



OMA Board of Directors Meeting

January 31, 2024 | 12:00 pm - 1:30 pm

Zoom

<https://us02web.zoom.us/j/84456511428?pwd=SIJYZm9RbENIOEpPUDIQQTVzUFJMUT09>

Meeting ID: 844 5651 1428 | Passcode: 534150 | Dial in: +1 (253) 215-8782

AGENDA

A. Welcome (<i>Rod Cross</i>)	-
B. Consent Calendar* (<i>Rod Cross</i>)	-
1. Minutes of the December 5, 2023 OMA Board of Directors Meeting	02
2. Current Financial Report	06
C. 2024 Annual Summer Conference (<i>Rod Cross, Carol Westfall, and Nickole Barrington</i>)	09
D. 2024-25 Elected Essentials Draft Programming (<i>Angela Speier</i>)	72
E. Adopt 2024 Budget* (<i>Rod Cross</i>)	73
F. Appointment to 2024 OMA Committees* (<i>Rod Cross</i>)	80
G. Appointment to LOC Policy Committees* (<i>Patty Mulvihill</i>)	88
H. Review Proposed Changes to the LOC Contract for Services (<i>Angela Speier</i>)	90
I. 2024 Membership Drive (<i>Angela Speier</i>)	105
J. OMA Newsletters (<i>Rod Cross</i>)	106
K. Board Member Orientation (<i>Rod Cross & Angela Speier</i>).....	109
L. Other Business (<i>Rod Cross</i>)	-
M. Adjournment (<i>Rod Cross</i>)	-

*Agenda items denoted with an asterisk indicate a motion is recommended. The sample motion will appear in the agenda item's associated materials.



OMA Board of Directors Meeting
December 5, 2023 | 5:00 p.m.

Virtual

MINUTES

Voting Board Members:

Teri Lenahan, President – Present
Rod Cross, President-Elect – Present
(arrived at 5:25 pm)
Jeff Gowing, Past President – Present
Chas Jones, Director – Excused
Rich Mays, Director – Present

Meadow Martell, Director – Present
Henry Balensifer III, Director – Present
(arrived at 5:06 pm)
Jim Trett, Director – Present
Tamie Kaufman, Director – Present

Non-voting Board Member: Patty Mulvihill, Secretary/Treasurer - Present
Staff: Angela Speier, LOC Project & Affiliates Manager

A. Welcome & Roll Call

President Lenahan welcomed members and called the meeting to order at 5:04 pm.

B. Consent Calendar

It was moved by Mayor Trett and seconded by Mayor Kaufman to approve the consent calendar as presented. There was no discussion and the motion passed unanimously (6-0). (6 Yes [Lenahan, Gowing, Martell, Mays, Kaufman, and Trett]; 0 No; 0 Abstain; 3 Absent [Cross, Balensifer, and Jones]).

C. Committee Updates

1. Solicitation for 2024 Committee Appointments

The board discussed the Bylaws and Constitution Committee and asked if they will have a role in 2024. Staff indicated there are some items the board has discussed as potentially adding into the OMA Policy document, such as roles and responsibilities for board members, the creation of a mentorship program, and what expenses are covered for board members.

The board would like to review the Constitution and Bylaws in April and create a scope of work for the committee. They asked staff to send the documents to the board well ahead of the meeting.

2. Conference Planning Committee – Spring Workshop Session Ideas



The board discussed the potential workshop topics and how the session could be organized, for example panel, lecture, or collaboration. The following were ideas the board brainstormed:

- The urban rural divide. The board discussed an article that appeared in The Other Oregon magazine.
- Charter updates – lived experience with cities who recently went through a charter review. The LOC has updated the model charter in light of recent experiences with recalls and filling vacant positions when there is no longer a quorum of the governing body.
- Potential revenue sources – look at examples in cities, such as payroll taxes, prepared food and beverage taxes that would give cities an idea of what revenue raising mechanisms they have outside of property taxes. What are the restrictions on revenues, what must go to a vote and what doesn't. It would be nice to produce a guideline/cheat sheet for cities.
- New mayors essential training and potentially a mayors 201 or 301 training.
- Dealing with tourists after COVID, there seems to be a lack of friendliness on the coast.
- Educating the public about local government.
- Major disasters and the latest science on Cascadia. The panel could be made up of state emergency managers and/or DOGMI and could involve the role of the local government and how cities are involved in disaster response. The state could give a perspective on impacts to infrastructure as well as an assessment of the cities most vulnerable.

The board decided on the following topics for the workshop:

1. Charter Review.
2. Major emergency disaster training – mayors' role how to prepare yourself for the unexpected.

The board discussed options for keynote speakers during the Summer Conference.

D. 2024 Proposed Budget

Staff reviewed the LOC proposed budget and highlighted the major differences between the 2023 budget and this one. Specifically, around board expenses, newsletter production, and conference expenses. The board discussed the new mayor training line item and the staff recommendation to fold that into the LOC Elected Essentials programming. The board stressed the importance of the new mayor's training and the need for the training to be separate and not feel rushed. Discussion ensued about the staff cost associated with scheduling the training sessions. The



contract OMA has with the LOC to provide staffing is set to expire on June 30, the LOC will be asking for a 5 percent increase each year through the length of the contract. Executive Director Mulvihill explained the staffing capacity concerns in the long term. Mayor Mays stated membership dues account for 32 percent of the OMA's total revenue. He asked what the percentage is for the LOC and OCCMA. Executive Director Mulvihill explained its about 50% for the LOC, but noted CIS royalty fee contributes to the 50 percent, but most of the LOC operating costs are covered by member dues. OCCMA membership dues account for 34 percent of total revenue.

The board discussed holding the new mayors training over zoom as an alternative to in person events. Some mayors felt like that could be a good option in their area and others felt like in person is a better approach. It was encouraged that board members work to bring in new sponsors for the conference and new members to help bolter revenue sources. Staff stressed the need for operating costs to be covered by a stable revenue source, such as membership dues. The conferences should be revenue neutral.

A motion was made by Mayor Balensifer and seconded by Mayor Mays to budget \$650 towards the new mayor's training with a not to exceed \$150 per training. The board discussed the number of trainings this would cover. Mayor Balensifer said he would like to see four or five trainings held in 2024. There was no discussion and the motion passed unanimously (8-0). (8 Yes [Lenahan, Gowing, Cross, Balensifer, Martell, Mays, Kaufman, and Trett]; 0 No; 0 Abstain; 1 Absent [Jones]).

Mayor Balensifer said these trainings would not be staffed by the LOC and board members would need to book the location, food, and send invites to the mayors in their region.

Mayor Balensifer explained the role of OMA is to support and provide value to mayors. He would like the board to discuss the possibility of cutting the student contest. The board agreed to discuss this further in April, because the contest is already open. He stressed the importance of figuring out what the value of the OMA is to the membership.

The board agreed to cut the following from the conference budget:

- Reduce the keynote speaker fee to \$1,000.
- Reduce the activity fee to \$1,000.

The board also noted that soft drinks need to be available for purchase at all conference activities.

E. 2024-25 Elected Essentials Draft Programming

A motion was made by Mayor Kaufman and seconded by Mayor Balensifer to move this agenda item to the January meeting. There was no discussion and the motion passed unanimously (8-0).



(8 Yes [Lenahan, Gowing, Cross, Balensifer, Martell, Mays, Kaufman, and Trett]; 0 No; 0 Abstain; 1 Absent [Jones]).

F. New Board Orientation

The following members volunteered to serve as buddies to the new board members. Mayor Mays said he can serve as a back up if needed.

Mayor Cathy Clark, Keizer – Rod Cross
Mayor Tom Vialpando, Vale – Teri Lenahan

G. Other Business

President Lenahan thanked the board for the opportunity to be the president. Mayor Trett thanked the board and said it has been a great experience.

H. Adjournment

Mayor Lenahan adjourned the December 5, 2023 meeting at 7:04 pm.

APPROVED by the Oregon Mayors Association Board of Directors on January 31, 2024.

Respectfully submitted by:

Angela Speier,
LOC Project and Affiliates Manager

Oregon Mayors Association

Budget vs. Actuals: Budget FY 23 - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4-4001 Membership Dues	20,859.00	21,000.00	-141.00	99.33 %
4-4605 Mayor's Board Function	611.02		611.02	
4-4660 Silent Auction Scholarships	10,207.00	5,000.00	5,207.00	204.14 %
4-4700 OMA Spring Workshop	2,080.40	3,000.00	-919.60	69.35 %
4-4753 Fall Workshop		6,000.00	-6,000.00	
4-4754 Summer Conference	29,619.00	28,000.00	1,619.00	105.78 %
4-4760 Mayor's Sponsors	27,700.00	20,000.00	7,700.00	138.50 %
General Fund				
Beginning Cash		74,303.00	-74,303.00	
Beginning Scholarship Fund		15,356.00	-15,356.00	
Total General Fund		89,659.00	-89,659.00	
Total Income	\$91,076.42	\$172,659.00	\$ -81,582.58	52.75 %
GROSS PROFIT	\$91,076.42	\$172,659.00	\$ -81,582.58	52.75 %
Expenses				
4-5000 Cost of Events				
4-5012 New Mayor Training	965.07	3,500.00	-2,534.93	27.57 %
4-5301 OMA Summer Conference				
4-5302 Summer Conference LOC Staff Expenses/Fees	374.25	1,100.00	-725.75	34.02 %
4-5307 Venue Rental	8,430.00	5,000.00	3,430.00	168.60 %
4-5308 Food and Beverage	38,373.69	25,000.00	13,373.69	153.49 %
4-5309 Hotel Expenses	3,108.76	7,200.00	-4,091.24	43.18 %
4-5310 Activity Fees	2,593.97	1,000.00	1,593.97	259.40 %
4-5313 Speakers	695.19	5,000.00	-4,304.81	13.90 %
4-5314 Postage / Printing	259.20	650.00	-390.80	39.88 %
4-5390 Conference Scholarships	6,696.73	4,500.00	2,196.73	148.82 %
Total 4-5301 OMA Summer Conference	60,531.79	49,450.00	11,081.79	122.41 %
4-5350 Spring Workshop Expenses				
4-5357 Spring Workshop Venue Rental		500.00	-500.00	
4-5358 Spring Workshop Food & Beverage		1,500.00	-1,500.00	
4-5359 Hotel Expense		2,000.00	-2,000.00	
4-5360 Speaker Fees		1,000.00	-1,000.00	
Total 4-5350 Spring Workshop Expenses		5,000.00	-5,000.00	
4-5400 Fall Workshop				
4-5404 Venue Rental		500.00	-500.00	
4-5405 Food and Beverage		4,500.00	-4,500.00	
4-5406 Hotel Expenses		2,000.00	-2,000.00	
4-5407 Speakers Fall Workshop	1,546.42	2,000.00	-453.58	77.32 %
Total 4-5400 Fall Workshop	1,546.42	9,000.00	-7,453.58	17.18 %
Total 4-5000 Cost of Events	63,043.28	66,950.00	-3,906.72	94.16 %
4-6000 Operating Expenses				
4-6013 Directory/OMA App	4,000.00	4,000.00	0.00	100.00 %

Oregon Mayors Association

Budget vs. Actuals: Budget FY 23 - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4-6017 LOC Services	26,136.24	25,756.00	380.24	101.48 %
4-6018 Mayor's Board Expense	11,010.59	14,500.00	-3,489.41	75.94 %
4-6023 Mayor's Contest	3,485.12	3,800.00	-314.88	91.71 %
4-6025 Miscellaneous	513.57	1,000.00	-486.43	51.36 %
4-6028 Newsletter	2,640.79	3,000.00	-359.21	88.03 %
4-6030 Postage	19.44	1,000.00	-980.56	1.94 %
4-6031 Copy, Fax, Printing		100.00	-100.00	
4-6033 Supplies / Marketing	573.92	2,000.00	-1,426.08	28.70 %
4-6040 WEB	1,926.00	2,000.00	-74.00	96.30 %
4-6041 Listserv		750.00	-750.00	
4-6042 Insurance	750.00	750.00	0.00	100.00 %
4-6050 Contingency		39,621.00	-39,621.00	
Total 4-6000 Operating Expenses	51,055.67	98,277.00	-47,221.33	51.95 %
Melio Credit card fee	40.50		40.50	
Total Expenses	\$114,139.45	\$165,227.00	\$ -51,087.55	69.08 %
NET OPERATING INCOME	\$ -23,063.03	\$7,432.00	\$ -30,495.03	-310.32 %
NET INCOME	\$ -23,063.03	\$7,432.00	\$ -30,495.03	-310.32 %

Oregon Mayors Association

Transaction List by Vendor

October - December, 2023

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Best Western PLUS Hood River Inn						
10/04/2023	Bill Payment (Check)		Yes	Venue rental, food and beverage	4-1001 Checking	-43,249.20
10/04/2023	Bill Payment (Check)		Yes	Hotel-board, staff, scholarship, students, speaker	4-1001 Checking	-18,656.36
Foster Garvey						
11/21/2023	Bill		Yes	Fall workshop speaker partial	4-2099 Accounts Payable	1,546.42
12/19/2023	Bill Payment (Check)	2261	Yes	expense (split with OCCMA)	4-1001 Checking	-1,546.42
Garten						
11/15/2023	Bill Payment (Check)		Yes	3rd Quarter Newsletter printing and mailing	4-1001 Checking	-810.27
Just Right Awards and Engraving Inc.						
10/04/2023	Bill Payment (Check)		Yes	Board awards	4-1001 Checking	-419.08
LOC						
10/04/2023	Bill Payment (Check)		Yes	Credit card expenses: summer conference	4-1001 Checking	-3,482.22
10/04/2023	Bill Payment (Check)		Yes	LOC Services Q3 and Q4	4-1001 Checking	-13,261.24
Melio						
Check Fees						
10/05/2023	Bill	2990671	Yes	Bill synced from Melio. View it here -	4-2099 Accounts Payable	1.50
10/05/2023	Bill	2990690	Yes	Bill synced from Melio. View it here -	4-2099 Accounts Payable	1.50
10/05/2023	Bill	2991103	Yes	Bill synced from Melio. View it here -	4-2099 Accounts Payable	1.50
10/05/2023	Bill Payment (Check)		Yes		4-1001 Checking	-1.50
10/05/2023	Bill Payment (Check)		Yes		4-1001 Checking	-1.50
10/05/2023	Bill Payment (Check)		Yes		4-1001 Checking	-1.50
11/15/2023	Bill Payment (Check)	2260	Yes		4-1001 Checking	-1.50
11/16/2023	Bill	3312935	Yes		4-2099 Accounts Payable	1.50



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

FROM: Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager

SUBJECT: 2024 Annual Summer Conference

DATE: January 24, 2024

The OMA Summer Conference is being held between July 18 and July 20 at the Running Y Ranch in Klamath Falls, Oregon. Staff met with the city of Klamath Falls in December to begin conversations about the conference and potential activities associated with the event. During this meeting staff brainstormed possible activities, tours, and the run of show, including:

Thursday, July 18

- Golf in the morning – Running Y Ranch
- Crater Lake tour – bus would leave at 9:00 am tour would end at 2:00 pm
- New attendee orientation – 3:00 pm
- Reception at 9th Avenue – 5:00 pm
- Mayors enjoy 3rd Thursday downtown Klamath Falls

Friday, July 19

- Educational sessions
- Potential afternoon tour – 173rd Air Guard after tour host breakout session at airport
- Potential afternoon tour – Wastewater facility and geothermal
- Silent Auction at the Running Y Resort

Saturday, July 20

- Educational sessions
- If I Were Mayor Contest Presentation
- Potential afternoon tour – Baldwin Hotel Museum
- Potential afternoon tour – The Favell Museum
- Leadership Awards Dinner
- President’s Reception

LOC staff has invited Mayor Carol Westfall and City Recorder Nickole Barrington to the January 31 meeting to review the city’s proposal with the OMA Board and hear board feedback on the conference outline above. After the board meeting staff will schedule monthly meetings with the city of Klamath

Falls leading up to the conference to ensure everything is on track. The first Conference Planning Committee meeting will be scheduled in February to begin brainstorming session ideas.

Additionally, for ease of reference, when the OMA Board met in August and October, it reviewed the evaluations of the 2023 Summer Conference in Hood River. Attached you will find:

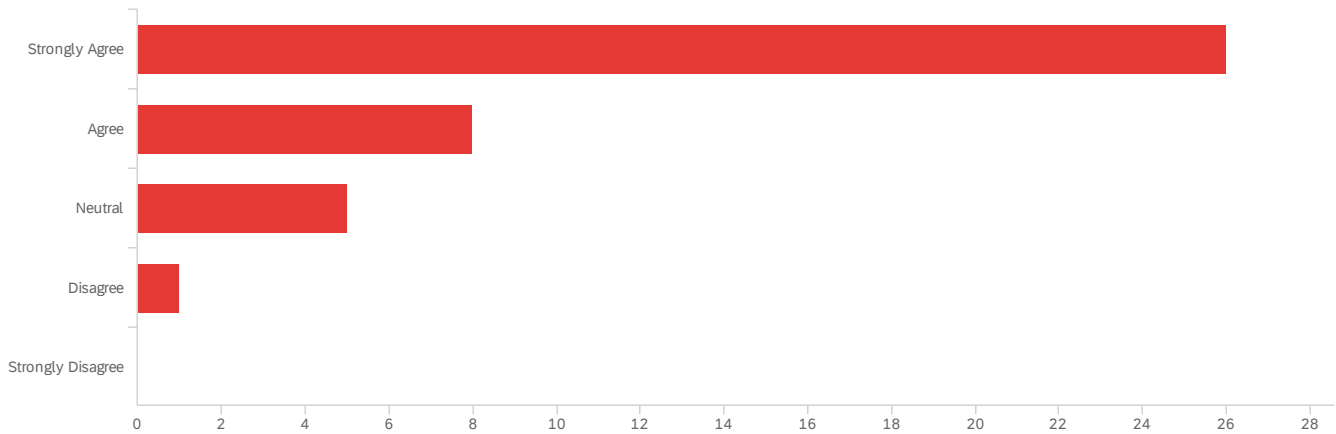
1. Evaluation of the 2023 Summer Conference;
2. Relevant portions of the minutes from the August 13 and October 11 OMA Board of Directors meetings; and
3. Klamath Falls winning submission submitted as a result of the OMA RFP. Please know that the above documents will be provided to the 2024 Conference Planning Committee during its first meeting, and any subsequent meetings wherein the materials will be relevant and useful.

Default Report

2023 OMA Summer Conference Evaluation

September 11, 2023 10:29 AM MDT

Q1 - Rate the degree to which you agree with the following statement: "The conference was useful."



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Rate the degree to which you agree with the following statement: "The conference was useful."	1.00	4.00	1.52	0.81	0.65	40

#	Field	Choice Count
1	Strongly Agree	65.00% 26
2	Agree	20.00% 8
3	Neutral	12.50% 5
4	Disagree	2.50% 1
5	Strongly Disagree	0.00% 0
		40

Showing rows 1 - 6 of 6

Q2 - Any general comments about the conference?

Any general comments about the conference?

Could have had more to do on the first day...more discussion groups. The sound was low quality with the keynote speaker on racism. The sound went in and out. I would like to have heard more of it.

I gave a very brief, remote, presentation at the conference and sat in on the other ODOT presentations. This particular breakout session did not appear to be well attended, perhaps the entire conference was not well intended?

as always, great to see other mayors! loved the location

I am a first time attendee and was very impressed with the content and organization of the OMA conference. Good job.

This hotel was the PERFECT setting for a conference this size. Nice that everyone could be right there, on site, and go back to our rooms between sessions if needed.

I enjoyed sharing experiences with new mayors like me. I also loved the sage advice from the mayors with a few years under their belts. Some of the stories shared by mayors during various presentations offered a tremendous amount of food for thought, a few solutions, and a couple of cautionary tales.

I enjoyed my time.

Being a new mayor, it was good to meet others in person, but that was the most I got out of it.

There was a wide range of topics with helpful information to use.

The topics were very relevant and timely for cities. The networking times are very valuable.

Networking was great, wished there was more outdoor/less city activities to bond with other mayors over.

Perhaps only one track for the last afternoon as people thin out.

The revenue sessions were vital and well attended. I thought Patty's court review should become a staple of future conferences.

OMA Homeless Proposal presentation was outstanding. Vey informative. Working with ODOT and Partners presentation was excellent. Came away with good info. Impact of court decisions was also excellent. City Revenue 201 was ok but limited tools for small towns with little or no tourism.

It would have been nice to learn more about Hood River - the recreational/tourism development, the Hood River Fruit Loop and the agricultural industry, the Columbia River/Gorge and history of it's preservation. I found a lot out about these things on my own, but found it curious that we didn't have more opportunity to learn about Hood River.

Good break-out sessions. Lots of opportunities to talk with other mayors. Like the venue in Hood River. Loved The Dalles Mural walk.

Overall it was well planned & organized. The agenda flowed nicely and it was a good opportunity for me to meet with and interact with my counterparts from across the state. Still reflecting on the take aways. I heard a lot of similarities but not many revelations. Keynote speaker was awesome. Enjoyed the presentation from Patty on impacts from court decisions.

I was a presenter in one of the break-out sessions, it appeared to only be attended by other presenters.

Any general comments about the conference?

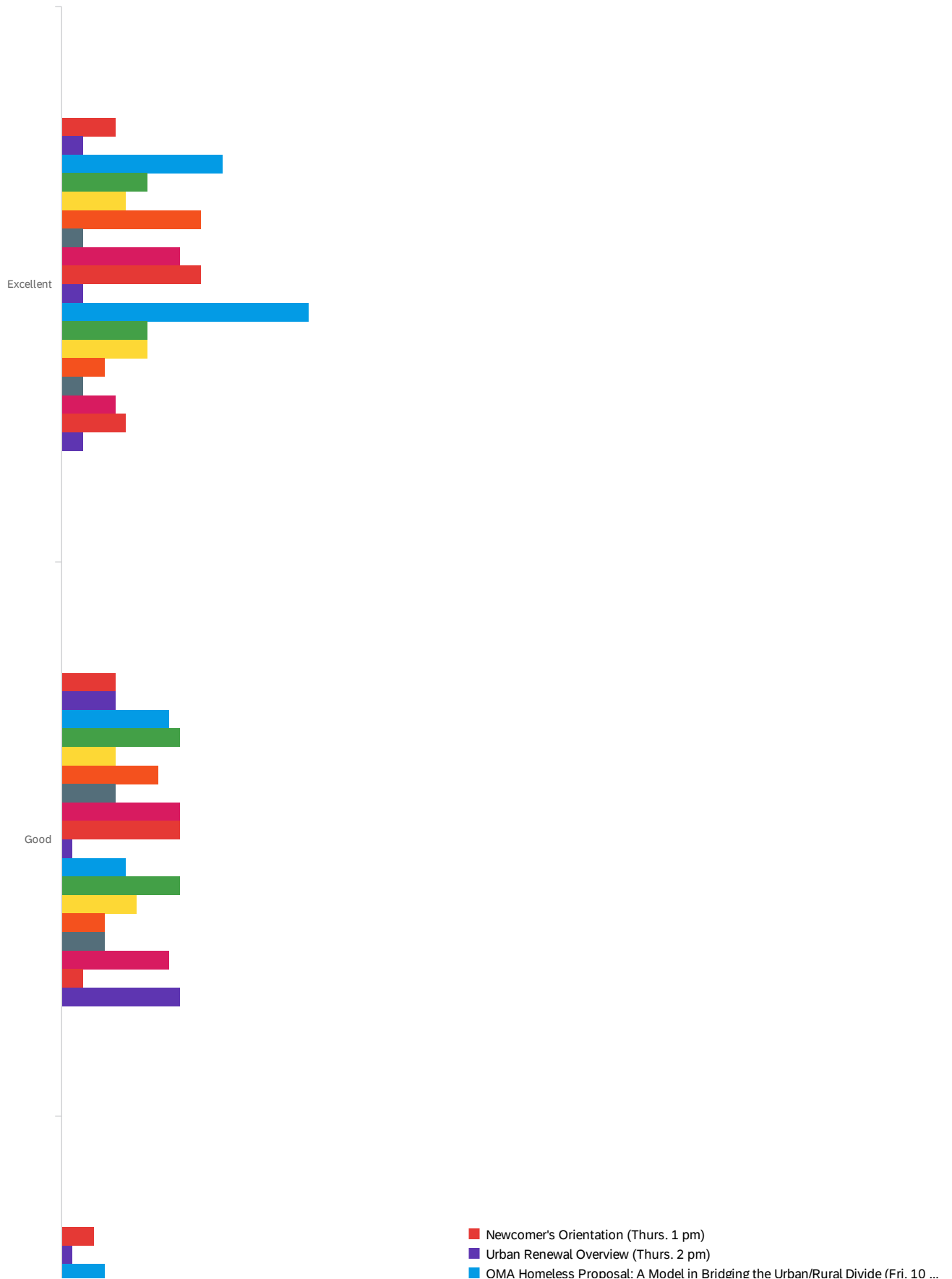
Hood River was a great location. OMA staff, resort staff, OMA President and OMA conference committee members did a great job.

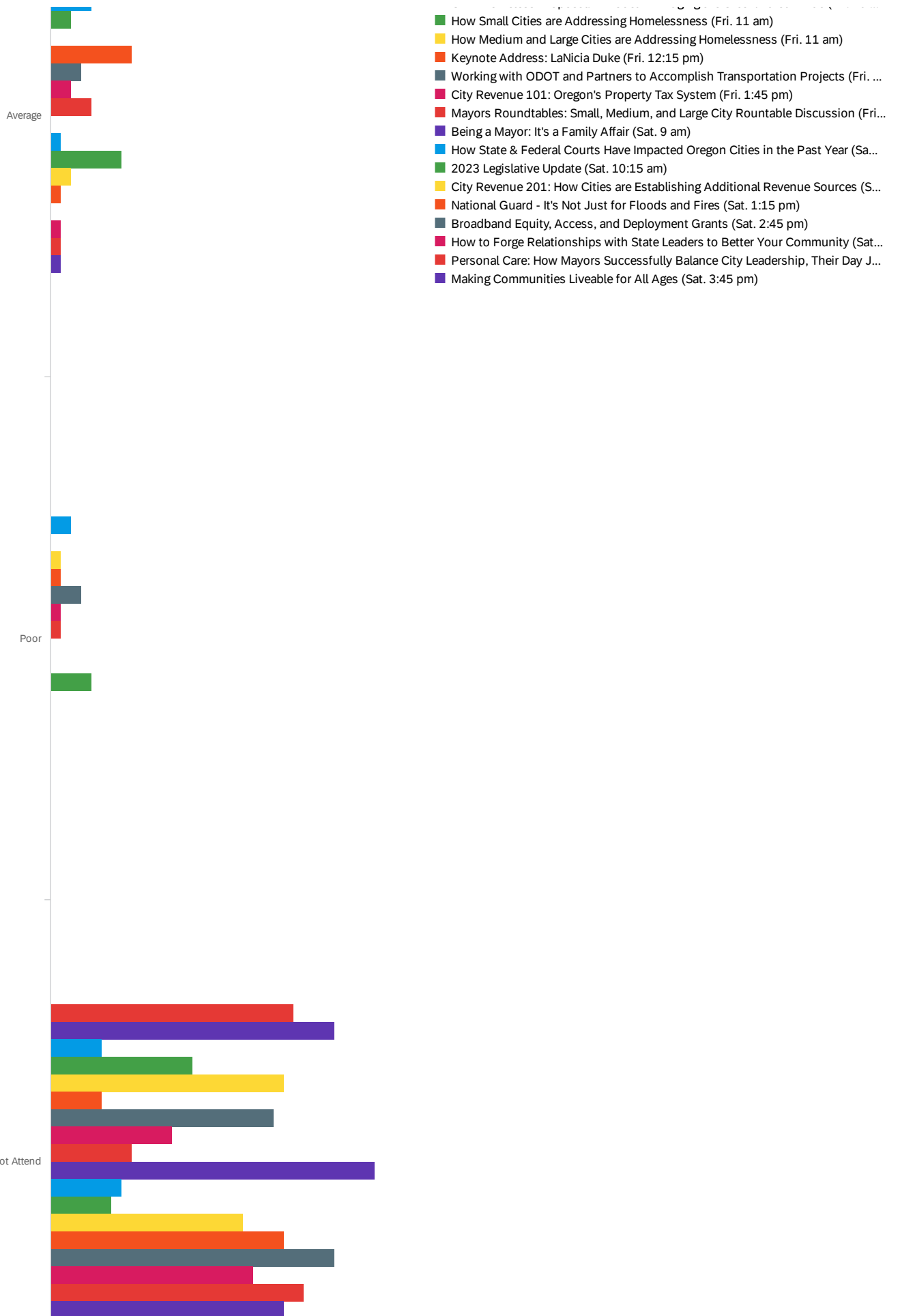
Seemed to be something except for all tge homeless taking over every talk.

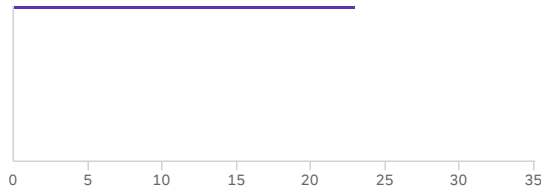
It was top notch again! I will do it again next year.

The breakout sessions were excellent; and plenty of opportunities to network.

Q3 - Please evaluate the following sessions:







#	Field	Excellent	Good	Average	Poor	Did Not Attend	Total
1	Newcomer's Orientation (Thurs. 1 pm)	13.51% 5	13.51% 5	8.11% 3	0.00% 0	64.86% 24	37
2	Urban Renewal Overview (Thurs. 2 pm)	5.56% 2	13.89% 5	2.78% 1	0.00% 0	77.78% 28	36
3	OMA Homeless Proposal: A Model in Bridging the Urban/Rural Divide (Fri. 10 am)	41.67% 15	27.78% 10	11.11% 4	5.56% 2	13.89% 5	36
4	How Small Cities are Addressing Homelessness (Fri. 11 am)	22.86% 8	31.43% 11	5.71% 2	0.00% 0	40.00% 14	35
5	How Medium and Large Cities are Addressing Homelessness (Fri. 11 am)	17.14% 6	14.29% 5	0.00% 0	2.86% 1	65.71% 23	35
6	Keynote Address: LaNicia Duke (Fri. 12:15 pm)	36.11% 13	25.00% 9	22.22% 8	2.78% 1	13.89% 5	36
7	Working with ODOT and Partners to Accomplish Transportation Projects (Fri. 1:45 pm)	5.71% 2	14.29% 5	8.57% 3	8.57% 3	62.86% 22	35
8	City Revenue 101: Oregon's Property Tax System (Fri. 1:45 pm)	29.73% 11	29.73% 11	5.41% 2	2.70% 1	32.43% 12	37
9	Mayors Roundtables: Small, Medium, and Large City Rountable Discussion (Fri. 2:45 pm)	35.14% 13	29.73% 11	10.81% 4	2.70% 1	21.62% 8	37
10	Being a Mayor: It's a Family Affair (Sat. 9 am)	5.71% 2	2.86% 1	0.00% 0	0.00% 0	91.43% 32	35
11	How State & Federal Courts Have Impacted Oregon Cities in the Past Year (Sat. 9 am)	62.16% 23	16.22% 6	2.70% 1	0.00% 0	18.92% 7	37
12	2023 Legislative Update (Sat. 10:15 am)	22.22% 8	30.56% 11	19.44% 7	11.11% 4	16.67% 6	36
13	City Revenue 201: How Cities are Establishing Additional Revenue Sources (Sat. 1:15 pm)	22.22% 8	19.44% 7	5.56% 2	0.00% 0	52.78% 19	36
14	National Guard - It's Not Just for Floods and Fires (Sat. 1:15 pm)	12.50% 4	12.50% 4	3.13% 1	0.00% 0	71.88% 23	32
15	Broadband Equity, Access, and Deployment Grants (Sat. 2:45 pm)	5.88% 2	11.76% 4	0.00% 0	0.00% 0	82.35% 28	34
16	How to Forge Relationships with State Leaders to Better Your Community (Sat. 2:45 pm)	13.89% 5	27.78% 10	2.78% 1	0.00% 0	55.56% 20	36
17	Personal Care: How Mayors Successfully Balance City Leadership, Their Day Job, and Family Life (Sat. 3:45 pm)	17.65% 6	5.88% 2	2.94% 1	0.00% 0	73.53% 25	34
18	Making Communities Liveable for All Ages (Sat. 3:45 pm)	5.41% 2	29.73% 11	2.70% 1	0.00% 0	62.16% 23	37

Showing rows 1 - 18 of 18

Q4 - Any comments about the conference sessions?

Any comments about the conference sessions?

The young LOC employees would benefit from Toastmasters; public speaking skills were poor. ODOT is a big ugly entity (I can say this, I have relatives I love who are employees and they agree), so their presentation was dry, boring and the information presented wasn't overly helpful. The best sessions are the mayor to mayor sessions where real problems and real solutions and great ideas are exchanged.

It was sometimes a little frustrating being unable to hear information because of speakers who speak very quickly in a soft voice.

Did not enjoy the zoom presentations. ODOT wasn't useful. Legislative update was no more useful than reading an email update...to many of we don't have the answers that's a question for someone not here.... Sessions where other mayors helped present were more engaging and impactful. Small city vs big city homeless was missing a critical part of collaboration between the two, what the big cities are deciding as their solutions are impacting and hurting the small cities.

Saturday's sessions were great but lite on attendance. Being in two places at the same time is unrealistic. Anyway you can duplicate these sessions next year but at different times.

Great Conference! Thank you for always making PGE feel like a trusted and welcomed partner!

Really enjoyed them!

The keynote was...both impactful to me (the message of authenticity really helped me cope with the anxiety over the stress of DEI pressures--which my community is not always in support of). However, the keynote was strange--she started singing, and there was some like churchy-preaching thing going on. The message I got out of it was impactful to me, the rest was lost in god knows what... The lobbyist update was...can we just talk about what passed and how it's impacting us. Nobody cares about the failed bills unless its looming. Also: can they do what Patty does? Succint, to the point...not droning on... Homeless panel sounded so rote and felt like you just needed to fill time. You'd have done better to find out who hadn't submitted a whitepaper and get them signed up to do so, while getting other cities to write down updates. We're tired of talking about homelessness...

I gave the legislative update a poor rating because all 3 of the speakers could really use some training in public speaking. One was too soft spoken, one said "uh" too much and the other talked so fast it made my head spin.

I thought the legislative overview could be more concise, with more time for questions.

Learned a little. Maybe consider sessions that identify local problems and work towards solutions instead of just sharing experiences. Just a thought.

My family attended the Being a Mayor: It's a Family Affair session and look forward to attending next time offered.

It was often very difficult to hear the keynote speaker

I wasn't able to attend the sessions on Saturday due to previous commitments. I have viewed some of the materials from sessions I missed and plan to review all of them. This is such a plus to be able to look at materials from sessions you are unable to attend.

I absolutely enjoyed each one that I was able to attend.

I did not address the "How to Forge Relationships...." breakout as I was on the panel.

Any comments about the conference sessions?

When a speaker talks about homeless solutions in their city that are not sustainable in their city I don't hold them as credible speakers. Then they talk about revenue in cities in another class? I won't waste my time. Legislative up date the speakers talked way to much limiting q&a. Would like to see this aa a 3 day event and give more time for q&a. Would also like to see a 3rd room so mayors could go roundtable on their own to discuss issues in their communities.

I thought the breakout sessions were great.

Q5 - What would you like to hear about next year? Please list session topic ideas for OMA's Conference Planning Committee as they prepare for the 2024 Summer Conference July 18-20 in Klamath Falls.

What would you like to hear about next year? Please list session topic idea...

How cities manage street racing and out of control drivers

1. How to devise an excellent evaluation method for the City Administrator/Manager/Recorder 2. City Budgeting 101 3. Building a City-Wide Team with service organizations, churches and citizens 4. How can the Mayor/Council work well with City Attorney and City Administrator/Manager/Recorder; and why it's not a good idea to believe everything spoken by the attorney

legislative solutions to property tax constraints; more on mental health programs and how Measure 110 is (or is not) funding drug rehab

Solutions for mental health issues impacting small communities. New funding possibilities for adding law enforcement personnel in small towns.

Running a productive smooth meeting. How to host a town hall. Pair up a small city v big city pair up to learn from eachother on a topic such as the homelessness... How to build community involvement public speaking tips

I'd like to hear more about Making Communities Livable, How to Forge relationships with state leaders, How State and Federal Courts impact cities, Discussion on code of conduct, unfunded mandates and DEI

N/A

Taxes and upcoming legislative impacts; unfunded and underfunded mandates that impact our general funds; councils of governments and economic development districts

I'd like to shake it up a bit. Why not have a poll of mayors of what topics they'd like to have covered and how they'd like them covered? Tribal issues in K-Falls I'd love to hear about--they don't all get along and they all don't necessarily get along with the non-tribal government either. I'd be good to hear that.

Maybe a more in depth property tax 101 - no matter how many of these I've attended (and there's been quite a few!) it is still mind boggling!

Soft drinks available during alcohol times making non drinkers feel welcome. Building partnerships with non profits like housing authority, community action, homeless coalition. Other government relationships other cities, county, state and so on.

Court updates, legislative review and planning for next full session. Updates on OMA Homelessness task force.

History of K. Falls, water issues and how they impact the city, regional recreational/tourism opportunities.

Infrastructure funding. Increasing community involvement. City Charter reviews as to form of government and roles of mayor and council. Continuing discussions around homelessness. Local solutions to drug problems. Emergency management plans and preparations in local communities. Resources for support.

I would like more small group discussion. as a small city there are specific things I'd like to talk to others about, but it was hard to find people with like experiences.

What would you like to hear about next year? Please list session topic idea...

How cities are responding to homelessness.

behavioral health resources and how they can be funded, and how to encourage their use; probably housing will continue to be an issue we will want to discuss

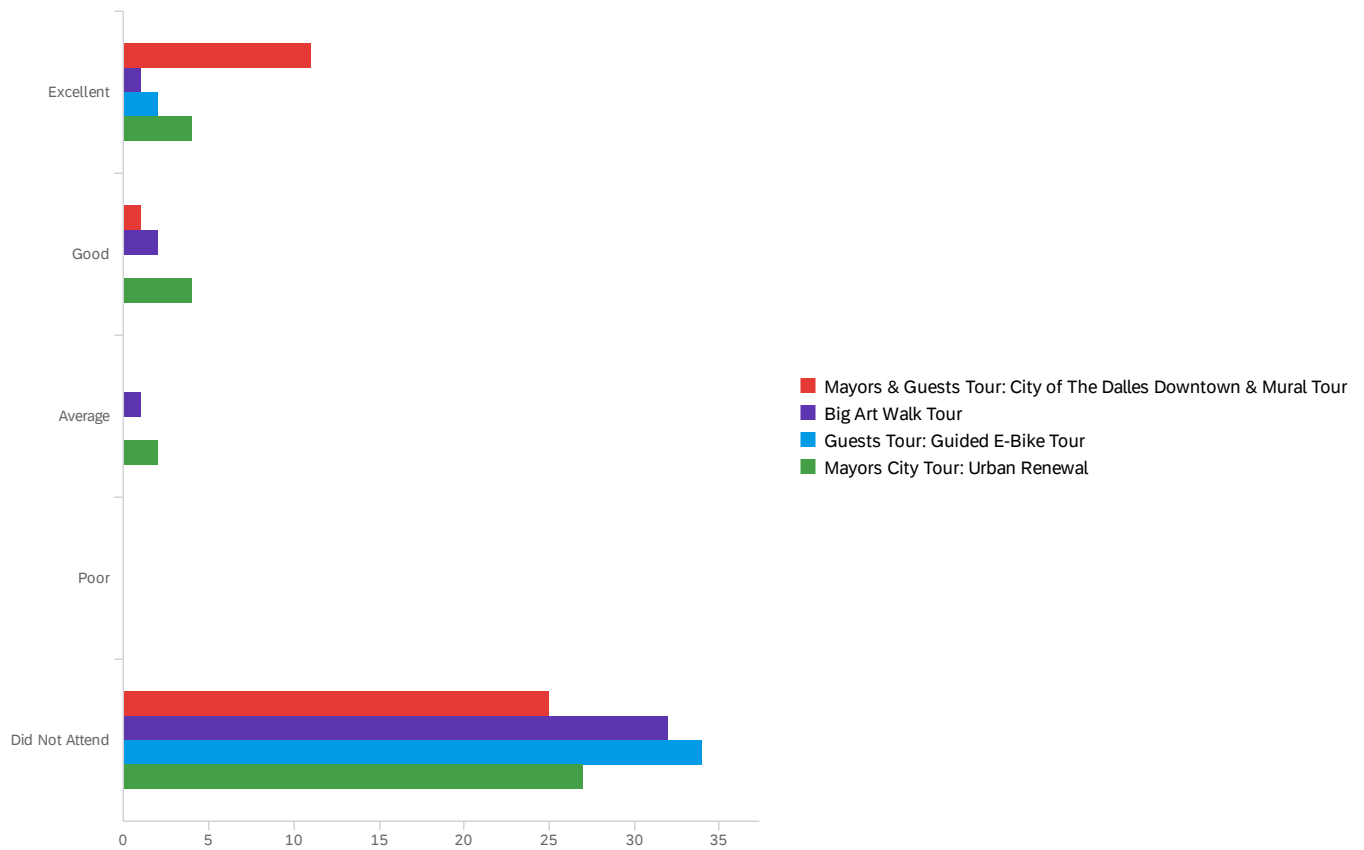
Economic Development - in rural Oregon. Broadband

State and Federal Courts update. How to bridge urban/rural divide.

Working with council members. How to get funding at federal level. More activities like dune buggies in Coos Bay. Not everyone plays golf. Bars in the city stay open later than 11pm.

Homelessness again, unfortunately. Need a breakout session on how to be a dynamic mayor instead of just participatory.

Q6 - Please evaluate these tours:



#	Field	Excellent	Good	Average	Poor	Did Not Attend	Total
1	Mayors & Guests Tour: City of The Dalles Downtown & Mural Tour	29.73% 11	2.70% 1	0.00% 0	0.00% 0	67.57% 25	37
2	Big Art Walk Tour	2.78% 1	5.56% 2	2.78% 1	0.00% 0	88.89% 32	36
3	Guests Tour: Guided E-Bike Tour	5.56% 2	0.00% 0	0.00% 0	0.00% 0	94.44% 34	36
4	Mayors City Tour: Urban Renewal	10.81% 4	10.81% 4	5.41% 2	0.00% 0	72.97% 27	37

Showing rows 1 - 4 of 4

Q7 - Any comments about the conference tours?

Any comments about the conference tours?

Nice walk! I had to leave early due to a funeral.

The tour was good overall, but it would have been nice to have more detail (maybe a one-sheet handout?) on what kind of projects were funded under each of the UR districts.

Would have liked to attend these but my physical problems make it difficult to do so.

Did not attend. Would be nice to have a non walking tour for those who physically can't

Got there too late to join in :)

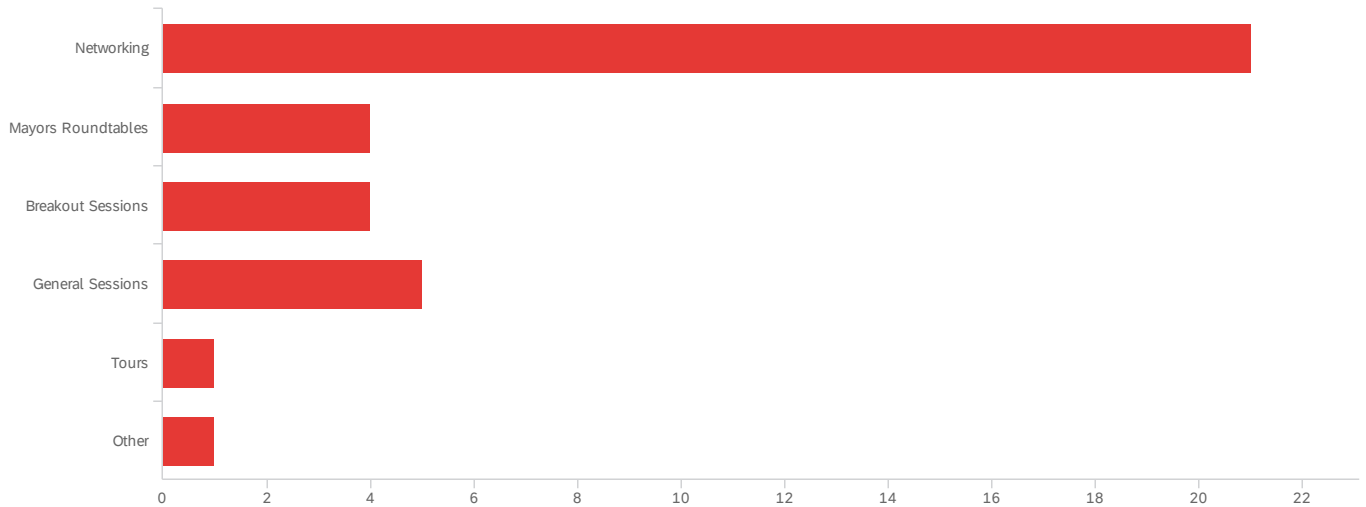
The golf tournament was excellent! Big thanks to John Cook for organizing the tournament. I will definitely play again next year.

mural tour in The Dalles was very interesting and the vans were very nice!

Unfortunately, I didn't have time to join any this year. I have always enjoyed them in the past.

The Dalles art tour started too early or should have been another day. Need time for some of us to get there.

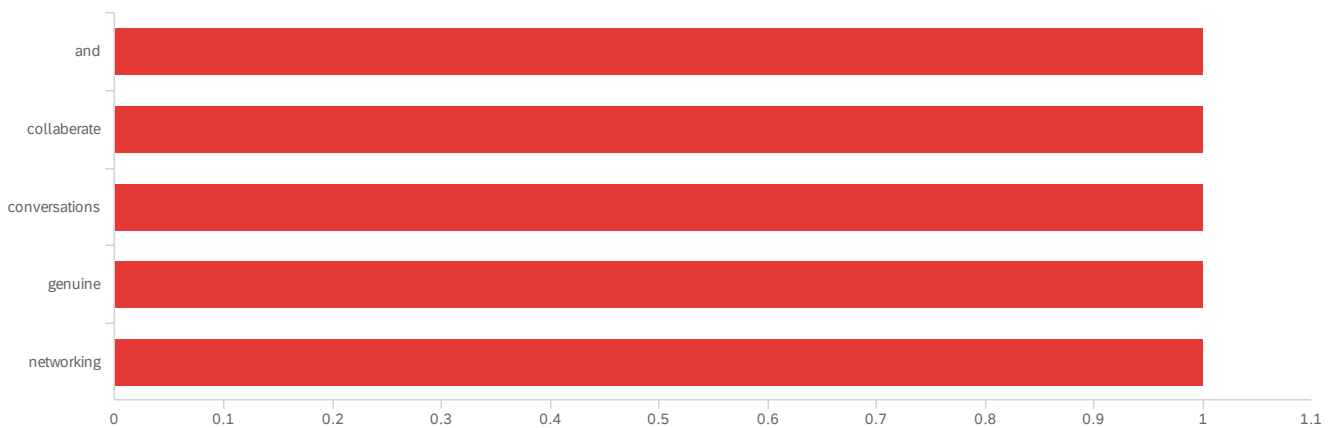
Q8 - What is the most valuable component of the OMA Summer Conference (please select one)?



#	Field	Choice Count
1	Networking	58.33% 21
2	Mayors Roundtables	11.11% 4
3	Breakout Sessions	11.11% 4
4	General Sessions	13.89% 5
5	Tours	2.78% 1
6	Other	2.78% 1

36

Showing rows 1 - 7 of 7



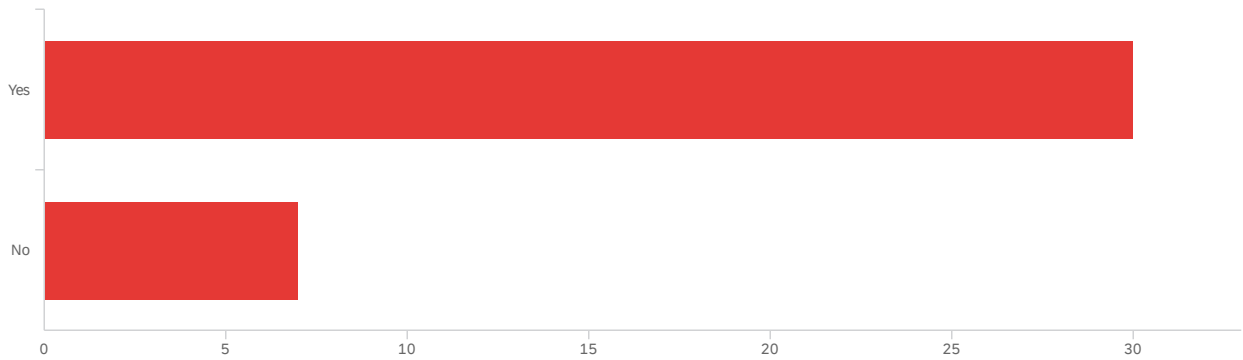


Data source misconfigured for this visualization.

#	Field	Choice Count
and	and	20.00% 1
collaborate	collaborate	20.00% 1
conversations	conversations	20.00% 1
genuine	genuine	20.00% 1
networking	networking	20.00% 1
		5

Showing rows 1 - 6 of 6

Q9 - Did you download the OMA app?

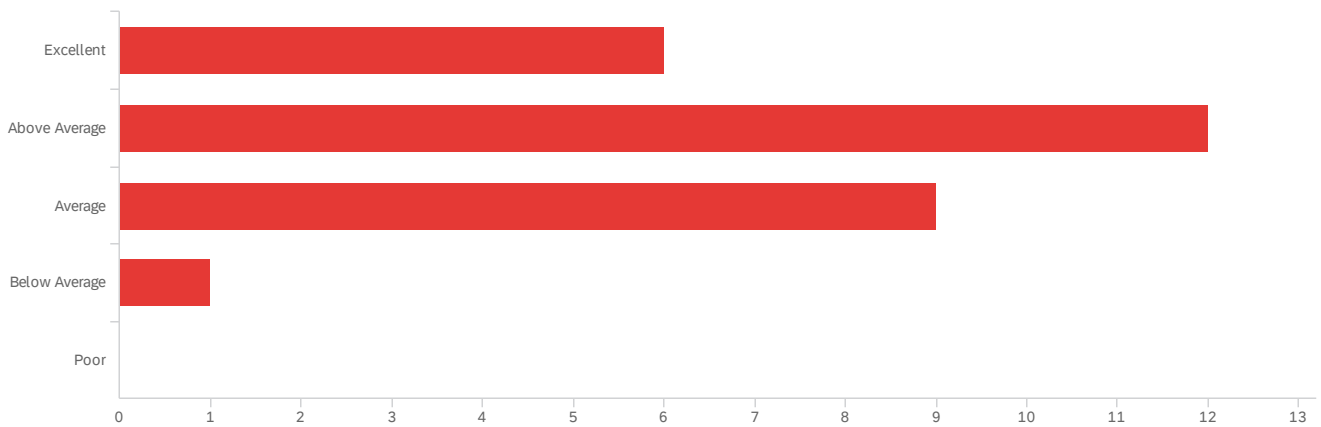


#	Field	Choice	Count
1	Yes	81.08%	30
2	No	18.92%	7

37

Showing rows 1 - 3 of 3

Q10 - How would you rate the OMA app?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	How would you rate the OMA app?	1.00	4.00	2.18	0.80	0.65	28

#	Field	Choice Count
1	Excellent	21.43% 6
2	Above Average	42.86% 12
3	Average	32.14% 9
4	Below Average	3.57% 1
5	Poor	0.00% 0
		28

Showing rows 1 - 6 of 6

Q11 - Moving forward the OMA app will serve as your directory and an additional communications tool for members. Are there additional items you would like to see in the OMA app to help you with networking?

Moving forward the OMA app will serve as your directory and an additional c...

I really didn't use it much.

When I open the app the Mayors Directory is the first thing I see. I'd prefer to see Latest News first

please make sure all conference materials are available PRIOR to session - I download and take (electronic) notes on the materials themselves

Not so far

A how to video link or FAQ. It's navigation isn't fully intuitive.

More profile edit ability (change to my nickname) More/better options for phone numbers - City Phone, City Cell (for those that have one), Personal Home/Cell, "Work" phone may be our 'day jobs' and not a good place to connect

Haven't used it enough yet to comment.

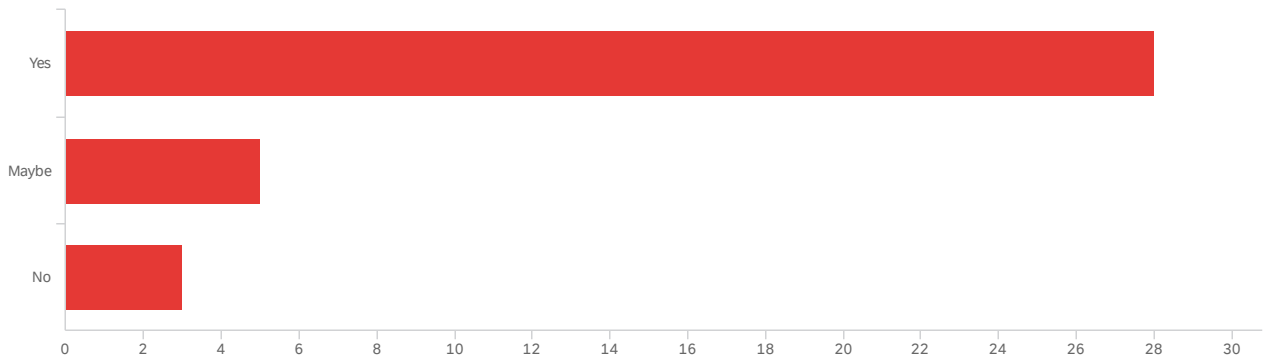
I'd rather access it online instead of on my personal phone.

Just get it to work.

looking forward to using it

Could have used some guidance in navigation. Maybe a live tutorial for everyone early in the conference to teach us how to use it.

Q12 - Do you plan to attend the OMA 2024 Summer Conference?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Do you plan to attend the OMA 2024 Summer Conference?	1.00	3.00	1.31	0.62	0.38	36

#	Field	Choice Count
1	Yes	77.78% 28
2	Maybe	13.89% 5
3	No	8.33% 3
		36

Showing rows 1 - 4 of 4

End of Report



outstanding contribution to the OMA. The board also discussed defining the Award of Merit to be given to an individual who has provided outstanding service to the OMA. The board requested staff send an email to the committee regarding this conversation to get their thoughts on potential changes to the award categories and schedule this discussion for a future board meeting.

Conference Planning Committee

The board discussed the conference and provided the following feedback.

- Push the announcement about scholarship opportunities more.
- Hold all general sessions on Saturday afternoon, because the attendance at the breakout sessions were light.
- President Lenahan said the newcomer's orientation was well attended and the participants said they would like to see the following sessions:
 - Building a successful relationship between them and their CEO.
 - Best practices for building consensus.
 - Recruitment and retention, what are mayors looking for in their CEO and what are cities doing to retain their current employees.
- The following was feedback for the LOC:
 - Don't speak in acronyms, use language and examples that are relatable.
 - Look at adjusting how roundtable sessions are broken out. Instead of breaking out by population staff should pre-determine the breakout groups to ensure there is a good mix of population and regional diversity.
 - The legislative update was not well received by some people. It wasn't very engaging and no different than what mayors heard on the weekly calls or at the small cities meetings. There needs to be more dialogue between the lobbyists and attendees. The presentation should be focused on the bills that passed with a high-level overview of what cities need to do, there is no need to include bills that failed. Need to get across what is important for mayors to know.
 - Do a lobbying 101 session and let mayors know what it is the lobbyist finds useful when mayors are corresponding with their legislators.
- Hold a social event for new mayors and the OMA Board of Directors.
- Legislators need to get more notice for regional meetings hosted by the LOC.

Bylaws Committee

The committee has not met this year.

Nominating Committee

Ms. Speier said the committee will be meeting on September 19 to review the board applications and forward a slate of candidates for the 2024 board.



OMA Board of Directors Meeting October 11, 2023 | 4:30 p.m.

The Graduate | 66 E 6th Street, Eugene, OR 97401 | Sousa

MINUTES

Voting Board Members:

Teri Lenahan, President – Excused
Rod Cross, President-Elect – Present
Jeff Gowing, Past President – Present
Chas Jones, Director – Present
Rich Mays, Director - Present

Meadow Martell, Director – Present
Henry Balensifer III, Director – Excused
Jim Trett, Director – Present (virtually,
arrived at 4:40pm)
Tamie Kaufman, Director - Present

Non-voting Board Member: Patty Mulvihill, Secretary/Treasurer - Present

Staff: Angela Speier, LOC Project & Affiliates Manager

A. Welcome & Roll Call

President-Elect Cross welcomed the members and called the meeting to order at 4:33 pm.

B. Consent Calendar

Mayor Mays asked about the financial report and noted the budget deficit after the annual conference.

It was moved by Past President Gowing and seconded by Mayor Martell to approve the consent calendar as presented. There was no discussion and the motion passed unanimously (6-0). (6 Yes [Cross, Gowing, Jones, Martell, Mays, and Kaufman]; 0 No; 0 Abstain; 3 Absent [Lenahan, Balensifer, and Trett]).

C. Committee Updates

1. Conference Planning Committee

Ms. Speier reported on the conference expenses and noted the food and beverage expenses were much higher than what was budgeted. The board discussed ways to keep those costs down, which includes booking venues that are not traditional vacation destinations in the summer and providing a different food experience. The board discussed the need to increase conference registration fees for members and guests. The board could also work harder to get sponsorships. Staff will look to the board to help with implementing any changes to the summer conference and to help with messaging if there is a different type of experience.



The board discussed the conference evaluations and felt they received good feedback. They discussed the need to do a follow up session related to housing at an upcoming conference. The board would like to see this session later in the day, to allow for additional time for questions. Discussion ensued on to bolster participation at small cities meetings, regional meetings, and legislative updates.

2. Nominating Committee

Past President Gowing provided a report from the Nominating Committee.

It was moved by Past President Gowing and seconded by President-Elect Cross to approve the slate of candidates as recommended by the Nominating Committee to the membership. There was no discussion and the motion passed unanimously (7-0). (7 Yes [Gowing, Jones, Martell, Cross, Mays, Kaufman, and Trett]; 0 No; 0 Abstain; 2 Absent [Lenahan and Balensifer]).

D. Review Draft Value and Media Statement

The board reviewed the draft value and media statement.

It was moved by Mayor Kaufman and seconded by Past President Gowing to approve the value and media statement as written. There was no discussion and the motion passed unanimously (7-0). (7 Yes [Gowing, Jones, Martell, Cross, Mays, Kaufman, and Trett]; 0 No; 0 Abstain; 2 Absent [Lenahan and Balensifer]).

Staff will add the value statement to the New Mayors Handbook and the 2024 OMA membership dues form. The media statement will be utilized when needed.

E. 2024 OMA Board Meeting Calendar

The board reviewed the proposed board schedule and they decided to move the December meeting to Monday, December 2, 2024 at 5:00 pm.

It was moved by Past President Gowing and seconded by Mayor Martell to approve the 2024 board calendar as amended. There was no discussion and the motion passed unanimously (7-0). (7 Yes [Gowing, Jones, Martell, Cross, Mays, Kaufman, and Trett]; 0 No; 0 Abstain; 2 Absent [Lenahan and Balensifer]).

F. Membership Drive 2024

Ms. Speier reviewed the timeline for the 2024 membership drive. The board will be asked to send targeted emails to mayors in their regions encouraging them to become members of the OMA. She also encouraged the board to start using the OMA app as a communication tool.

PROPOSAL FOR SERVICES

THE OREGON MAYORS' ASSOCIATION 2023 AND 2024 ANNUAL SUMMER CONFERENCES - REQUEST FOR PROPOSAL CITY OF KLAMATH FALLS, OREGON

Prepared By:

Nickole Barrington, City Recorder
500 Klamath Avenue
Klamath Falls, OR 97601
Phone: (541) 883-5325
Email: nbarrington@klamathfalls.city

Klamath Falls City Officials' Approval:

Mayor Carol Westfall
City Manager Jessica Lindsay



CITY OF KLAMATH FALLS, OREGON

500 Klamath Avenue – PO BOX 237
Klamath Falls, OR 97601



Sister City
Rotorua, New Zealand



February 18, 2022

League of Oregon Cities

Attn: RFP Selection Committee

Sent Via Email Only to: pmulvihill@orcities.org

Re: *Letter of Support for RFP Submission – Oregon Mayors’ Conference for 2023 or 2024*
(Conference Location–Main Conference Events to occur at Running Y Ranch Resort, Klamath Falls, OR)

Dear RFP Selection Committee:

First and foremost, thank you to your organization for all that you do in the State of Oregon. The types of education and networking opportunities provided are invaluable. We also want to note that we are appreciative of the opportunity to submit a Request for Proposal (RFP) for the upcoming Oregon Mayors’ Association Conference for 2023 or 2024.

As Klamath Falls Mayor and City Manager we are very excited at the potential opportunity to display and promote our City and we dually offer our support for the above-referenced RFP submission. As you will see within the submission, we believe our City has many amenities, activities, and simply hometown options/features that make us a unique option. The City is willing to provide some financial assistance to make the conference a success.

The City of Klamath Falls has over the past few years, along with other community partners engaged in projects that have increased and enhanced areas where people can bicycle, golf, walk, tour, and simply enjoy many outdoor and indoor activities. If there are any questions, related to the submission we would be excited to further discuss.

Again, thank you for your time and the opportunity to submit a Letter of Support for the above-referenced Request for Proposal. We believe we live in one of the most beautiful areas on earth and feel the citizens in our area would agree, “it is a great place to simply be and enjoy the great outdoors.”

Respectfully Submitted,

Carol Westfall – Mayor, City of Klamath Falls

Jessica Lindsay – City Manager

City Attorney: 541.883.5323 • Mayor & Council, City Recorder: 541.883.5325 • City Manager: 541.883.5316

TTY Hearing Impaired: 541.883.5324

www.klamathfalls.city

Klamath Falls Proposal for RFP

The Oregon Mayors' Association (2023 and 2024 Annual Summer Conferences)

Response Due by 5:00 p.m. on February 21, 2022

Attn: Patty Mulvihill, OMA Staff Liaison & LOC General Counsel

BACKGROUND: Although the City of Klamath Falls has never hosted an Oregon Mayors' Association (OMA) Conference before, we do feel we have sufficient lodging, services, amenities, and staff to make a Klamath Falls/OMA Conference a wonderful success! We would very much love to share our beautiful area with Association Members from the rest of the state.

SCOPE: The City of Klamath Falls per the attached documentation is prepared to host a Summer Conference at the Running Y Ranch Resort (5500 Running Y Road, Klamath Falls, OR) which is located approximately 15-minutes from downtown Klamath Falls (*price quotes attached on the proposed contracts*). City Staff have spoken to and can set up tours with our local Airport Management at the Kingsley Airforce Base, along with providing a tour of our *under-construction* Wastewater Treatment Plant and assist with a tour that could take visitors to Crater Lake National Park. If the year selected was for the 2024 Conference, we could potentially setup around the Century Eagle Event that also happens at our City Airport/Base area. The City will pay for and host the Thursday Night 'Welcome Dinner' within our downtown area.

SCHEDULE: The City *prefers* the dates of either July 20-22, 2023 or July 18-20, 2024 due to that it would enable us to coordinate with incoming Mayors to attend our Third Thursday Community Event within our Downtown Main Street area and would allow us to setup the welcoming dinner at one of our local venues (i.e., the Ross Ragland Theatre or 9th Street Venue) and have the dinner food catered by a local vendor. The dinner event would be City arranged/sponsored for the approximate 125 attendees. Other conference dates could be chosen but the Third Thursday Event would not be allowed to be incorporated.

STAFF/BUSINESSES/ENTITIES: The City would be calling upon many City Staff members to assist with this Conference for tours, events, dinners, and setup/delivering of the Welcoming City Goody Bags (approximately 80+). Our local Klamath Falls Downtown Association and Chamber will also assist with potential hosted events (*also listed on the attached spreadsheet*).

COSTS: Lodging/Meals/Conference Room costs are detailed in the Running Y Ranch Resort 'proposed contract agreement' and other potential activities/tours/transportation costs are listed on the attached Excel Spreadsheet.

REQUIREMENTS: Venue (#1-Conference Meeting Space-Met with Running Y Ranch Resort; #2-Lodging Accommodations-Met with Running Y Ranch Resort; #3-Meals, Tours, Events-Met and detailed on Spreadsheet; and #4-Transportation-Met but mostly on attendees own (*depends on the event*) and/or detailed on Spreadsheet/Pelican Charter to assist *based on tour area of choice*.

SUPPORTING INFORMATION: Attached is an Excel Spreadsheet that details the proposed Lodging Facility (*along with pictures*); Potential Activities, Tours, Places of Interest; Potential Transportation Services; and Local Restaurants. Letters of Support are also attached, along with some visual pictures of the area.

CONTACT FOR RFP QUESTIONS:

Nickole Barrington, City Recorder (nbarrington@klamathfalls.city) (Phone: 541-883-5325)

Mayors Conference 2023/2024

Lodging

Running Y
 5500 Running Y Road, KFO
 541-850-5500
 Tammy Baker, Director of Sales and Marketing VM 1/3/22
 Elizabeth Jackson VM 1/6/22 & Emailed RFQ
elizabethj@runningy.com
 Elizabeth emailed saying Tammy was out ill but would be back Monday 1/17/22 and will reply then.

Received quotes Monday 1/24/2022.

Activities	Location	Hours of Operation	Duration of Time	Cost
Physical Activities				
Upper Klamath Canoe/Kayak Trail 541-356-2287	Rocky Point	8:30 am - 7:00 pm (Monday - Sunday)	2-3 Hrs	\$30 - \$60
Golfing (Arnold Palmer Designed Golf Course) 541-850-5580	Running Y	6:00 am - 7:00 pm (Friday - Sunday)	Depends on Course	\$69 Inc Cart
Crater Lake Zipline - Jen 541-892-9477	Klamath Falls	9:30 am - 6:00 pm (Monday - Sunday)	3 Hrs 9 am - 4 pm	Zipline \$115/PP and/or Kayak \$81.50/PP \$205 PP Zipline, Lunch and Kayak Ziplines are in groups of 10. \$35-\$45/PP Crater Lake Axe Throwing
Tours				
173rd Air Guard Linda to provide letter of support.		Attached to RFP.		Free
City of Klamath Falls Wastewater Facility 541-883-5386 Chris Claymore	Klamath Falls	Schedule as needed.	1-1 1/2	Free Groups of 15-20 People
Crater Lake 541-594-3000	Crater Lake National Park	24/7 - May 22 - October 31	As long as you'd like.	Private Vehicles \$30 Commercial 26+ \$200

Mayors Conference 2023/2024

Lodging

Running Y
 5500 Running Y Road. KFO
 541-850-5500
 Elizabeth Jackson Interim Sales/Marketing Director

<u>Activities</u>	<u>Location</u>	<u>Hours of Operation</u>	<u>Duration of Time</u>	<u>Cost</u>
Physical Activities				
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Tours				
173rd Air Guard Klamath Falls Airport	Klamath Falls	Schedule as needed.	1-1 1/2 Hrs.	Free
City of Klamath Falls Wastewater Facility 541-883-5386 Chris Claymore	Klamath Falls	Schedule as needed.	1-1 1/2 Hrs.	Free Groups of 15-20 People
Crater Lake 541-594-3000	Crater Lake National Park	24/7 - May 22 - October 31	As long as you'd like.	Private Vehicles \$30 Commercial 26+ \$200
Klamath Basin Audubon Society 877-541-2473 - Work 541-850-5832	Klamath Falls Veteran's Park	Summer: Brood-rearing by 200,000 ducks, geese, herons, egrets and grebes can be seen from May to August		
Putnam's Point Park Bird Watching and Stefan Savides Sculpture of Dancing Grebes	Klamath Falls Putnams Point	8 am - 8 pm (Monday - Sunday)	As long as you'd like	Free
Baldwin Hotel Museum 541-882-1000	31 Main Street. KFO	10 am - 4 pm (Wednesday - Saturday)	1 and 2 Hr Tours	\$5 Adults / \$10 Adults \$9 Seniors/Students

<u>Activities</u>	<u>Location</u>	<u>Hours of Operation</u>	<u>Duration of Time</u>	<u>Cost</u>
Klamath County Museum 541-882-1000	1451 Main Street. KFO	9 am - 5 pm (Tuesday - Saturday)	1-2 Hrs	\$5.00 Adults \$4.00 Military and 62 or Older Group Adults \$3.00/PP
Klamath Falls Main Street Trolley Tours	1451 Main Street. KFO	Begins at the County Museum	TBD	\$15 Per Person
The Favell Museum 541-882-9996 (World Renowned Miniature Firearms and Fire Opal Arrowhead)	125 W. Main Street. KFO	10 am - 5 pm (Tuesday - Saturday)	1-2 Hrs	\$10 Adults \$9 Seniors, Vets, Students Closed through Feb 2022 for Renovation
Third Thursday 883-5363	Main Street / Klamath Ave. Between 4th and 11th	6:00 - 9:00 (3rd Thursday of the Month)	Up to 4 hours	Free
JELD-WEN - Thomas Lumber	3307 Lakeport Blvd., KFO	Call when we have a date. <i>Currently no tours due to COVID</i>	TBD	Free
Oregon Institute of Technology (OIT) 541-885-0115 Admissions Office - Monica	3201 Campus Dr., KFO	Tours are at 10 am and 2 pm Need a months notice.	1-2 Hrs	Free
Stefan Savides Sculptures 541-885-2912	7901 Washburn Way. KFO	8 am - 5 pm (Monday - Friday)	1-2 Hrs	Free Groups of no larger than 10 preferred. Includes live birds on site.
Additional Event for 2024				
The Air National Guard's Sentry Eagle (air show)	Klamath Falls Airport	9am - 5pm	Up to the individual.	
Ross Ragland 541-884-0651 ext. 110	200 N. 7th Street. KFO	(Thursday - Sunday)	Depends on Event	Depends on Event (Generally \$10-\$30 PP) <i>Events will vary.</i>
Transportation Service				
Pelican Charter 4 (55) Passenger Buses Also have Crater Lake Trolley's (25) Person Buses		Day trip to Crater Lake Trolley Tours	4-5 Hrs	

<u>Activities</u>	<u>Location</u>	<u>Hours of Operation</u>	<u>Duration of Time</u>	<u>Cost</u>
Local Restaurants				
Rooster's Steak and Chop House				
Mermaid Garden Café				
Waffle Hut and Eatery				
Nibbly's				
Wubba's BBQ Shack				
Ruddy Duck Restaurant at Running Y Ranch Resort				
Italianna's Ristorante and Gelateria				
Los Potrillos				
Abby's Pizza				
The Klamath Grill				
Basin Marini Bar & Restaurant				
Hanayori Japanese Restaurant				
King Wah				
Girasol Family Mexican Restaurant & Cantina				
Apple Bee's				
El Rodeo				
Mazatlan				
The Pikey				
Agency/Volunteer/Speaker/Host				
Discover Klamath - Tonia or Jim Chaddedon	Can provide information for goodie bags; such as tourist guide information for new people coming to Klamath Falls.			
Chamber of Commerce - Heather Harter	Interested in:	Sip & Shop Retail Tour Hiking Trail Tours Speaker		
Klamath County Economic Develop Association - Randy Cox	Director is interested in:	Speaker and/or Harvest Algae Project and/or Swan Lake Solar Project and/or Wilsonart Project		
Klamath Falls Downtown Association - Darrin Rutledge	Director is interested in:	Tour of Downtown Hosting a mixer reception Downtown		
Klamath Falls 173rd Air National Guard	Personnel is interested in:	Tour F-15 Training Base Kingsley Air Tanker Base MedTrans/Airlink		

Other

City to Provide:
Maps of the City
Welcome Mayor's Banner
Attain Sponsorships from Local Businesses
Goody Bags



RUNNING Y RANCH RESORT



GUEST SERVICES
541.850.5500

5500 RUNNING Y ROAD
KLAMATH FALLS, OREGON 97601
RUNNINGY.COM

Life-Changing Journeys Await.

ON-PROPERTY ACTIVITIES

ARNOLD PALMER SIGNATURE COURSE 541.850.5580

Running Y Ranch Resort is home to the only Arnold Palmer designed golf course in Oregon, and golfers from around the globe are blown away by the challenge and jaw-dropping setting. Our course also features TrackMan and offers GolfBoards. Running Y Ranch Resort also features a full-service golf shop, world-class instruction, practice facility, family favorite 18-hole miniature golf course.

SPORTS & FITNESS CENTER 541.850.5587

Here you'll find plenty to do in all four seasons, both indoors and outdoors. Make a splash in the indoor pool, hot tub or dry sauna. Enjoy daily exercise classes and first-class fitness and cardio equipment. Hit the basketball court, arrange a match at the tennis courts, or get a game going on the sand volleyball court. Open from 6:00 am - 10:00 pm daily, pool hours vary by season and class schedule. Family swim hours are Monday through Friday: 10:00 am - 9:30 pm. Saturday & Sunday: 9:00 am - 9:30 pm.

SANDHILL SPA 541.850.5547

Sandhill Spa is the perfect place to unwind and relax with a variety of treatments including river stone massage, body wraps, waxing, facials and relaxing massage therapies including couples massage.

RUDDY DUCK RESTAURANT 541.850.5582

The floor-to-ceiling views and expansive patio overlooking the Arnold Palmer Signature Course at Ruddy Duck Restaurant, make it the perfect place to enjoy a meal. Open for breakfast, lunch and dinner year-round and is dedicated to using local, sustainable ingredients including produce and herbs grown straight from our community garden and greenhouse. In May 2016, Ruddy Duck Restaurant became the first Blue Zones Project approved restaurant in the State of Oregon. Room service is also offered, see in room directory for menus and information.

MEETINGS AND EVENTS 541.850.5502

Running Y Ranch Resort provides the perfect setting for your corporate event, executive retreat, business gathering, family reunion, wedding or social event. Whether your event is large or small, formal or informal, our facilities, accommodations, attentive staff and exceptional service will make your event or meeting unforgettable. To book or inquire about your next event please contact our Director of Sales at 541.850.5502.

BIRDING & HIKING TRAILS

Enjoy the fresh mountain air, natural surroundings and wonderful views of birds and wildlife found on our eight miles of paved walking paths, and the unpaved hiking trails out on the Skillet Handle. You'll also find a great number of highlighted vistas on the interior map that are a must-see.

BILL COLLIER ICE ARENA 541.850.5758

Located near the entrance to Running Y Ranch Resort and operated by Klamath Ice Sports, this seasonal covered arena offers open and family recreational skating, skate rentals, lessons, programs and events. Open seasonally, November through March.

HORSEBACK RIDING

Experience Running Y Ranch Resort on horseback around the resort. Explore the forested scenery with towering Ponderosa Pines and Juniper trees while riding along Klamath Lake. Whether you're a seasoned rider or just a beginner, you'll truly experience a life-changing journey. A perfect activity for the whole family. Open seasonally, May through September. Weather permitting.



LOCAL ATTRACTIONS & ACTIVITIES

CRATER LAKE NATIONAL PARK 541.594.3000

No place else on earth combines a deep, pure lake so blue in color, surrounding sheer cliffs almost two thousand feet high, two picturesque islands and a violent volcanic past. Located just 59 miles from Running Y Ranch Resort, Crater Lake National Park was recently named one of Oregon's 7 Wonders by Travel Oregon. Crater Lake National Park draws thousands of visitors from all over the world every year for recreation and admiration of the beauty of this incredible 249 square mile natural area. For more information, visit NPS.Gov.

LAVA BEDS NATIONAL MONUMENT 530.667.8100

Lava Beds National Monument is a land of turmoil, both geological and historical. Over the last half-million years, volcanic eruptions on the Medicine Lake shield volcano have created a rugged landscape dotted with diverse volcanic features. More than 700 caves, Native American rock art sites, historic battlefields and campsites, and a high desert wilderness experience await you. The Lava Beds are located just across the California border in Tulelake. For more information visit NPS.Gov.

REAL OREGON EXPERIENCE 541.884.3825

If you are visiting Southern Oregon you've likely heard about the fantastic rivers and lakes in the region, including Upper Klamath River, Rogue River, Williamson River, Wood River and Agency Lake. Allow our preferred outfitter guide you through the adventure of a lifetime. Choose from seasonal fly fishing, kayaking, canoeing, hunting, snowshoeing and more. For more information, visit RoeOutfitters.com.

DOWNTOWN KLAMATH FALLS

Enjoy art and culture events at Ross Ragland Theatre, window shop along the historic streets, and find endless dining options in downtown Klamath Falls. Whether you're looking for a local microbrew and pub food, or something spicy to satisfy your taste for ethnic foods, you'll satisfy your cravings in downtown Klamath Falls. Summer festivals and annual events mean there is always something happening. For more information, visit MeetMeinKlamath.com.

CRATER LAKE ZIPLINE 541.892.9477

You'll experience Oregon at its finest on your 3 hour tour with Crater Lake Zipline. With magnificent views of Upper Klamath Lake, Cascade Mountain peaks and the rim of Crater Lake, you'll be thrilled by the beauty and the adventure. We are the only tree-based canopy tour on U.S. Forest Service Land. Our 1.5 mile course is made up of 9 ziplines, 2 sky bridges, 1 deus descent and 1 quick jump descent. We boast the longest zipline in Oregon with two zips being a quarter mile long. For more information, visit CraterLakeZipline.com.

LAKE OF THE WOODS 541.949.8300

This high mountain historic lake is among the clearest natural lakes found in the Southern Oregon Cascades. Enjoy comfort food, the wonders of nature, and a variety of outdoor recreation activities in all four seasons, including waterskiing, boat rentals, and more. Located just a half hour drive from Running Y Ranch Resort, Lake of the Woods is a perfect day trip while staying on property. For more information, visit LakeoftheWoodsResort.com.





RUNNING Y RANCH
R E S O R T

Running Y Ranch Resort
5500 Running Y Road Klamath Falls, OR 97601
Resort Phone: 541.850.5500 Fax: 541.850.5787

CONTRACT AGREEMENT

1/24/22

Oregon Mayors Association Annual Summer Conference 2023
Joyce Parenti
jparenti@klamathfalls.city

The **Oregon Mayors Association** and the Running Y Ranch, hereafter known as the Group and the Hotel respectively, have agreed to the accommodations and functions to be held at Running Y Ranch for the **Oregon Mayors Association Annual Summer Conference 2023**. The Hotel will provide rooms and function space and agreed services for the Group in the manner and to the terms described within.

ROOM ACCOMMODATIONS

Running Y Ranch Resort is pleased to reserve the following accommodations. Any vacation homes (chalets, townhomes, and custom homes) that are reserved require a two-night minimum stay. Running Y will one complimentary Suite for the OMA President and one complimentary room for the Event Lead.

Date	Room Type	# of Rooms Reserved	Rate (excludes taxes & fees)
7/20/-7/23/23	King & Double Queen Rooms	73	\$96
7/20/-7/23/23	Standard, ADA, and Mini Suites	8	\$96

The rates are applicable for the block of rooms and dates negotiated above. Requests for early arrivals and/or late departures will be accommodated on a space available basis. The group rate will be extended for 2 days prior to or 2 days after the group block and will be on a space available basis.

LODGING TAX AND ASSESMENTS

All guest room rates are subject to 8% resort fee and the current Klamath County Occupancy Tax and Oregon State Lodging Tax of 9.5%. Resort fee and taxes are subject to change without notice.

TAX EXEMPTIONS

If you maintain Oregon tax exempt status, please provide us with a copy of your Oregon Tax Exemption Certificate at check-in in order to be exempt from tax charges in compliance with state and local laws. These forms will not be accepted at check-out.

COMMISSION

These group rates are non-commissionable.

RESERVATIONS METHOD—please initial preferred reservation method

Rooming List

Reservations for this event will be made by a rooming list. The rooming list must be provided by **GROUP** to the Group Sales Department **no later than thirty (30) days prior to the event.** Running Y reserves the right to release for sale all rooms reserved through the rooming list if the rooming list fails to arrive on time, unless **GROUP** wishes to guarantee the individual reservations on your rooming list to the master account for late arrival.

Individual Reservations

All reservations must be received by the group's cutoff date and guaranteed with a credit card or one night's deposit by check or cash. **Individual reservations can be made by calling the Hotel directly at (541) 850-5500.**

PAYMENT METHOD

Group Hold- Individual Pay at Check-in

Initial

Group will be responsible for providing a credit card one night room and tax deposit on all rooms on all rooms at time of contract or **no later than thirty (30) Days Prior to arrival.** Any no-show rooms, late cancelations or cancelled packages/charges attached to reservation(s) will be charged to the group. Any room that does not provide a form of payment at check-in will remain on the group credit card for payment.

Group Hold - Individual Pay prior to Check-in or at Check-in

Initial

Group will be responsible for providing a credit card one night room and tax deposit on all rooms at time of contract or **no later than thirty (30) Days Prior to arrival.** Any no-show rooms, late cancelations or cancelled packages/charges attached to reservation(s) will be charged to the group.

Any room that does not provide a form of payment prior check-in or at check-in will remain on the group credit card for payment.

_____ **Individual Payment – Open Block Only**

Initial

Individual Payment without group hold, rooms are based on availability. The lodging, tax and incidental charges incurred will be the responsibility of the individuals. Payment will be due upon departure. For individuals to receive the established group rate, they must identify themselves as members of **GROUP initially** when making the reservation and call in with their credit card to guarantee their room with one night room and tax deposit **no later than thirty (30) Days Prior to arrival** otherwise rate is subject to change.

_____ **Group Payment – Room and Tax**

Initial

Group will pay a one-night deposit on all rooms at time of contract or **no later than thirty (30) Days Prior to arrival**. At check-in the individuals will be asked to provide a personal form of payment for incidentals only. Room and Tax will be charged to the group.

_____ **Group Payment – All Charges**

Initial

Group will pay a one-night deposit on all rooms at time of contract or **no later than thirty (30) Days Prior to arrival**. At check-in the individuals **will not** be asked to provide a personal form of payment and all charges including incidentals will be charged to the group.

CUT-OFF DATE FOR RESERVATIONS

The above lodging room rate may be booked until **06/20/23** or rooms are sold-out. Running Y Ranch will contact your group when rooms are sold-out.

INDIVIDUAL RESERVATION CANCELLATION/NO SHOW POLICY

Individual reservation in the lodge must be canceled 24 hours in advance (by 4pm the day before arrival). Reservation canceled after the 24-hour cut off, and no-show reservations will be charged one-night room and tax, and the remaining nights canceled.

LODGE - VACATION HOMES

A credit card is required to hold a reservation **thirty (30) days prior to arrival**. Individual reservations must be cancelled at least **seven (7) days in advance**. Otherwise, one night's room and tax will be charged to the credit card on file. A confirmed guest who fails to arrive on their scheduled arrival date will be considered a "no show", charged one night's lodging with tax and their entire reservation will be cancelled. Running Y Ranch Report cannot guarantee rooms for guests arriving after their scheduled arrival date.

VACATION HOMES

2,3,4 Bedroom Vacation Rentals are Subject to \$95 One Time Cleaning Fee at Check-Out

Vacation Rentals are Subject to \$150 One Time Cleaning Fee at Check-Out

Pet Fees are additional and Pet Friendly units must be confirmed ahead of time otherwise additional fees apply

VACATION HOME DEPOSITS:

1 nights stay plus tax due at time of booking.

50% of stay plus tax due 30 days prior to arrival.

100% of stay plus tax due 7 days prior to arrival.

GUEST ROOMS and VACATION RENTALS

1. Check in Time for all guests is 4:00 p.m.
2. Check out Time is 11:00 a.m. for lodge rooms and rental units.

RUNNING Y RANCH RESORT TERMS AND CONDITIONS

FUNCTION SPACE/AGENDA

Based on the requirements outlined by **GROUP**, Running Y Ranch Resort has reserved the function space set forth on the Event Agenda as follows:

Date	Start Time	End Time	Function	Anticipated Attendance	Room Rental*
7/20/23	TBD	TBD	General Session space set in half-rounds of 6 each	120	\$500
7/20/23	TBD	TBD	Meal Space	140	\$500
7/20/23	TBD	TBD	Breakout Room #1 (May need to be set Theatre style for room)	50	waived
7/20/23	TBD	TBD	Breakout Room #2 (May need to be set Theatre style for room)	50	waived
7/20/23	TBD	TBD	Registration Area	140	Waived

7/21/23	TBD	TBD	General Session space set in half-rounds of 6 each	120	\$500
7/21/23	TBD	TBD	Meal Space	140	\$500
7/21/23	TBD	TBD	Breakout Room #1 (May need to be set Theatre style for room)	50	waived
7/21/23	TBD	TBD	Breakout Room #2 (May need to be set Theatre style for room)	50	waived
7/21/23	TBD	TBD	Registration Area	140	Waived
7/22/23	TBD	TBD	General Session space set in half-rounds of 6 each	120	\$500
7/22/23	TBD	TBD	Meal Space	140	\$500
7/22/23	TBD	TBD	Breakout Room #1 (May need to be set Theatre style for room)	50	waived
7/22/23	TBD	TBD	Breakout Room #2 (May need to be set Theatre style for room)	50	waived
7/22/23	TBD	TBD	Registration Area	140	Waived

OLCC rules require all groups to provide at least two different substantial food items for group members when a bar is open and serving alcohol.

**A 22% service charge is applicable to all room fees, audio visual rentals and any other miscellaneous charges incurred.*

SET UP, DECORATIONS AND BREAKDOWN



Initial

Set up may start **2 HOURS** before your events unless otherwise worked out with your account manager.

Running Y Ranch Resort will set up the tables, chairs, linen, for your event. **GROUP** will set up any decorations including centerpieces, back drops, flowers, special lighting and other decorations. Coordinate with your account manager regarding these decorations to determine the best options for set up, fastening, or mounting to any Running Y object, wall, or structure.

All decor for **GROUP** needs to be removed by the end of the event unless negotiated by your account manager. Running Y has the right to condense any and all décor left behind and is held harmless to any items lost, damaged or stolen. Removal of décor from event space by Running Y Ranch Resort is subject to a \$150 clean up fee.

The Resort highly recommends all décor to be removed by the **GROUP** from any outdoor event spaces after the event. Running Y is held harmless to any items lost, damaged or stolen.

REASONABLE SUBSTITUTIONS

Please review the above information. This specifies the contracted times, attendance and schedule for your event. Running Y Ranch reserves the right to make reasonable substitutions in function rooms and/or menu selections in the event of occurrences beyond our control.

We appreciate your cooperation in following your scheduled times or advising us of any changes in advance. Changes to a room set at the request of the meeting or event contact once the room has been set will be assessed a \$100.00 fee.

These arrangements are considered tentative, pending the return of the signed copy of this agreement and deposit.

FOOD AND BEVERAGE

Final menu details (reception, bar & menu selections) are due a minimum of forty-five (45) days prior to the event. If final details are not received as required, we cannot guarantee all items requested will be available. We will gladly accommodate special dietary requests. Please advise if you plan to utilize meal tickets for food or beverage. Menu offerings may vary based on availability.

Hotel will finalize F&B Selections and confirm pricing no earlier than 90 days prior to event.

In arranging for private functions, **the guaranteed number of guests must be specified fourteen (14) business days in advance** of your event to allow sufficient time for ordering and scheduling of staff. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly.

If updated information is not received, the expected attendance noted on the contract or the number of guests served based on a plate count, whichever is higher, will be used as the guarantee and billed accordingly.

BAR TABS

Bar Tabs Opened by **GROUP** or guests of the **GROUP** at the event totaling over \$300 will be assessed an automatic 18% Service Charge by Running Y Ranch Resort associate.

SERVICE CHARGES

A **22% Service Charge is applied to all Banquet Services**, Food and Beverage, Hosted Bar tabs charged to Group Master, Room Rentals, Set up Fees, Audio Visual, Change Fees, etc.

FOOD AND BEVERAGE MINIMUM

Running Y Ranch Resort has offered the above room rental on the premise that a minimum food and beverage purchase amount be met. Your food and beverage minimum is **\$5000.00**. If the Food and Beverage minimum is not met for this event your room rental pricing will be increased by the amount of Food and Beverage minimum that was not met. Included in the Food and Beverage minimum is any food or beverages purchased by the group for or at a catered event or meal. This Food and Beverage minimum does not include room rental, no-host bar sales, drink or food purchased in the Ruddy Duck

or service charges.

BANQUET SERVICES

Please note that all food and beverage served at Running Y Ranch Resort must be purchased through the Group Sales Department. In addition, no food can be removed from any catered event without a signed waiver provided to the **GROUP** by the Banquet Event Manager.



Initial

I understand there is No outside Food or Beverages allowed in any Running Y Ranch Resort Meeting Spaces, Event Spaces, Outdoor Event Spaces, Golf Course and Putting Course. Beverages purchased from the Running Y Golf Shop, Ruddy Duck Restaurant, or Front Desk can be brought into a space. Food and beverages purchased from the village are NOT allowed into Running Y spaces.

Alcoholic Beverages brought into a venue by **GROUP** or guest(s) of a **GROUP** will be given notice to remove themselves and the beverage from the wedding event. Running Y Ranch Resort reserves the right to confiscate beverages and cut off individuals. A fine of up to \$500 may be assessed to the **GROUP** for such beverages. Running Y Ranch Resort also reserves the right to charge the **GROUP** for all found liquor bottles at Running Y's retail price per drink.

At any time, if **GROUP** or guest(s) of **GROUP** are providing a minors with Alcoholic Beverages, Running Y Ranch Resort reserves the right to close down any bar at any time, and the right to potentially close down the event and vacating premises; and a disturbance charge of \$500 will be assessed to the **GROUP**.

UNINVITED/INVITED GUESTS

Running Y Ranch Resort is not responsible for uninvited guests coming into their party. If the **GROUP** wants to ensure their party is not "crashed," **GROUP** must provide their own person to control the attendees for the duration of the party.

If a guest from their party invites other resort guests into their party, Running Y Ranch Resort will not be responsible.

CHANGES

All changes to the contract during the event may only be done by whomever signs the contract initially and must be done so in writing. This including but not limited to adding food, more money to the hosted bar, or extending the hours of the event.

Running Y Ranch Resort reserves the right to charge **GROUP** \$250 charge to extend the hours of the event on the day of the event.

HOTEL POLICIES

Function space will be assigned to the size and need of the group. Please note these assignments are considered tentative and are subject to change.

Hotel Name/LOGO: Please note that the use of the hotel name or logo should be approved by your catering representative.

All function rooms will provide standard lighting and electrical outlets. Requests for additional lighting and power will be needed a minimum of three weeks in advance and will be assessed the applicable charges for the request.

The Hotel reserves the right to reassign space based on best utilization of all function space. Space is available only during the times noted unless written authorization has been made by hotel management. The same space may be scheduled for other programs prior to and following your event.

We appreciate your cooperation in following your scheduled times or advising us of any changes. **Changes to a room set at the request of the meeting or event contact once the room has been set will be assessed a \$100.00 change fee.**

The Hotel will not assume any responsibility for damages to, or loss of, any merchandise or articles left in the hotel during or following the customer's event. The hotel can arrange for additional security for your group or event materials upon request. Packages may be sent to the hotel's receiving department no earlier than three days prior to the actual event and should be clearly addressed to your catering representative and clearly indicate your function name and date. Shipments of more than 3 packages will be subject to a \$5.00 per box handling fee.

AUDIO VISUAL REQUIREMENTS

Running Y Ranch strives to provide the best audio visual service to our clients. We have an agreement with a local AV supplier to provide high quality, up-to-date audio visual equipment for all of our events. Please see Running Y Audio Visual list for pricing. All AV prices quoted will be assessed a 22% service charge. We do allow our clients to bring in their own audio-visual equipment.

Please advise the Group Sales and Event Coordinator of any AV needs prior to Event. Addition of AV at the request of the meeting or event contact once the room has been set will be assessed a \$100.00 change fee.

SHIPPING AND STORAGE OF MATERIALS

Packages may be delivered to the Hotel three (3) days prior to the meeting date, with prior notification and approval from your Service Manager. The following information should be included on all packages: Group Name, Hotel Contact, Meeting Contact and Date of Function. Clients are responsible for return shipping of packages.

CREDIT ARRANGEMENTS

A master account will be set up for all group functions and authorized charges. Running Y Ranch will direct bill these charges to **GROUP**. Any balance remaining at the end of the event is due in full upon receipt of the original invoice. If payment is not received within fifteen (15) days of the invoice date, the hotel may immediately impose a late payment charge at the rate of 1.5% per month (annual rate 18%) and the reasonable cost of collection including attorney fees.

DEPOSIT

A non-refundable advanced deposit in the amount of **\$1000** must accompany this signed contract, this deposit will be applied to the master account. Running Y Ranch Resort reserves the right to cancel any signed contract if the deposit is not received by the due date. Deposits may be placed on a credit card by submitting the credit card authorization form or submitted directly to: Running Y Ranch Resort,

Conference Services, and 5500 Running Y Road, Klamath Falls, OR 97601. Once the signed contract is received **GROUP** is bound by the cancellation policies outlined in this agreement.

PAYMENT

The deposit noted above is due with the signed contract to guarantee the room and is non-refundable.

90% of the anticipated total event bill is due 15 days in advance of the arrival day. The total event bill consists of any meeting space room rental, food, beverage, AV, lighting and 22% service fee.

Lodge and Vacation Rental Reservations are not expected in the 90% due 14 days in advance if a credit card is on file to hold the reservation.

Please see cancelation policy for details on cancelations after the 14-day advance payment has been made.

Post-Departure billing will be sent to **GROUP**. **GROUP** understands the full amount is due no later than fifteen (15) days of the invoice date. Payments made partial or less than amount owed without prior approval from Running Y Ranch Resort, the hotel may immediately impose a late payment charge at the rate of 1.5% per month to original invoice amount (annual rate 18%) and the reasonable cost of collection including attorney fees.

NOTICES

Any notices to Running Y Ranch Resort shall be delivered to 5500 Running Y Rd, Klamath Falls, OR 97601, Attention: Group Events and should reference this agreement. Any notices to you will be sent to the address indicated on the face of the agreement unless notified otherwise in writing. Notices sent by U.S. Mail, certified with first class postage prepaid, shall be deemed given four (4) business days after deposit. Notices given by delivery shall be deemed given upon actual receipt.

AMERICANS WITH DISABILITIES ACT

The Hotel wishes to make its facilities reasonably accessible by persons with disabilities as required by Title III (Public Accommodations and Services Operated by Private Entities) of the Americans with Disabilities Act. As soon as practical, the Group will need to determine that any participant of the Group has a special need. Please provide the Hotel in writing at least one (1) month prior to arrival of determined special needs. The Group will be responsible for making all auxiliary aides and services available to participants who indicate they have a special need for their participation in the Group's functions. Should the Group require the Hotel to provide any auxiliary aids or services, please notify the Hotel in writing at least one (1) month prior to the Group's arrival date. The Hotel will provide any aids or services that it has available. The Group shall pay for any extraordinary costs, determined by the Hotel, for such auxiliary aids unless otherwise agreed upon by both the Group and the Hotel.

INSURANCE

The Hotel does not maintain insurance covering property brought onto or stored on the Hotel's premises by the Group or its exhibitors; and it is the responsibility of the Group to obtain or maintain such coverage. The Group shall give written notice of the policy to all exhibitors that are to utilize function space in the Hotel in connection with the Group's function. The Group shall furnish evidence of liability insurance coverage to the Hotel upon request, and in the event that the Hotel reasonably

determines it to be necessary, shall name the Hotel and the Hotel manager as "additional" or named insured on such policy or policies.

RESPONSIBILITY OF PARTIES

The Group agrees to indemnify and hold harmless the Hotel, its guests and exhibitors, from and against any and all claims, losses, liabilities and damages, including without limitation amounts paid in settlement, reasonable costs of investigation and reasonable fees of counsel, based on any bodily injury or death of persons arising out of Group and its attendees' activities at the Hotel, excluding any claims, losses, liabilities and damages resulting from the gross negligence or willful misconduct of Hotel its staff and third parties.

In addition, Group agrees to pay for any property damage to the Hotel and its surroundings that occur while Group is using them provided, however, that Group will not be responsible for ordinary wear and tear or for damage that Group can show was caused by persons other than Group and Group attendees.

COMPLIANCE WITH LAW AND RUNNING Y POLICY

The parties acknowledge and agree that this agreement is subject to all applicable federal, state and local laws, including health and safety codes, alcoholic beverage control laws, disability laws and the like. The Running Y and the Group agree to cooperate with each other to ensure compliance with such laws. Any use of the name Running Y does not constitute sponsorship of any matter by the Running Y Ranch.

IMPOSSIBILITY

The performance of this agreement by either party is subject to acts of God, war, government regulation, disaster, strikes, civil orders, curtailment of transportation facilities or other emergencies making it inadvisable, illegal or impossible to provide the facilities or to hold the meeting convention. It is provided that this agreement may be terminated for anyone or more of the above reasons by written notice only from one party to the other.

It is provided that there shall be no right of termination for the sole purpose of holding the same or similar function in another hotel or conference center.

ENTIRE BOOKING CANCELLATION POLICY

Running Y Ranch Resort must be advised in writing that this entire definite booking is cancelled. If the entire booking is cancelled, a cancellation fee will be charged. This fee will be based on the percentages shown below. The Group therefore agrees to pay Running Y, within thirty (30) days after any cancellation, as liquidated damages and not as a penalty, the amount listed in the chart below. Food and beverage revenue is based on the anticipated number of attendees contracted.

Notification of Cancellation Prior to Arrival	Cancellation Fee
0 – 14 days	100% of anticipated Food & Beverage Revenue & Gratuity 100 % of Meeting Room Rental 100% Rental Items
14– 30 (90 for Groups \$5K or more total hotel revenue) days	1 Day Rental Fee for Meeting Space (or 50% if multiple days with room rental)

	50% Food And Beverage ordered or Food and Beverage Minimum
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Provided that the Group timely notifies Running Y Ranch Resort of the cancellation and timely pays the above liquidated damages, Running Y agrees not to seek additional damages from the Group relating to the cancellation.

ATTRITION

After the group arrival date, the resort will compare the number of reserved room nights against the total group room block commitment. Running Y Ranch Resort will allow a 10% reduction from the original room block.

A shortfall in room pickup greater than 10% of the original room block of (XX) total room nights will call for the institution of lost guestroom revenue charges. Running Y Ranch will require payment from **GROUP** for the unused room nights to equal 90% of the contracted room block.

ACCEPTANCE

Please indicate your acceptance and approval of the terms of this contract by signing the enclosed copy and returning it, along with your deposit, to Running Y Ranch Resort, c/o Sales Department, 5500 Running Y Road, Klamath Falls, OR 97601 due no later than **2/24/2022**. Upon receipt by Running Y Ranch Resort of a fully executed version of this Agreement prior to this deadline, it will be placed on a definite basis and will be binding upon Running Y and the Group. Should we not receive your signed contract by this date, all facilities being held tentatively will be cancelled. If Running Y receives an offer for this space from another group prior to the deadline date, a signed copy of this contract and deposit is required within 24 hours.

Running Y Ranch Resort appreciates your business and looks forward to the opportunity of serving you and your guests. Please be assured of our complete cooperation in every way to ensure the success of your event.

Running Y Ranch Resort and **GROUP** have agreed to and have executed this agreement by their authorized representatives as of the dates indicated below.

Approved and authorized by **GROUP**:

Name: _____

Signature: _____

Date: _____

Approved and authorized **GROUP** Contact for On Site changes/adjustments at Running Y Ranch Resort:

Name: _____

Position: _____

Phone Number: _____

Email: _____

Approved and authorized by Running Y Ranch Resort:

Best Regards,



Elizabeth Jackson | Group Sales & Event Coordinator

5500 Running Y Road Klamath Falls, OR 97601

P: 541.850.5786 | F: 541.850.5787

ElizabethJ@RunningY.com | RunningY.com



RUNNING Y PROPERTIES

Life-changing journeys await.



RUNNING Y RANCH
RESORT

Running Y Ranch Resort
5500 Running Y Road Klamath Falls, OR 97601
Resort Phone: 541.850.5500 Fax: 541.850.5787

CONTRACT AGREEMENT

1/24/22

Oregon Mayors Association Annual Summer Conference 2024

Joyce Parenti
jparenti@klamathfalls.city

The **Oregon Mayors Association** and the Running Y Ranch, hereafter known as the Group and the Hotel respectively, have agreed to the accommodations and functions to be held at Running Y Ranch for the **Oregon Mayors Association Annual Summer Conference 2024**. The Hotel will provide rooms and function space and agreed services for the Group in the manner and to the terms described within.

ROOM ACCOMMODATIONS

Running Y Ranch Resort is pleased to reserve the following accommodations. Any vacation homes (chalets, townhomes, and custom homes) that are reserved require a two-night minimum stay. Running Y will one complimentary Suite for the OMA President and one complimentary room for the Event Lead.

Date	Room Type	# of Rooms Reserved	Rate (excludes taxes & fees)
7/25/24-7/27/24	King & Double Queen Rooms	73	\$96
7/25/24-7/27/24	Standard, ADA, and Mini Suites	8	\$96

The rates are applicable for the block of rooms and dates negotiated above. Requests for early arrivals and/or late departures will be accommodated on a space available basis. The group rate will be extended for 2 days prior to or 2 days after the group block and will be on a space available basis.

LODGING TAX AND ASSESSMENTS

All guest room rates are subject to 8% resort fee and the current Klamath County Occupancy Tax and Oregon State Lodging Tax of 9.5%. Resort fee and taxes are subject to change without notice.

TAX EXEMPTIONS

If you maintain Oregon tax exempt status, please provide us with a copy of your Oregon Tax Exemption Certificate at check-in in order to be exempt from tax charges in compliance with state and local laws. These forms will not be accepted at check-out.

COMMISSION

These group rates are non-commissionable.

RESERVATIONS METHOD—please initial preferred reservation method

_____ Rooming List

Reservations for this event will be made by a rooming list. The rooming list must be provided by **GROUP** to the Group Sales Department **no later than thirty (30) days prior to the event.** Running Y reserves the right to release for sale all rooms reserved through the rooming list if the rooming list fails to arrive on time, unless **GROUP** wishes to guarantee the individual reservations on your rooming list to the master account for late arrival.

_____ Individual Reservations

All reservations must be received by the group's cutoff date and guaranteed with a credit card or one night's deposit by check or cash. **Individual reservations can be made by calling the Hotel directly at (541) 850-5500.**

PAYMENT METHOD

_____ Group Hold- Individual Pay at Check-in

Initial

Group will be responsible for providing a credit card one night room and tax deposit on all rooms on all rooms at time of contract or **no later than thirty (30) Days Prior to arrival.** Any no-show rooms, late cancelations or cancelled packages/charges attached to reservation(s) will be charged to the group. Any room that does not provide a form of payment at check-in will remain on the group credit card for payment.

_____ Group Hold - Individual Pay prior to Check-in or at Check-in

Initial

Group will be responsible for providing a credit card one night room and tax deposit on all rooms at time of contract or **no later than thirty (30) Days Prior to arrival.** Any no-show rooms, late cancelations or cancelled packages/charges attached to reservation(s) will be charged to the group.

Any room that does not provide a form of payment prior check-in or at check-in will remain on the group credit card for payment.

_____ **Individual Payment – Open Block Only**

Initial

Individual Payment without group hold, rooms are based on availability. The lodging, tax and incidental charges incurred will be the responsibility of the individuals. Payment will be due upon departure. For individuals to receive the established group rate, they must identify themselves as members of **GROUP initially** when making the reservation and call in with their credit card to guarantee their room with one night room and tax deposit **no later than thirty (30) Days Prior to arrival** otherwise rate is subject to change.

_____ **Group Payment – Room and Tax**

Initial

Group will pay a one-night deposit on all rooms at time of contract or **no later than thirty (30) Days Prior to arrival**. At check-in the individuals will be asked to provide a personal form of payment for incidentals only. Room and Tax will be charged to the group.

_____ **Group Payment – All Charges**

Initial

Group will pay a one-night deposit on all rooms at time of contract or **no later than thirty (30) Days Prior to arrival**. At check-in the individuals **will not** be asked to provide a personal form of payment and all charges including incidentals will be charged to the group.

CUT-OFF DATE FOR RESERVATIONS

The above lodging room rate may be booked until **06/25/24** or rooms are sold-out. Running Y Ranch will contact your group when rooms are sold-out.

INDIVIDUAL RESERVATION CANCELLATION/NO SHOW POLICY

Individual reservation in the lodge must be canceled 24 hours in advance (by 4pm the day before arrival). Reservation canceled after the 24-hour cut off, and no-show reservations will be charged one-night room and tax, and the remaining nights canceled.

LODGE - VACATION HOMES

A credit card is required to hold a reservation **thirty (30) days prior to arrival**. Individual reservations must be cancelled at least **seven (7) days in advance**. Otherwise, one night's room and tax will be charged to the credit card on file. A confirmed guest who fails to arrive on their scheduled arrival date will be considered a "no show", charged one night's lodging with tax and their entire reservation will be cancelled. Running Y Ranch Report cannot guarantee rooms for guests arriving after their scheduled arrival date.

VACATION HOMES

**2,3,4 Bedroom Vacation Rentals are Subject to \$95 One Time Cleaning Fee at Check-Out
Vacation Rentals are Subject to \$150 One Time Cleaning Fee at Check-Out**

Pet Fees are additional and Pet Friendly units must be confirmed ahead of time otherwise additional fees apply

VACATION HOME DEPOSITS:

1 nights stay plus tax due at time of booking.

50% of stay plus tax due 30 days prior to arrival.

100% of stay plus tax due 7 days prior to arrival.

GUEST ROOMS and VACATION RENTALS

1. Check in Time for all guests is 4:00 p.m.
2. Check out Time is 11:00 a.m. for lodge rooms and rental units.

RUNNING Y RANCH RESORT TERMS AND CONDITIONS

FUNCTION SPACE/AGENDA

Based on the requirements outlined by **GROUP**, Running Y Ranch Resort has reserved the function space set forth on the Event Agenda as follows:

Date	Start Time	End Time	Function	Anticipated Attendance	Room Rental*
7/25/24	TBD	TBD	General Session space set in half-rounds of 6 each	120	\$500
7/25/24	TBD	TBD	Meal Space	140	\$500
7/25/24	TBD	TBD	Breakout Room #1 (May need to be set Theatre style for room)	50	waived
7/25/24	TBD	TBD	Breakout Room #2 (May need to be set Theatre style for room)	50	waived
7/25/24	TBD	TBD	Registration Area	140	Waived

7/26/24	TBD	TBD	General Session space set in half-rounds of 6 each	120	\$500
7/26/24	TBD	TBD	Meal Space	140	\$500
7/26/24	TBD	TBD	Breakout Room #1 (May need to be set Theatre style for room)	50	waived
7/26/24	TBD	TBD	Breakout Room #2 (May need to be set Theatre style for room)	50	waived
7/26/24	TBD	TBD	Registration Area	140	Waived
7/27/24	TBD	TBD	General Session space set in half-rounds of 6 each	120	
7/27/24	TBD	TBD	Meal Space	140	\$500
7/27/24	TBD	TBD	Breakout Room #1 (May need to be set Theatre style for room)	50	\$500
7/27/24	TBD	TBD	Breakout Room #2 (May need to be set Theatre style for room)	50	waived
7/27/24	TBD	TBD	Registration Area	140	waived

OLCC rules require all groups to provide at least two different substantial food items for group members when a bar is open and serving alcohol.

**A 22% service charge is applicable to all room fees, audio visual rentals and any other miscellaneous charges incurred.*

SET UP, DECORATIONS AND BREAKDOWN

Initial

Set up may start **2 HOURS** before your events unless otherwise worked out with your account manager.

Running Y Ranch Resort will set up the tables, chairs, linen, for your event. **GROUP** will set up any decorations including centerpieces, back drops, flowers, special lighting and other decorations. Coordinate with your account manager regarding these decorations to determine the best options for set up, fastening, or mounting to any Running Y object, wall, or structure.

All decor for **GROUP** needs to be removed by the end of the event unless negotiated by your account manager. Running Y has the right to condense any and all décor left behind and is held harmless to any items lost, damaged or stolen. Removal of décor from event space by Running Y Ranch Resort is subject to a \$150 clean up fee.

The Resort highly recommends all décor to be removed by the **GROUP** from any outdoor event spaces after the event. Running Y is held harmless to any items lost, damaged or stolen.

REASONABLE SUBSTITUTIONS

Please review the above information. This specifies the contracted times, attendance and schedule for your event. Running Y Ranch reserves the right to make reasonable substitutions in function rooms and/or menu selections in the event of occurrences beyond our control.

We appreciate your cooperation in following your scheduled times or advising us of any changes in advance. Changes to a room set at the request of the meeting or event contact once the room has been set will be assessed a \$100.00 fee.

These arrangements are considered tentative, pending the return of the signed copy of this agreement and deposit.

FOOD AND BEVERAGE

Final menu details (reception, bar & menu selections) are due a minimum of forty-five (45) days prior to the event. If final details are not received as required, we cannot guarantee all items requested will be available. We will gladly accommodate special dietary requests. Please advise if you plan to utilize meal tickets for food or beverage. Menu offerings may vary based on availability.

Hotel will finalize F&B Selections and confirm pricing no earlier than 90 days prior to event.

In arranging for private functions, **the guaranteed number of guests must be specified fourteen (14) business days in advance** of your event to allow sufficient time for ordering and scheduling of staff. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly.

If updated information is not received, the expected attendance noted on the contract or the number of guests served based on a plate count, whichever is higher, will be used as the guarantee and billed accordingly.

BAR TABS

Bar Tabs Opened by **GROUP** or guests of the **GROUP** at the event totaling over \$300 will be assessed an automatic 18% Service Charge by Running Y Ranch Resort associate.

SERVICE CHARGES

A **22% Service Charge** is applied to all **Banquet Services**, Food and Beverage, Hosted Bar tabs charged to Group Master, Room Rentals, Set up Fees, Audio Visual, Change Fees, etc.

FOOD AND BEVERAGE MINIMUM

Running Y Ranch Resort has offered the above room rental on the premise that a minimum food and beverage purchase amount be met. Your food and beverage minimum is **\$5000.00**. If the Food and Beverage minimum is not met for this event your room rental pricing will be increased by the amount of Food and Beverage minimum that was not met. Included in the Food and Beverage minimum is any food or beverages purchased by the group for or at a catered event or meal. This Food and Beverage minimum does not include room rental, no-host bar sales, drink or food purchased in the Ruddy Duck or service charges.

BANQUET SERVICES

Please note that all food and beverage served at Running Y Ranch Resort must be purchased through the Group Sales Department. In addition, no food can be removed from any catered event without a signed waiver provided to the **GROUP** by the Banquet Event Manager.

Initial

I understand there is No outside Food or Beverages allowed in any Running Y Ranch Resort Meeting Spaces, Event Spaces, Outdoor Event Spaces, Golf Course and Putting Course. Beverages purchased from the Running Y Golf Shop, Ruddy Duck Restaurant, or Front Desk can be brought into a space. Food and beverages purchased from the village are NOT allowed into Running Y spaces.

Alcoholic Beverages brought into a venue by **GROUP** or guest(s) of a **GROUP** will be given notice to remove themselves and the beverage from the wedding event. Running Y Ranch Resort reserves the right to confiscate beverages and cut off individuals. A fine of up to \$500 may be assessed to the **GROUP** for such beverages. Running Y Ranch Resort also reserves the right to charge the **GROUP** for all found liquor bottles at Running Y's retail price per drink.

At any time, if **GROUP** or guest(s) of **GROUP** are providing a minors with Alcoholic Beverages, Running Y Ranch Resort reserves the right to close down any bar at any time, and the right to potentially close down the event and vacating premises; and a disturbance charge of \$500 will be assessed to the **GROUP**.

UNINVITED/INVITED GUESTS

Running Y Ranch Resort is not responsible for uninvited guests coming into their party. If the **GROUP** wants to ensure their party is not "crashed," **GROUP** must provide their own person to control the attendees for the duration of the party.

If a guest from their party invites other resort guests into their party, Running Y Ranch Resort will not be responsible.

CHANGES

All changes to the contract during the event may only be done by whomever signs the contract initially and must be done so in writing. This including but not limited to adding food, more money to the hosted bar, or extending the hours of the event.

Running Y Ranch Resort reserves the right to charge **GROUP** \$250 charge to extend the hours of the event on the day of the event.

HOTEL POLICIES

Function space will be assigned to the size and need of the group. Please note these assignments are considered tentative and are subject to change.

Hotel Name/LOGO: Please note that the use of the hotel name or logo should be approved by your catering representative.

All function rooms will provide standard lighting and electrical outlets. Requests for additional lighting

and power will be needed a minimum of three weeks in advance and will be assessed the applicable charges for the request.

The Hotel reserves the right to reassign space based on best utilization of all function space. Space is available only during the times noted unless written authorization has been made by hotel management. The same space may be scheduled for other programs prior to and following your event.

We appreciate your cooperation in following your scheduled times or advising us of any changes. **Changes to a room set at the request of the meeting or event contact once the room has been set will be assessed a \$100.00 change fee.**

The Hotel will not assume any responsibility for damages to, or loss of, any merchandise or articles left in the hotel during or following the customer's event. The hotel can arrange for additional security for your group or event materials upon request. Packages may be sent to the hotel's receiving department no earlier than three days prior to the actual event and should be clearly addressed to your catering representative and clearly indicate your function name and date. Shipments of more than 3 packages will be subject to a \$5.00 per box handling fee.

AUDIO VISUAL REQUIREMENTS

Running Y Ranch strives to provide the best audio visual service to our clients. We have an agreement with a local AV supplier to provide high quality, up-to-date audio visual equipment for all of our events. Please see Running Y Audio Visual list for pricing. All AV prices quoted will be assessed a 22% service charge. We do allow our clients to bring in their own audio-visual equipment.

Please advise the Group Sales and Event Coordinator of any AV needs prior to Event. Addition of AV at the request of the meeting or event contact once the room has been set will be assessed a \$100.00 change fee.

SHIPPING AND STORAGE OF MATERIALS

Packages may be delivered to the Hotel three (3) days prior to the meeting date, with prior notification and approval from your Service Manager. The following information should be included on all packages: Group Name, Hotel Contact, Meeting Contact and Date of Function. Clients are responsible for return shipping of packages.

CREDIT ARRANGEMENTS

A master account will be set up for all group functions and authorized charges. Running Y Ranch will direct bill these charges to **GROUP**. Any balance remaining at the end of the event is due in full upon receipt of the original invoice. If payment is not received within fifteen (15) days of the invoice date, the hotel may immediately impose a late payment charge at the rate of 1.5% per month (annual rate 18%) and the reasonable cost of collection including attorney fees.

DEPOSIT

A non-refundable advanced deposit in the amount of **\$1000** must accompany this signed contract, this deposit will be applied to the master account. Running Y Ranch Resort reserves the right to cancel any signed contract if the deposit is not received by the due date. Deposits may be placed on a credit card by submitting the credit card authorization form or submitted directly to: Running Y Ranch Resort, Conference Services, and 5500 Running Y Road, Klamath Falls, OR 97601. Once the signed contract is received **GROUP** is bound by the cancellation policies outlined in this agreement.

PAYMENT

The deposit noted above is due with the signed contract to guarantee the room and is non-refundable.

90% of the anticipated total event bill is due 15 days in advance of the arrival day. The total event bill consists of any meeting space room rental, food, beverage, AV, lighting and 22% service fee.

Lodge and Vacation Rental Reservations are not expected in the 90% due 14 days in advance if a credit card is on file to hold the reservation.

Please see cancelation policy for details on cancelations after the 14-day advance payment has been made.

Post-Departure billing will be sent to **GROUP. GROUP** understands the full amount is due no later than fifteen (15) days of the invoice date. Payments made partial or less than amount owed without prior approval from Running Y Ranch Resort, the hotel may immediately impose a late payment charge at the rate of 1.5% per month to original invoice amount (annual rate 18%) and the reasonable cost of collection including attorney fees.

NOTICES

Any notices to Running Y Ranch Resort shall be delivered to 5500 Running Y Rd, Klamath Falls, OR 97601, Attention: Group Events and should reference this agreement. Any notices to you will be sent to the address indicated on the face of the agreement unless notified otherwise in writing. Notices sent by U.S. Mail, certified with first class postage prepaid, shall be deemed given four (4) business days after deposit. Notices given by delivery shall be deemed given upon actual receipt.

AMERICANS WITH DISABILITIES ACT

The Hotel wishes to make its facilities reasonably accessible by persons with disabilities as required by Title III (Public Accommodations and Services Operated by Private Entities) of the Americans with Disabilities Act. As soon as practical, the Group will need to determine that any participant of the Group has a special need. Please provide the Hotel in writing at least one (1) month prior to arrival of determined special needs. The Group will be responsible for making all auxiliary aides and services available to participants who indicate they have a special need for their participation in the Group's functions. Should the Group require the Hotel to provide any auxiliary aids or services, please notify the Hotel in writing at least one (1) month prior to the Group's arrival date. The Hotel will provide any aids or services that it has available. The Group shall pay for any extraordinary costs, determined by the Hotel, for such auxiliary aids unless otherwise agreed upon by both the Group and the Hotel.

INSURANCE

The Hotel does not maintain insurance covering property brought onto or stored on the Hotel's premises by the Group or its exhibitors; and it is the responsibility of the Group to obtain or maintain such coverage. The Group shall give written notice of the policy to all exhibitors that are to utilize function space in the Hotel in connection with the Group's function. The Group shall furnish evidence of liability insurance coverage to the Hotel upon request, and in the event that the Hotel reasonably determines it to be necessary, shall name the Hotel and the Hotel manager as "additional" or named insured on such policy or policies.

RESPONSIBILITY OF PARTIES

The Group agrees to indemnify and hold harmless the Hotel, its guests and exhibitors, from and against any and all claims, losses, liabilities and damages, including without limitation amounts paid in settlement, reasonable costs of investigation and reasonable fees of counsel, based on any bodily injury or death of persons arising out of Group and its attendees' activities at the Hotel, excluding any claims, losses, liabilities and damages resulting from the gross negligence or willful misconduct of Hotel its staff and third parties.

In addition, Group agrees to pay for any property damage to the Hotel and its surroundings that occur while Group is using them provided, however, that Group will not be responsible for ordinary wear and tear or for damage that Group can show was caused by persons other than Group and Group attendees.

COMPLIANCE WITH LAW AND RUNNING Y POLICY

The parties acknowledge and agree that this agreement is subject to all applicable federal, state and local laws, including health and safety codes, alcoholic beverage control laws, disability laws and the like. The Running Y and the Group agree to cooperate with each other to ensure compliance with such laws. Any use of the name Running Y does not constitute sponsorship of any matter by the Running Y Ranch.

IMPOSSIBILITY

The performance of this agreement by either party is subject to acts of God, war, government regulation, disaster, strikes, civil orders, curtailment of transportation facilities or other emergencies making it inadvisable, illegal or impossible to provide the facilities or to hold the meeting convention. It is provided that this agreement may be terminated for anyone or more of the above reasons by written notice only from one party to the other.

It is provided that there shall be no right of termination for the sole purpose of holding the same or similar function in another hotel or conference center.

ENTIRE BOOKING CANCELLATION POLICY

Running Y Ranch Resort must be advised in writing that this entire definite booking is cancelled. If the entire booking is cancelled, a cancellation fee will be charged. This fee will be based on the percentages shown below. The Group therefore agrees to pay Running Y, within thirty (30) days after any cancellation, as liquidated damages and not as a penalty, the amount listed in the chart below. Food and beverage revenue is based on the anticipated number of attendees contracted.

Notification of Cancellation Prior to Arrival	Cancellation Fee
0 – 14 days	100% of anticipated Food & Beverage Revenue & Gratuity 100 % of Meeting Room Rental 100% Rental Items
14– 30 (90 for Groups \$5K or more total hotel revenue) days	1 Day Rental Fee for Meeting Space (or 50% if multiple days with room rental) 50% Food And Beverage ordered or Food and Beverage Minimum

Provided that the Group timely notifies Running Y Ranch Resort of the cancellation and timely pays the above liquidated damages, Running Y agrees not to seek additional damages from the Group relating to the cancellation.

ATTRITION

After the group arrival date, the resort will compare the number of reserved room nights against the total group room block commitment. Running Y Ranch Resort will allow a 10% reduction from the original room block.

A shortfall in room pickup greater than 10% of the original room block of (XX) total room nights will call for the institution of lost guestroom revenue charges. Running Y Ranch will require payment from **GROUP** for the unused room nights to equal 90% of the contracted room block.

ACCEPTANCE

Please indicate your acceptance and approval of the terms of this contract by signing the enclosed copy and returning it, along with your deposit, to Running Y Ranch Resort, c/o Sales Department, 5500 Running Y Road, Klamath Falls, OR 97601 due no later than **3/24/2022**. Upon receipt by Running Y Ranch Resort of a fully executed version of this Agreement prior to this deadline, it will be placed on a definite basis and will be binding upon Running Y and the Group. Should we not receive your signed contract by this date, all facilities being held tentatively will be cancelled. If Running Y receives an offer for this space from another group prior to the deadline date, a signed copy of this contract and deposit is required within 24 hours.

Running Y Ranch Resort appreciates your business and looks forward to the opportunity of serving you and your guests. Please be assured of our complete cooperation in every way to ensure the success of your event.

Running Y Ranch Resort and **GROUP** have agreed to and have executed this agreement by their authorized representatives as of the dates indicated below.

Approved and authorized by **GROUP**:

Name: _____

Signature: _____

Date: _____

Approved and authorized **GROUP** Contact for On Site changes/adjustments at Running Y Ranch Resort:

Name: _____

Position: _____

Phone Number: _____

Email: _____

Approved and authorized by Running Y Ranch Resort:

Best Regards,



Elizabeth Jackson | Group Sales & Event Coordinator

5500 Running Y Road Klamath Falls, OR 97601

P: 541.850.5786 | F: 541.850.5787

ElizabethJ@RunningY.com | RunningY.com



RUNNING Y PROPERTIES

Life-changing journeys await.

PELICAN CHARTER, INC

445 S. Spring Street
Klamath Falls, Oregon 97601
Phone: 541-883-6440
Fax: 541-850-5856

Proposal & Agreement

Attn: Joyce / City of Klamath Falls Mayor's Conference

Trip: July or August 2023 or 2024 - Klamath Falls Or. to Crater Lake N.P.

Equipment: 2-56 Passenger Coach Buses – Air, Restrooms, DVD, PA System

QUOTE:

\$1,700 (2 charter buses @ \$850.00 each) – transportation to and from Crater Lake

\$2,800 (4 trolleys @ \$700.00 each) – guided trolley tours around Crater Lake

TOTAL COST = \$4,500.00

ITINERARY:

Transport group from Klamath Falls to Crater Lake N.P., provide 4 trolleys for guided tours around Crater Lake and then provide transportation back to Klamath Falls.

The above cost is based on the itinerary you provided us. Please review and notify us of any corrections. Please sign and return to us by email, fax at 541-850-5856 or by mail at 445 S. Spring Street, Klamath Falls, Oregon 97601, if you would like to book this trip.

Cancellation made less than 72 hours prior to scheduled event will be subject to a \$100.00 cancellation fee.

There will be no gravel road travel. If there is a gravel road driveway that needs to be utilized to get to destination that is permissible.

Please be aware that the bus MUST turn the air conditioner OFF, and remain OFF while traveling on gravel road.

Please be aware that changes that occur outside the proposed itinerary may incur additional charges.

Payment is due in full 7 days prior to scheduled trip

VISA AND MASTERCARD ACCEPTED

**If payment will not be paid 7 days prior to scheduled trip please provide

PURCHASE ORDER NUMBER _____ **

THANK YOU FOR YOUR BUSINESS & WE LOOK FORWARD TO THE OPPORTUNITY TO PROVIDE SERVICE TO YOU.

Gratuities are not mandatory, but are acceptable

Service Customer Date

Brian Bakie 2-1-22
Pelican Charter Rep (Brian Bakie) Date
bbakie@craterlaketrolley.com

Joyce Parenti

From: Jenifer Roe <jenjenroe@gmail.com>
Sent: Thursday, January 13, 2022 2:00 PM
To: Joyce Parenti
Subject: Zipline and Kayak Adventures
Attachments: Small_CLZ_SassysMenu 041521 FINAL.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Joyce

Thank you for the call about the conference you are bidding on. We hope your bid is successful and more people can come to visit our beautiful area.

We have number of adventure options all within a 30 minute drive of downtown Klamath Falls and 20 minutes from the Running Y Resort if that is where the conference will be held.

We do not provide transportation but all road access is either paved or improved and easy to access with a passenger car.

With advance booking we can accommodate 80 to 100+ participants on our adventures.

Options include:

Skyak - full day adventure 9am - 4pm \$205 per person. Includes guided zipline tour (3 hours) lunch and guided kayak tour (3 hours)

Zipline tour \$115 per person Includes guided tour on 9 ziplines minimum age 10 minimum weight 70 pounds max weight 250 pounds.

Kayak Tour \$81.50 per person Includes guided kayak tour at Malone Springs and all gear. Kayaking is calm water and does not require any experience. Max weight 320.

We also have a fantastic hiking trail that begins at the same location. It is a great option for those who may not be interested in Zipline or kayak. We could arrange a guided hike if there is interest and the cost per person would depend on the number of people.

We will also have an axe throwing arena at that time. Crater Lake Axe Throwing will open on site in early May. Cost will be \$35 - \$45 per person and will accommodate up to 32 people per hour.

Food options are also available onsite at Sassy's Kitchen along with beer and cider on tap and wine by the glass. It's a perfect place for a forest feast! Orders can be placed in advance so food can be ready to go for those with a tight schedule. All food is made fresh onsite.

Please let me know if I can help with any other information in your bid for the conference.

Thanks!

Jenifer Roe

craterlakezipline.com

Realoregonexperience.com

SASSY'S KITCHEN MENU

SALADS

CAESAR SALAD	\$10
<i>with Chicken</i>	\$14
<i>with Tri-Tip</i>	\$15

WRAPS

TURKEY	\$12
VEGETARIAN	\$12
CHICKEN CAESAR	\$14
<i>Sassy's Special</i>	
TRI-TRIP CAESAR WRAP	\$15

OTHER YUMMY STUFF

CHEESE QUESADILLA	\$8
STRAWBERRY NUTELLA WRAP	\$8
CHICKEN SKEWER - SINGLE	\$5
CHICKEN SKEWER PLATE - (3 SKEWERS)	\$14

LOCAL BEER / CIDER	\$6
(MAY NOT CONSUME UNTIL AFTER YOUR ADVENTURE)	

SPECIALTY DRINKS

ITALIAN SODAS - SEASONAL FLAVORS	\$5
FRESH SQUEEZED LEMONADE	\$5
STRAWBERRY LEMONADE	\$6
ADD RED BULL	+\$5
ICED COFFEE	\$5
HOT COFFEE	\$3
HOT CHOCOLATE	\$5
HOT TEA	\$3





KLAMATH FALLS DOWNTOWN ASSOCIATION
Post Office Box 372
Klamath Falls, OR 97601
541.539.6212
www.downtownklamathfalls.org

February 3, 2022

**Oregon Mayors Association
1201 Court St. NE #200
Salem, OR 97301**

Members of the OMA Conference Site Selection Committee:

I am writing to encourage your consideration and selection of the City of Klamath Falls as the site of the Oregon Mayors Association Conference in 2023 or 2024.

Our region welcomes mayors from around the state to experience the natural beauty, down-to-earth rural lifestyle, and welcoming community that is Klamath Falls. And of course, we welcome you to discover our charming historic downtown. Klamath Falls is a Main Street community which has undergone transformational changes in the past decade. In between conference sessions, our appealing retail shops, delicious eateries, attractive public spaces, and arts/culture/heritage opportunities will inspire your attendees to rethink the possibilities in their own communities.

You should also know that our community is poised to support this conference in any way we can. For KFDA's part, we would welcome the opportunity to host networking or other social events during the conference that would appeal to your attendees. Additionally, we are prepared to coordinate historic tours, mini-excursions and other activities featuring some of the assets that make our community unique. And we would employ our social media and digital channels – with exposure to nearly 6,000 people - to help you connect with conference attendees and/or other audiences prior to and during the conference.

It's no secret that hosting the Oregon Mayors Association Conference would be a significant opportunity for Klamath Falls to share what we have to offer. But don't overlook the opportunity for your members to experience the Klamath Falls version of all the familiar things that make for a comfortable place. Thank you for your consideration; our community looks forward to hosting your conference in 2023 or 2024!

Sincerely,

A handwritten signature in black ink, appearing to read "Darin Rutledge".

**Darin Rutledge
Executive Director**



February 3, 2022

Mayor Carol Westfall
City of Klamath Falls
500 Klamath Avenue
Klamath Falls, OR 97601

Dear Mayor Westfall:

The Crater Lake – Klamath Regional Airport is pleased to offer this letter of support towards the City’s proposal to host the 2023 or 2024 Oregon Mayors Association’s Annual Summer Conference.

Should the City of Klamath Falls be selected to host the conference, the Airport would be more than willing to host attendees for a tour and reception if so desired. The Airport contributes over \$85 million in benefit to the local economy and the tour would touch on the vital role airport tenants play in the community. Featured tenants would include:

- The 173rd Fighter Wing of the Oregon Air National Guard – the only F-15 training base in the U.S.;
- The Kingsley Air Tanker Base – part of the network of U.S. Forest Service aerial firefighting resources protecting Oregon lands;
- MedTrans/AirLink – an emergency medical transport company that serves as a critical link to specialized medical care for our community.

We wish the City of Klamath Falls the best of luck in being selected to host an Oregon Mayors Association conference in the near future and look forward to partnering with you to highlight our wonderful community.

Sincerely,

John T. Barsalou, A.A.E.
Airport Director





To convene, network, train, and empower Mayors

TO: OMA Board of Directors
FROM: Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager
SUBJECT: 2024-25 Elected Essentials Draft Programming
DATE: January 24, 2024

In 2022, the OMA Resource Committee provided training to new mayors in conjunction with the LOC Elected Essentials Training Program. The new mayors training occurred either the evening before the elected essentials training or in the evening after the elected essentials training. The table to the right shows the tentative dates and locations for the LOC Elected Essentials Training Program in 2024-2025.

Region	Date	Location
2	November 18	Oregon City
3	November 19	Monmouth
4	November 13	Lebanon
1	December 3	Seaside
5	December 3	Florence
6	December 4	North Bend
8	December 6	The Dalles
10	December 10	K. Falls
7	December 11	Phoenix
11	December 19 & 20	Pendleton
9	January 8	Redmond
12	January 31	Baker City
Catch All	February 5	Salem

This year, the new mayor’s training will be folded into a lunch breakout session. While the program has not been finalized, staff is considering expanding the lunch hour to 75 minutes to allow for small group discussions among councilors, mayors, and appointed staff. Each group would have a series of discussion questions related to their role in local government. The hope is to have a mayor (either an OMA board member or a mayor located in the host region) to lead the discussion and be a resource to the new mayors in the breakout group. The same would go for the councilor and appointed staff groupings. This would free up approximately \$3,000 from the OMA budget, because we would not need to pay for a separate dinner, hotel, and travel costs for OMA speakers to attend. There would not be a formal presentation made by a member of the OMA, but the OMA Resource Committee could help develop the discussion questions for the mayor group. This could allow for a more intimate discussion between new and seasoned mayors. It could also serve as a recruiting tool for the OMA.



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

FROM: Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager

SUBJECT: Adopt 2024 Budget

DATE: January 24, 2024

The 2024 OMA Proposed Budget was reviewed by the board during their December 5 meeting and members recommended the following changes:

- New Mayor Training (4-5012) – Increase to \$650
- Reduce the summer conference speakers (4-5313) to \$1,000
- Reduce the fall workshop speaker (4-5407) to \$1,000
- Reduce the summer conference activity fees (4-5304) to \$1,000

This year, in addition to the standard budget document, LOC staff has also prepared a narrative document to provide better clarity on the types of expenses and revenue related to each line of the Budget.

Proposed Motion: I move adoption of the 2024 Budget as presented by LOC staff.

2024 OMA Budget

Income

The OMA has several sources of income. Income sources generally include the following: unrestricted cash reserves; membership dues; registration fees from workshops and conferences; sponsorship dollars; and income associated with the silent auction typically held in conjunction with the Annual Summer Conference.

Beginning Cash - Unrestricted

\$48,323. This is the amount of cash reserves available to the OMA.

Beginning Cash – Scholarship Fund

\$18,886. This is the amount of cash available in the Scholarship Fund. Income from this Fund can only be used to provide Oregon mayors scholarships to attend OMA functions.

Membership Dues (4-4001)

\$29,000. Income received from membership dues.

Spring Workshop (4-4700)

\$2,000. Income received from the registration fees paid by attendees of the Spring Workshop.

Fall Workshop (4-4753)

\$5,000. Income received from the registration fees paid by attendees of the Fall Workshop.

Mayors Sponsorship (4-4760)

\$20,000. Income received from organizations sponsoring the OMA. While most of the income associated with this line is related to sponsorship dollars from the Annual Summer Conference, any sponsorship dollars received by the OMA are to be deposited into this line.

Silent Auction Scholarships (4-4660)

\$6,000. Income received from events and activities associated with the silent auction held in conjunction with the Annual Summer Conference.

LOC Foundation Scholarships (4-4661)

\$1,200. Income received from the LOC Foundation to help support scholarships for mayors.

Miscellaneous Scholarships (4-4662)

\$0. This line item was added to better account for organizations who wish to sponsor the OMA Conference, but have asked their sponsorship dollars to go to scholarships for mayors to attend the summer conference.

Summer Conference (4-4754)

\$28,000. Income received from the registration fees paid by attendees of the Annual Summer Conference.

Expenses

The OMA has several categories of expenses. Expense generally include the following: the Spring Workshop; the Annual Summer Conference; the Fall Workshop; and general operating expenditures.

Summer Conference Expenses

Summer Conference LOC Staff Expenses/Fees (4-5302)

\$2,000. Expenses associated with the LOC staff liaison and the conference coordinator working the Annual Summer Conference. Expenses may include hotel room, mileage, meals, and other reasonable travel expenses.

Summer Conference Venue Rental (4-5307)

\$6,000. Expenses associated with reserving the venue used to host the Annual Summer Conference.

Summer Conference Food and Beverage (4-5308)

\$40,000. Expenses associated with providing attendees of the Annual Summer Conference food and beverages.

Summer Conference Hotel Expenses (4-5309)

\$500. Expenses associated with providing the OMA Board President hotel accommodation at the Annual Summer Conference and three potential speakers if needed.

Summer Conference Activity Fees (4-5304)

\$1,000. Expenses are those not otherwise accounted for in covering the costs associated with the Annual Summer Conference. Examples of appropriate expenses paid for from this line include: golf scramble prizes, table rental, and fees associated with OMA activities or events held in conjunction with the Annual Summer Conference.

Summer Conference Speakers (4-5313)

\$1,000. To cover any speaker fees during the summer conference.

Summer Conference Postage/Printing (4-5314)

\$650. Expenses associated with any postage and printing costs associated with the Annual Summer Conference. Examples of expenses include: printed programs, printed signs, and displays of Student Contest entries.

Summer Conference Scholarships (4-5390)

\$8,000. Expenses associated with providing OMA membership scholarships to attend the Annual Summer Conference. Expenses may include: conference registration fee and reasonable travel/accommodation expenses.

Spring Workshop Expenses

Spring Workshop Venue Rental (4-5357)

\$200. Expenses associated with reserving the venue used to host the Spring Workshop.

Spring Workshop Food & Beverage (4-5358)

\$1,500. Expenses associated with providing attendees of the Spring Workshop food and beverages.

Spring Workshop Hotel Expenses (4-5359)

\$500. Expenses associated with providing the OMA Board President hotel accommodation at the Spring Workshop.

Spring Conference Speaker Fees (4-5360)

\$1,000. Expenses associated with the person speaking at the Spring Workshop. Expenses may include a speaker fee and/or reasonable travel expenses.

Fall Workshop Expenses

Fall Workshop Venue Rental (4-5404)

\$500. Expenses associated with reserving the venue used to host the Fall Workshop.

Fall Workshop Food and Beverage (4-5405)

\$5,500. Expenses associated with providing attendees of the Fall Workshop food and Beverages

Fall Workshop Hotel Expenses (4-5406)

\$1,000. Expenses associated with providing the OMA Board President hotel accommodation at the Fall Workshop.

Fall Workshop Speaker Fees (4-5407)

\$1,000. Expenses associated with the person speaking at the Fall Workshop. Expenses may include a speaker fee and/or reasonable travel expenses.

New Mayor Training

4-5012 – New Mayor Training

\$650. Expenses associated with providing a new mayor training. Expenses may include: venue rental fees and food and beverage costs not to exceed \$150 per training.

General Operating Expenses

Directory/OMA App (4-6013)

\$6,000. Expenses incurred to pay for the OMA mobile app.

LOC Services (4-6017)

\$27,500. Expenses which cover the administrative fees charged by the LOC for administering the OMA programs and services.

Mayor's Board Expense (4-6018)

\$5,000. Expenses to cover the costs of holding in-person OMA Board meetings. Covered expenses may include: venue rental fees; food and beverage costs; and reasonable travel expenses by Board members. Board members will be allowed to be reimbursed up to \$500 annually.

Mayor's Contest (4-6023)

\$3,800. Expenses to cover all costs associated with the annual *If I Were a Mayor Contest*. Expenditures from this include the awards issued to the contestants and reasonable travel expenses for award recipients to attend the awards luncheon.

Miscellaneous (Line 4-6025)

\$1,000. Expenses to cover other unanticipated costs incurred by the OMA.

Newsletter (Line 4-6028)

\$0. The OMA Board of Directors recommended moving to an electronic newsletter.

Postage (Line 4-6030)

\$500. Expenses to cover any needed postage incurred by the OMA.

Copy, Fax, Printing (Line 4-6031)

\$100. Expenses to cover any copy, fax or printing fees incurred by the OMA not otherwise budgeted for elsewhere.

Supplies/Marketing (Line 4-6033)

\$1,000. Expenses incurred to purchase supplies and marketing materials. This line can be used to purchase thank you cards and other similarly situated materials.

Web (Line 4-6040)

\$2,600. Expenses incurred by Municode for hosting the OMA website.

Listserv (Line 4-6041)

\$350. Expenses used to pay the LOC a yearly fee for hosting the OMA listserv.

Insurance (4-6042)

\$500. To secure general liability insurance through CIS.

LOC Associate Membership (4-6043)

\$650. In order to secure general liability insurance through CIS, the OMA must be an associate member of the League of Oregon Cities.

Miscellaneous Board Travel Expenses (4-6044)

\$0. To account for board travel expenses outside of board meetings.

Contingency (4-6050)

\$5,000. To offset any unforeseen expenses throughout the year.

**OREGON MAYORS ASSOCIATION
2024 PROPOSED BUDGET**

		2020	2021	2022	2022	2023	2023 Year	2024 LOC	2024
		Actual	Actual	Budget	Year End	Budget	End	Proposed	Adopted
								Budget	Budget
General Fund									
INCOME									
	Beginning Cash - Unrestricted	75,811	75,047	80,577	80,577	74,303	52,441	48,323	48,323
	Beginning Cash - Scholarship Fund	9,582	10,672	12,991	12,991	15,356	8,659	18,866	18,866
4-4001	Membership Dues	21,644	17,298	21,000	22,169	21,000	20,753	29,000	29,000
	Mayor's Board Function				52	0	611	0	0
4-4700	OMA Spring Workshop		12,288	3,000	1,879	3,000	2,080	2,000	2,000
4-4753	Fall Workshop	675	0	6,000	6,175	6,000		5,000	5,000
4-4760	Mayor's Sponsorships	12,750	21,750	20,000	20,500	20,000	23,500	20,000	20,000
4-4660	Silent Auction Scholarships	1,090	6,310	4,000	6,714	5,000	10,207	6,000	6,000
4-4661	LOC Foundation Scholarships						1,200	1,200	1,200
4-4662	Misc. Scholarships						3,000		
4-4754	Summer Conference	2,006	31,401	26,000	31,045	28,000	29,619	28,000	28,000
	Total Revenue	38,165	89,047	80,000	88,534	83,000	90,970	91,200	91,200
	Total Revenue and Beginning Cash	123,558	174,766	173,568	182,102	172,659	152,070	158,389	158,389
EXPENSE									
Conference Expenses									
Summer Conference Expenses									
4-5302	Summer Conference LOC Staff Expenses/Fees			1,100	1,584	1,100	374	2,000	2,000
4-5307	Summer Conference Venue Rental	1,317	24,554	5,000	3,799	5,000	8,430	6,000	6,000
4-5308	Summer Conference Food and Beverage			18,000	20,208	25,000	38,374	40,000	40,000
4-5309	Summer Conference Hotel Expenses			7,200	425	7,200	3,109	500	500
4-5304	Summer Conference Activity Fees	0	4,317	1,000	1,159	1,000	2,954	3,500	1,000
4-5313	Summer Conference Speakers	2,340	10,118	5,000	4,165	5,000	695	5,000	1,000
4-5314	Summer Conference Postage / Printing	0	421	650	464	650	259	650	650
4-5390	Summer Conference Scholarships	0	3,991	4,500	4,349	4,500	6,697	8,000	8,000
		3,657	43,401	42,450	36,152	49,450	60,892	65,650	59,150
Spring Workshop Expenses									
4-5357	Spring Workshop Venue Rental			500	0	500	0	200	200
4-5358	Spring Workshop Food & Beverage			1,500	0	1,500	0	1,500	1,500
4-5359	Spring Workshop Hotel Expenses			2,250	2,368	2,000	0	500	500
4-5360	Spring Workshop Speaker Fees			1,500	1,032	1,000	145	1,000	1,000
		0	0	5,750	3,400	5,000	145	3,200	3,200
Fall Workshop Expenses									
4-5404	Fall Workshop Venue Rental	261	0	500	298	500	0	500	500
4-5405	Fall Workshop Food and Beverage			1,500	3,359	4,500	0	5,500	5,500
4-5406	Fall Workshop Hotel Expenses			2,025	0	2,000	990	1,000	1,000
4-5407	Fall Workshop - Speaker	0	0	2,000	1,999	2,000	1,929	2,000	1,000
		261	0	6,025	5,656	9,000	2,919	9,000	8,000
4-5012	New Mayor Training	0	0	7,000	2,131	3,500	965	0	650
		0	0	7,000	2,131	3,500	965	0	650
	Sub-Total - Cost of Events	3,657	43,401	61,225	47,339	66,950	64,920	77,850	71,000
Operating Expenses									
4-6013	Directory/OMA App	0	1,342	1,000	202	4,000	4,000	6,000	6,000
4-6017	LOC Services	25,000	25,000	25,375	25,375	25,756	26,137	27,500	27,500
4-6018	Mayor's Board Expense	137	2,166	14,500	8,733	14,500	11,306	5,000	5,000
4-6023	Mayor's Contest	2,871	2,895	3,500	3,772	3,800	3,485	3,800	3,800
4-6025	Miscellaneous	475	1,917	750	1,225	1,000	802	1,000	1,000
4-6028	Newsletter	588	0	3,000	1,707	3,000	2,641	0	0
4-6030	Postage	0	232	1,000	750	1,000	132	500	500

**OREGON MAYORS ASSOCIATION
2024 PROPOSED BUDGET**

		2020	2021	2022	2022	2023	2023 Year	2024 LOC	2024
		Actual	Actual	Budget	Year End	Budget	End	Proposed	Adopted
								Budget	Budget
4-6031	Copy, Fax, Printing	0	0	100	76	100		100	100
4-6033	Supplies / Marketing	0	816	2,500	653	2,000	574	1,000	1,000
4-6040	WEB	4,100	3,100	1,800	1,858	2,000	1,990	2,600	2,600
4-6041	Listserv	750	750	750	750	750	175	350	350
4-6042	Insurance					750	750	500	500
4-6043	LOC Associate Membership							650	650
4-6044	Miscellaneous Board Travel Expense							0	0
4-6050	Contingency					39,621		5,000	5,000
		33,921	38,219	54,275	45,101	98,277	51,991	54,000	54,000
	Melio Credit Card Fee						39		
	Total Expense	37,578	81,620	115,500	92,441	165,227	116,951	131,850	125,000
	Net Income Less Beginning Cash	587	7,427	-35,500	-3,907	-82,227	-25,980	-40,650	-33,800
	Net Income including Beginning Cash	85,980	93,146	58,068	89,661	7,432	35,120	26,539	33,389
Transfers	Operating to Scholarship	0	0	0	0	0			
	Total Transfers	0	0	0	0	0			
	Ending Cash								
	- Unrestricted	75,047	75,047	0	74,305	-7,924	26,461	7,673	14,523
	- Scholarship Fund	10,672	6,681	12,491	15,356	15,356	8,659	18,866	18,866
	Total Ending Cash	85,719	81,728	12,491	89,661	7,432	35,120	26,539	33,389



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

FROM: Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager

SUBJECT: Appointments to 2024 Committees

DATE: January 24, 2024

The OMA Constitution and Bylaws, in Section 7, states that the President, with the Board’s approval, shall make appointments to the various OMA Committees. These appointments traditionally happen during the first OMA Board meeting of each calendar year.

For 2024, the following OMA Committees require appointments.

- Conference Planning. Plan the annual summer conference held July 18-20, 2024. In addition, determine scholarship recipients to attend the conference. This committee typically meets 3 – 5 times via Zoom between February – June. **No minimum or maximum number of committee members. No prerequisites to serve on committee.**

The following mayors have applied to serve on the Conference Planning Committee:

Name	City	Region	Population
Michael Preedin	Sisters	9	3,489
Tamie Kaufman	Gold Beach	6	2,394
Steve Callaway	Hillsboro	2	107,618
Christine Morgan	Canyonville	7	1,662
Carol Westfall	Klamath Falls	10	22,501
Candace Solesbee	Cottage Grove	4	10,729

- Mayor’s Leadership Award. The Mayors Leadership Award recognizes the valuable contributions made by mayors throughout Oregon in their communities. This committee reviews nominations and determines recipients of the award. This committee typically meets once or twice via Zoom in May/June. **This committee is comprised of five persons, three people should be past recipients of the Mayors Leadership Award. The president shall also appoint, with board approval, a past recipient to serve as chair.**

The following mayors have applied to serve on the Mayor’s Leadership Award:

Name	City	Region	Population
Cec Koontz	Monmouth	3	11,583
Michael Preedin	Sisters	9	3,489
Tamie Kaufman	Gold Beach	6	2,394
Christine Morgan	Canyonville	7	1,662

The board will need to find one additional past leadership award winner to serve on this committee.

- Nominating. Review applications and recommend a board slate of candidates for calendar year 2025. This committee typically meets 1-2 times via Zoom in September. **This committee is comprised of five persons, consisting of the Immediate Past President, two past presidents who still serve as mayor, and two OMA members who are not serving on the Board and who are not past presidents of the Board.**

The following mayors applied to serve on the Nominating Committee:

Name	City	Region	Population
Teri Lenahan	North Plains	2	3,455
Michael Preedin	Sisters	9	3,489
Cec Koontz	Monmouth	3	11,583
Steve Callaway	Hillsboro	2	107,618
Christine Morgan	Canyonville	7	1,662

The board will need to find one Past President who is still serving as mayor to serve on the committee and will need to remove one volunteer.

- Student Contest Selection. The student contest is announced at the summer conference with local submissions due to the OMA by April 5, 2024. This committee is responsible for determining statewide winners for each of the three categories: poster (grades 4- 5); essays (grades 6 – 8); and digital media presentations (grades 9 – 12). This committee typically meets once virtually in May. **No minimum or maximum number of committee members. No prerequisites to serve on committee.**

The following mayors have applied to serve on the Student Contest Selection Committee:

Name	City	Region	Population
Steve Callaway	Hillsboro	2	107,618
John Hughto	Malin	10	731
Alex Johnson II	Albany	4	57,322
Cathy Fallon	Cascade Locks	8	1,399
Tom Vialpando	Vale	12	1,916

- **Constitution & Bylaws.** This committee’s purpose is to review and propose changes to the OMA’s governing documents which include the Constitution, Bylaws and Policies. These changes must then be approved by the OMA board and membership. This committee is ad hoc and only meets as needed. **No minimum or maximum number of committee members. No prerequisites to serve on committee.**

The following mayors have applied to serve on the Constitution & Bylaws Committee:

Name	City	Region	Population
Terry Baker	Phoenix	7	1,364
Cec Koontz	Monmouth	3	11,583

- **Resource.** This committee’s purpose is to assist the Board in fulfilling its responsibilities to serve as a resource and point of contact for new Oregon mayors. The committee will oversee the growth and distribution of the new mayor orientation program, while also seeking to identify ways in which the OMA can be of better assistance to new mayors. This committee is expected to meet four to six times between February and October. **No minimum or maximum number of committee members. No prerequisites to serve on committee.**

Name	City	Region	Population
Michael Preedin	Sisters	9	3,489
Tamie Kaufman	Gold Beach	6	2,394
Tonya Graham	Ashland	7	21,642
Alex Johnson II	Albany	4	57,322
Hilary Malcomson	Lafayette	3	4,487
Tom Vialpando	Vale	12	1,916
Julie Fitzgerald	Wilsonville	2	27,414

The following mayors indicated they are flexible with their committee appointments and are willing to serve wherever is needed.

Name	City	Region	Population	# of Committees
Susan Wahlke	Lincoln City	5	10,134	2
Pam VanArsdale	Rogue River	7	2,446	2
Christine Morgan	Canyonville	7	1,662	3 (noted preferences but is flexible)
Jim Trett	Detroit	3	174	
Julie Fitzgerald	Wilsonville	2	27,414	

Attachments:

1. Mayors Leadership Award Recipients
2. Past OMA Presidents



MAYORS LEADERSHIP AWARD

Previous Award Winners

2023:

Jim Trett, Detroit – Small City Winner
Tamie Kaufman, Gold Beach – Medium City Winner
Dave Drotzmann, Hermiston – Large City Winner

2022:

Carol MacInnes, Fossil – Small City Winner
Cec Koontz, Monmouth – Medium City Winner
Keith Mays, Sherwood – Large City Winner
Scott Hill, McMinnville – Award of Merit

2021:

Beth Wytoski, Dayton – Small City Winner
Rodd Cross, Toledo – Medium City Winner
Lucy Vinis, Eugene – Large City Winner
Jeremy Gordon, Falls City – Small City Award of Merit
Derek Clevenger, Aumsville – Medium City Award of Merit
Mark Gamba, Milwaukie – Large City Award of Merit

2020:

Jerry Lachenbruch, Halsey – Small City Winner
Paul Becker, Jacksonville – Medium City Winner
Kyle Palmer, Silverton – Large City Winner
Dean Sawyer, Newport – Honorable Mention

2019:

Allan Duffy, Elgin – Small City Winner
Ken Gibson, King City – Medium City Winner
Jeff Gowing, Cottage Grove – Large City Winner
Scott Burge, Scappoose – Honorable Mention

2018:

John Cook, Tigard – Large City Winner
Bob Andrews, Newberg – Medium City Winner
Pam VanArsdale, Rogue River – Small City Winner
Gary Wheeler, Medford – *Award of Merit*

2017:

Sharon Konopa, Albany – Large City Winner
Dave Stram, Creswell – Small City Winner

2016:

Pete Truax, Forest Grove – Large City Winner
Gery Schirado, Durham – Small City Winner
Christine Lundberg, Springfield – *Award of Merit*

- 2015:** Hank Williams, Central Point – Large City Winner
Betty Roppe, Prineville – Small City Winner
Jerry Willey, Hillsboro – *Award of Merit*
- 2014:** George Endicott, Redmond – Large City Winner
Shirley Kalkhoven, Nehalem – Small City Winner
Dale De Long, Island City – Small City Winner
Denny Doyle, Beaverton – *Award of Merit*
Julie Manning, Corvallis – *Award of Merit*
- 2013:** Don Ware, Brownsville – Small City Winner
Mike Weatherby, Fairview – Large City Winner
Amy Houghtling, Falls City – *Award of Merit*
- 2012:** Lore Christopher, Keizer – Large City Winner
Shanti Platt, Gervais – Small City Winner
Suzanne Anderson, Drain – *Award of Merit*
- 2011:** Kathryn Figley, Woodburn – Large City Winner
Gary Williams, Cottage Grove – Small City Winner
- 2010:** Ken Toomb, Lebanon – Large City Winner
John McArdle, Independence – Small City Winner
Diane Pohl, Clatskanie – *Award of Merit, Large City*
Jim White, Depoe Bay – *Award of Merit, Small City*
- 2009:** Phillip Houk, Pendleton
Richard Kidd, Forest Grove
Don Larson, Seaside
- 2008:** James Fairchild, Dallas – Large City Winner
Lori Hollingsworth, Lincoln City – Small City Winner
Keith Mays, Sherwood – *Award of Merit, Large City*
Kenneth Toombs, Lebanon – *Award of Merit, Large City*
Leon Sherman, Eagle Point – *Award of Merit, Small City*
- 2007:** Sid Leiken, Springfield – Large City Winner
Bob Austin, Estacada – Small City Winner
Robb Van Cleave, The Dalles – *Award of Merit*
Kathy Sherman, Gates – *Award of Merit*
- 2006:** Jim Bernard, Milwaukie – Large City Winner
Marian Telerski, Talent – Small City Winner
John McArdle, Independence – *Award of Merit*
Karl Popoff, Gold Beach – *Award of Merit*

- 2005:** Tom Hughes, Hillsboro – Large City Winner
Harold White, Aumsville – Small City Winner
Richard Kidd, Forest Grove – *Award of Merit*
David Fuller, Wood Village – *Award of Merit*
- 2004:** Jim Torrey, Eugene – Large City Winner
Mark Jones, Newport – Small City Winner
Charles Becker, Gresham – *Award of Merit*
Dale De Long, Island City – *Award of Merit*
- 2003:** Chuck McLaran, Albany – Large City Winner
Allen Burns, Florence – Small City Winner
Rob Drake, Beaverton – *Award of Merit*
Bob Ramig, Pendleton – *Award of Merit*
- 2002:** Lou Ogden, Tualatin – Large City Winner
Mark Seltman, Athena – Small City Winner
Charlotte Lehan, Wilsonville – *Award of Merit*
John McArdle, Independence – *Award of Merit*
- 2001:** Helen Berg, Corvallis – Large City Winner
Roger Vonderharr, Fairview – Small City Winner
Chuck McLaran, Albany – *Award of Merit*
Bob Hagbom, Brookings – *Award of Merit*
- 2000:** Colleen Johnson, La Grande – Large City Winner
William Duckett, Riddle – Small City Winner
Bob Jepsen, Heppner – *Award of Merit*
Paul Thalhofer, Troutdale – *Award of Merit*
Harold White, Aumsville – *Award of Merit*



STRENGTH IN UNITY

Past Presidents

2023	Teri Lenahan, North Plains
2022	Jeff Gowing, Cottage Grove
2021	Beth Wytoski, Dayton
2020	Steve Callaway, Hillsboro
2019	Brian Dalton, Dallas
2018	John Cook, Tigard
2017	George Endicott, Redmond
2016	Michael Cape, Amity
2015	Scott Burge, Scappoose
2014	Shanti Platt, Gervais
2013	Shirley Kalkhoven, Nehalem
2012	Keith Mays, Sherwood
2011	Sandy Toms, Metolius
2010	Jim White, Depoe Bay
2009	Phillip Houk, Pendleton
2008	Richard Kidd, Forest Grove
2007	Lore Christopher, Keizer
2006	Gary Williams, Cottage Grove
2005	Colleen Johnson, La Grande
2004	John McArdle, Independence
2003	Jim Lewis, Jacksonville
2002	Chuck McLaran, Albany
2001	Todd Kellstrom, Klamath Falls
2000	Mary Nicholson, Milton-Freewater
1999	Gordon Anderson, Grants Pass
1998	Harold White, Aumsville
1997	Jerry Lausmann, Medford
1996	Tom Davis, Brookings
1995	Jerry Krummel, Wilsonville
1994	Les Cochenour, The Dalles
1993	Bill Morrisette, Springfield
1992	Gwen VanDenBosch, Dallas
1991	Clifford Clark, Forest Grove
1990	Clifford Clark, Forest Grove
1989	Bob McPheeters, Tillamook
1988	Jane Reyneke, Grants Pass
1987	George "Bill" Gwilliam, Baker
1986	John Dunn, Roseburg
1985	Betty Huser, Scappoose
1984	Alan Berg, Corvallis

1983	Roy Rogers, Tualatin
1982	Dale Courtney, Milton-Freewater
1981	Elvern Hall, Newberg
1979 – 80	John Lundell, The Dalles
1977 – 78	Rod Norwood, St. Helens
1976 – 77	B.L. “Bev” Higgins, North Bend
1975 – 76	Lawrence P. Gray, Hermiston
1974 – 75	Robert E. Lindsey, Salem
1973 – 74	Eddie O. Knopp, Pendleton
1972 – 73	William Evans, Roseburg



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

FROM: Patty Mulvihill, LOC Executive Director

SUBJECT: Appointments to LOC Policy Committee

DATE: November 29, 2023

The LOC has seven policy committees it convenes in each even-numbered year; the purpose of the committees is to develop recommendations for the LOC Board of Directors regarding specific legislative initiatives that serve as the basis for establishing LOC legislative priorities for a two-year period of time. For the first time, in an attempt to represent the diversity of opinions more fully within the LOC membership, the Oregon Mayors Association (OMA) and the Oregon City County Management Association (OCCMA) are being asked to appoint one of their members to serve on each of the policy committees.

LOC's seven policy committees include:

- *The Broadband, Cybersecurity & Telecommunications Policy Committee* reviews policy decisions and recommends legislative positions and strategies related to: broadband, cybersecurity, telecom franchising; management of right-of-way; advances in telecom technology; efficient provision of telecom; and artificial intelligence.
- *The Community & Economic Development Policy Committee* reviews policy decisions and recommends legislative positions and strategies related to: land use; parks and recreation; housing; homelessness; and economic development.
- *The Energy & Environment Policy Committee* reviews policy decisions and recommends legislative positions and strategies related to: energy conservation and efficiency; renewable energy generation; clean energy economic development programs; right-of-way and franchise management; natural gas utilities; solid and hazardous waste; air quality; and restructuring the electric industry.
- *The Finance & Taxation Policy Committee* reviews policy decisions and recommends legislative positions and strategies related to: property and income taxation; local government debt instruments; infrastructure funding; public budgeting; state revenue sharing; and financing economic development.
- *The General Government Committee* reviews policy decisions and recommends legislative positions and strategies related to: public health and safety; fire; courts;

- elections; ethics; ADA; libraries; public contracting; collective bargaining; employee benefits; recruiting; hiring and training; and public meetings and records.
- *The Transportation Policy Committee* reviews policy decisions and recommends legislative positions and strategies related to: streets and roads; traffic safety; public transit; and rail.
- *The Water & Wastewater Policy Committee* reviews state and federal policy decisions and recommends legislative positions and strategies related to: water supply and water quality issues; water.

While the OMA is entitled to appoint whomever it wishes to the seven policy committees, the LOC did receive more applications than available positions and is recommending the OMA strongly consider the following mayors for appointments to identified committees (these are mayors who applied for positions and were not appointed by the LOC President).

- Broadband, Cybersecurity & Telecommunications – No recommendation
- Community & Economic Development – Mayor Rod Cross of Toledo
- Energy & Environment – Mayor Pam VanArsdale of Rogue River
- Finance & Taxation – No Recommendation
- General Government – Mayor Tonya Graham of Ashland
- Transportation – Mayor Cathy Clark of Keizer
- Water & Wastewater – No Recommendation

The OMA is respectfully asked to make their appointments no later than January 31, 2024.



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

FROM: Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager

SUBJECT: Review Proposed Changes to the LOC Contract for Services

DATE: January 24, 2024

The OMA currently contracts with the League of Oregon Cities (LOC) to provide a variety of services for the association. The current contract for services expires on June 30, 2024. Staff would like the board to review the changes and ask questions prior to the April 24 Board meeting when the new contract will need to be adopted. Below is an overview of the proposed changes:

- Adds specificity to the number of meetings LOC staff is expected to attend.
- Clarifies the OMA database will now be part of the App.
- Specifies the OMA committees LOC staff is expected to support.
- Spells out the annual contract costs for staffing the OMA and clarifies the payments will be made annually no later than March 1.
- Clarifies which LOC staff members are covered by the OMA when attending conferences.

Attachments:

1. Contract for Services with the LOC (expiring June 30, 2024)
2. Redline changes to current contract with the LOC

Recommended Motion

There is no motion needed at this time.

CONTRACT FOR SERVICES

PREAMBLE

THIS CONTRACT is made and entered into by and between the Oregon Mayors Association (OMA), an unincorporated association of persons who hold the office of mayor in Oregon cities; and the League of Oregon Cities (LOC), a consolidated department of Oregon cities.

RECITALS

WHEREAS, OMA has the purpose to increase the knowledge and ability of persons serving in the position of mayor in Oregon cities; promote the exchange of information and ideas among mayors; provide opportunities for mayors of Oregon cities to meet and discuss special functions of the office of mayor; provide strong, collective efforts for influencing state programs and legislation; further the programs and objectives of the LOC by functioning as an affiliate group within LOC; and to provide any other service approved by the OMA Board of Directors;

WHEREAS, LOC is a consolidated department of Oregon cities created under ORS Chapter 190 which has the ability and capacity to provide services for organizations such as the OMA;

WHEREAS, on _____, the OMA Board approved entering into a contract with LOC whereby LOC shall provide services as described herein to OMA; and

WHEREAS, the Executive Director of LOC has been granted authority by LOC's Board of Directors to enter into contracts on behalf of LOC.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

Section 1. Scope of Services. LOC agrees to provide the following services to OMA, which shall obtain such services solely from LOC during the term of this Contract:

Section 1.1. Financial Services.

- 1.1.1. Maintain OMA's financial records in accordance with the practices and procedures set out by OMA.
- 1.1.2. Manage OMA's accounts payable.
- 1.1.3. Manage OMA's accounts receivable and collections.
- 1.1.4. Assist the OMA Secretary-Treasurer in preparing and filing required tax forms.
- 1.1.5. Develop a proposed annual budget.
- 1.1.6. Attend OMA Board meetings to present financial information to the OMA Board of Directors.

Section 1.2. OMA Board and Membership Meetings.

- 1.2.1. Prepare agenda and any written materials.
- 1.2.2. Prepare and submit minutes of each meeting.
- 1.2.3. Provide logistical support for meetings.
- 1.2.4. Post required notices for all board and membership meetings.

Section 1.3. Conferences. The parties agree that both will play a role in the creation and production of OMA-sponsored conferences. OMA will be responsible for all costs associated with the below services. LOC shall not enter into or sign any contractual agreement for conference facility rental, catering, AV/WI-FI rental, or hotel room rate guarantees until the same has been approved by the OMA Board of Directors. LOC will be responsible for providing the following work:

- 1.3.1. Manage the conference budgets as developed by OMA and reconcile the conference budget after all invoices and expenses have been recorded and completed within 180 days of the end of each conference.
- 1.3.2. Handle all funds and management expenses related to the conferences.
- 1.3.3. Set up conference registration using an existing LOC system.
- 1.3.4. Submit invitations to conferences to OMA members.
- 1.3.5. Track conference registrations.
- 1.3.6. Securely process registration funds for conferences, including accounting for merchant and interchange fees (credit card, etc.).
- 1.3.7. Send registration confirmations.
- 1.3.8. Solicit and secure appropriate meeting and function space.
- 1.3.9. Negotiate and execute contracts for hotel rooms (if different from venue).
- 1.3.10. Execute catering contracts (if different from venue).
- 1.3.11. Provide logistical support to the OMA Conference Planning Committee.
- 1.3.12. Process speaker registrations and ensure all speakers are registered.
- 1.3.13. Greet and manage speakers at conferences.
- 1.3.14. Coordinate, record and provide archiving service for speaker presentations.
- 1.3.15. Coordinate conference publications (print and/or electronic).
- 1.3.16. Manage on-site setup of conferences.
- 1.3.17. Negotiate contracts for A/V and WI-FI.
- 1.3.18. Serve as on-site liaison with A/V and technical suppliers.

- 1.3.19. Track and coordinate conference sponsorships that have been solicited and secured by OMA.
- 1.3.20. Track and coordinate conference scholarships to be awarded by OMA.
- 1.3.21. Generate certificates of attendance for LGMC purposes.
- 1.3.22. Administer and collect results from satisfaction surveys.

1.4. Newsletter.

- 1.4.1. Provide coordination, graphic design, and production support for quarterly OMA newsletters.

1.5. Database, Listserv and Website.

- 1.5.1. Maintain the OMA membership database and publish an annual membership directory. By February 15 of each year, the OMA will advise the LOC as to the desired format of the Directory: electronic, paper, and/or a combination of both.
- 1.5.2. Host and maintain the OMA listserv. If, during the term of this Contract, the OMA chooses to move to, or add to its portfolio, some other communication or networking medium, the parties agree to work cooperatively together to find a mutually acceptable medium that provides the OMA with the services it requires while ensuring the LOC is capable of administering the medium and the new medium does not require the LOC to spend significantly more time serving as the OMA's administrative agency than it reasonably anticipated when it executed this Contract.
- 1.5.3. Maintain the OMA website.

1.6. Membership Support.

- 1.6.1. Coordinate annual membership drive using existing LOC systems.
- 1.6.2. Send monthly membership renewal reminders.
- 1.6.3. Invoice OMA members within 2-weeks of receipt of membership paperwork.
- 1.6.4. Provide membership updates to the OMA Board at regularly scheduled board meetings.
- 1.6.5. Coordinate and assist with up to 10 OMA committees.

1.7 Miscellaneous Services

- 1.7.1. Negotiate and obtain general liability insurance.
- 1.7.2. Provide ethics reports to OMA Board members.

Section 2. Payment for Services. OMA agrees to pay LOC a flat fee of Twenty-Five Thousand Dollars (\$25,000) for each year of the Contract with a either a 3% increase or by an increase matching the percentage increase in the Consumer Price Index as issued by the Bureau of Labor Statistics of the United States Department of Labor for the state of Oregon, whichever rate is lower, each year. The fee will cover all of LOC's services provided in Section 1 above. The fee shall be paid annually to cover the cost of personnel expenses incurred by LOC in providing services to the OMA. Payment shall be made monthly, with 1/12 (\$2,083.33 for the first year) of the total annual amount due paid by the 15th of each month subject to this Contract. In the event OMA requests and authorizes work by LOC staff not identified in Section 1, OMA shall reimburse LOC for such staff time at a rate that will reimburse the LOC at an hourly rate that captures the annual total cost of staffing compensation divided by 2080 hours. In addition to the annual fee, the OMA shall be financially responsible for the following:

- A. Hard costs associated with conferences including but not limited to facility rental, catering, equipment rental, and liability insurance.
- B. Any paper copies made by LOC shall be billed to the OMA at a rate of 10 cents per page.
- C. Any postage paid by LOC on behalf of the OMA shall be billed to the OMA at the actual cost incurred.
- D. Any printing costs paid by LOC on behalf of the OMA shall be billed to the OMA at the actual cost incurred.
- E. Any travel expenses incurred by an LOC administrative support person who is requested to attend an OMA meeting or conference in person shall be billed to the OMA for the following:
 - a. Reimbursement for mileage at the current federal Internal Services rate;
 - b. Hotel expenditure; and
 - c. Reimbursement for food at the current per diem rate established by the General Services Administration for the state of Oregon.
- F. Actual costs incurred for website hosting.
- G. Listserv hosting at a rate of \$750.00 per year.

Section 3. Signature Authority. OMA grants LOC's Executive Director, or the Executive Director's designee, signature authority for purposes of signing any contracts or documents necessary to facilitate LOC's responsibilities under this Contract. The appointment of the Executive Director's designee shall be subject to OMA Board's approval. The Executive

Director, or the Executive Director's designee, shall provide a written report to the OMA Board at each OMA Board meeting for all contracts and documents executed on behalf of the OMA during the prior reporting period.

Section 4. General Terms and Conditions.

Section 4.1. Obligations. Neither party is, by virtue of this Contract, a partner or joint venture in connection with activities carried out under this Contract and shall have no obligation with respect to the other party's debts or any other liability or obligation of the other party of whatever kind or nature except as set forth in Paragraphs 4.2 and 4.3 of this contract.

Section 4.2. Agency. Neither party is, nor shall be deemed to be an agent of the other Party for any purpose except where the OMA has granted signature authority to LOC's Executive Director or designee pursuant to Section 3 of this contract.

Section 4.3. Hold Harmless, Indemnification, Defense. OMA agrees to hold harmless, indemnify, and defend LOC, and its officers and employees from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or related to the acts or omissions of OMA or its officers, subcontractors, or agents resulting from the event, or any connection to this Contract. LOC agrees to hold harmless, indemnify, and defend OMA and its officers from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from, arising out of, or related to the acts or omissions or LOC or its officers, employees, subcontractors, or agents resulting from the event, or any connection to this contract.

Section 4.4. Termination. This Contract may be terminated by either party by giving written notice to the other party no later than 90 days prior to the proposed termination date. LOC shall be entitled to compensation for services performed up to the date of termination.

Section 4.5. Negotiation Period. Assuming neither party wishes to terminate the Contract as outlined in Section 4.4 above, both parties agree to commence negotiations on a new Contract no later than April 1, 2024, for purposes of discussing the terms and conditions of a renewal or extension of the original term. If an agreement cannot be reached between the parties before June 30, 2024, and the parties remain committed to a Contract renewal or extension and are actively engaged in good faith negotiations, over said renewal or extension, the original Contract may be extended, under all its present terms and conditions, for a period that may not exceed December 31, 2024.

Section 4.6. Applicable Law. This Contract shall be governed and construed in accordance with the laws of the State of Oregon. The parties hereby submit to jurisdiction in Marion County, Oregon and agree that any and all disputes arising out of or related to this Contract shall be litigated exclusively in the Circuit Court for Marion County, Oregon and in no federal court or court of another county or state.

Section 4.7. Changes or Amendments. The parties may agree, in writing, to changes to any provisions of this Contract. However, no change shall be effective until approved, by the

OMA Board and confirmed in writing by a representative of each party. LOC's representative shall be its Executive Director and OMA's representative shall be its President.

Section 4.8. Assignability. Except as provided herein, this Contract is not assignable by LOC, either whole or in part, unless LOC has obtained prior written consent of OMA. LOC may subcontract for OMA's graphic design services including, but not limited to, graphic design services necessary for quarterly OMA newsletters referenced in section 1.4.1.

Section 4.9. Warranties. The persons signing this Contract represent and warrant that such persons have the requisite power and authority to enter into, execute, and deliver the Contract and that the Contract is a valid and legally binding obligation of each respective party.

Section 4.10. Conditions. As a condition precedent to LOC's performance under the Contract, OMA shall maintain its status as an affiliate member with LOC. Nothing in this Contract shall relieve OMA for the cost of such affiliate membership.

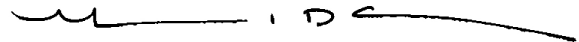
Section 5. Effective Date. This contract shall be effective as of July 1, 2021, and shall be in effect until June 30, 2024, unless sooner terminated by the parties as provided for in this Contract.

THE OREGON MAYORS ASSOCIATION



Date: June 12, 2021

THE LEAGUE OF OREGON CITIES



Date: June 10, 2021

CONTRACT FOR SERVICES

PREAMBLE

THIS CONTRACT is made and entered into by and between the Oregon Mayors Association (OMA), an unincorporated association of persons who hold the office of mayor in Oregon cities; and the League of Oregon Cities (LOC), a consolidated department of Oregon cities.

RECITALS

WHEREAS, OMA has the purpose to increase the knowledge and ability of persons serving in the position of mayor in Oregon cities; promote the exchange of information and ideas among mayors; provide opportunities for mayors of Oregon cities to meet and discuss special functions of the office of mayor; provide strong, collective efforts for influencing state programs and legislation; further the programs and objectives of the LOC by functioning as an affiliate group within LOC; and to provide any other service approved by the OMA Board of Directors;

WHEREAS, LOC is a consolidated department of Oregon cities created under ORS Chapter 190 which has the ability and capacity to provide services for organizations such as the OMA;

WHEREAS, on _____, the OMA Board approved entering into a contract with LOC whereby LOC shall provide services as described herein to OMA; and

WHEREAS, the Executive Director of LOC has been granted authority by LOC's Board of Directors to enter into contracts on behalf of LOC.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

Section 1. Scope of Services. LOC agrees to provide the following services to OMA, which shall obtain such services solely from LOC during the term of this Contract:

Section 1.1. Financial Services.

- 1.1.1. Maintain OMA's financial records in accordance with the practices and procedures set out by OMA, provided the accounting software used by the OMA shall be the same software the LOC uses to maintain its own financial records.
- 1.1.2. Manage OMA's accounts payable, in a system and through a process that works within the LOC's own financial accounting software and processes.
- 1.1.3. Manage OMA's accounts receivable and collections, in a system and through a process that works within the LOC's own financial accounting software and processes.
- 1.1.4. Assist the OMA Secretary-Treasurer in preparing and filing required tax forms.
- 1.1.5. Develop a proposed annual budget.

~~1.1.6. Attend OMA Board meetings to present financial information to the OMA Board of Directors.~~

Section 1.2. OMA Board and Membership Meetings. The parties agree that the LOC will provide staff support, with the type of support being provided specifically described below, to no more than seven meetings of the OMA Board of Directors per calendar year of this Contract, and no more than one membership meeting per calendar year of this Contract.

- 1.2.1. Prepare agenda and any written materials.
- 1.2.2. Prepare and submit minutes of each meeting.
- 1.2.3. Provide logistical support for meetings.
- 1.2.4. Post required notices for all board and membership meetings.

Section 1.3. Conferences and Workshops. The parties agree that both will play a role in the creation and production of no more than one OMA-sponsored conference (which will not exceed three days in duration), and no more than two OMA-sponsored workshops (both of which will not exceed four hours in duration) per calendar year during the duration of this Contracts. -OMA will be responsible for all costs associated with the below services. -LOC shall not enter into or sign any contractual agreement for conference facility rental, catering, AV/WI-FI rental, or hotel room rate guarantees until the same has been approved by the OMA Board of Directors; however, if the OMA-sponsored workshop is held in conjunction with an LOC event the LOC retains the exclusive right to sign any contractual agreement for the facility hosting the LOC conference and associated OMA workshop, including costs such as facility rental, catering, AV/WIFI rental, and hotel room guarantees. -LOC will be responsible for providing the following work:

- 1.3.1. Manage the conference and workshop budgets as developed by OMA and reconcile the conference budget after all invoices and expenses have been recorded and completed within 180 days of the end of each conference.
- 1.3.2. Handle all funds and management expenses related to the conferences and workshops.
- 1.3.3. Set up conference and workshop registration using an existing LOC system.
- 1.3.4. Submit invitations to conferences and workshops to OMA members.
- 1.3.5. Track conference and workshop registrations.
- 1.3.6. Securely process registration funds for conferences and workshops, including accounting for merchant and interchange fees (credit card, etc.).
- 1.3.7. Send registration confirmations.
- 1.3.8. Solicit and secure appropriate meeting and function space.
- 1.3.9. Negotiate and execute contracts for hotel rooms (if different from venue).

- 1.3.10. Execute catering contracts (if different from venue).
- 1.3.11. Provide logistical support to the OMA Conference Planning Committee.
- 1.3.12. Process speaker registrations and ensure all speakers are registered.
- 1.3.13. Greet and manage speakers at conferences and workshops.
- 1.3.14. Coordinate, record and provide archiving service for speaker presentations.
- 1.3.15. Coordinate conference and workshop publications (print and/or electronic).
- 1.3.16. Manage on-site setup of conferences and workshops.
- 1.3.17. Negotiate contracts for A/V and WI-FI.
- 1.3.18. Serve as on-site liaison with A/V and technical suppliers.
- 1.3.19. Track and coordinate conference and workshop sponsorships that have been solicited and secured by OMA. LOC staff are not responsible for securing sponsors for OMA LOC-conferences and events, finding and securing sponsors is the sole responsibility of the OMA.
- 1.3.20. Track and coordinate conference and workshop scholarships to be awarded by OMA.
- ~~1.3.21. Generate certificates of attendance for LGMC purposes.~~
- 1.3.22¹. Administer and collect results from satisfaction surveys.

1.4. Newsletter.

- 1.4.1. Provide coordination, graphic design, and production support for quarterly OMA newsletters.

1.5. Database, Listserv and Website.

- 1.5.1. ~~Maintain the OMA membership database and publish an annual membership directory. By February 15 of each year, the OMA will advise the LOC as to the desired format of the Directory: electronic, paper, and/or a combination of both. The OMA membership database is maintained on its App, with the App having the capacity to synch with LOC's membership software, iMIS. As long as the OMA maintains its membership database on its current App, and the App remains compatible with iMIS, LOC agrees to maintain the membership database on behalf of the OMA.~~
- 1.5.2. Host and maintain the OMA listserv. ~~If, during the term of this Contract, the OMA chooses to move to, or add to its portfolio, some other communication or networking medium, the parties agree to work cooperatively together to find a mutually acceptable medium that provides the OMA with the services it requires while ensuring the LOC is capable of administering the medium and the new medium does not require the LOC to spend significantly more time serving as the~~

~~OMA's administrative agency then it reasonably anticipated when it executed this Contract.~~

1.5.3. Maintain the OMA website.

1.6. Membership Support.

1.6.1. Coordinate annual membership drive using existing LOC systems.

1.6.2. Send monthly membership renewal reminders between December and February.

1.6.3. Invoice OMA members within 2-weeks of receipt of membership paperwork.

1.6.4. Provide membership updates to the OMA Board at regularly scheduled board meetings.

~~1.6.5. Coordinate and assist with up to 10 OMA committees.~~

1.7 OMA Committees. The parties agree that the LOC will provide staff support, with the type of support being provided specifically described below, to the following OMA Committees. Both parties acknowledge that the LOC will not provide support to any Committee, Subcommittee, Taskforce, or other work group not specifically identified in this Section 1.7, nor will it provide support to any subcommittee of subgroup of an identified Committee within this Section 1.7.

1.7.1 Committees Covered by this Contract.

1.7.1.1. Bylaws Committee. It is the intent of both parties that the Bylaws Committee will be convened no more than once every three years – if the committee is convened more than once every three years, the LOC reserves the right to decline providing service, of any kind, to this committee. The committee was last convened in calendar year 2021.

1.7.1.2. Conference Planning Committee.

1.7.1.3. Mayor's Leadership Committee.

1.7.1.4. Mayor's Homelessness Taskforce. Both parties agree that the Taskforce's work in calendar year 2023 was outside of what either party would have reasonably been considered to be a covered service under the contract between the OMA and LOC at the time. In the event the Taskforce seeks to engage in similar work and initiatives as ~~that~~ done in 2023 while this Contract is in effect, the parties agree that the OMA will be required to compensate the LOC for the additional work. Compensation levels will be agreed upon by the parties prior to the work being undertaken, if an agreement cannot be reached, the LOC's assistance to the Taskforce will be limited solely to scheduling meetings, ~~preparing~~ meeting notices, and taking minutes of meetings – substantive work product will not be produced by the LOC.

[1.7.1.5 Nominating Committee.](#)

[1.7.1.6 Student Contest Selection Committee.](#)

[1.7.1.7 Resource Committee.](#)

[1.7.2.12. Prepare agenda, notices, and written materials for each virtual meeting staffed by the LOC.](#)

1.78 Miscellaneous Services

1.7.1. Negotiate and obtain general liability insurance.

1.7.2. Provide ethics reports to OMA Board members.

Section 2. Payment for Services. ~~OMA agrees to pay LOC a flat fee of Twenty-Five Thousand Dollars (\$25,000) for each year of the Contract with a either a 3% increase or by an increase matching the percentage increase in the Consumer Price Index as issued by the Bureau of Labor Statistics of the United States Department of Labor for the state of Oregon, whichever rate is lower, each year. The fee will cover all of LOC's services provided in Section 1 above. The fee shall be paid annually to cover the cost of personnel expenses incurred by LOC in providing services to the OMA. Payment shall be made monthly, with 1/12 (\$2,083.33 for the first year) of the total annual amount due paid by the 15th of each month subject to this Contract. In the event OMA requests and authorizes work by LOC staff not identified in Section 1, OMA shall reimburse LOC for such staff time at a rate that will reimburse the LOC at an hourly rate that captures the annual total cost of staffing compensation divided by 2080 hours. In addition to the annual fee, the OMA shall be financially responsible for the following:~~

~~A. Hard costs associated with conferences including but not limited to facility rental, catering, equipment rental, and liability insurance.~~

~~B. Any paper copies made by LOC shall be billed to the OMA at a rate of 10 cents per page.~~

~~C. Any postage paid by LOC on behalf of the OMA shall be billed to the OMA at the actual cost incurred.~~

~~D. Any printing costs paid by LOC on behalf of the OMA shall be billed to the OMA at the actual cost incurred.~~

~~E. Any travel expenses incurred by an LOC administrative support person who is requested to attend an OMA meeting or conference in person shall be billed to the OMA for the following:~~

~~a. Reimbursement for mileage at the current federal Internal Services rate;~~

~~b. Hotel expenditure; and~~

~~c. Reimbursement for food at the current per diem rate established by the General Services Administration for the state of Oregon.~~

~~Actual costs incurred for website hosting.~~

The OMA agrees to pay the LOC as follows.

Section 2.1. Services Described in Section 1.1 – 1.8. The OMA agrees to pay the LOC the following flat fees for the services described herein.

2.1.1. For the contract period beginning on July 1, 2024 and ending on December 31, 2024, the OMA shall pay the LOC a flat fee of \$13,750.00.

2.1.2. For the contract period beginning on January 1, 2025 and ending on December 31, 2025, the OMA shall pay the LOC a flat fee of \$28,875.00

2.1.3. For the contract period beginning on January 1, 2026 and ending on December 31, 2026, the OMA shall pay the LOC a flat fee of \$30,319.00.

2.1.4. For the contract period beginning on January 1, 2027 and ending on December 31, 2027, the OMA shall pay the LOC a flat fee of \$31,835.00.

2.1.5. The fee shall be paid annually to cover the cost of personnel expenses incurred by the LOC in providing services to the OMA.

2.1.6. Payment shall be made annually, with the amount due no later than March 1.

Section 2.2. Hard Costs. In addition to the annual fee described in Section 2.1, the OMA shall be financially responsible for the following.

2.2.1. Hard costs associated with conferences and workshops including but not limited to: facility rental, catering, equipment rental, and liability insurance.

2.2.2. Any postage paid by LOC on behalf of the OMA shall be billed to the OMA at the actual cost incurred.

2.2.3. Any printing costs paid by the LOC on behalf of the OMA shall be billed to the OMA at the actual cost incurred.

2.2.4. Any travel expenses incurred by the LOC Projects & Affiliates Manager and Conference Coordinator when attending any in-person OMA conference or workshop shall be billed to the OMA for the following:

2.2.4.1. Reimburse for mileage at the current federal IRS rate.

2.2.4.2. Hotel expenditure.

2.2.4.3. Reimbursement for food at the current per diem rate established by the General Services Administration for the state of Oregon.

Section 2.3. Work Not Described in Contract. In the event the OMA request work by LOC staff not identified in Sections 1.1 – 1.8, excluding the caveat noted in relation to the Homelessness Taskforce in Section 1.7.1.4, and the LOC’s Executive Director or Member Engagement Director to provide such work to the OMA, the OMA shall reimburse the LOC for such staff time at a rate that will reimburse the LOC at an hourly rate that captures the annual total cost of compensation for said employee divided by 2080 hours.

Section 3. Signature Authority. OMA grants LOC’s Executive Director, ~~or the Executive Director’s designee~~the Projects and Affiliates Manager, and the Member Engagement Director, signature authority for purposes of signing any contracts or documents necessary to facilitate LOC’s responsibilities under this Contract. ~~The appointment of the Executive Director’s designee shall be subject to OMA Board’s approval.~~ The Executive Director, or the Executive Director’s designee, shall provide a written report to the OMA Board at each OMA Board meeting for all contracts and documents executed on behalf of the OMA during the prior reporting period.

Section 4. General Terms and Conditions.

Section 4.1. Obligations. Neither party is, by virtue of this Contract, a partner or joint venture in connection with activities carried out under this Contract and shall have no obligation with respect to the other party’s debts or any other liability or obligation of the other party of whatever kind or nature except as set forth in Paragraphs 4.2 and 4.3 of this contract.

Section 4.2. Agency. Neither party is, nor shall be deemed to be an agent of the other Party for any purpose except where the OMA has granted signature authority to LOC’s Executive Director or designee pursuant to Section 3 of this contract.

Section 4.3. Hold Harmless, Indemnification, Defense. OMA agrees to hold harmless, indemnify, and defend LOC, and its officers and employees from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or related to the acts or omissions of OMA or its officers, subcontractors, or agents resulting from the event, or any connection to this Contract. LOC agrees to hold harmless, indemnify, and defend OMA and its officers from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from, arising out of, or related to the acts or omissions or LOC or its officers, employees, subcontractors, or agents resulting from the event, or any connection to this contract.

Section 4.4. Termination. This Contract may be terminated by either party by giving written notice to the other party no later than 90 days prior to the proposed termination date. LOC shall be entitled to compensation for services performed up to the date of termination.

~~Section 4.5. Negotiation Period. Assuming neither party wishes to terminate the Contract as outlined in Section 4.4 above, both parties agree to commence negotiations on a new Contract no later than April 1, 2024, for purposes of discussing the terms and conditions of a renewal or extension of the original term. If an agreement cannot be reached between the parties before June 30, 2024, and the parties remain committed to a Contract renewal or extension and are actively engaged in good faith negotiations, over said renewal or extension, the original Contract may be extended, under all its present terms and conditions, for a period that may not exceed December 31, 2024.~~

Section 4.65. Applicable Law. This Contract shall be governed and construed in accordance with the laws of the State of Oregon. The parties hereby submit to jurisdiction in Marion County, Oregon and agree that any and all disputes arising out of or related to this Contract shall be litigated exclusively in the Circuit Court for Marion County, Oregon and in no federal court or court of another county or state.

Section 4.67. Changes or Amendments. The parties may agree, in writing, to changes to any provisions of this Contract. However, no change shall be effective until approved, by the OMA Board and confirmed in writing by a representative of each party. LOC's representative shall be its Executive Director and OMA's representative shall be its President.

Section 4.78. Assignability. Except as provided herein, this Contract is not assignable by LOC, either whole or in part, unless LOC has obtained prior written consent of OMA. LOC may subcontract for OMA's graphic design services including, but not limited to, graphic design services necessary for quarterly OMA newsletters referenced in section 1.4.1.

Section 4.89. Warranties. The persons signing this Contract represent and warrant that such persons have the requisite power and authority to enter into, execute, and deliver the Contract and that the Contract is a valid and legally binding obligation of each respective party.

Section 4.910. Conditions. As a condition precedent to LOC's performance under the Contract, OMA shall maintain its status as an affiliate member with LOC. Nothing in this Contract shall relieve OMA for the cost of such affiliate membership.

Section 5. Effective Date. This contract shall be effective as of July 1, 2024~~1~~, and shall be in effect until ~~June 30, 2024~~December 31, 2027, unless sooner terminated by the parties as provided for in this Contract.

THE OREGON MAYORS ASSOCIATION

THE LEAGUE OF OREGON CITIES

Date: _____

Date: _____



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

FROM: Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager

SUBJECT: 2024 Membership Drive

DATE: January 24, 2024

Staff opened the 2024 OMA membership drive on Wednesday, December 6, 2023. Information was mailed and emailed to mayors, city recorders and the chief administrative officials with each city. As of January 24, staff has processed 129 applications. While this number is lower than I would like to see, it is much higher than last year at this time when only 54 applications were received.

Staff will send a reminder email to the mayors who have not signed up and will follow up with their city staff to process the paperwork. Staff will also send board members an updated list of the mayors in their region(s) who have not signed up for the board to do targeted outreach.



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

FROM: Angela Speier, OMA Staff Liaison & LOC Project & Affiliates Manager

SUBJECT: OMA Newsletters

DATE: January 24, 2024

The OMA Board of Directors are responsible for writing articles for the Quarterly Newsletter. In an effort to plan the newsletters for 2024, staff has listed the dates when articles will be due and offered several suggestions for topics and spotlight cities.

Quarter 1 Newsletter – Articles Due on Tuesday, February 20

- Spotlight article: Toledo
- Other article ideas:
 - If I Were Mayor Contest
 - Reminder on membership drive
 - Spring Conference and OMA Spring Workshop registration
 - Legislative Session Update
 - Lobbying 101 Toolkit
 - Elected Essentials Workshops – Save the Date Flyer
 - Save the Date – Summer Conference
 - Mayor Leadership Award
 - 2024 Calendar of Events
 - Committee Appointments

Quarter 2 Newsletter – Articles Due on Tuesday, May 14

- Spotlight article: Klamath Falls
- Other article ideas:
 - Preliminary program and hotel information for the Summer Conference
 - Fun things to do around Klamath Falls
 - Summer festivals
 - If I Were Mayor Award Winners
 - Legislative Wrap-up

Quarter 3 Newsletter – Articles Due on Tuesday, August 13

- Spotlight article: Banks, Bend, Gold Beach, Independence, Milwaukie, Salem, Keizer, Madras, Pendleton, Silverton, Grants Pass, Albany, and The Dalles

- Other article ideas:
 - Conference wrap-up
 - If I Were Mayor Award Winners
 - Leadership Award Winners

Quarter 4 Newsletter – Articles Due on Tuesday, November 12

- Spotlight article:
- Other article ideas:
 - Fun holiday events
 - Save the date for 2025 Summer Conference – Include budgeting information
 - 2025 Membership Drive

Attachment:

1. Past City Spotlights

Past City Spotlights

2023

- North Plains
- Hood River
- Eugene
- Philomath

2022

- Cottage Grove
- Newport
- Vale
- Fossil

2021

- Detroit
- Coos Bay
- Umatilla
- Beaverton

2020

- Seaside
- Portland
- Elgin
- Hermiston

2019

- Medford
- Springfield
- Mt. Angel
- Yachats

2018

- Florence
- Baker City
- Hillsboro
- North Plains

2017

- Prineville
- Eagle Point
- Siletz

2016

- Redmond
- Lincoln City
- Tualatin
- Scappoose

2015

- Amity
- Dallas
- Tigard
- Prineville

2014

- Manzanita
- Prineville
- Cave Junction

2013

- Amity
- Cave Junction
- Scappoose
- McMinnville

2012

- Newport
- Boardman
- Gervais
- Hillsboro

2011

- Troutdale
- Turner
- Lebanon
- Central Point

2010

- Prineville
- Metolius
- Sherwood
- Maupin

2009

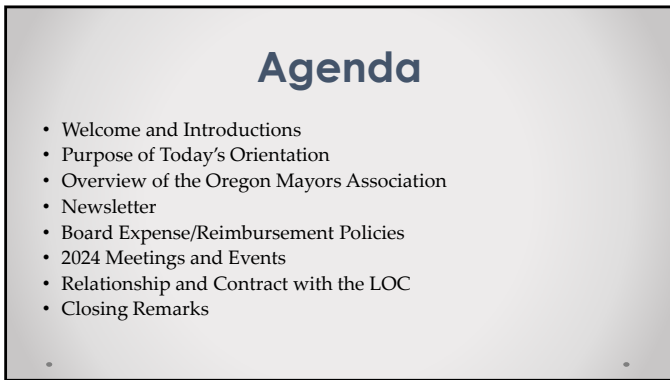
- Lebanon
- Forest Grove
- Cottage Grove

2008

- Lebanon
- Island City
- Depoe Bay
- Prineville



1



2



3

Buddy System

Created to provide new Board members a go-to member of the Board in case there are questions or concerns.

Existing Board Member	New Board Member
Rod Cross	Cathy Clark
Teri Lenahan	Tom Vialpando

4

Purpose of Today's Orientation



Welcome new Board members to the OMA.

Promote cooperation and connections.

Provide information so that new Board members can be successful in their roles.

5

Overview



6

Purpose of the OMA

To increase the knowledge and ability of persons serving in the position of mayor in Oregon cities.

To promote the exchange of information and ideas among mayors.

To provide opportunities for mayors of Oregon cities to meet and discuss special functions of the office of mayor.


To provide strong, collective efforts for influencing state programs and legislation.

To further programs and objectives of the League of Oregon Cities by functioning as a recognized affiliate organization.

7

The Basics

- Founded in 1972
- Approximately 3/4 of Oregon's mayors are members
- 9-Member Board of Directors with 3 Officers
- LOC's Executive Director serves as the Secretary/Treasurer
- LOC assigns a staff liaison to manage day-to-day operations



8

Board of Directors

Position	Person
President	Mayor Rod Cross
President-Elect	Mayor Henry Balensifer
Past President	Mayor Teri Lenahan
Director #1	Mayor Cathy Clark
Director #2	Mayor Tamie Kaufman
Director #3	Mayor Tom Vialpando
Director #4	Mayor Meadow Martell
Director #5	Mayor Rich Mays
Director #6	Mayor Chas Jones



9

Board's Role

- General supervision over all the affairs of the Association.
- Operational policy direction.
- Budget adoption.
- Represents all Oregon mayors.
- Attends all major OMA events.
- Assist the LOC on its initiatives and legislative priorities.
- Monitors legislative and administrative actions by state and federal governments.

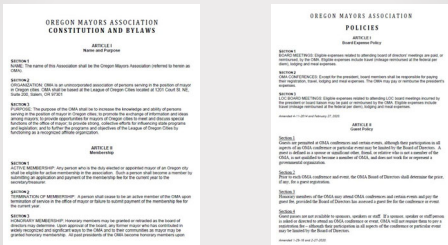
10

Board Logistics

- OMA Staff Liaison works with Board President prior to each meeting to establish an agenda and approve a Board packet.
- Board packets typically distributed 7 – 10 days in advance of meeting.
- Board picks dates and locations of next year's meetings in the Fall/Winter (in consultation with LOC staff).
- Meetings are either in-person or virtual. OMA can reimburse board members up to \$500 per year to help cover travel expenses.
- OMA Staff Liaison is Angela Speier

11

Governing Documents



12

Website, Listserv & Mobile App

		
Website	Listserv	OMA App
<p>Information on Association Identification of Board Members Announces Upcoming Events Membership Registrations Conference Registrations Newsletter Editions Committee Information</p>	<p>Only accessible to OMA Members Used to Make Major OMA Announcements Used by Mayors to Seek Advice, Guidance and Ideas from Other Mayors</p>	<p>New Communication Tool Members can access the contact information for fellow mayors Integrated directory allows for real-time updates Conference programs Newstead</p>

13

OMA Membership Drive & Directory

	
Membership Drive	Directory
<p>Begins in December each year Goal is for each Oregon Mayor to join OMA Board members actively recruit members</p>	<p>Integrated into the LOC member database. Allows mayors to access up-to-date contact information from fellow mayors directly from their mobile device.</p>

14

OMA Committees

- Bylaws Committee
- Conference Planning Committee
- Mayors Leadership Award Committee
- Nominating Committee
- Student Contest Selection Committee
- Resource Committee



15

Bylaws Committee



- Ad-Hoc Committee
- Any Board Member May Volunteer
- Appointed by OMA President with Board Approval
- Responsible for Reviewing & Recommending Updates to OMA's Governing Documents

16

Conference Planning Committee


- Makeup Ranges Between 4-9 Members
- Any Member May Volunteer
- Appointed by OMA President with Board Approval
- Responsible for Planning the Annual Summer Conference & Allocating Scholarship Funds



17

Mayors Leadership Award Committee

- Makeup ranges between 3 to 5 members
- Appointed by the OMA President with the Board's approval
- Responsible for reviewing nominations for the Mayors Leadership Award and selecting winners



18

Nominating Committee

- 5-Member Committee
- Immediate Past President, 2 past OMA Presidents, and 2 OMA members who are not past presidents and who do not serve on the Board
- Appointed by the President with the Board's approval
- Review applications for open Board positions and develop a slate of candidates for the Board and membership's review and approval



19

Student Contest Selection Committee

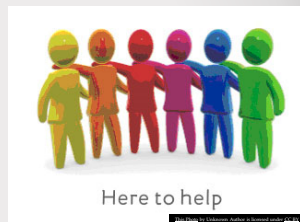
- Makeup ranges between 3 to 5 members
- Appointed by the President with the Board's approval
- Purpose is to review submissions from *If I Were a Mayor* Contest and determine award winners



20

Resource Committee

- Makeup is not limited
- Appointed by the President with the Board's approval
- Oversees the development and distribution of a new mayor orientation program and identifies ways the OMA can be of better assistance to new mayors



21



OMA Newsletter

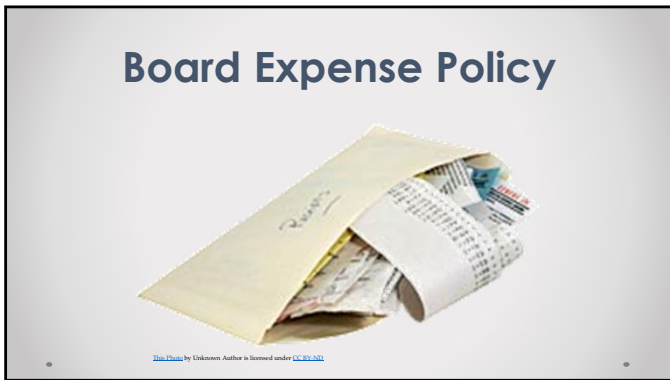
OMA publishes a Quarterly Newsletter

The Board selects a city to be spotlighted in each quarter

Board members develop the content of the Newsletter

Board members typically write 1-3 articles for the various Newsletters each year

22



Board Expense Policy

23

What Expenses are Paid by OMA?

	OMA Pays	OMA MAY Pay	OMA Pays (President)
Board Meetings		✓	✓
OMA Annual Conference			✓
OMA Fall Workshop			✓

24

Reimbursement Records



- **Submitting for Reimbursement.** At each Board meeting, staff will provide a form. These forms are due to staff before the member leaves the meeting.
- **Ethics Reporting.** Within 10 calendar days from the date of the Board meeting, staff will distribute a summary of expenses paid by OMA. These must be used for the annual Statement of Economic Interest (SEI).

25

Looking Forward to 2024

Date	Time	Event	Location
January 31	12:00 pm	OMA Board Meeting	Virtual
April 24	7:00 pm	OMA Board Meeting	Klamath Falls
April 25-26	All Day	LOC Spring Conference	Klamath Falls
July 18-20	All Day	OMA Summer Conference	Klamath Falls
July 21	10:00 am	OMA Board Meeting	Klamath Falls
October 16	4:30 pm	OMA Board Meeting	Bend
October 17	8:30 am	OMA Business Meeting/ Fall Workshop	Bend
October 17-19	All Day	LOC Annual Conference	Bend
December 2	5:00 pm	OMA Board Meeting	Virtual

26

Relationship & Contract with the LOC

- The OMA is a recognized affiliate of the LOC
- The OMA contracts with the LOC for administrative support & management services
 - Designated staff person to assist the OMA in all its needs
 - Conference planning and event services
 - Financial and accounting services



27



28
