



OMA Board of Directors Meeting

August 13, 2023 | 10:00 am - 11:30 am

Best Western Plus Hood River Inn | 1108 East Marina Way, Hood River, OR 97031 |
Mountainview Room

AGENDA

A. Welcome & Roll Call (<i>Teri Lenahan</i>)	-
B. Consent Calendar* (<i>Teri Lenahan</i>)	-
1. Minutes of the April 24, 2023 OMA Board of Directors Meeting	02
2. Current Financial Report	06
3. Transactions by Vendor	08
C. OMA Homelessness Taskforce Proposal Update (<i>Patty Mulvihill</i>)	11
D. 2024 Board of Directors Application Process (<i>Angela Speier</i>).....	13
E. OMA Listserv Update* (<i>Angela Speier</i>).....	14
F. Fall Workshop Update (<i>Rod Cross</i>)	15
G. OMA Code of Ethics (<i>Teri Lenahan</i>)	-
H. OMA Newsletters (<i>Teri Lenahan</i>).....	16
I. Committee Updates (<i>Teri Lenahan</i>)	-
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2. Mayors Leadership Awards Committee	18
3. Conference Planning Committee	19
4. Bylaws Committee	20
5. Nominating Committee	21
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J. Other Business (<i>Teri Lenahan</i>)	-
K. Adjournment (<i>Teri Lenahan</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
April 24, 2023 | 7:00 p.m.

Gearhart Hotel | 1157 N. Marion Avenue | Gearhart, OR 97138

MINUTES

Voting Board Members:

Teri Lenahan, President – Present
Rod Cross, President-Elect – Present
(arrived at 8:06 pm)
Jeff Gowing, Past President – Present
Chas Jones, Director – Present

Rich Mays, Director - Present
Meadow Martell, Director – Present
Henry Balensifer III, Director – Present
Jim Trett, Director – Present
Tamie Kaufman, Director - Present

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

A. Welcome & Roll Call

Mayor Lenahan welcomed the members and called the meeting to order at 7:11 pm.

B. Consent Calendar

It was moved by Mayor Balensifer and seconded by Mayor Trett to approve the consent calendar as presented. There was no discussion and the motion passed unanimously (8-0). (8 Yes [Lenahan, Gowing, Balensifer, Martell, Jones, Mays, Kaufman, and Trett]; 0 No; 0 Abstain; 1 Absent [Cross]].

C. 2023 Summer Conference, Travel Expense Approvals

The board members indicated who will be attending the conference and their hotel needs.

D. 2023 Summer Conference, Registration Fees

The board discussed inflation and the need to ensure we are covering the venue and food costs.

It was moved by Past President Gowing and seconded by Mayor Balensifer to increase the member registration to \$400, the non-member registration to \$450 and the quest registration to \$70. There was no discussion and the motion passed unanimously (8-0). (8 Yes [Lenahan, Gowing, Balensifer, Martell, Jones, Mays, Kaufman, and Trett]; 0 No; 0 Abstain; 1 Absent [Cross]].

E. Responses to RFP for 2025 & 2026 Summer Conference Locations

The board reviewed the proposals and discussed the geographic location of each of the potential host cities. The board would like to see the conferences spread throughout the state as much as possible.



It was moved by Past President Gowing to have Salem host in 2025 and Baker City in 2026. Mayor Kaufman moved, and Mayor Balensifer seconded to amend the original motion and have the city of Baker City host the 2025 OMA Summer Conference and the city of Ashland host the 2026 OMA Summer Conference and direct LOC staff to negotiate any relevant contracts on behalf of the OMA. Past President Gowing was agreeable to the amendment and the motion passed unanimously (8-0). (8 Yes [Lenahan, Gowing, Balensifer, Martell, Jones, Mays, Kaufman, and Trett]; 0 No; 0 Abstain; 1 Absent [Mayor Cross]).

F. Membership Directory App

Ms. Speier explained in 2022 the board budgeted for staff to pursue moving away from a paper membership directory to a mobile app. For this to be practical staff wanted to ensure it would be compatible with the LOC's current member database so staff wouldn't have to do double entry. Staff worked with Clowder to develop the proposal in the packet which they were able to modify their package to consider the OMA's budget. The board discussed the possibility of the app also taking over the email listserv that the OMA currently has.

It was moved by Mayor Balensifer and seconded by Past President Gowing to authorize staff to proceed with the purchase of a mobile app through Clowder, authorize President Lenahan to sign the order form included in the packet, and explore the possibility to have the listserv as part of the app. There was no discussion and the motion passed unanimously (9-0). (9 Yes [Lenahan, Cross, Gowing, Balensifer, Martell, Jones, Mays, Kaufman, and Trett]; 0 No; 0 Abstain; 0 Absent).

G. Membership Update

Ms. Speier reported staff has processed 168 memberships and last year at this time there were 170 members. The board discussed how the association's visibility and the member enthusiasm has increased over the last few years. They were encouraged to see the number of applications submitted for the vacant board position. President Lenahan encouraged the board members to continue to encourage their neighboring cities to join. They also discussed the Resource Committee and being able to travel across the state to build those relationships. Past President Gowing asked staff to send him the list of mayors who have not joined the association and said he would be happy to reach out to those individuals.

H. OMA Newsletter

The board reviewed the list of possible articles for the 2nd quarter newsletter. President Lenahan said the LOC Women's Caucus would like to include a small flyer about the caucus and encourage mayors to join. The board discussed allowing the POC Caucus to also provide information for the newsletter.

The board discussed featuring summer festivals in quarter 2. Staff will send mayors an email asking them to send their summer festival information to be highlighted in quarter 2.



The board suggested asking the city of Eugene to write the spotlight article for quarter 3. Mayor Jones offered to write the spotlight article on Philomath for quarter 4.

The board also discussed the following articles to include in future newsletters:

- Holiday light shows in quarter 4.
- Water treatment requirements – Warrenton is facing a \$36 million upgrade because they are moving to a tier 4.
- Examples of cities that are taking advantage of the inflation/reduction act funding and what types of projects they are doing (quarter 3). Tie it to possible legislation.
- What are cities seeing in terms of value engineering.
- Moving away from PVC to HDPE pipes and the cost associated with that.

I. Committee Updates

Student Contest Committee

Ms. Speier said there were 26 cities represented this year and staff received 22 posters, 17 essays, and 7 videos. She said the committee will be meeting on Friday, April 28 to discuss the winners.

Mayors Leadership Committee

Staff opened the nominations for the 2023 Mayors Leadership Awards on Monday, March 27 with nominations being due on May 31. Staff will continue to post reminders on the listserv, in the bulletin, and through direct email. An email was also sent to the chief administrative officer with each city and city recorders asking them to share the information with their city councils.

Conference Planning Committee

President-Elect Cross, Conference Planning Committee Chair provided an update on the Conference Planning Committee. He thinks there will be an increase in attendance this year due to the timely topics the committee is planning. They discussed the social events and tour options.

Bylaws Committee

Staff will work to get something scheduled after cities are out of budget season, so likely sometime in July.

Nominating Committee

Staff reviewed the timeline for OMA board applications.

Resource Committee

Mayor Balensifer, Resource Committee Chair provided an update on the committee. Staff worked with the committee to put together the Oregon Mayor's Handbook which was included in the meeting packet. The committee is recommending by a unanimous vote that the OMA Board of Directors adopt the handbook. He also discussed the formation of a mentorship program.



The committee decided the board should probably take the mentorship role. The committee will be focused on creating and refining resource materials. He suggested the board discuss creating clearer committee roles and responsibilities. The board could also look at creating a more formal mentorship program. The board discussed the Mayors Handbook and relationships they built through the new mayors' training and felt this will be a good resource moving forward.

It was moved by President-Elect Cross and seconded by Past President Gowing to approve the Oregon Mayors Handbook to be used as a new resource for mayors. There was no discussion and the motion passed unanimously (9-0). (9 Yes [Lenahan, Cross, Gowing, Balensifer, Martell, Jones, Mays, Kaufman, and Trett]; 0 No; 0 Abstain; 0 Absent).

Mayor Trett said he is looking at potentially hosting a New Mayors Workshop for the mayors located in the Santiam Canyon and he may ask fellow board members to assist with the workshop. Mayor Martell said she writes a weekly mayor's letter in the Cave Junction local paper and has gotten positive feedback from the community on that. She suggested potentially adding those types of examples for the community engagement section of the handbook or in the new mayors training.

J. Other Business

President Lenahan provided an update on the OMA homelessness Funding Proposal and their last meeting with Governor Kotek. She said the LOC and OMA representatives in attendance said they are not backing down and plan to keep this at the forefront. The board discussed the need to hold another meeting with Governor Kotek and another press conference to show this issue is still in the forefront for the OMA.

K. Adjournment

President Lenahan adjourned the April 24, 2023 meeting at 8:48 pm.

APPROVED by the Oregon Mayors Association Board of Directors on August 13, 2023.

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	REMAINING
Income			
4-4001 Membership Dues	19,281.00	21,000.00	1,719.00
4-4660 Silent Auction		5,000.00	5,000.00
4-4700 OMA Spring Workshop	2,080.40	3,000.00	919.60
4-4753 Fall Workshop		6,000.00	6,000.00
4-4754 Summer Conference	21,841.00	28,000.00	6,159.00
4-4760 Mayor's Sponsors	19,500.00	20,000.00	500.00
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	\$62,702.40	\$172,659.00	\$109,956.60
GROSS PROFIT	\$62,702.40	\$172,659.00	\$109,956.60
Expenses			
4-5000 Cost of Events			
4-5012 New Mayor Training	965.07	3,500.00	2,534.93
4-5301 OMA Summer Conference			
4-5302 Summer Conference LOC Staff Expenses/Fees	145.48	1,100.00	954.52
4-5307 Venue Rental	2,900.00	5,000.00	2,100.00
4-5308 Food and Beverage		25,000.00	25,000.00
4-5309 Hotel Expenses		7,200.00	7,200.00
4-5310 Activity Fees		1,000.00	1,000.00
4-5313 Speakers	695.19	5,000.00	4,304.81
4-5314 Postage / Printing		650.00	650.00
4-5390 Conference Scholarships		4,500.00	4,500.00
Total 4-5301 OMA Summer Conference	3,740.67	49,450.00	45,709.33
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		2,000.00	2,000.00
Total 4-5400 Fall Workshop		9,000.00	9,000.00
Total 4-5000 Cost of Events	4,705.74	66,950.00	62,244.26
4-6000 Operating Expenses			
4-6013 Directory	0.00	4,000.00	4,000.00
4-6017 LOC Services	12,875.00	25,756.00	12,881.00

Oregon Mayors Association

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

January - December 2023

		TOTAL	
	ACTUAL	BUDGET	REMAINING
4-6018 Mayor's Board Expense	3,059.10	14,500.00	11,440.90
4-6023 Mayor's Contest	2,700.00	3,800.00	1,100.00
4-6025 Miscellaneous	94.49	1,000.00	905.51
4-6028 Newsletter	1,830.52	3,000.00	1,169.48
4-6030 Postage	-71.00	1,000.00	1,071.00
4-6031 Copy, Fax, Printing		100.00	100.00
4-6033 Supplies / Marketing	573.92	2,000.00	1,426.08
4-6040 WEB	1,926.00	2,000.00	74.00
4-6041 Listserv		750.00	750.00
4-6042 Insurance	500.00	750.00	250.00
4-6050 Contingency		39,621.00	39,621.00
Total 4-6000 Operating Expenses	23,488.03	98,277.00	74,788.97
Melio Credit card fee	24.00		-24.00
Total Expenses	\$28,217.77	\$165,227.00	\$137,009.23
NET OPERATING INCOME	\$34,484.63	\$7,432.00	\$ -27,052.63
NET INCOME	\$34,484.63	\$7,432.00	\$ -27,052.63

Oregon Mayors Association

Expenses by Vendor

January - June, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Expenses							
4-5000 Cost of Events							
4-5012 New Mayor Training							
01/23/2023	Bill		Tom Vialpando	Presented at the OMA new mayor workshop	4-2099 Accounts Payable	170.30	170.30
02/06/2023	Bill		Henry Balensifer	Travel Reim for OMA New Mayor Workshop	4-2099 Accounts Payable	294.14	464.44
04/21/2023	Bill	041723	LOC	New Mayor Workshop food and Travel Expense	4-2099 Accounts Payable	500.63	965.07
Total for 4-5012 New Mayor Training						\$965.07	
4-5301 OMA Summer Conference							
4-5302 Summer Conference LOC Staff Expenses/Fees							
04/21/2023	Bill	041723	LOC	OMA Summer conference Site Visit	4-2099 Accounts Payable	36.75	36.75
05/01/2023	Bill		Teri K Lenahan	Site Visit for 2023 Summer Conference	4-2099 Accounts Payable	108.73	145.48
Total for 4-5302 Summer Conference LOC Staff Expenses/Fees						\$145.48	
4-5307 Venue Rental							
05/01/2023	Bill		Ashland Hills Hotel	Deposit for the 2026 OMA Summer Conference	4-2099 Accounts Payable	2,900.00	2,900.00
Total for 4-5307 Venue Rental						\$2,900.00	
Total for 4-5301 OMA Summer Conference						\$3,045.48	
Total for 4-5000 Cost of Events						\$4,010.55	
4-6000 Operating Expenses							
4-6013 Directory							
05/02/2023	Bill		Clowder	OMA Membership App	4-2099 Accounts Payable	4,000.00	4,000.00
Total for 4-6013 Directory						\$4,000.00	
4-6017 LOC Services							
04/21/2023	Bill	1270	LOC	Quarterly Payments for LOC staffing JAM/FEB/MAR	4-2099 Accounts Payable	6,437.50	6,437.50
Total for 4-6017 LOC Services						\$6,437.50	
4-6018 Mayor's Board Expense							
01/30/2023	Bill		Richard Mays	Mileage REIM for Board of Directors Meeting 1.26.23	4-2099 Accounts Payable	180.12	180.12
01/30/2023	Bill		The Dalles	REIM for OMA board meeting on 1.26.23	4-2099 Accounts Payable	179.52	359.64
01/31/2023	Bill		Teri K Lenahan	Mileage REIM for OMA Board of Directors Meeting 1.26.23	4-2099 Accounts Payable	75.33	434.97
02/27/2023	Bill		LOC	LOC Spring Conference Jim Trett	4-2099 Accounts Payable	325.00	759.97
02/27/2023	Bill		LOC	LOC Spring Conference Meadow Martell	4-2099 Accounts Payable	325.00	1,084.97
02/27/2023	Bill		LOC	LOC spring conference Teri Lenahan	4-2099 Accounts Payable	325.00	1,409.97
04/20/2023	Bill		LOC	OMA Spring workshop fee for OMA Director Tamie K	4-2099 Accounts Payable	75.00	1,484.97
04/21/2023	Bill	041723	LOC	OMA Board Meeting Expenses	4-2099 Accounts Payable	1,339.64	2,824.61
05/01/2023	Bill		Teri K Lenahan	April OMA Board Meeting	4-2099 Accounts Payable	82.53	2,907.14
05/11/2023	Bill		Jim Trett	MILEAGE REIM for Board Meeting 4/22/23	4-2099 Accounts Payable	151.96	3,059.10
Total for 4-6018 Mayor's Board Expense						\$3,059.10	

Oregon Mayors Association

Expenses by Vendor

January - June, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
4-6023 Mayor's Contest							
05/04/2023	Bill	OMACONT	Evonna West	OMA Student Contest 3rd Place Winner	4-2099 Accounts Payable	100.00	100.00
05/04/2023	Bill	OMACONT	Maria Cecilia Gonzalez Solano	OMA Student Contest 3rd Place Winner Poster Category	4-2099 Accounts Payable	100.00	200.00
05/04/2023	Bill	OMACONT	Adriana Draskovic	OMA Student Contest 2nd place Winner Poster	4-2099 Accounts Payable	300.00	500.00
05/04/2023	Bill	OMACONT	Saylor Sager	OMA Student Contest 2nd Place Winner - Essay Category	4-2099 Accounts Payable	300.00	800.00
05/04/2023	Bill	OMACONT	Brooke Van Arsdall	OMA Student Contest 3rd Place Winner Essay	4-2099 Accounts Payable	100.00	900.00
05/04/2023	Bill	OMACONT	Jacella Williams	OMA Student Contest 2nd Place Winner Video Category	4-2099 Accounts Payable	300.00	1,200.00
Total for 4-6023 Mayor's Contest						\$1,200.00	
4-6025 Miscellaneous							
01/01/2023	Journal Entry	249		MS JAN 23	-Split-	13.23	13.23
06/13/2023	Journal Entry	266		MS JAN/FED 23	-Split-	4.04	17.27
06/13/2023	Journal Entry	266		MS JAN/FED 23	-Split-	77.22	94.49

Oregon Mayors Association

Expenses by Vendor

January - June, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 4-6025 Miscellaneous						\$94.49	
4-6028 Newsletter							
02/22/2023	Bill	INV008817	Garten	program to b&w printing	4-2099 Accounts Payable	60.00	60.00
02/22/2023	Bill	INV008817	Garten	Printing Services	4-2099 Accounts Payable	259.20	319.20
02/22/2023	Bill	INV008817	Garten	Machine stamp imprint	4-2099 Accounts Payable	30.00	349.20
02/22/2023	Bill	INV008817	Garten	File set up	4-2099 Accounts Payable	45.00	394.20
02/22/2023	Bill	INV008817	Garten	permit postage	4-2099 Accounts Payable	148.19	542.39
02/22/2023	Bill	INV008817	Garten	Change of address processing	4-2099 Accounts Payable	9.00	551.39
04/20/2023	Bill		Garten	OMA 1ST QT Newsletter Production	4-2099 Accounts Payable	714.61	1,266.00
Total for 4-6028 Newsletter						\$1,266.00	
4-6030 Postage							
03/03/2023	Bill		FedEx	OMA SHIPPING Funding Proposal	4-2099 Accounts Payable	19.44	19.44
05/09/2023	Journal Entry	264			-Split-	-90.44	-71.00
Total for 4-6030 Postage						\$ -71.00	
4-6033 Supplies / Marketing							
02/28/2023	Bill		Garten	OMA Homelessness Funding Briefing Books	4-2099 Accounts Payable	395.64	395.64
04/21/2023	Bill	041723	LOC	Office Supplies/Marketing at 2023 City Day	4-2099 Accounts Payable	178.28	573.92
Total for 4-6033 Supplies / Marketing						\$573.92	
4-6040 WEB							
01/12/2023	Bill		CivicPlus LLC	OMA Website	4-2099 Accounts Payable	1,926.00	1,926.00
Total for 4-6040 WEB						\$1,926.00	
Total for 4-6000 Operating Expenses						\$18,486.01	
Melio Credit card fee							
02/17/2023	Bill	1437993	Melio		4-2099 Accounts Payable	1.50	1.50
02/17/2023	Bill	1436424	Melio		4-2099 Accounts Payable	1.50	3.00
02/17/2023	Bill	1437587	Melio		4-2099 Accounts Payable	1.50	4.50
02/24/2023	Bill	1480401	Melio		4-2099 Accounts Payable	1.50	6.00
05/05/2023	Bill	1896131	Melio		4-2099 Accounts Payable	1.50	7.50
05/05/2023	Bill	1895504	Melio		4-2099 Accounts Payable	1.50	9.00
05/05/2023	Bill	1896237	Melio		4-2099 Accounts Payable	1.50	10.50
05/08/2023	Bill	1903540	Melio		4-2099 Accounts Payable	1.50	12.00
05/11/2023	Bill	1934436	Melio		4-2099 Accounts Payable	1.50	13.50
05/11/2023	Bill	1934741	Melio		4-2099 Accounts Payable	1.50	15.00
05/26/2023	Bill	2029120	Melio		4-2099 Accounts Payable	1.50	16.50
05/26/2023	Bill	2030864	Melio		4-2099 Accounts Payable	1.50	18.00
05/26/2023	Bill	2029331	Melio		4-2099 Accounts Payable	1.50	19.50
05/26/2023	Bill	2033711	Melio		4-2099 Accounts Payable	1.50	21.00
06/22/2023	Bill	2211319	Melio		4-2099 Accounts Payable	1.50	22.50
Total for Melio Credit card fee						\$22.50	
Total for Expenses						\$22,519.06	



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

FROM: Patty Mulvihill, LOC Executive Director
Ariel Nelson, LOC Lobbyist

SUBJECT: OMA Homelessness Taskforce Proposal Update

DATE: August 3, 2023

The OMA Board of Directors approved the creation of the OMA Homelessness Taskforce in May 2022. The taskforce brought together 25 mayors from across the state to develop a response to homelessness that would help all communities statewide, regardless of size or location, to address the issue. Over the summer and early fall of 2022, the taskforce met regularly to develop its homelessness plan, which was finalized and approved October 14, 2022. The plan was subsequently emailed to all 90 members of the Oregon Legislature and the three gubernatorial candidates. The OMA Homelessness Taskforce's plan to humanely and timely address the homelessness crisis in Oregon proposed a partnership between the state of Oregon and its 241 cities to support the establishment and expansion of local, community-based responses that provide immediate shelter and needed services for unhoused Oregonians. During the 2023 Legislative session, the OMA proposed two separate, yet parallel, budget proposals:

1. A budget package providing direct allocation to all cities for homelessness response and prevention services; and
2. A budget package providing capital improvement funding for cities.

On October 31, taskforce members held a [press conference](#) to brief the media about the plan. LOC staff also reached out to all 241 cities to encourage them to join the effort and support the two proposals. That outreach produced the [OMA Funding Proposal Briefing Book](#) that included detailed proposals from 117 cities identifying the specific challenges they face in addressing and preventing homelessness, while simultaneously developing community-based, collaborative and culturally specific plans that would have a positive and sustained impact on addressing homelessness within their jurisdictions.

When Governor Kotek took office in January, 2023 she declared a homeless state of emergency and urged the legislature to fund her plans to increase shelter capacity in targeted areas of the state. The legislature answered her call and passed an emergency housing package (HB 2001/HB 5019) that funded shelter expansion in the declared emergency areas and notably included addition funding for the rest of the state. Leading up to and throughout session, the LOC coordinated and supported mayors and cities' advocacy efforts to communicate their specific local funding needs to prevent and respond to homelessness.

While the OMA Taskforce Proposal was ultimately not funded, the OMA Taskforce's leadership enabled several important gains. OMA taskforce members and OMA and LOC leadership had two meetings with the Governor during the legislative session to discuss her plan, the OMA proposal, and how to build and fund a stronger state-city partnership. Those meetings, the OMA briefing book, and direct advocacy from individual mayors and cities, resulted in additional funding at the end of session, to fill gaps in existing shelter operations. For the first time, cities were included in the funding decision process for the emergency shelter funds and the LOC and AOC have regular meetings with OHCS and state emergency management leadership to guide implementation of the Governor's executive orders and identify ongoing needs at the local level. Mayors and city leaders have also established relationships with the OHCS director and strengthened their advocacy with their legislators related to homeless funding needs. Going forward, cities have a seat at the table and will continue to advocate for more direct local funding and stronger state and local partnership.



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

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

SUBJECT: 2024 Board of Directors Application Process

DATE: August 3, 2023

The election of officers is governed by Articles III and VII of the OMA Constitution.

Step 1

Persons interested in being considered for a position on the 2024 Board of Directors must submit a written application expressing their interest no later than September 1, 2023. There are four positions that will need filled in 2024: President-Elect, and three director positions. The application is online, was posted on listserv, and emailed directly to all OMA members. Staff will also include the announcement in the LOC Bulletin.

Step 2

All applications received by the end of the day on September 1, 2023 will be forwarded to the OMA Nominating Committee. The OMA Nominating Committee is required to prepare a slate of candidates which, insofar as it is possible, will represent the state's various regions as well as cities of varying population sizes. The Nominating Committee will meet on September 19, 2023.

Step 3

The Nominating Committee's slate will be submitted to the OMA Board of Directors for the Board's review and consent during the October 11, 2023 meeting.

Step 4

The OMA Board of Directors will submit the final approved slate of candidates to the full membership during the annual meeting, being held on October 12, 2023. Nominations from the floor of the annual meeting are permitted.

The 2023 Nominating Committee includes:

- Jeff Gowing, Immediate Past President, Chair
- Mayor Steve Callaway, Hillsboro
- Mayor Cathy Clark, Keizer
- Mayor Bryan Cutchen, Oakridge
- Mayor John McArdle, Monmouth
- Mayor Brian Quigley, Stayton, Alternate



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

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

SUBJECT: OMA Listserv Update

DATE: August 3, 2023

This memo intends to inform the OMA Board of Directors about an important update regarding your listserv service. OMA and other affiliates currently pay \$750 per year for listserv services through Lyris. However, LOC staff have recently discovered a more cost-effective alternative that provides the same service at a significantly lower price. After careful consideration and evaluation, the LOC has decided to migrate to the new listserv service starting September 1, 2023.

This decision was made in light of the fact that Lyris is hosted on a server that LOC no longer requires or utilizes. As a result, our previous IT support has informed us that they will charge us \$500 to maintain the server. The new listserv service, recommended by our new IT provider, offers comparable functionality and support but at an annual cost of less than \$100.

By transitioning to this new service, we anticipate substantial cost savings for the OMA. To provide complete transparency, if OMA wishes to continue using the current server until January 2024, the cost would be \$2,000.

The LOC believes it is prudent to make the switch sooner to avoid unnecessary expenses and take advantage of the cost savings offered by the new listserv service. LOC appreciates your ongoing support and cooperation as we work towards a smooth transition to the new listserv service.

Recommended Motion:

I authorize staff to proceed with switching listserv providers by September 1, 2023.



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

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

SUBJECT: Fall Workshop Update

DATE: August 3, 2023

The OMA Fall Workshop will be occurring on October 12, 2023. This year the OMA Conference Planning Committee and the OCCMA Professional Development Committee decided to try something different and hold a joint workshop between the two organizations. On July 11, leadership from OMA and OCCMA met with Stephen DiJulio, Principal at Foster Garvey to discuss obtaining him to lead the workshop. Stephen is highly recommended by the Washington League of Cities and has assisted local governments on legal and governance issues for over 45 years, including serving as a city attorney and administrator.

Stephen will lead participants through the roles and responsibilities of elected and appointed officials. Participants will learn how their role can minimize divisiveness that undermines citizen trust in government; how effective communication strategies build a strong organizational culture to promote relations with city staff and the community; and legal issues impacting public official speech rights and ethical considerations.



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

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

SUBJECT: OMA Newsletter Update

DATE: August 3, 2023

The OMA Board of Directors are responsible for writing articles for the Quarterly Newsletter. In an effort to plan the newsletters for 2023, staff has listed the dates when articles will be due and offered several suggestions for topics and spotlight cities. Some articles were also identified during the April board meeting and are included below.

Quarter 3 Newsletter – Articles Due on Monday, August 28

- Spotlight Article: Eugene – Staff reached out to Mayor Vinis in June and confirmed the city will be featured in Quarter 3.
- Other article ideas:
 - Conference wrap-up
 - If I Were Mayor award winners
 - Leadership award winners
 - Silent Auction total
 - Legislative wrap-up
 - Mayor Batey/Beaty – we have three mayors in Oregon that share the same last name (Mayors of Beaverton, Maupin, Milwaukie) could be a quirky article
 - Examples of cities that are taking advantage of the inflation/reduction act funding and what types of projects they are doing
 - The costs associated with moving away from PVC to HDPE pipes
 - What cities are seeing in terms of value engineering

Quarter 4 Newsletter – Articles Due on Monday, November 13

- Spotlight Article: Philomath
- Other article ideas:
 - Holiday light shows
 - Save the date for 2024 Summer Conference
 - 2025 Membership Drive
 - Water treatment requirements – costs associated with moving to tier 4 treatment.
 - Spotlight new and outgoing board members
 - Announce the kickoff of the Student Contest
 - Committee solicitation



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

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

SUBJECT: Committee Updates – Student Contest Committee

DATE: August 4, 2023

The Student Contest Committee was comprised of Mayor Kaufman of Gold Beach, Mayor Vialpando of Vale, Mayor Simmons of Manzanita, Mayor Hughto of Malin, Mayor Lauer of Troutdale, Mayor Pulliam of Sandy, Mayor Sell of Eagle Point, and Mayor Wenzl of Forest Grove. This year the committee was asked to score their top three favorites in each of the categories prior to the meeting. Staff received score sheets from five committee members and the members met on April 28 to select the winners.

There were 46 entries for this year’s contest, representing 26 cities, including: Albany, Baker City, Cottage Grove, Dallas, Elgin, Forest Grove, Gold Beach, Halsey, Happy Valley, Hillsboro, Keizer, Lafayette, Lake Oswego, Manzanita, McMinnville, Philomath, Redmond, Scappoose, Seaside, Sherwood, Springfield, St. Helens, Stanfield, Sublimity, Tigard, and Vale.

Winners this year are:

Elementary School

- 1st Place winner - Albany: **Noah Gabriel D. Salazar**, Grade 5
- 2nd Place winner - Happy Valley: **Adriana Draskovic**, Grade 5
- 3rd Place winner - Hillsboro: **Maria Cecilia Gonzalez Solano**, Grade 4

Middle School

- 1st Place winner - Lake Oswego: **Sophia Lu**, Grade 8
- 2nd Place winner - McMinnville: **Saylor Sager**, Grade 6
- 3rd Place winner - St. Helens: **Brooke Van Arsdall**, Grade 7

High School

- 1st Place winner - Cottage Grove: **Kassidy Poetzl**, Grade 12
- 2nd Place winner - Albany: **Jacella Williams**, Grade 11
- 3rd Place winner - Redmond: **Evonna West**, Grade 11



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

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

SUBJECT: Committee Updates – Mayors Leadership Awards Committee

DATE: August 4, 2023

The Mayors Leadership Awards Committee met on June 21, 2023. The following individuals were appointed to serve on the committee:

- Jeff Gowing, OMA Past President
- Mayor Chas Jones, Philomath
- Mayor Cecelia Koontz, Monmouth
- Mayor John McArdle, Independence
- Mayor Lucy Vinis, Eugene
- Mayor Susan Wahlke, Lincoln City

Ten mayors were nominated for this year's award. As the award winners remain a secret until the presentations are made, I cannot disclose the winners' names, but a winner for the small, medium, and large city categories was selected. LOC staff has ordered the awards and I have been in contact with the people who nominated the winning recipients to ensure the winners have family or colleagues in the audience when the award is presented.



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

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

SUBJECT: Committee Updates – Conference Planning Committee

DATE: August 4, 2023

The Conference Planning Committee was comprised of the following mayors:

- Mayor Rod Cross, Toledo, Chair
- Mayor Teri Lenahan, North Plains
- Mayor Henry Balensifer, Warrenton
- Mayor Meadow Martell, Cave Junction
- Mayor Cecilia Koontz, Monmouth
- Mayor Tim Rosener, Sherwood
- Mayor Kathy Sell, Eagle Point
- Mayor Jim Trett, Detroit

The committee met monthly beginning in March to plan the conference’s educational programming. The committee developed a timely program and sought a diverse lineup of speakers from all regions of the state.



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

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

SUBJECT: Committee Updates – Bylaws Committee

DATE: August 4, 2023

The Bylaws Committee has not convened this year. Staff will work on getting a meeting scheduled after the Summer Conference.



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

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

SUBJECT: Committee Updates – Nominating Committee

DATE: August 4, 2023

The Nominating Committee consists of the following individuals:

- Jeff Gowing, Immediate Past President, Chair
- Mayor Steve Callaway, Hillsboro
- Mayor Cathy Clark, Keizer
- Mayor Bryan Cutchen, Oakridge
- Mayor John McArdle, Monmouth
- Mayor Brian Quigley, Stayton, Alternate

The committee is scheduled to meet on September 19 at 8:30 am via Zoom to review applications. This year the committee is being asked to identify and recommend a President Elect and three Directors.



To convene, network, train, and empower Mayors

TO: OMA Board of Directors

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

SUBJECT: Committee Updates – Resource Committee

DATE: August 4, 2023

The Resource Committee is comprised of the following mayors:

- Mayor Balensifer, Warrenton, Chair
- Mayor Rod Cross, Toledo
- Mayor Tamie Kaufman, Gold Beach
- Mayor Scott Keyser, Molalla
- Mayor Meadow Martell, Cave Junction
- Mayor Richard Mays, The Dalles
- Mayor Brian Quigley, Stayton
- Mayor Jim Trett, Detroit
- Mayor Tom Vialpando, Vale

The committee has held two meetings this year and developed The [Oregon Mayors Handbook](#) as a new resource tool for mayors.