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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, June 1, 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**

- a. Inflow and Infiltration (I&I) Program - Kenneth Cannady-Shultz, Project Engineer

## **3. PUBLIC COMMENTS**

*Please see the public comment guidelines below.*

## **4. APPROVAL OF MINUTES**

- a. May 4, 2026 Citizen Involvement Committee Meeting Minutes

## **5. STAFF LIAISON UPDATES**

- a. June Staff Report

## **6. GENERAL BUSINESS**

- a. CIC Budget - Fiscal Year Update

## **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](https://www.orcity.org) 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

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**To:** Citizen Involvement Committee      **Agenda Date:** June 1, 2026  
**From:** Kenneth Cannady-Shultz, Public Works

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#### **SUBJECT:**

Item 2.a. - Inflow and Infiltration (I&I) Program - Kenneth Cannady-Shultz, Project Engineer

#### **STAFF RECOMMENDATION:**

CIC listens to the presentation provided by staff, for informational purposes only.

#### **EXECUTIVE SUMMARY:**

The Inflow and Infiltration (I&I) Program has been active since May 2022 within the area defined in the Intergovernmental Agreement (IGA) between the City and Clackamas Water Environment Services (WES). The purpose of the WES IGA is to offset a major capacity increase at the Water Reclamation Facility (WRF) and provides member communities, including Oregon City, with a 33% match to all funds spent addressing I&I. The I&I Program has been developing and refining its approach to addressing I&I since its inception and now delivers projects that rehabilitate mainlines and laterals (including private laterals) at a regular pace, primarily within the Elyville, McLoughlin, and Rivercrest Neighborhoods to date.

#### **BACKGROUND:**

The City's 2014 Sanitary Sewer Master Plan calls for an Inflow & Infiltration (I&I) Removal Program to reduce surface and subsurface water that is entering the sanitary sewer collection system. In addition, the Program aims to prevent future upgrades to the City and Clackamas County Water Environment Services (WES) sewer facilities, which are significantly more costly to design and build. The City's I&I Program is administered by Wallis Engineering (Wallis), via a program management contract that was signed in May 2022, which has progressed this program from concept to execution.

WES and the City both agree that I&I is largely focused within seven sewer basins (Rivercrest, Linn, McLoughlin, Newell, Falls, Warner Parrott, and South End), which are known jointly as the Program Area. The following Neighborhood Associations are either partially or wholly within the Program Area:

- Canemah
- Elyville
- Hazel Grove/Westling Farm
- McLoughlin

- Rivercrest
- South End
- Tower Vista
- Two Rivers

Sanitary sewer fees collected City-wide are being focused on delivering the I&I Program for two primary reasons:

- Any funds spent on I&I Rehabilitation (including planning and design) receive a 33% match from WES
- Any costs WES incurs upgrading the Water Reclamation Facility (WRF) will be passed along uniformly to all sanitary sewer customers, not just to those within high I&I areas.

The City focused on developing an I&I Program that collects and utilizes data to spend its allocated funds as efficiently as possible. The WES IGA also provides a concrete performance benchmark, which serves as the I&I Program's primary goal – remove 65% of I&I from the Program Area before 2040. To that end, the Program actively monitors its performance using three criteria:

- **I&I Removal:** measured directly in MGD and as a percentage of pre-program peak flows.
- **Removal Efficiency:** measured I&I removal rate versus the cost of removing that I&I.
- **Capital Cost Offset:** the cost of removing an amount of I&I versus the cost of accommodating that same level of I&I through ongoing operations and capacity increases.

As the cost of failing to adequately address I&I will be borne equally by all sewer rate payers, the City decided it was equitable to use sewer fees corrected City wide instead of to customers in areas with high I&I via a surcharge fee. The City has completed almost \$29 million of I&I work since 2022, with rate payers providing just under \$20 million and WES providing over \$9 million in match funds.

These funds have provided over four years of Wallis oversight of the I&I Program in cooperation with the City, designs for seven major I&I Rehabilitation Projects, and construction of five projects (three completed and two in progress). Almost 21,000 lineal feet of mainline and 500 laterals (of which almost 350 were rehabilitated to within five feet of the home) have been rehabilitated to date, with another 5,400 lineal feet of mainline and 140 laterals (all eligible for private lateral rehabilitation) in progress. This funding also covers an annual manhole rehabilitation program, with two projects completed to date that have sealed over 200 leaking manholes.

Private lateral rehabilitation is a prominent feature of the I&I Program due to the outsized contribution of private laterals to overall I&I. In Oregon City, ownership of a sanitary sewer lateral passes from the City to the property owner at the edge of pavement, and any work completed on private property requires plumbing permits and specialized contractors that most sewer projects don't use. Based upon results from other communities and our own

observations, 50% or more of our peak I&I flows (which drive the sizing of the WRF) are sourced from private laterals that aren't the City's responsibility to repair or maintain.

As opposed to taking an aggressive approach of enforcing privately-funded repair or replacement of these leaking laterals, the City Commission and staff agreed it was appropriate to perform these repairs with City contractors at City expense. The City can perform this work at a much lower price than the average homeowner, control the timing and performance of the work to ensure quality work that's minimally impactful to the general public, and receive a 33% match from WES for all money spent on this work.

Performing private lateral rehabilitation has informed the I&I Program's general approach to completing work. The Program aspires to carry the cooperative approach that delivers mutual benefit to all aspects of our work, building positive relationships with all our partners, whether they be contractors we hire to complete the work, property owners we coordinate with to complete private lateral rehabilitations, or community groups that are interested in our work. Lateral work benefits the homeowner (receiving a costly service for free), the City (addressing our largest source of I&I), and rate payers (avoiding a significant sewer rate increase with a much smaller and distributed cost). When possible, we seek arrangements with all our partners that mirror this mutually beneficial relationship, focusing on cooperation and problem solving over heavy-handed approaches.

The I&I Program has completed rehabilitation of the Rivercrest Basin, and the Linn Basin is scheduled to be fully rehabilitated by late 2031 or 2032. The McLoughlin Basin is the next focus area, with over 15 projects identified in the basin to date. City and Wallis staff are optimistic that the City will have progressed substantially towards the Program's overall goal of reducing I&I in the Program area by 65% upon completing rehabilitation of these three basins, which would satisfy the City's obligation to adequately reduce I&I before 2040 and eliminate the costly WRF upgrade.

**OPTIONS:**

N/A

**BUDGET IMPACT:**

N/A (See City Commission Annual Reports and Biannual Budgets for more information)



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

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City Hall Mt. Hood Room, 625 Center St., Oregon City  
Monday, May 4, 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 7:00 p.m.

**PRESENT:**

*Linda Baysinger, Rita Batchley, John Kies, 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:** *Donna Renee Larsen and Dorothy Dahlsrud*

**ABSENT:** *None*

**2. PRESENTATIONS**

- a. The Chair introduced the presenters: Ben Hemson and Rachel Trice from the HBA of Greater Portland, with Sam Thomas managing the slides remotely. Hemson highlighted the Street of Dreams as a key event for the building industry and Trice emphasized enthusiasm about returning to Oregon City for the event's fiftieth anniversary, noting its significance. Key points of the presentation included:
- The HBA is a nonprofit organization across six counties, not solely focused on luxury housing but on diverse residential construction projects.
  - **Location:** The event will be held at Sears Farm in Oregon City, featuring seven lots with "spectacular views of Portland." Themed "Land and Legacy," it honors the Sears family's history.
  - **Schedule:** Runs Thursday to Sunday for four weekends from July 30 to August 23, 2026.
  - **Key Dates:** July 28 for the VIP Block Party and August 4 for Realtor Day. Fewer than 3,000 visitors are expected on the busiest day.
  - **Parking:** Due to Holcomb Elementary's construction, parking will be at the Sears Farm, with golf carts available.
  - **Community Engagement:** Offering no-parking signs and discounted tickets to neighbors, with outreach to local businesses to boost economic engagement.

**Questions from the Citizen Involvement Committee:**

Committee member Linda Baysinger asked whether CIC members would receive tickets to the VIP Block Party event and how distribution would be coordinated. Trice confirmed that tickets could be arranged through Staff Liaison Hannah Schmidt, and that a discount code could also be provided for broader distribution.

Committee member Ryan Richards inquired about overflow parking at Holcomb Elementary, which led to Trice's clarification about the Serres Farm on-site parking plan described above.

The Chair thanked the presenters, and Trice closed by expressing the HBA's commitment to being available as partners throughout the process.

**3. PUBLIC COMMENTS**

Three public comments were received, leading to the addition of an agenda item (Item 6c) to discuss letters of support for the grant applications presented.

**Sharon Benson – SMART Reading:** Sharon Benson, from SMART Reading, requested a letter of support for a \$10,000 Metro Community Enhancement Grant application. SMART Reading, a volunteer-run children's literacy nonprofit, operates at three Oregon City sites, serving low-income and English learner students by providing books and reading support. Achievements were noted: 39% of Oregon third graders meet benchmarks, compared to 64% in SMART programs. Upon inquiry, Benson confirmed all grant funds would support Oregon City sites, with SMART celebrating its 35th anniversary this fall.

**Bill Street – Hillandale Pickleball Club:** Bill Street, representing the Hillandale Pickleball Club along with co-founder Rita, sought support for a \$40,000 Oregon City grant. Funds would be used for removing toxic railroad ties and resurfacing courts, with costs partially covered by the club and matching city contribution. The court serves residents, fosters diverse community engagement, and has economic impacts, attracting tourism funds. Details included environmental concerns over chemical leaching, with technical solutions proposed. Questions about environmental studies were raised, yet no expertise was declared by Street. The request, unrelated to installing a permanent restroom, focuses on club infrastructure improvements.

**Devinnie Castaño Márquez – Hannah Grace Family:** Devinnie Castaño Márquez, from Hannah Grace Family, requested a grant for the Ascend Music Program, a free after-school music program aiding students with diverse needs. Situated near Jimmy's Pizza, the program accommodates 52 students (with 150 on a waitlist) and relies heavily on volunteers, totaling 1,800 hours logged. The \$35,000 grant would cover direct instructional costs. There is focus on gradual expansion, as seen during their Teddy Bear Parade participation. No current provision for transportation exists, though session time flexibility supports varied family schedules.

**4. APPROVAL OF MINUTES**

- a. The Chair noted one correction to the April 6, 2026, Work Session minutes: on the second page, in the third paragraph beginning with John's name, the final sentence contained a pronoun reference to "they" that should have read "CIC." The correction was noted as changing the reference to read that the CIC is supposed to receive copies, rather than "they."

Betty Mumm moved to approve the minutes as amended. Sara Peterson seconded. Unanimously approved.

- b. The Chair identified three corrections to the April 6, 2026, General Meeting Minutes.

On the first page, under Presentations, the school superintendent's name was recorded incorrectly and should be corrected to Dayle Spitzer (not Spencer). This correction would also apply where the name appeared again on page two. On page three, under Staff Liaison Updates, the community resource fair was listed as "spring ford" and should be corrected to read "Spring Forward Community Resource Fair."

Tim Powell moved to approve the minutes as amended. John Kies seconded. Unanimously approved.

## 5. STAFF LIAISON UPDATES

- a. **Trail News Delivery:** Schmidt reported that she had heard from Hazel Grove Representative Chris Nolte that the earliest residents received the May Trail News was April 30. She confirmed that she had included deadlines through August in the current staff report. Schmidt emphasized to committee members and neighborhood association chairs that Trail News deadlines do not follow a fixed recurring schedule (e.g., "always the third Wednesday") and urged everyone to refer to the calendar attached to the staff report within each published CIC agenda packet every month. Her goal, in alignment with Communications Manager Jarrod Lyman, is for the Trail News to arrive in residents' mailboxes on the first of each month, with timing dependent on where weekends and holidays fall in a given month. She noted she reaches out to neighborhood association leadership approximately one week before each deadline.

**E-Trail News:** The electronic Trail News was distributed with information about the May and June meetings and an advertisement for the Canemah Historic Cemetery Cleanup on May 9.

**Innex Cube Policy:** Neighborhood Associations who utilize the Community Development Community Room for neighborhood meetings were notified of the newly available Innex Cube policy. Schmidt noted that setup instructions are

included within the video-conferencing device itself and clarified that the Innex Cube is available exclusively to Neighborhood Associations and city staff – not to all users of the community room.

**Metro Nature and Neighborhoods Community Choice Grants:** Schmidt corrected an earlier reference in the staff report (which had erroneously been labeled the "Community Enhancement Grant") and confirmed the correct name is the Metro Nature and Neighborhoods Community Choice Grant. She advised committee members that the second round of voting is now live on Metro's website. Committee members can review individual projects before casting their votes. Votes for up to five projects are permitted, and Schmidt encouraged members to prioritize Oregon City projects to ensure Metro dollars are reinvested locally.

**Clackamette Park Open House:** The Parks and Recreation Department formally invited all CIC members to attend a public open house regarding new plans for Clackamette Park on Thursday, May 21, from 6:00 to 8:00 PM at the Robert Libke Public Safety Building.

**CIC Nameplates and Badges:** Schmidt informed the committee that the replacement nameplates ordered following the last meeting had arrived but were not the product as advertised and were returned. The refunds will be allocated back to the CIC overhead budget. Staff is now exploring in-house fabrication options in collaboration with Public Works, and Schmidt expressed hope that new nameplates will be available by the next meeting.

- b. There were no questions about the CIC's budget sheet within the provided staff report.

## **6. GENERAL BUSINESS**

- a. The Chair presented the updated 2026–2027 CIC Goals document, noting that one substantive change had been made since the committee's prior discussions: the grievance process provisions had been removed. He explained that the City Commission had previously voted to remove the CIC's grievance process role from city code on the basis that the committee lacks the decision-making authority and professional training (e.g., as mediators) required to fulfill that function. The Chair confirmed he had reviewed the city commission meeting recording and supporting materials before making the edit, and that the document now reflects a notation of when the provision was removed from code, with those sections crossed out.

No corrections or concerns were raised by committee members.

John Kies moved to approve the 2026-2027 Citizen Involvement Committee Goals. The motion was seconded by Sara Peterson. Motion carried with unanimous consent.

Staff Liaison Schmidt confirmed she would post the updated goals on the CIC's webpage and distribute the final copy by email.

- b. Staff Liaison Schmidt reported on progress made toward displaying all neighborhood association proclamations and resolutions. She explained that Two Rivers Neighborhood Association, established in 2013, did not have a proclamation because it was formed approximately ten years after most other neighborhood associations. Working with the City Recorder's office and the Mayor, Schmidt arranged for a comparable certificate to be created, produced, and framed for Two Rivers.

She noted that Gaffney Lane, Park Place, McLoughlin, and South End had existing framed proclamation copies, which are currently stored in the neighborhood association basement along the window side. City facilities staff have been notified via a work ticket, and the Facilities Manager visited Schmidt's desk to take measurements and assess placement options. Schmidt expressed hope that all twelve neighborhood association resolutions, proclamations, and certificates would be displayed in the Community Development room by the next meeting.

- c. Letters of Support – Metro Enhancement Grant Applicants  
*(added to the agenda before the public comment period)*

Earlier in the meeting, Amy Wilson sought clarification on the Metro Community Enhancement Grant program. The Chair explained that approximately \$240,000 is funded through per-ton fees at the Oregon City Metro transfer station, with a cap of \$40,000 per applicant. The CIC endorses applicants but doesn't allocate funds; the Enhancement Grant Committee comprising of City Commissioners and citizens make those final decisions. Letters of Support for applicants were encouraged but not required this cycle. Commissioner Adam Marl clarified that unspent funds roll over and that, although revenues are declining, this indicates more recycling.

The Chair opened discussion on whether the Committee wished to endorse the three organizations that had presented during the public comment period – SMART Reading, the Hillandale Pickleball Club, and Hannah Grace Family/Ascend Music Program – for the Metro Community Enhancement Grant.

Amy Wilson raised the previously discussed criteria favoring tangible physical assets, questioning how service-oriented applicants like SMART Reading and Hannah Grace Family would fare under that framework. The Chair and Commissioner Marl clarified that tangible assets are one scoring factor for the grant committee, not a requirement, and that the CIC's role is simply to determine whether to lend its endorsement – not to evaluate grant worthiness under the full scoring rubric. The Chair noted that books (SMART Reading) and musical instruments (Hannah Grace Family) could reasonably be considered tangible assets.

Committee Member Sara Peterson moved to support all three applicants without further deliberation. Duane Hanson seconded the motion. The motion was carried with unanimous consent.

The Chair indicated he would sign the letters of support on behalf of the CIC following the meeting. Staff Liaison Schmidt confirmed she would ensure copies were distributed to all grant applicants and to City staff liaison, Ann Griffin.

## **7. ROUNDTABLE**

**Canemah NA:** Linda Baysinger reported that the Canemah Neighborhood Association's most recent meeting was held on April 17, with Metro as a guest speaker discussing parks and trail programming. Concerns were raised at the meeting regarding wildfire risk given the park's proximity to fire-prone areas. Attendance was down approximately five members from prior meetings. The neighborhood is planning to produce T-shirts for association members to wear at presentations and events. Linda reported that the Oregon City Police also attended and that there was a substantive discussion about the challenge of managing homeless encampments in Canemah's parks, with camps being dispersed only to reappear elsewhere. Rita Batchley announced the following upcoming Canemah events:

- Cemetery Cleanup — May 9, 9:00 to 11:00 AM at the Canemah Cemetery. Attendees are welcome to bring weed trimmers. Donuts provided.
- The Canemah Cemetery will be open over Memorial Day weekend with veteran flags placed.
- Annual Cemetery Workshop Demonstration — May 30, 10:00 AM to 1:00 PM at the Canemah Cemetery. The event covers proper headstone cleaning techniques. No equipment necessary. Donuts provided.
- Ice Cream Social — Sunday, June 28, 3:00 PM at Canemah Children's Park

Staff Liaison Schmidt reminded Canemah representatives to send her event details by email so she can distribute them to the neighborhood's email subscribers.

**Caufield NA:** John Kies noted that the Caufield Neighborhood Association meeting is scheduled for May 26, and acknowledged that without co-representative Donna Larsen present, he was unable to provide full detail on the agenda. A full report of the May meeting will be presented at the next CIC meeting.

**Elyville NA:** Joy Allen reported that the Elyville Neighborhood Association's next general meeting is May 12, with Clackamas County Fire and the Oregon City Police planned as attendees. Representatives from the housing authority will attend to provide a general overview and a specific update on the Clayton Moore House, including issues that have arisen and remediation efforts taken. The meeting will also include a Stafford Park update, addressing the ongoing matter of trees that were cut down during adjacent

apartment construction. The meeting will also address an upcoming vice president vacancy, as well as an update on Newel Creek Canyon walking path developments and community discussion regarding proposed fast-food development on the lot across from Safeway — Joy noted that most Elyville residents are not enthusiastic about additional fast food or associated traffic. Commissioner Adam Marl confirmed he would be attending the Elyville meeting. The Elyville Ice Cream Social is scheduled for August 22 at Barclay Hills Park, from 1:00 to 3:00 p.m.

Joy also raised a broader concern about the use of the abbreviation "NA" in the Trail News and on neighborhood signs, noting that residents often confuse it with homeowners' associations (HOAs). She and other committee members expressed that the distinction between a neighborhood association and an HOA is not well understood, and that this perception can discourage engagement. Staff Liaison Schmidt explained that the terminology "neighborhood association" is the established legal language used in the city's resolutions. She acknowledged the feedback and suggested that neighborhoods send suggestions to Communications Manager Jarrod Lyman. The committee discussed the possibility of drafting a brief explanatory blurb for the Trail News — ideally in advance — so that Lyman could insert it when space becomes available, potentially in the June issue.

**Gaffney Lane NA:** The Gaffney Lane Neighborhood Association's next general meeting is scheduled for May 19. Confirmed speakers include Scott Archer from Parks and Recreation and Mayor Denyse McGriff. Efforts are underway to recruit a local business presenter for the meeting, continuing the format of featuring local business at each meeting. Duane Hanson mentioned a successful street clean-up last weekend and announced a Hands-Only CPR and AED Training event on Saturday, May 23, from 10:00 AM to noon at Prince of Life Lutheran Church on Myers Road (near the duck pond behind WinCo). He noted spots are still available and encouraged attendance.

**Hazel Grove/Westling Farm NA:** Chris Nolte reported that the neighborhood's next meeting would be on Thursday, with a presentation that would feature a seasonal fire prevention and awareness update from Clackamas County Fire. He noted that Commissioner Adam Marl would also be a guest speaker at their meeting with a Q&A session and updates on the City. Nolte also announced that the neighborhood will be having a Picnic in the Park at Hazel Grove Park on June 7.

**Hillendale/Tower Vista NA:** Sara Peterson reported their most recent meeting had normal attendance. Seth Henderson presented plans for the courthouse building. Additionally, a representative from Chick-fil-A attended to inform the neighborhood that the company intends to proceed with its building independently, separate from the larger mixed-use development plan that had included apartments.

**McLoughlin NA:** Tim Powell reported the McLoughlin Neighborhood Association meeting is on Thursday, May 7, featuring Laura Roast from Xerces Society on pollinators and conservation. The agenda includes sign-ups for the 7th street cleanup and Concerts in the Parks, plus plans to clean and repaint the neighborhood sign at 7th/Singer Hill by month's end. A T-shirt raffle is also planned for the upcoming

meeting. Powell heard five neighbors praised Trail News for its helpful info, with three planning to attend future meetings. He also noted the McLoughlin Neighborhood Sale for the second weekend of August will align with Porchfest and the arts festival, with preparations beginning Thursday and reservations opening mid-to-late May.

**Park Place NA:** Ryan Richards reported that the Park Place Neighborhood Association recently purchased six double-sided signs to advertise upcoming meetings. He encouraged other neighborhoods to consider similar signage if they have funds available. A neighborhood cleanup and landscaping effort is planned for Sunday, May 17, in preparation for the association's upcoming events. The general membership meeting is on Monday, May 18, and will include presentations on the Street of Dreams and an update from the Clackamas Housing Authority on development activity in the area. The neighborhood's larger community party is scheduled for June 7, from 1:00 to 3:00 PM. Richards noted that the quorum concern around inviting multiple city commissioners to the same event had been resolved, as they could now divide attendance between the two simultaneous events occurring that day.

**South End NA:** Bill Carton reported that South End had its second neighborhood association meeting since reconstitution, and its first without the use of postcards. Using the city email distribution coordinated by Staff Liaison Schmidt, the meeting drew 25 members. A street cleanup held the prior Saturday brought out approximately nine participants. He noted that the area was remarkably clean, with city staff observing it may be the cleanest street in the city – the most notable piece of litter found was a broken pair of sunglasses. The neighborhood intends to expand cleanup efforts to cover additional streets.

Guests at the most recent South End meeting included Clackamas County Fire and Parks and Recreation. Parks presented new play structure plans at Chapin Park, where existing equipment has reached the end of its approximately 20-year lifespan. Carton also presented on emergency preparedness – specifically the two-week preparedness framework – emphasizing knowing one's neighbors and identifying vulnerable residents. He offered to present on library resources and the Library of Things program to any other neighborhood association interested in a briefing.

Commissioner Adam Marl provided three updates for the upcoming Wednesday City Commission meeting:

1. The Urban Renewal Commission will hear from consultants reporting on the second year of water quality studies in Clackamet Cove, as the City continues to explore remediation of summer algal blooms with the long-term goal of restoring recreational access to the waterway.
2. He highlighted a consent agenda item regarding the Holcomb Safe Routes to School Change Order: while the project is complete and has meaningfully improved walking conditions for students traveling to Holcomb Elementary, the construction timeline was delayed due to a lack of cooperation from franchise utilities in relocating their assets. The change order represents a project cost increase of \$40,000. Commissioner Marl stated he has directed staff to pursue

all available legal means to recoup those additional costs from the responsible utilities.

3. Chick-fil-A development has been appealed to the City Commission by the developer, who disagreed with certain conditions imposed by the Planning Commission; he refrained from further comment in order to remain neutral heading into that proceeding.

Commissioner Adam Marl commended the committee and neighborhood associations for becoming vibrant community hubs rather than just forums, noting their active involvement and engagement is what neighborhood associations should aspire to be.

Betty Mumm raised the question of whether the \$1,000 allocated to each neighborhood association must be spent by the end of the fiscal year (June 30, 2026). Staff Liaison Schmidt confirmed there is \$1,000 per neighborhood association allocated through June 30, with an additional allocation planned for the next fiscal year beginning July 1. The Chair noted that a formal discussion of the 2026–2027 CIC budget and spending parameters should be placed on the next meeting's agenda, including a review of what expenditure types are and are not permitted. Committee Member Linda Baysinger suggested that the permitted use categories be expanded to include items like ice cream social costs and signage. The Chair encouraged members to come to the next meeting with specific suggestions.

## **8. ADJOURNMENT**

Josh Kayser adjourned the meeting at 8:44 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:** June 1, 2026  
**From:** Hannah Schmidt, Community Engagement Specialist

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**SUBJECT:** STAFF LIASON UPDATES

#### 1. Monthly Trail News Schedule

The upcoming general meetings/ice cream socials for Hazel Grove-Westling Farm, South End, McLoughlin, and Hillendale/Tower Vista NA were advertised in the June issue of the monthly Trail News. Tim Powell's article on NAs vs HOAs was also published in this issue! Thanks Tim, Duane, and Sara for getting material in that helps residents delineate the difference between NAs vs HOAs. Duane Hanson's article has been saved and can be published in a future issue when space is available.

Please note the deadlines below and reference the attached NA Meeting calendar for the upcoming July, August, and September Trail News issues.

July Trail News Deadline: **Thursday, June 18 at 12 p.m.**

August Trail News Deadline: **Friday, July 17 at 12 p.m.**

September Trail News Deadline: **Friday, August 21 at 12 p.m.**

Please note that the deadlines for each month are color coded. The editor of Trail News aims to have Trail News hit residents' mailboxes by the first of each month.

#### 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@orcity.org](mailto:hschmidt@orcity.org) and [jlyman@orcity.org](mailto:jlyman@orcity.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@orcity.org](mailto:hschmidt@orcity.org) and [jylman@orcity.org](mailto:jylman@orcity.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 June and July NA meetings were advertised in the monthly E-Trail News, and it is expected to be sent out to subscribers on Tuesday, April 28. Gaffney Lane's Garage Sale was also advertised in this issue.

**4. NA Certificate Display**

The Facilities team have informed staff that there are other projects in completion at the Community Development Community Room – but that the NA Certificate Display is the next project on their list within that facility space. Staff will provide email updates to CIC members when applicable.

**5. Metro Nature in Neighborhoods Community Choice Grant**

Voting is now live for the second round of Metro's Nature in Neighborhoods Community Choice Grants. Anyone age 11 or older can vote for up to five projects. Voting will close on Monday, June 15.

Visit <https://community-choice-grants-drcmetro.hub.arcgis.com/> to learn more and ensure your voice is heard in representing the City of Oregon City.

**6. Clackamette Park Redevelopment Project – Provide your feedback!**

If you were unable to join the Clackamette Park Open House on May 21, no worries! The City has a storymap online that takes you over the project plans and allows you to provide your feedback. I encourage everyone to participate and inform their neighbors of this public feedback period and submit their comments by the 1<sup>st</sup> week of July!

- <https://storymaps.arcgis.com/stories/96131d9a54104becab89679163f90f1d>

**7. EOT & Aquatics Open Houses**

Please mark the dates below in your calendars and encourage residents to attend the upcoming public outreach events for future Park Facilities:

Pool and Rec Center Future Plans  
Tuesday, June 23  
6 p.m. – 8 p.m.  
Robert Libke Public Safety Building  
1234 Linn Ave

End of the Oregon Trail Improvement Project  
 Tuesday, June 30  
 6 p.m. – 8 p.m.  
 End of the Oregon Trail Interpretive Center  
 1726 Washington Street

**8. National Night Out**

The annual National Night Out celebration will be held on Tuesday, August 4 from 5:30 p.m. – 8 p.m. at the End of the Oregon Trail, 1726 Washington Street.

In the past, the CIC have hosted their own booth, and the Neighborhood Associations have participated on their own as well. Be sure to mark your calendar and keep your eye out for future communications via email.

The coordinator of the event, Patty Stuart, will be requesting RSVP's if the CIC/NA's would like to participate by July 20.

**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 April to March 2026.

	CNA	CFNA	ENA	GLNA	HG-WFNA	H/TVNA	MNA	PPNA	RNA	SENA	TRNA
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
Apr-26	81	164	49	69	188	118	272	166	138	117	32
May-26	81	165	49	69	190	118	270	167	138	117	33
Monthly Difference	0	1	0	0	2	0	-2	1	0	0	1

CNA – Canemah  
 CFNA – Caufield  
 ENA - Elyville

GLNA – Gaffney Lane  
HG-WFNA – Hazel Grove-Westling Farm  
H/TVNA – Hillendale/Tower Vista  
MNA – McLoughlin  
PPNA – Parks Place  
RNA – Rivercrest  
SENA – South End  
TRNA – Two Rivers

Emails collected from your meeting sign-in sheets can also be added to your email subscriber list for your NA. Simply send me an email to [hschmidt@orc.org](mailto:hschmidt@orc.org) with a copy of the emails in an excel sheet.

# 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 JUL Trail News & E-Trail News Deadline: 12 PM	19 Juneteenth	20
21	22	23	24	25 South End NA General Meeting	26	27
28	29	30				

# July 2026

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

# August 2026

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

# September 2026

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

**City of Oregon City - Citizen Involvement Committee  
Financial Summary for Biennial Years 2025-27  
as of May 21, 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			\$ (180.00)											\$ (180.00)
April							\$ (150.00)							\$ (373.67)
May							\$ (8.28)							\$ (8.28)
June														\$ -
Total Spent	\$ -	\$ -	\$ (180.00)	\$ -	\$ -	\$ -	\$ (158.28)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 176.33	\$ (161.95)
Remaining Budget	\$ 1,000.00	\$ 1,000.00	\$ 820.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 841.72	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 637.02	\$ 12,298.74

**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
03/03/2026	Mar	BUEL'S IMPRESSIONS PRINTING	ELYVILLE NA STAKE SIGNS	\$ 180.00	ELYVILLE
04/15/2026	Apr	KEN BAYSINGER	REIM. CIS OUTREACH BOOTH CANDY RESOURCE FAIR	\$ 29.99	Overhead
04/27/2026	Apr	AMAZON CAPITAL SERVICES INCE	CITY OF OREGON CITY 04/13- 04/26/2026 (COMM)	\$ 193.68	Overhead
04/28/2026	Apr	BUEL'S IMPRESSIONS PRINTING	6 NA STAKE SIGNS FOR PARK PLACE NA	\$ 150.00	PARK PLACE
05/20/2026	May	BUEL'S IMPRESSIONS PRINTING	PARK PLACE NA ICE CREAM SOCIAL FLYERS	\$ 8.28	PARK PLACE
				\$32,701.26	



# 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).