, it has been reported that the Community Development Building has not been alarmed on a handful of events after NA use. Please ensure your NA is following the room policy and completing all required closing procedures, as posted on the inside of the west-side door of the building.

6. NA Basement – Door Access

Access to the NA basement has been restored. Our Facilities Team was first notified of an issue on Wednesday, March 4. Following a more detailed assessment on Wednesday, March 18, it was determined that water had leaked into the locking mechanism's motherboard, requiring a full system replacement. The new system has been installed, and the door is now functioning properly. The access code remains unchanged.

7. Rivercrest NA Reactivation Interest

The CIC collected three email contacts at the Spring Forward Community Resource Fair from residents within Rivercrest neighborhood who may be interested in reactivating the NA. I reached out to all three of the contacts in attempt to schedule a meeting to provide more information and available resources that the City can provide to aid in their efforts. I held a meeting with an interested resident on 3/27/26.

The second contact emphasized they would be interested in helping, but not leading the reactivation, and the third contact has yet to respond to my inquiry.

8. Oregon City Parks Foundation Upcoming Community Events:

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.

9. Email Subscribers Update

Below are metrics of subscriber sign-ups within the last 12 months, separated by each NA, and the monthly difference between February to March 2026.

	CNA	CFNA	ENA	GLNA	HG-WFNA	H/TVNA	MNA	PPNA	RNA	SENA	TRNA
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
Mar-26	83	163	49	69	187	122	271	165	61	120	33
Monthly Difference	0	-2	-1	0	3	5	3	0	0	17	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@orccity.org with a copy of the emails in an excel sheet.

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 JUN Trail News & E-Trail News Deadline: 12 PM	21	22	23
24	25 Memorial Day	26 Caufield NA General Meeting	27	28	29	30

June 2026

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

City of Oregon City - Citizen Involvement Committee
Neighborhood Residential Mailing Address Tracking
as of March 26, 2026

Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hazel Grove	Hillendale	McLoughlin	Park Place	Inactive NA Rivercrest	South End	Tower Vista	Two Rivers
10/24/2024	196	2432	1819	1664	1064	1884	2008	1387	795	1457	1202	616
1/25/2025	195	2431	1835	1663	1063	1880	2010	1466	797	1455	1215	614
5/28/2025	195	2432	1844	1665	1064	1881	2023	1542	797	1456	1215	617
9/11/2025	195	2432	1845	1665	1064	1881	2026	1745	797	1481	1215	617
12/10/2025	195	2432	1849	1665	1064	1881	2027	1644	797	1481	1215	617
3/26/2026	195	2433	1851	1668	1093	1881	2031	1644	797	1481	1215	617
Quarterly Difference	0	1	2	3	29	0	4	0	0	0	0	0

City of Oregon City - Citizen Involvement Committee
Financial Summary for Biennial Years 2025-27
as of March 25, 2026

Fiscal Year 2025-26

												Inactive		
Neighborhood	Canemah	Caufield	Elyville	Gaffney Lane	Hillendale	McLoughlin	Park Place	TowerVista	Two Rivers	South End	Hazel Grove	Rivercrest	Overhead	Total
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) Adjustment to bring to \$45,000 Fiscal Year 2025-26 Budget Total Spent Remaining Total Budget														\$ 47,152.00 \$ (2,152.00) \$ 45,000.00 \$ (32,539.31) \$ 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			\$ (180.00)											\$ (180.00)
April														\$ -
May														\$ -
June														\$ -
Total Spent	\$ -	\$ -	\$ (180.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 220.00
Remaining Budget	\$ 1,000.00	\$ 1,000.00	\$ 820.00	\$ 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	\$ 12,680.69

Fiscal Year 2026-27

												Inactive		
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	\$ 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
03/03/2026	Mar	BUEL'S IMPRESSIONS PRINTING	ELYVILLE NA STAKE SIGNS	\$ 180.00	ELYVILLE
				\$32,319.31	



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** April 6, 2026
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 6.a. – Neighborhood Association Resolutions

EXECUTIVE SUMMARY:

Following direction from the Citizen Involvement Committee (CIC), staff has begun coordinating the display of all twelve Neighborhood Association (NA) Resolutions within the Community Development Community Room. To date, staff has successfully collected 11 out of 12 framed NA Resolutions representing the City's recognized NAs.

At this time, the only outstanding resolution is from the Two Rivers. While the majority of NA resolutions date back to the late 1990s, Two Rivers NA was established later, in 2013. As a result, its resolution is not included among the original set.

Staff has reached out to the current leadership of Two Rivers NA to determine whether a framed resolution exists and, if so, to coordinate its retrieval. Staff is currently awaiting a response. In the event that a framed resolution cannot be located or does not exist, staff will coordinate with the City Recorder's Office to reproduce a resolution in a format consistent with the existing framed documents to ensure a complete and uniform display.

Additionally, staff has initiated preliminary coordination with Facilities regarding installation of the framed resolutions. However, a final work order has not yet been submitted, as staff is waiting to resolve the outstanding Two Rivers NA item to ensure the full set can be installed simultaneously.

BACKGROUND

NA resolutions serve as the formal recognition documents adopted by the City to establish each NA. These resolutions are an important part of the City's civic history and represent the longstanding partnership between the City and its NAs.

Recently, Hazel Grove – Westling Farm NA was provided with a framed and signed copy of Resolution No. 98-38, which formally recognizes the association. This effort highlighted the opportunity to locate, preserve, and publicly display all NA resolutions in a centralized and accessible location within the Community Development Community Room.

BUDGET IMPACT:

Budget impacts are currently to be determined. Potential costs may include:

- Reproduction and framing of the Two Rivers NA resolution (if needed)
- Hardware and installation costs associated with mounting the resolutions in the Community Development Community Room.

If needed, costs will be covered through the CIC Overhead Budget. As of the date of this report, \$860.69 remains available in the current 2025-2026 Fiscal Year CIC Overhead Budget.



CITY OF OREGON CITY

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

Staff Report

To: Citizen Involvement Committee **Agenda Date:** April 6, 2026
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 6.b. – Citizen Involvement Committee Name Plates

EXECUTIVE SUMMARY:

At the request of the Citizen Involvement Committee (CIC) Chair, staff researched and obtained pricing for name plates for committee members. This request was made to explore alignment with other City boards and commissions that utilize standardized name plates during official meetings.

While permanent name plates may provide a more formal and uniform appearance, they are not presented as a viable option for the CIC due to the committee being the largest committee within the City of Oregon City and having a high membership turnover. Permanent, individualized name plates would require frequent replacement and ongoing costs, reducing long-term cost effectiveness.

This report does not include cost estimates for permanent name plates; however, it does outline alternative options for the CIC's consideration, including the purchase of reusable name plates.

BACKGROUND:

Since my tenure, CIC members have not utilized permanent name plates. Instead, the committee has consistently relied on cardstock name placards for meetings.

This practice has been intentionally maintained for several reasons:

- **Functionality During Meetings:** Paper name plates serve a dual purpose, allowing members to easily signal when they have a question or wish to speak by raising their placard. This has contributed to smoother meeting facilitation and improved communication among members and CIC leadership.
- **High Turnover Rate:** The CIC experiences a higher rate of membership turnover compared to other City boards and commissions. During the previous term alone, there were seven membership changes over the two-year period, excluding any reactivated members from Gaffney Lane, South End, or Hazel Grove–Westling Farm. Given this level of turnover, investing in permanent, individualized nameplates could result in frequent replacements and increased long-term costs.

Additionally, as the largest board or committee within the City of Oregon City, the CIC's higher number of members would further increase overall expenses if individualized nameplates were purchased.

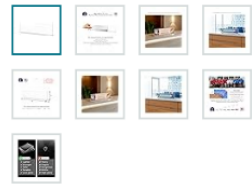
OPTIONS:

Option 1: Standard Reusable Name Plates

- Estimated Cost: One-time cost of \$170.00, plus approximately \$9.99 per additional name plate as needed (up to 24 total seats).
- Description: Purchase reusable holders (reference image below) with interchangeable paper inserts. Names can be updated as membership changes without needing to replace the entire unit.



Marketing Holders 8" x 2"
Name Plate Clear Desk Sign
Holder Bottom Load Menu
Pricing Deli Countertop Expo
Event Sign Display Stand



Option 2: Maintain Current Practice (Paper Name Plates)

- Estimated Cost: \$0 (existing materials and staff time)
- Description: Continue utilizing printed paper name plates for each meeting.

BUDGET IMPACT:

If the CIC elects to move forward with purchasing name plates (Options 1), the cost will be covered through the CIC Overhead Budget. As of the date of this report, \$860.69 remains available in the current Fiscal Year 2025–2026 budget.



CITY OF OREGON CITY

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Staff Report

To:	Citizen Involvement Committee	Agenda Date:	April 6, 2026
From:	Hannah Schmidt, Community Engagement Specialist		

SUBJECT:

Item 6.c. – Neighborhood Association Use of City-owned Videoconferencing Equipment

EXECUTIVE SUMMARY:

Staff has evaluated available City resources and can share that Neighborhood Associations (NA) will have access to a City-owned Innex Cube for meetings that are held in the Community Development Community Room.

Staff is currently in the process of finalizing a formal policy that will outline procedures, expectations, and guidelines for use of the Innex Cube, as well as general use considerations for shared resources. This policy is being developed to ensure consistent and equitable access while maintaining the condition and functionality of City-owned assets.

BACKGROUND:

During the March 2, 2026, CIC meeting, members expressed interest in improving accessibility to meetings through the use of videoconferencing tools, such as an OWL device. In response, staff has been working internally to assess available resources and develop a structured approach to sharing this equipment.

BUDGET IMPACT:

There is no anticipated budget impact at this time. In the event that a NA damages the Innex Cube, the responsible NA will be required to cover the cost of repair or replacement. CIC funds may be utilized for this purpose, as appropriate, and future access to the Innex Cube may be reevaluated.

All expectations, responsibilities, and procedures related to use, damage, and replacement will be clearly outlined in the forthcoming comprehensive policy.