



OMA Board of Directors Meeting

December 3, 2021 | 3:00 p.m. – 5:00 p.m.

Evergreen Aviation & Space Museum, Space Museum
 510 NE Captain Michael King Smith Way
 McMinnville, OR 97128

AGENDA

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B. Consent Calendar* (<i>Beth Wytoski</i>)	---
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*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

October 20, 2021 | 3:30 p.m. – 5:12 p.m.
Zoom Meeting

MINUTES

Voting Board Members:

Beth Wytoski, President – Present
Jeff Gowing, Vice President – Present
Steve Callaway, Past President – Present
Jason Snider, Director – Present

Henry Balensifer III, Director – Absent
Rod Cross, Director – Present (left at 4:56 p.m.)
Jim Trett, Director – Present
Carol MacInnes, Director - Present
Teri Lenahan, Director – Present

Staff:

Mike Cully, LOC Executive Director
Patty Mulvihill, LOC General Counsel & OMA Staff Liaison (joined at 3:36 p.m.)

A. Welcome & Roll Call

3:30 pm

President Wytoski welcomed everyone to the meeting. and established that all Board members, with the exception of Mayor Balensifer, were present.

B. Consent Calendar

Items on the consent calendar were discussed in their entirety.

The minutes were reviewed by the Board and no changes were suggested.

It was moved by Mayor Cross and seconded by Mayor Callaway to approve the minutes of the July 29, 2021, OMA Board of Directors meeting. The motion passed unanimously {8 YES (Wytoski, Gowing, Callaway, Snider, Cross, Trett, MacInnes and Lenahan), 0 NO, 0 ABSTAIN, and 1 ABSENT (Balensifer)}.

A copy of the minutes can be found in the packet associated with the Board meeting of October 20, 2021.

Patty Mulvihill provide a financial update to the Board. She noted that the OMA is in solid fiscal health and for the most part, with some minor deviations, has met its budgeted targets both in terms of revenue and expenses for this calendar year.



It was moved by Mayor Trett and seconded by Mayor Lenahan to accept the Financial Report. The motion passed unanimously {8 YES (Wytoski, Gowing, Callaway, Snider, Cross, Trett, MacInnes and Lenahan), 0 NO, 0 ABSTAIN, and 1 ABSENT (Balensifer)}.

A copy of the full financial report can be found in the packet associated with the Board meeting of October 20, 2021

C. Committee Updates

Mayor Wytoski asked for updates from each of the OMA Committees.

1. Conference Planning Committee. Mayor Wytoski asked everyone to pay attention to the nine suggestions from the Conference Planning Committee, all of which are highlighted in the memorandum entitled “Review of 2021 OMA Summer Conference & Potential 2022 Spring Workshop”, a copy of which is included in the packet associated with the October 20, 2021, Board meeting. Additional feedback on the 2021 Annual Conference included:
 - a. Patty Mulvihill noted that from a staff perspective the only thing to consider for next year is to focus on regionalization of speakers from the very beginning stages of the conference planning process.
 - b. Mayor Callaway would like to see the OMA Board and LOC staff really stress the importance of conference attendees participating in the city-sponsored events. If the cities are kind enough to put forward events, and have spent fiscal resources on said events, the organization should do its best to have a high attendance at the events.
 - c. Mayor Cross noted that when multiple events are scheduled at the same time, it puts attendees in a difficult position of having to choose what to attend. He suggested that if we want to have heavy attendance at one thing, we schedule that one thing to occur by itself.
 - d. Mayor Snider noted that we may want to provide more downtime, provide an opportunity for attendees to just be on their own and do what they want. Having every minute of the three days programmed may be too much for some attendees.



Patty Mulvihill noted that if the OMA would like to reschedule its cancelled Fall Workshop to the spring, the LOC has space available the day before its Spring Conference in Hermiston. She further advised that if the OMA would prefer, LOC staff can work with them on hosting a Spring Workshop on a different date and at a different location. The consensus of the Board was to reschedule its Fall Workshop to the spring, using the date and space suggested by the LOC (April 21, 2022, in Hermiston).

2. Student Contest Committee. Patty Mulvihill explained an idea to turn the submitted poster designs from the Student Contest into OMA notecards. The notecards could be used as thank you cards. The Committee was supportive of the concept and recommended that Patty Mulvihill include the costs of such an endeavor in the 2022 draft OMA budget.
3. Nominating Committee. Mayor Callaway presented the slate of candidates for the 2022 Board of Directors. The slate includes: Mayor Teri Lenahan of North Plains as the President Elect; Mayor Henry Balensifer of Warrenton for a three-year Director position; Mayor Carol MacInnes of Fossil for a three-year Director position; and Mayor Meadow Martell of Cave Junction for a two-year Director position (filling the vacancy created by Mayor Lenahan's elevation to President-Elect).

Mayor Snider inquired as to why Mayor Cathy Clark of Keizer had not been selected to fill the two-year Director position. Mayor Wytoski noted that Mayor Clark is amazing, and she is a great supporter of the OMA. However, in selecting Mayor Martell the Nominating Committee was trying to be cognizant of regional representation (Mayor Martell comes from Region 7, a region that would not otherwise be represented on the OMA Board of Directors) and city population size. Patty Mulvihill added that Mayor Clark was made aware of the selection and the reasons behind it – Mayor Clark had responded in support of the slate.

4. Leadership Award Committee. Patty Mulvihill noted that during the last Board meeting the Board had decided some clear guidelines for how awards are to be issued was needed. She then advised that she created a draft Resolution for the Board to use as a starting point.

The Board spent a considerable length of time discussing the need to differentiate awards based on city sizes, the need to limit the award of merit being issued, the importance of including past award recipients in the process, and the need to give the Committee some discretion in how it selects and determines winners. After careful consideration and discussion, the Board directed Patty Mulvihill to update the Resolution with the following parameters in mind:



- The Committee is allowed to present up to three Leadership Awards per year;
- The Committee is provided the discretion to determine what constitutes a small, medium and large city each year;
- The Committee may award no more than one Award of Merit per year and that award can be given to a Mayor who has done something exemplary in the prior year;
- The Committee will have the discretion to decide how past award recipients are to be recognized each year; and
- The Committee will work to ensure prior award recipients are the presenters of awards.

The Board directed Patty Mulvihill to present the revised Resolution during the Board's December meeting. Once the Board agrees upon a Resolution, said Resolution will be presented to the membership during a special meeting called during the Spring Workshop. The membership will be advised of this forthcoming Resolution in the first quarter OMA Newsletter of calendar year 2022.

A copy of the various Committee reports can be found in the packet associated with the Board meeting of October 20, 2021.

D. 2022 OMA Board Meeting Calendar

President Wytoski explained the need to solidify Board meeting dates in calendar year 2022. After careful discussion by the Board regarding its general availability and preferred dates, the following meeting schedule for 2022 was determined:

- February 17, 2022 – 5:00 p.m. to 7:00 p.m. (LOC offices in Salem, Oregon);
- April 21, 2022 – time to be determined (Hermiston, Oregon);
- August 11, 2022 – time to be determined (Best Western Plus Agate Beach, Newport, Oregon);
- October 3, 2022 – time to be determined (Riverhouse on the Deschutes, Bend, Oregon); and
- December 8, 2022 – 5:00 p.m. to 7:00 p.m. (Cottage Grove, Oregon).

Patty Mulvihill was asked to send calendar invitations for the above meetings to all Board members.

A memorandum associated with the 2022 OMA Board meeting calendar can be found in the packet associated with the Board meeting of October 20, 2021.



E. Membership Drive 2022

Patty Mulvihill reviewed LOC staff's recommended membership drive process, noting that it is contingent upon recommendations from LOC's Program Manager, Lisa Trevino, who is presently out of the office. The Board reviewed the recommended process and provided its support.

A memorandum associated with the 2022 Membership Drive can be found in the packet associated with the Board meeting of October 20, 2021.

F. Onboarding and Mentoring Programs

President Wytoski explained the proposed onboarding process for new Board members. She specifically highlighted the establishment of a Buddy Program, the creation of a Board binder, and a new Board member orientation program. The Board was supportive of the onboarding program, with multiple members noting that this would be a starting point that could be added to and modified as the program progresses. It was decided that if the Nominating Committee's recommended slate of candidates is approved by the membership, that Mayor Wytoski would serve as Mayor Martell's Buddy.

President Wytoski explained that for mentoring new mayors the Committee recommends that a new Resources Committee be established, and that a new mayor training program be held in coordination with the LOC's 2022/23 Elected Essentials training program. The Board, by consensus, agreed that Patty Mulvihill should include additional resources in the proposed 2022 OMA Budget to cover the cost of the new mayor training program.

It was moved by Mayor Cross to adopt the Resolution creating the Resource Committee. The motion was seconded by Mayor Gowing. The motion passed unanimously {8 YES (Wytoski, Gowing, Callaway, Snider, Cross, Trett, MacInnes and Lenahan), 0 NO, 0 ABSTAIN, and 1 ABSENT (Balensifer)}.

A copy of the memorandum outlining the recommendations regarding the two programs, as well as the adopted Resolution, can be found in the packet associated with the Board meeting of October 20, 2021.

G. RFP for 2023 & 2024 Summer Conference Locations/Venues

Mayor Wytoski explained the targeted approach the Board is taking with the upcoming RFPs and Patty Mulvihill explained the desired timeline.



H. Impact of Mandatory Vaccination on Volunteer Fire Departments

Mayor Wytoski noted that this issue may now be moot given recent conversations with the Governor's Office. She noted that she, Mayor MacInnes and Mayor Balensifer spoke with the Governor's Office about their concerns that requiring volunteer firefighters to be vaccinated against COVID-19 would result in several departments not having enough staff to perform essential functions. Mayor Wytoski noted that the mayors in the meeting asked if the Governor would consider exemptions for volunteers or exemptions for those persons who show positive signs of having the COVID-19 antibodies. Both exemption requests were denied. She noted that the Governor's Office staff was not terribly sympathetic to the mayors' concerns and suggested that people opposed to the vaccination requirement could file for a religious exemption, as the validity of those religious exemptions were not being examined. Mayor Wytoski noted that she and Mayors MacInnes and Balensifer were uncomfortable with the suggestion that volunteer firefighters would readily lie about their religious viewpoints.

I. Protocols for Voting at Business Meeting

Patty Mulvihill reviewed the voting processes that will be used during the OMA Annual Business Meeting.

J. Other Business

Mayor Callaway expressed his gratitude and appreciation for the OMA Board. He noted that it has been a privilege to serve on the Board and with his fellow members. Mayor Callaway noted that he will miss working on and for the OMA Board.

Patty Mulvihill advised that the Zoom link for the Board meeting is the same link for the Annual Business meeting, Board members who wish to take a break before the Annual Business meeting can simply turn off their cameras and microphones instead of logging off and logging back on since the link is the same.

K. Adjournment

President Wytoski adjourned the October 20, 2021, meeting at 5:12 p.m.



APPROVED by the Oregon Mayors Association Board of Directors on December 3, 2021.

ATTEST:

Mike Cully, Executive Director

Beth Wytoski, President

DRAFT

MEMORANDUM

To: OMA Board of Directors

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

Date: November 29, 2021

Re: Solicitation for 2022 Committee Appointments

Applications for persons interested in serving on a 2022 OMA Committee are presently being accepted. The application process was opened on November 1, 2021, and will close on February 1, 2022. Reminders to OMA members, issued via the listserv, will (or have been) be sent on:

- November 22, 2021;
- December 17, 2021;
- January 14, 2022; and
- January 31, 2022.

To date, five mayors have submitted applications. Those mayors include:

- Mayor Brian Dalton of Dallas;
- Mayor Cathy Clark of Keizer;
- Mayor Henry Balensifer of Warrenton;
- Mayor Jules Waters of West Linn; and
- Mayor Meadow Martell of Cave Junction.



STRENGTH IN UNITY

MEMORANDUM

To: OMA Board of Directors

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

Date: November 22, 2021

Re: Spring 2022 Workshop

The OMA Spring Workshop is scheduled for Thursday, April 21, 2022, from 1:00 p.m. to 4:00 p.m. at the Eastern Oregon Trade & Event Center in Hermiston, Oregon. The title of the workshop, presenter, and synopsis are below for ease of reference (to date this is tentative as LOC staff and Mayor Wytoski await confirmation from the desired presenter).

Title: Productive Conversations: Leading Cities & the OMA Forward
Presenter: Kathy Beckwith
Synopsis: This session will be presented in two parts, with each focused on having productive conversations. Part One: Over the last few years, communities across Oregon have experienced high levels of conflict. The divided political climate that for so long dominated federal and state politics is now seemingly impacting local governments. As leaders of their communities, mayors must build bridges and heal wounds. This part will teach mayors tools and techniques for leading their cities through times of conflict and discord. Part Two: The OMA Board of Directors will ask the general membership: what they need to be successful in their communities; what they wish the OMA Board would focus on in 2022; and, how Oregon's mayors and the OMA can be more relevant and successful in the future.

This Workshop is intended to make up for the cancelled Fall 2021 Workshop, which was cancelled due to the COVID-19 pandemic and the LOC cancelling it's in-person Annual Conference.

Previous OMA Boards have charged \$75 for mayors to attend the Fall Workshop. LOC staff recommends charging mayors who attend this Spring Workshop no less than \$50 and no more than \$75. Staff respectfully requests direction on an appropriate registration fee for the Spring Workshop.



STRENGTH IN UNITY

MEMORANDUM

To: OMA Board of Directors

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

Date: November 22, 2021

Re: Student Contest Committee

The 2022 *If I Were Mayor* Contest officially opened on August 13, 2021. Contest submissions are due no later than April 8, 2022. For this year's contest, LOC staff has asked the Oregon School Board Association to circulate information on the contest to all of its members – LOC staff understands such circulation has occurred and will continue to occur between now and April.

LOC staff will encourage all OMA members to have the students in their respective communities participate in the program via monthly reminders on the OMA listserv; reminders are to be sent on or around the 15th of each month.



STRENGTH IN UNITY

MEMORANDUM

To: OMA Board of Directors

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

Date: November 22, 2021

Re: 2022 OMA Membership Drive

Background

The 2021 OMA Membership Drive was not as successful in years past. In an effort to ensure that the 2022 Drive is successful and membership targets are achieved, LOC staff presented the OMA Board of Directors with a draft timeline during its October 20, 2021, meeting. The submission was in draft form as the implementation still needed to be reviewed by LOC's Program Manager, Lisa Trevino, as she is responsible for maintaining the LOC database that houses the membership information.

A key change in this year's timeline is that each member of the Board will be provided a random list of approximately 26 mayors in Oregon who they are responsible for contacting. The purpose of the contact is to encourage the mayor to register for the OMA. The lists will be generated by LOC staff and provided to all Board members on or before the date registration opens. Every few weeks, LOC staff will provide each Board member with an update on where their list of mayors stand in terms of being registered for the OMA or not being registered. The idea is that each Board member will work to ensure that the mayors on their list all understand the importance of the OMA and register for the association.

Unanswered Question

With the membership drive open before the 2022 Board of Directors takes office, staff is unsure of how to proceed with distributing the aforementioned list of 26 mayors to Board members. Specifically, is Mayor Callaway, who is leaving the Board in December, provided a list of mayors to contact, or is the list instead provided to Mayor Meadows, who is joining the board in January?

Timeline

Date	Action	Lead
November 2021	LOC staff mails membership drive materials to each mayor at their respective city	Debi Higgins

	hall. The materials include: letter encouraging them to join the OMA, fact sheet, and membership form.	
December 15, 2021	Membership drive opens	Patty Mulvihill
	Announcement of membership drive opening circulated on OMA listserv	Patty Mulvihill
	All mayors in Oregon receive email announcing membership drive	Patty Mulvihill
	All Board members receive a list of mayors who they are to contact to encourage them to join the OMA	Patty Mulvihill
December 17, 2021	Membership drive announced in <i>LOC Bulletin</i>	Patty Mulvihill
	OMA Board members send targeted emails to their assigned mayors to directly encourage/solicit membership in the OMA	OMA Board members
December 22, 2021	Membership drive reminder included in <i>LOC Bulletin</i>	Patty Mulvihill
	Membership drive reminder distributed via OMA listserv	Patty Mulvihill
December 28, 2021	LOC staff advises all Board members of status of membership drive (provides Board members with updates on their specific recruitment lists)	Patty Mulvihill
December 29, 2021	OMA Board members send targeted emails to their assigned mayors to directly encourage/solicit membership in the OMA	OMA Board members
January 7, 2022	Membership drive reminder included in the <i>LOC Bulletin</i>	Patty Mulvihill
	Membership drive reminder distributed via OMA listserv	Patty Mulvihill
January 13, 2022	LOC staff advises all Board members of status of membership drive (provides Board members with updates on their specific recruitment lists)	Patty Mulvihill
January 14, 2022	OMA Board members send targeted emails to their	Patty Mulvihill

	assigned mayors to directly encourage/solicit membership in the OMA	
January 19, 2022	Membership drive reminder distributed via OMA Listserv	Patty Mulvihill
	LOC staff advises all Board members of status of membership drive (provides Board members with updates on their specific recruitment lists)	Patty Mulvihill
January 20, 2022	OMA Board members send final targeted emails to their assigned mayors directly to encourage/solicit membership in the OMA	OMA Board members
January 21, 2022	Last day to renew membership and be included in the OMA Directory.	



STRENGTH IN UNITY

MEMORANDUM

To: OMA Board of Directors

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

Date: November 22, 2021

Re: Mission Statement

During the August 25th and October 14th meetings of the Onboarding and Mentoring Committee, discussions regarding the need to establish an OMA Mission Statement occurred. The Committee, in putting together a draft Mission Statement for review by the Board of Directors, focuses on the five key purposes of the OMA:

1. To increase the knowledge and ability of persons serving in the position of mayor in Oregon cities.
2. To promote the exchange of information and ideas among mayors.
3. To provide opportunities for mayors of Oregon cities to meet and discuss special functions of the office of mayor.
4. To provide strong, collective efforts for influencing state programs and legislation.
5. To further programs and objectives of the League of Oregon Cities by functioning as a recognized affiliate organization.

The Committee recommends the OMA Board of Directors adopt the following Mission Statement for the Association:

To convene, network, train, and empower Mayors.

If the Board wishes to adopt the proposed Mission Statement, LOC staff recommends the following motion: “I move to adopt the Mission Statement recommended by the Onboarding & Mentoring Committee.”



STRENGTH IN UNITY

MEMORANDUM

To: OMA Board of Directors

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

Date: November 29, 2021

Re: Third Party Request for Distribution of Materials

On October 20, 2021, the LOC, acting as the representative for the OMA, received a request from a person by the name of MarieAnn Cherry to distribute information to all members of the OMA. The request asked the LOC to send a letter and certain materials to all members of the OMA regarding the impact lighting strips may have on persons with epilepsy.

LOC staff could not locate any policy adopted by the OMA which identifies under what conditions the LOC may distribute information to OMA members that are received from third-parties. Absent such a policy, LOC staff contacted President Wytoski who directed staff to do the following:

1. Respond to MaireAnn Cherry advising them that the OMA Board would consider her request for the distribution of certain materials to its membership during the December 3, 2021, meeting; and
2. Place the request on the December 3, 2021, Board agenda.

Shortly before the packet for this meeting was prepared, staff received a second letter from MarieAnn Cherry acknowledging the Board would review her request during its December meeting and providing additional information about the potential impact lighting strips may have on persons with eplipsy.

Both of the correspondences from Marie Ann Cherry are included with this Memorandum.

In addition to advising staff on how to proceed with this specific request, staff asks for clarification on how the Board would like any future requests handled.



October 21, 2021

MarieAnn Cherry
9 Broad Street
Cambridge, New York 12816

RE: Letter to the Oregon Mayors Association (OMA)

Ms. Cherry,

My name is Patty Mulvihill and in my capacity with the League of Oregon Cities (LOC) I also serve as the staff liaison for the OMA. I am in receipt of your letter dated October 13, 2021. Please know that I will be sharing your letter with the OMA Board of Directors during its December meeting, wherein the Board will determine how your letter fits within the Board's practices and preferences for distributing third-party information to its membership. I will advise you of the Board's decision once it has been made.

Sincerely,

Patricia M. Mulvihill
General Counsel for the LOC
Staff Liaison for the OMA

October 13, 2020

Dear Oregon Association of Mayors,

I request that you send a copy of the enclosed letter and additional materials to every OAM member mayor and town supervisor, and to the public health and public safety personnel of each municipality. Please also share the contents with Oregon state health and safety authorities.

People with epilepsy are entitled to protection and access, and municipalities don't have the option of ignoring a person with epilepsy's attempt to invoke their equal rights under law.

Furthermore, the first duty of government at any level is to protect the lives and liberties of their citizens. Seizure-causing municipal lighting strips people with epilepsy of that right, and such lights create dangerous and discriminatory conditions wherever they are publicly installed.

LED lighting is causing severe harm in a way that harm did not exist before, and is clearly incompatible and irreconcilable with individual human rights. After you have read and distributed the enclosed materials, please get back to me with your response. Thank you.

MarieAnn Cherry
9 Broad Street
Cambridge, New York 12816

October 13, 2021

Dear Mayor/Supervisor and Council/Trustees Members,

If your community is considering converting public lighting to LEDs, or has already done so, please carefully weigh the perceived benefits of lower utility bills (and possible money from the state) against the inevitable harm to residents, and harm to the town's natural environment. Public LED conversion projects are forcing unacceptably severe consequences onto a vulnerable subset of the population in cities and villages statewide.

LED lighting has properties which make LED exposure harmful to living things. Light Emitting Diode peak intensity, non-uniform luminance, brightness, color content and spectrum, directionality, and flicker both visible and subliminal make LED lighting unique. These properties make LEDs an acute health threat to people with light-reactive medical conditions such as epilepsy, autism and lupus, and expose everyone to long-term, cumulative damage including increased cancer and childhood leukemia risks. Ecologically, these same unique properties make LED exposure potentially lethal for light-sensitive wild species, particularly amphibians and beneficial insects.

Within the lighting industry the photo-toxic aspects of LED light are well-known and widely documented, as are the specific biological impacts, yet the general public remains largely unaware. Utility companies' typical measures to reduce LED-caused harm do not take into account cumulative damage, long term damage, children's inherent vulnerability, or protection for anyone in the highest risk category facing catastrophic or life-threatening LED-reactive adverse effects. None of the industry's measures address the common phenomenon of increasing sensitization after repeated exposure episodes, where a formerly tolerated photic trigger becomes an active threat.

The Department of Energy's recommended practice guidelines (2015) note that LED lighting is unacceptable for unusually sensitive individuals, but is silent on how to reconcile those individuals' safety with public installation of LED lighting. The focus is only on cost and energy savings. After converting to the heavily promoted LED street lighting, municipal governments are often taken by surprise when they begin getting complaints of seizures, headaches, eye pain, neurological disturbance, dizziness, disorientation, sleep disruption, lupus flares, temporary blindness, loss of coordination, disability glare, aphasia and migraines, all directly in reaction to the new LED lights. Any claims the DOE, utility companies, or the lighting industry make about having adjusted LEDs to adequately reduce the dangers are belied by real-time, real life reports of severe physical harm to people like the 40+ individuals quoted in the enclosed materials. Even if 'reduced' for most people, the danger to LED-light-sensitive people remains.

Millions of people nationwide are at the highest-risk of immediate harm, (thousands in any given state) and government has a responsibility to these constituents and also any visitors with LED-light-reactive medical conditions. Each and every one of them has the right to be safe and free from injury and illness on the public streets and sidewalks. Some of them, such as people with epilepsy, also have federally-protected disability rights. LED-light-triggered epileptic seizures carry the risk of brain damage and sudden death, and any seizure-provoking lighting is automatically non-compliant under the ADA Amendment Act. Governments are prohibited from prioritizing municipal costs over individual human and civil rights, and similarly prohibited from imposing self-chosen limits on disability accommodations. For many individuals with epilepsy, even modified LED lighting is unsafe. LEDs are clearly unsuitable for use in public spaces.

Please review the enclosed materials. I also recommend that your board look to the charity Lightaware (lightaware.org) for more about LED-imposed suffering of vulnerable people, and to the Epilepsy Foundation of America for information about their photosensitivity task force (formed in response to a nationwide surge of reported adverse reactions to LEDs), and for information about SUDEP, Sudden Death in Epilepsy. The National Library of Medicine has numerous medical research articles detailing LED-caused endochronological and biological disruption, and about morbidity and mortality impacts of LED light exposure on insects, animals and animal embryos. The US Department

of Justice, Disability Rights Division; the US Public Access Board; the US Department of Labor, EEOC division, and the US Job Accommodation Network all have materials related to public access and safety rights under the Americans with Disabilities Act.

I hope this is helpful to your board, and hope that you will proceed cautiously with any change to the city infrastructure which could have such profound negative impacts. Thank you.

Sincerely,
MarieAnn Cherry
9 Broad Street Cambridge, New York 12816

October 13, 2021

Dear Director and Senior Management, PNNL,

Please read and review the enclosed letter to PNNL senior scientist Naomi Miller and additional materials. Please discuss them. For people who cannot tolerate even a second's exposure to any LED light, forcing LEDs into public and consumer markets is a disaster, and the scale of the crisis is expanding with the indiscriminate spread of these lights.

Mere harm reduction methods are inadequate. None of them address the threat to people whose brain reacts to every LED, or who face intensifying light-sensitivity and increasingly worse outcomes with each successive LED encounter. Epilepsy is episodic. Ostensibly minimizing risk means risk still remains, even if lessened by some theoretical measure which may, or may not, prevent the seizure that injures or kills someone. Reduction, minimization, mitigation – these are meaningless terms in this instance.

This issue will not just go away. It can't. Not until we, now, and the countless people who will have LED-light reactive medical conditions in the future are as safe and free to be out in public as everybody else. Please re-order your priorities to protect people suffering this extreme, ongoing harm. We are more important than any amount of cost and energy savings, from any number LED lights.

I look forward to your response. Thank you.

Sincerely,

MarieAnn Cherry

9 Broad Street

Cambridge, New York 12816

October 10, 2021

Dear Naomi Miller,

In 2015 you told the Lightfair conference attendees that LED exposure was acceptable for “all but the most unusually sensitive individuals.” I am one of those unusually sensitive individuals. I am personally in touch with dozens of those individuals. Most of us have photosensitive epilepsy and many of us -me included- have a history of Status Eilepticus and intractable seizures. That means we are at risk of sudden death and brain damage from exposure to LEDs.

Lighting industry literature discusses the capacity of LEDs to cause seizures. Industry literature, SCHEER, SCENHIR and ANSES materials reveal that none of the LED harm-reducing measures suggested are even designed or intended to protect anybody like us. RG3 is excluded. Over and over, the reports refer to “unknown” numbers, lack of reliable measuring techniques, how little is understood, a few offhand references to the few people who fall outside the average range, and other similar admissions of ignorance and knowledge gaps. And yet the Department of Energy and the lighting industry went ahead and put LEDs out into public.

My life, and the lives of every 'unusually sensitive' person I know are being destroyed. Not one of us can live a normal, healthy, independent life when we suffer instant, violent attacks from exposure to the LED lights that are turning up everywhere. We have the self-same right to go wherever we want, whenever we want, but it's impossible to proceed with any activity whatsoever after being smashed to the ground, thrashing around getting bloody and bruised, just because you walked out into LED light.

No aspect of life is unaffected for us. The presence of LEDs dictates our every move. We've been driven out of our jobs and communities. We often can't get medical treatment or emergency help. We're suffering pain, fear, financial ruin, and staggering stress. We're getting gruesome injuries, chronic after-effects, and permanent physical damage. Our peace of mind is shattered. Our families are outraged and aghast and suffering along with us. When we protest -which we do- we are often told we're on our own. My local government dismissively said the DOE had “debunked” claims that LEDs are hurting anyone. Clearly, they're wrong and so is the DOE. I am suffering every minute of every day that these lights remain in place.

For many of us, me included, not one single version of LED is safe - flicker adjusted, shielded, warm, small, dim- it doesn't matter, I have horrific seizures from every one. What do you have to say to people like us? Why are these lights still out there, destroying our lives? Will you please focus your efforts on taking LEDs away before it kills one of us unusually sensitive individuals?

I await your answer, Thank you.

Yours Sincerely,

MarieAnn Cherry

9 Broad Street

Cambridge, New york 12816

"...in the brief moment before my brain reacts, the worst LEDs look like a spray of strobing needles"

Excerpt from Dr. M. Nisa Khan's response to an account from this epilepsy patient experiencing seizures triggered by LED lighting:

"I am shocked, outraged, and saddened. I hope you understand how frustrating it is for me at first not being able to get through to the scientists and engineers involved in light, optics, and LED lighting; then to see and understand what the LED lights are doing to some light-sensitive people.

'A spray of strobing needles' means she sees the very intense directive light rays (millions and billions of them simultaneously) coming directly at her. This is exactly what LED lights do in reality, at any color/wavelength. A good majority of the people aren't seeing this reality in its entirety as their eyes are saturated to some maximum light intensity. But their bodies and consciousness know it and at some point, they too will go bonkers."

M. Nisa Khan, Ph.D. - Author *Understanding LED Illumination*

Excerpts from other individual accounts of LED-lighting caused illness and injury:

"I have epilepsy as well, and know the damage the lights can cause"

"I have not found a medication that stops seizures that are triggered by the (LED) lights"

"Daily I am bombarded with seizure triggers (strobes on bicycles, dog collars, police and fire engines, and LEDs in stores, restaurants, and even in doctors' offices...which I find unforgivable!)...They also make my muscles twitch and I feel nauseous."

"When exposed to LED light sources I experience nausea, vertigo, anomia and sometimes migraine-like, pounding headaches combined with a feeling of reality loss...certain street lights or LED panels induce very fierce symptoms after only a short exposure."

"Currently I am not employed or doing any volunteer work because of lighting in buildings...and other road lighting. I hate going out in public because of light sensitivity."

"I had no previous health conditions, optical sensitivity or problems with headaches...Bright blue-ish LEDs also make me feel agitated and nauseous. I'm perfectly well if I stay away from these lights, but that means staying away from my children's school, the health center and hospital, most churches and meeting houses, libraries...much of life as I knew it. The times the symptoms last depend on the length of exposure to the lighting, but for ages afterwards I feel incredibly drained and down and 'wrong' all over."

"This situation has recently gotten a lot worse with the introduction of LED street lighting...which causes the worst pain yet."

"... no longer able to cycle, walk or drive wherever LED streetlights are installed as they instantaneously trigger bad headaches...which quickly develop into disabling migraines, including dizziness, not being able to think straight, some loss of coordination, and a general inability to function... symptoms lasting more than a day."

"I have seizures when I glimpse an LED light...Anyone else experiencing the same???"

"I cannot be around any LEDs...incandescent works perfectly well, but the lighting industry is desperate to phase them out...It's getting to be where many of us are prisoners in our own homes."

"The LED streetlights I have encountered have been pure and utter hell for me. Being around them I just feel burning right on my eyes...the pain is almost unbearable."

"Blue light is recognized by photo-dermatologists to be much more penetrating and therefore much more aggravating for people with light sensitive skin conditions. The high blue content of the proposed street lighting...I would become totally housebound..."

"I was bathed in a very bright LED street light from a new housing estate...I felt ...a severe headache, the pain lasted for a month and was accompanied by general light sensitivity to all bright light."

"It is well-known that light can affect the brain in negative ways. Sometimes I think: how has this happened? How is this the kind of environment we want to live in?"

"...the impact is far worse from LED lights.. (I wear) special tinted glasses to try and mitigate the effects, but they only help to a limited degree. I'm concerned about when the relaxing orange street light outside my bedroom window will be changed to LED, because others have been converted in our road already.. if the one outside my window gets changed to LED, that would be a disaster for me."

"I have special glasses I wear when going out that seem to help with bright lights. With the LEDs it can be tricky. If I notice any place I went to has LED lights, then I make it (a point to) remember. It helps me avoid them (LEDs).

"all new street lights including LEDs make me feel disoriented, lose my balance and be unable to sense my feet... I have to hold onto another person to stop myself falling. After being exposed, I suffer a migraine."

"Most LED street lights make me feel awful and unable to function well, with migraines, dizziness, pain, extreme discomfort, being on edge, and a substantial feeling of general malaise. Non-LED street lights are totally fine for me!"

"Street lights in my area were changed over four years ago from sodium... effect on me so devastating (that I have) barely left the house or even opened my front door in the evening since they were installed. I can also be affected during the day as many LEDs are actually on permanently..."

"I was already unable to work due to LED lighting in the offices but losing the freedom to be outside or even look outside at dawn or after dusk is a further disability I am having inflicted upon me. The winter months are a particularly difficult time as I have to draw the blinds and curtains in the middle of the day to avoid feeling ill."

"a devastating change...excluded from work and leisure outside the house...(no) classes or meetings, even just walking through the town is impossible (since LED street lighting arrived)...very upsetting, but better than living in constant pain..."

Additional Quotes:

A question about problems with LEDs was posed to a private Facebook group for people with epilepsy. 85 out of 172 respondents answered 'yes' in some form, an almost 50% rate of affirmatives, despite the fact that photosensitive epilepsy is only known to occur in 3-4% of people with epilepsy overall. This statistic of almost 50% speaks to the extreme power of LED exposure to trigger seizures and other adverse neurological effects.

Question: " Do LEDs lights cause problems for you? "

"(LEDs) are the worst. I do traditional bulbs in my home...I always need a hat and do not go out much at night anymore."

" Yes they (LEDS) do and they cause migraines! They are horrible! "

"When I first saw (LED light) it just killed me. I felt blinded by it! "

"Yes if I see (LED light) for a long period of time I will have a seizure and then get a bad headache after. "

"In the frozen food section at all supermarkets, those (LED) lights give (me) a pre-aura sensation with a headache, dizziness, as well as confusion. "

"We only have non-LED in our home. Our daughter has a great deal of trouble with LED lights – they aggravate her epilepsy, as do florescent lights. "

"I wish (LED lights) would be illegal."

"Yes, Headlights that are LED murder me at night. My girlfriend has to turn the dash lights all the way down because she has an LED touchscreen. Friggin' blue LEDs are just the absolute worst, though."

" Yes, they (LEDs) do (cause problems) for my kid. (they are seizure triggers.)"

" (LEDs are) horrible to look at when driving. They are the worst!!! I just don't understand (LED headlights) could be legal."

"Within seconds of being exposed to LED lights, even if I cannot see the actual light source, I begin to feel the effects. My symptoms are typical auric sensations before a seizure and migraine. I feel dizzy, cranky, shaky, I get heartburn, I am drawn to the source of the light. After a few minutes, I'll usually sit down (assuming I'm alone, which doesn't happen much) and either vomit or cry, or both. As a result of ubiquitous use of LED lights, I am now confined to my home, and I struggle to find lighting I can even use at home. When the exterior LED lights are turned on, I must close myself in my bedroom on the other side of the house. I suffer from (partial complex) seizures, so I mostly 'blank out' during and after exposure. If exposed long enough, I suffer status migraines that last for ten days."

" My biggest fear is not being able to drive again, but my next fear is not being believed and there being no treatment as a result of that."

"...my experience with LEDs compared to other lights?...They are THE WORST."

“when the (supermarket) freezer section lights automatically turn on, (if) my wife walks up to them, they throw her into a seizure.”

“...other areas of the city were being changed to LEDs...and I was getting headaches whenever I went into town...the street lighting department tried to find compromises...trial testing amber LEDs (2700K) and forms of shielding, but I still got headaches...they agreed to keep my street and some surrounding streets (sodium street lights)... the future is uncertain – could the decision later be changed? How could I ever move house?”

“ a large open-plan office block I visited regularly for work and meetings changed overnight to LED strip lights. I immediately felt very uncomfortable and was in pain looking across the room... (I) had to leave the building as I had a headache and felt sick. the headache worsened and I would say it was the worst headache of my life....After many repeats of (these symptoms) in different places all with LED lights...(and) lots of optical and neurological investigations and trying various medicines over several years... the only way I have been able to manage my symptoms is to try and avoid all significant LED light sources. With the exponential growth of LED lighting in all its forms, this has left me virtually housebound and unable to work, shop, socialize etc....”

“I have photosensitive epileptic seizures...LEDs lights (do) cause me problems.”

“I'm not photosensitive (but) I definitely notice..in a room lit only by LEDs ...if you turn your head...everything looks fragmented while your head is in motion.”

“ (yes, for our son's epilepsy...bright lights like those in stores) don't trigger a convulsive sort of seizure, but they get him extremely agitated so that he goes into what we call 'autistic mode' – he'll go rigid and make repetitive sounds.”

“Yes, LEDs effect people with seizures...schools on my driving route with LED signs...store lights are another story...(like once, at the pharmacy, I had to wait half an hour)...the stupidity of having an epileptic stand there for thirty minutes under those (LED) lights! I have to drive home and no-one... warned me. Yes LEDs effect epileptics!”

“...after using (my upgraded computer) for a few hours, I felt terrible (with) brain fog, tiredness, dizzy, with a headache...I woke next day with a serious migraine. (I) still have symptoms, tingling scalp, foggy mind etc...I now have an even lower tolerance to LED lights.”

“This lighting...is a problem for Chiari Malformation as well...we are all affected by fluorescent lights ...I already know the new LED types are not much better.”

“The parking garage...has LED lighting. The second (I am in the garage) I get a light-headed feeling and nausea...I cannot use LED light bulbs without feeling quite ill. My time in public stores, these days, has to be very short.”

“I've never had migraines...but recently I was in Walmart and it felt like the lights were flashing, it seemed exceedingly bright...I am experiencing the same thing now at work. They've changed the lighting to LEDs in our warehouse and now this is happening.”

“I assume there is a great deal of pressure from the LED industry to force adoption of their products.”

September 13, 2021

For many people the idea of an LED-provoked seizure is abstract or improbable. The following are witness descriptions of an epileptic reflex seizure caused by a split second's exposure to a tiny LED light forty feet away across a room. This is what happens to many people with light-reactive epilepsy when they encounter LEDs in street lights, shop lights, offices, hospitals, schools, torches/flashlights and roadway or emergency lights.

30% or more of epilepsy patients can't control their seizures with drugs, and photo-sensitive reactions typically grow worse with repeated or long-term exposure. For these patients, assiduous avoidance of known seizure triggers is imperative. Even patients who gain some of control over generalized or idiopathic seizures with medications are advised to avoid reflex seizure triggers. Medication can fail in the presence of powerful triggering agents, leaving the person at risk of injury, brain damage and possible sudden death.

Reading these eye witness statements, consider how you would manage your own life and career if you had to fear a violent attack on your brain and body each time you encountered LED lighting out in the public sphere, where you have every right and need to be:

“I conducted a choral rehearsal last week. During this rehearsal I witnessed a chorus member experience a seizure in response to the LED light coming from another member's phone. This seizure began within moments of the light turning on, and left (the singer) incapacitated for the rest of the rehearsal”

“I am writing about a fellow member of our chorale, someone who has always been vibrant, buoyant and joyful. You can see it in her face, in her eyes, and in the animated way she talks.

Two years ago at a rehearsal at (a local college) we found M. curled up in a ball in the darkest corner she could find. Her body was trembling and convulsing, and she couldn't speak or communicate. It took her some minutes to recover enough to sit up, and more before she was able to move. She and I were part of the same carpool, and on the way home, when she was finally able to speak comfortably, she explained that she had epilepsy that had been well under control, with no seizures for many years, until the village changed the street lights to LEDs, which started causing her to have seizures. And the more she was exposed to them, the more seizures she was having. There was no way to prevent the light from entering her house, no matter what type of shielding was used over the windows. She was unable to walk at night, and she couldn't work at her pharmacy job because she had become so sensitized to LEDs. I soon found out she could no longer spend nights at her house, and had to find housing out in the country.

I saw M. for the first time in a long while several weeks ago, when the chorale started rehearsing after a covid hiatus...she has had hundreds of seizures since that 2020 rehearsal, (and) she can't find work because of lighting...her life has become radically contracted.

(About halfway in to the rehearsal that same night) someone turned on a cellphone light for a second, and M. instantly went into a seizure, falling from her chair, hitting her head on the floor, convulsing and crying uncontrollably. This went on for some minutes before her body calmed down, and it was more minutes before she could get up.

To witness how M.'s life and her attitude towards it has changed is heartbreaking. And to know that it is simply because of a light bulb is infuriating. Please, please help M. and others like her whose lives are so dramatically affected by LEDs in public places.”

“I spoke at the beginning about the need to avoid using fragrances at rehearsal because of members who have allergies, (and also about) the importance of not allowing LED lighting – cell phones, headlamps, flashlights etc. - at rehearsal because of a singer who would suffer immediate and serious harm from even the smallest exposure... About an hour later someone in the soprano section used some device to illuminate her music for a moment, and immediately a singer across the room fell face-down on the floor in the throes of an epileptic seizure.”

“ I have seen childhood seizures (*febrile convulsions, also with juvenile myoclonic epilepsy.*) I share this with you because I helplessly witnessed a seizure in M's time singing with our chorale... so much more debilitating, extreme, and excruciatingly lengthy than any convulsions I have ever seen in children. Those seizures were certainly frightening, but they were fairly brief.

M's instant collapse, fall, and uncontrollable convulsions from LEDs have been much more shocking and painful to see. They leave her in such an exhausted, fragile, and injured state that she has no recourse but to go find a safe haven to try to recover, which takes a long time. It's an injustice that she and her family have to live their lives in fear of something that could so easily be eliminated from the streets of the village.”

“ I witnessed M. having a seizure....I was sitting ~ 5 feet behind her. She fell face down and her extremities were thrashing about...I later learned another person across the room had used a device to momentarily illuminate their music. This device, with an LED, immediately resulted in M. having a LED-triggered seizure.”

“ I have known M. for many years through the chorale and as her piano technician. I remember her as a bright, vibrant and energetic person who was always upbeat and ready to participate in community activities. Her presence would light up a room. It has been dreadful watching her deteriorate as a result of her photosensitive epilepsy.

Last Thursday I was present when a few seconds of LED light from a cell phone triggered a major seizure at a chorale rehearsal. I've seen how dangerous this situation is. If this were a chemical toxin in the environment I'm sure it would receive serious attention from regulatory forces. To M. this is every bit as devastating as any environmental poison. It seriously damages her health and threatens her life. I don't have a solution to the problem, but one *must* be found, and I urge you to work diligently to fix this situation as soon as humanly possible.”

“The (LED) street lighting (causes M. to have epileptic seizures) and critically endangers her health. Cell phone screens can prompt the same response... We were in a building that had been vetted for lights that might cause a problem...unfortunately, part way through rehearsal one person – who was sitting easily 30 feet away from M.- quickly flashed on their cell phone to see something..M. fell out of her chair onto the floor and it was some time before she came around. The change was instant and capable of producing injury.

The (LED) lighting fixtures in the village are utterly unsafe for M....the village should accommodate M. both for her family's sake and for others who might have the same vulnerability.”

“ Being exposed to LED lighting triggers full blown, debilitating seizures. We witnessed a singer endure one episode at a recent rehearsal when an LED light was inadvertently turned on half-way through. (the singer) went from beautiful singing to a face down, writhing position on the rough floor that lasted 10 minutes. So scary for us and so embarrassing for her!

For years she had been able to live a mostly normal life avoiding places and situations where

she might be exposed to her worst triggers. Everything changed in January 2020, when her village trustees decided to go ahead with their plan to change all the street lighting to LEDs, ignoring her communications about the harm it would cause her. She immediately began to have seizure after seizure and her health deteriorated rapidly. No amount of blackout remediation can make her house safe for her, surrounded as it is now by LED streetlights, so for the past eighteen months she has had to leave her home before dusk to seek shelter and safe sleep outside of the village. This is a life sentence, unless...we implore you to get involved and urge the village to find another way to save energy- a way that isn't harmful to residents.”

“ I want to describe to you what I saw happen to one of our singers as a result of momentary exposure to an LED light:

We were singing in a seated position when I noticed a singer suddenly rise up from her chair , her arms started to flail uncontrollably, her music flew wherever and suddenly there was a THUD. There she was on the floor face down with arms and legs all moving uncontrollably. She didn't seem to have any control over any part of her body, including speech. When her body finally quieted down, she just laid there in a sprawled position for some time as others soothed her. Eventually she dragged herself across the floor away from the group. She seemed completely spent as she sat for some time before going home.

I had heard about people having debilitating reactions to LEDs but was honestly unprepared for the suddenness and severity of this reaction. It was not only unnerving to watch, I feared for her safety as she literally crashed to the floor with no control over where she would land. ...this is a completely un-exaggerated account. I suspect there is none among you who could have watched the severity of this reaction and not do everything in your power to make life bearable for this resident.”

“M. is a longtime member of a choral group of which I am also a member. At a local college in January 2020 I witnessed her having an horrendous seizure due to LED lights. Several of us gathered around her to try to protect her from the light with our bodies and our coats, while she huddled on the floor, practically unable to speak or move. We were able eventually to hold her up long enough to get her outside to her friend's car. It was dreadful to watch, and it gave me a sense of what she goes through every day because of LED street lights in the village where she lives, including right outside her house. She has gone from being a productive, engaged member of her community to being a virtual prisoner – not in her home, but away from it, as she is unable to be in her home after dark...She has had to quit working and participating in anything that requires her to be outside after dark.

The village government treats her as if she herself is the problem. I and others have written to the mayor and trustees on her behalf. There has largely been no action. They recently replaced (from LED back to HPS) only the few lights closest to her home (after months of our advocacy) and have indicated that they will do no more. This is like telling a wheelchair user that they will only place a curb cut on the corner where she lives and nowhere else.

I urge you to take this issue seriously as a violation of M's rights under the Americans with Disabilities Act and provide her with timely relief. Serious consideration of this case will also provide guidance to other municipalities where there are residents who suffer seizures, migraines, and other severe disabilities from LED lights.”

Media Release

LED Street Lighting is ruining lives

Most councils are installing LED street lighting, which is brighter and harsher than the sodium lighting it replaces. Many people cannot tolerate this lighting and develop migraines and headaches. Conditions like lupus can be made worse and many people on the autistic spectrum find it difficult to cope with them. People throughout the UK are having their lives ruined. Many more will suffer sleep disturbance and illness without realising that street lighting is the problem.

LightAware's report "A bright idea? - Adverse health, social and environmental impacts associated with LED street lighting" gathers evidence from scientific publications, responses to a Freedom of Information request from 120 Councils and a survey of people made ill by LED street lighting.

We found that councils continue to install LED street lighting to save money despite the latest advice on LEDs' health and ecological impacts:

- 70 per cent of councils introduced LED street lights without any public consultation
- only 48 per cent piloted their introduction.
- only 45 per cent of councils conducted research into their safety
- only 30 per cent took into account industry standard advice recommending less harsh lighting.

Few councils undertook the relevant impact assessments before introducing LEDs:

- only 22 per cent of councils undertook an Environmental Impact Assessment
- only 32 per cent conducted an Equality Impact Assessment
- only 21 per cent conducted a Disability Impact Assessment.

If councils don't undertake a Disability Impact Assessment before installing LED street lighting, they could fall foul of legislation by failing to anticipate the potential for discrimination and failure to make reasonable adjustments for light-sensitive people.

LightAware trustee Dr John Lincoln said, "*Councils have spent over a billion pounds installing this dementor lighting and now people from all over the country are contacting us to say it is making them ill and causing them to go into permanent lockdown*".

LightAware is calling on councils to: STOP installing LED street lighting, LOOK at the official reports and scientific evidence, LISTEN to people's complaints and concerns and THINK about whether they are putting financial savings before people's health.

For further information contact John Lincoln on 0131 662 1620 or 07804609614.

The Executive Summary is attached, the full report is available on our website www.lightaware.org

Notes to editors:

LightAware (www.lightaware.org) is a charity which was founded in 2015 to respond to the needs of those whose lives and health have been profoundly affected by the ban on incandescent lighting and the development of new forms of light, including LED technology. LightAware's charitable objectives are:

- To raise awareness about the effects of artificial lighting on human health and wellbeing.
- To stimulate discussion and investigation into the effects of artificial lighting on human health and wellbeing.
- To promote equality and diversity through encouraging provision of access to civic life for those excluded by sensitivity to artificial lighting.

Reference Materials and Resources

- Light Pollution Is Getting Worse Every Year. That's Bad For Your Health
<https://time.com/5033099/light-pollution-health/>
- Potential Biological and Ecological Effects of Flickering Artificial Light
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- LED lighting flicker and potential health concerns: IEEE standard PAR1789 update
https://www.researchgate.net/publication/224188247_LED_lighting_flicker_and_potential_health_concerns_IEEE_standard_PAR1789_update
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<https://today.oregonstate.edu/news/daily-exposure-blue-light-may-accelerate-aging-even-if-it-doesn%E2%80%99t-reach-your-eyes-study>
- LED lights damage eyes and disturb sleep, European health authority warns
<https://www.cnn.com/2019/05/16/health/blue-light-led-health-effects-bn-trnd/index.html>
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<https://www.telegraph.co.uk/science/2018/04/26/new-led-streetlights-may-double-cancer-risk-new-research-warns/>
- Study: Nighttime LED light increases risk of cancer
<https://www.ipost.com/Health-and-Sci-Tech/Health/Study-Nighttime-LED-light-increases-risk-of-cancer>
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https://papers.ssrn.com/sol3/papers.cfm?abstract_id=3234226
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- Why light at night has long term risks for children - and even fetuses in the womb
<https://www.dailymail.co.uk/health/article-5626305/Why-light-night-long-term-risks-children-fetuses-womb.html>
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<https://www.healthline.com/health-news/light-exposure-can-be-passed-to-children#1>
- Light-emitting-diode induced retinal damage and its wavelength dependency in vivo
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5313540/>
- A summary of LED lighting impacts on health

<https://www.researchgate.net/publication/296621681> A summary of LED lighting impacts on health

- Low-energy light bulbs 'can trigger epilepsy'
<https://www.dailymail.co.uk/sciencetech/article-464080/Low-energy-light-bulbs-trigger-epilepsy.html>
- Photosensitive Seizures
<https://www.cedars-sinai.org/health-library/diseases-and-conditions/p/photosensitive-seizures.html>
- 'A Global Perspective on Firefly Extinction Threats', Sara M. Lewis, Choong Hay Wong et alia, Bioscience February, 2020 / vol.70 No. 2
- 'LED streetlights decimating moth numbers in England' by Damian carrigan, The Guardian, August, 2021
- Light Pollution Effects on Wildlife and Ecosystems
<https://www.darksky.org/light-pollution/wildlife/>
- Artificial light at night as a new threat to pollination
<https://www.nature.com/articles/nature23288>
- LED lighting increases the ecological impact of light pollution irrespective of color temperature
<https://www.researchgate.net/publication/267070067> LED lighting increases the ecological impact of light pollution irrespective of color temperature
- When Nights Are No Longer Dark: Effects of Artificial Light at Night on Agroecosystems
<https://www.led-professional.com/resources-1/articles/when-nights-are-no-longer-dark-effects-of-artificial-light-at-night-on-agroecosystems>
- These Energy-Saving Bulbs Are Making One Pollutant Much Worse
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<https://www.pharmacytimes.com/news/epilepsy-rates-on-the-rise>
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Abraham Haim <https://www.intechopen.com/books/epigenetics>
- Hit the Lights! Light Pollution's Negative Impact on Urban Trees
<https://www.deeproot.com/blog/blog-entries-hit-the-lights>
- Lethal effects of short-wavelength visible light on insects
<https://www.nature.com/articles/srep07383>

November 13, 2021

Dear Ms. Mulvihill,

Thank you very much for your response to the letters and materials I sent about negative impacts from public LED lighting. I did think about the fact that I was writing from New York State, but hoped that wouldn't be a problem since the ADA AA is a federal law and conditions like migraines, epilepsy and autism occur in every population. The topic is an urgent matter for anyone who finds themselves suddenly unable to access public streets and spaces without suffering LED-induced illness and injury, but if civic leaders lack full information they won't realize that they're installing lighting which harms LED-sensitive residents or visitors.

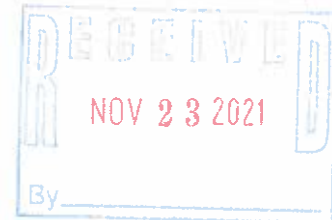
I am including a paper with scientific references and some background on how the current situation came about. If you decide to share the other materials I sent with Oregon's mayors and supervisors, please add this also.

Again, thank you for your reply. I look forward to hearing from you again in December.

Sincerely,

MarieAnn Cherry

9 Broad Street Cambridge, New York 12816



The National Library of Medicine has numerous research articles showing profound adverse effects from LED light exposure. Properties inherent to LEDs make this light source markedly more dangerous than previous lighting. LEDs emit short-wave, white/blue, directional, non-uniform, hyper-penetrating light which is biologically disruptive and wholly unfamiliar to natural systems. Humans and wildlife have few defenses against it.

Medical researchers conduct animal studies because medical ethics largely prohibit using human test subjects identified as high-risk. (Epilepsy, for example, precludes someone from participating in experiments involving potential seizure-inducing lights including LEDs). Animal studies are conducted on species selected for commonalities with human biology. The results and resulting human implications are often alarming:

- A 2019 experiment with mouse embryos demonstrated how short wave LED light interferes with the embryonic implantation capacity in mice. The number of embryonic nuclei with fragmented DNA was significantly higher in embryos treated with white light.
- A 2019 study on zebrafish revealed that LED lighting affected morphology, locomotor activities, mortality and hatching rates, oxidant and anti-oxidant parameters and gene expressions related with melatonin circulation. The “blue LED-exposed zebra fish all died within 72 hours past fertilization.”
- A 2018 real world study (as opposed to lab results) found that increased skyglow in cities with LED street lights impacted yet-to-be-born babies, causing reduced birth weight, shortened gestation and pre-term birth. Boy babies are more vulnerable than girls.
- A 2018 paper entitled “Blue Light and Fruit Flies: A Warning for Humans” (Journal of Aging and Mechanisms of Disease) describes LED exposure causing reduction in lifespan, retinal damage, brain degeneration and aging due to stress. The conclusion says that these findings should lead to “more research on an urgent basis so that potentially harmful lighting may be averted.”

These references are recent, but the probability that LEDs caused harm to living organisms was recognized many years ago. Here's some background on how - despite this foreknowledge - LEDs came to be installed where they're exposing everyone and everything, just about everywhere:

The lighting industry has also known for decades that LEDs cause toxic effects. LEDs were a specialized technology, not expected to move out of the laser category and into regular use. By the mid-2000s, however, the industry turned from its promising work on super-efficient incandescent bulbs and focused on LEDs instead. Side-stepping toxic effects, emphasizing energy-savings and branding LEDs as 'green,' LEDs began suddenly turning up in consumer products, offices, schools, medical facilities, outdoors and in public light fixtures without further examination. The public was mostly unaware – and the industry barely mentioned – the breadth and variety of potential damage from LED exposure to living things of all kinds.

Engineering research has different goals than medical research. The lighting industry emphasized the lack of specific laboratory evidence on LEDs' human health impacts, neglecting to mention that high-risk, human, LED-susceptibility tests *can't* be conducted because of danger to the participants. What the lighting industry *did* know was that LED exposure was capable of wreaking biological, neurological and endo-chronological havoc. They forged ahead regardless.

In 2018, still focusing on efficiency and with a motivation to ban incandescent bulbs, The European Union asked SCHEER (The Scientific Committee on Health and Environmental Emerging Risks) to review recent evidence to assess human health risks from LEDs. The transition to LEDs was already well underway, creating pressure and momentum to reach a favorable finding, one that would permit the continued proliferation of LEDs. However, that meant it became necessary to narrow SCHEER's attention to an artificially limited segment of society.

Thus their conclusion misleadingly reads:

“There is no evidence of direct adverse effects from LED emissions in normal use by the general healthy population.”

This sounds reassuring until you realize that The Committee doesn't define 'normal use.'

And when they refer to the 'general healthy population,' they're explicitly excluding babies, children, adolescents, the elderly, and people with migraines, lupus, autism, epilepsy, and other photosensitive disorders. These are the individuals who DO experience “direct adverse effects” from even brief LED exposure. As Dr. John Lincoln of Lightware pointed out to the Committee, their conclusion about safe levels of LED use fails to account for *one third* of the global population.

The committee also managed to overlook that - going forward - every person who makes it to old age, and everyone born to an LED-lit world will, inevitably, spend years in at least one high risk category (In fact, since LED exposure can cause epigenetic and gestational harm, infants are at risk *before* they are born.) The committee doesn't explain that “no evidence” just means a lack of human studies. Nor did SCHEER factor in chronic or cumulative effects, or increasing sensitization from repeated exposure over time. The Committee's report frequently refers to knowledge gaps, absence of information, unquantifiable data and of the need to monitor future adverse health effects as problems arise. Not address, not fix, only monitor. They would rather approve a product with known risks for the public than take precautions beforehand to protect the vulnerable.

The US Dept. of Energy also played a role. As mentioned, lighting industry research on LEDs goes back decades. The DOE presumably consults that research. The DOE is surely aware of the implications. In 2012, discussing the issue of flicker and dimming devices, DOE reports real world mitigation methods “can be challenging,” “little can be assumed,” and that effectiveness is “difficult to predict.” In terms of who should worry about this? The US Department of Energy website reads:

“ Sidebar: Who cares about flicker?

Anyone who is sensitive

Anyone responsible for human health, well-being and/or performance in spaces with electric lighting

At-risk populations for specific impairments

- photosensitive epilepsy: 1 in 4000
- migraine sufferers
- not all at-risk populations identified

Young people

Autistic people “

Utility companies may offer things like shields, dimmers, 'warmer' or amber bulbs, modifications meant to reduce discomfort and damage from LEDs. These measures don't actually remove the problem and none are designed to protect anyone at acute short-term or immediate risk.

Nor do these methods address the unprecedented threat to insects and wildlife from LED light pollution. Grave, photo-toxic LED impacts are still building up in the bodies of everyone exposed.

By 2015 (still discussing flicker) a DOE presenter told annual Lightfair attendees that LEDs are “acceptable for all but the most unusually sensitive individuals.”

DOE doesn't elaborate on how many people that might be, or what alternatives those people will have once their communities install lighting which they can't medically tolerate. That presentation was part of the DOE's wholesale endorsement for universal public installation of LEDs.

No-one asked, and no-one warned the public about becoming part of a vast, involuntary de-facto experiment on persistent LED exposure. Bear all of this in mind when reading the research literature cited below. Years after LEDs started eclipsing the lighting market and cropping up in homes, schools, businesses and public spaces indoors and out, the language is still that of uncertainty about just how serious, or potentially irreparable, the outcome of ubiquitous LED exposure will actually be. Based on mounting scientific evidence, the results will be catastrophic.

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STRENGTH IN UNITY

MEMORANDUM

To: OMA Board of Directors

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

Date: November 22, 2021

Re: Board Travel Expenses

Article 1 of the OMA Policies outlines the Board's expense policy. Generally, Section 1 of that Article notes that expenses related to attending in-person Board meetings will be paid for by the OMA. Section 2 of this Article states that the OMA will pay for the President's conference expenses, but that all other Board members are responsible for paying their own registration, travel, lodging and meal expenses.

For the 2021 OMA Summer Conference, two Board members applied for and received scholarships for all or part of their conference expenses. President Wytoski and LOC staff have been advised that at least two Board members in 2022 will most likely need to secure OMA funding to attend OMA workshops and conferences. The Board members who have received OMA assistance for past conferences, and who will seek assistance for future conferences, represent cities with populations of less than 3,500.

President Wytoski and LOC staff believe the Board should discuss whether Article 1 should be amended, should a separate scholarship line for Board members be authorized, or are the current processes and policies sufficient.



STRENGTH IN UNITY

MEMORANDUM

To: OMA Board of Directors

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

Date: November 29, 2021

Re: 2022 OMA Draft Budget

General Overview

LOC staff has developed a 2022 OMA Draft Budget. The budget is being presented during the December Board meeting as a draft for two reasons: (1) the end of year accounting of all OMA fiscal resources will not be completed until mid-January; and (2) LOC staff requires direction on several key items before it can identify actual intended expenditures. The final proposed budget will be presented to the Board during its February 2022 meeting.

In most instances, the anticipated income and expenditures is based off a four-year average from actual dollars received/spent during calendar years 2017, 2018, 2019 and 2021. Deviations from this norm include: (1) including 2020 membership dues in the average to anticipate 2022 membership revenue; (2) expected expenditures and revenues for 2022 events based on contractual obligations for said events; and (3) specific quotes already received in anticipation of 2022 expenditures.

LOC's Program Manager and I have both requested additional lines be placed in the 2022 OMA Budget to better track how money is being spent. As a result of this request, you will see several new proposed lines on the Draft Budget, but those lines are presently missing an account code. The Finance Department will not allocate an accounting code until such time as the OMA Board agrees additional lines are in fact needed.

Additionally, to provide better clarity to the Budget, when the final proposed budget is submitted to the Board during its February 2022 meeting, the Budget will be accompanied by a narrative which will provide context and depth to the specific line items. This narrative will give both the OMA Board and LOC staff a better understanding of where particular dollars are to be deposited and how particular funds can be spent.

Anticipated Income

Presently, the OMA Draft Budget contains seven distinct lines, each with their own accounting code, that identify sources of income the OMA is expected to receive. LOC staff recommends keeping six of these lines. Details on the numbers proposed in the

relevant lines, as well as questions about what to include in any line are below for ease of reference. Note that the beginning cash lines are not described in this Memorandum.

1. Membership Dues Income (4-4001). LOC staff recommends basing expected membership dues incomes off the average of the last five years, which is approximately \$21,000.
2. Spring Workshop Income (4-4700). LOC staff needs guidance from the Board on how to reasonably anticipate revenue for the Spring Workshop. Because this is the first time the OMA has held a Spring Workshop, and because COVID-19 will no doubt still be around in April of 2022, LOC staff needs direction from the Board on how to proceed with this line item.

In terms of anticipating revenue, the two key things to predict are attendance and registration fees. If the Fall Workshop is the guide for the Spring Workshop, then attendance for the last two in-person Workshops averages out to 78 attendees. Again, if the Fall Workshop is the guide, the typical registration fee is \$75.

Lisa Trevino, LOC's Program Manager and the conference planner for this event, indicates that at a minimum, the OMA should charge \$50 per attendee at the Spring Workshop. She also noted that given the location of the Workshop and potential negative impacts of COVID, the OMA Board should ask itself if relying on past attendance averages at the Fall Workshop is reasonable in this instance.

Below are some potential numbers for the OMA Board to consider as it provides LOC staff with direction on how to reasonably anticipate revenue for this line.

- a. If 78 attendees showed at \$75, income would be \$5,850
 - b. If half the normal of attendees showed at \$75, income would be \$2,925
 - c. If 78 attendees showed at \$50, income would be \$3,900
 - d. If half the normal of attendees showed at \$50, income would be \$1,950
3. Fall Workshop Income (4-4753). The last in-person Fall Workshop occurred in 2019 and was held at the Riverhouse on the Deschutes in Bend. This Workshop saw actual revenue of \$6,075. Given that the 2022 Fall Workshop will be held in the same location as the 2019 Workshop, LOC staff feels comfortable adopting a budget that reflects \$6,000 in anticipated revenue for this event.
 4. Sponsorship Income (4-4760). Each year the OMA solicits and receives sponsorship dollars, primarily for the Summer Conference. LOC staff compared the actual sponsorship dollars received for calendar years 2017, 2018, 2019 and 2021, which results in an overall average of \$19,750 in revenue. Based on this average, and for simplicity in budgeting, LOC recommends the OMA expect to receive \$20,000 in income on this line.
 5. Scholarship Fund (4-4755). LOC staff is not clear on this line's purpose. As such, and because it believes reasonably anticipated revenue has been accounted for in other lines, LOC staff recommends deleting any reference to this line.
 6. Silent Auction Income (4-4660). Each year during the OMA Summer Conference, a silent auction is held, the proceeds of which are used to fund scholarships for

mayors to attend future OMA events. LOC staff compared the actual auction income received for calendar years 2017, 2018, 2019 and 2021, which results in an overall average of \$3,990 in revenue. Based on this average, and for simplicity in budgeting, LOC recommends the OMA expect to receive \$4,000 in income on this line.

7. Summer Conference Income (4-4754). The OMA Summer Conference is the largest income source for the Association. LOC staff compared the actual conference income received for calendar years 2017, 2018, 2019 and 2021, which results in an overall average of \$25,669 in revenue. Based on this average, and for simplicity in budgeting, LOC recommends the OMA expect to receive \$26,000 in income on this line.

Anticipated Conference Expenses

Presently, the OMA Draft Budget contains 10 distinct lines, each with their own accounting code, that identify sources of conference related expenses. LOC staff recommends keeping nine of these lines and adding significantly more lines to better account for how fiscal resources are being spent. Details on the numbers proposed in the relevant lines, as well as questions about what to include in any line are below for ease of reference.

1. Spring Workshop Venue Rental (Newly Proposed Line). The purpose of this line is to identify how much the OMA spends on renting a facility to host its Spring Workshop. For calendar year 2022, LOC's Program Manager Lisa Trevino indicates the venue rental is \$500.
2. Spring Workshop Food & Beverage Line (Newly Proposed Line). The purpose of this line is to identify how much the OMA wishes to spend on providing food and/or beverages during the Spring Workshop. The 2022 Spring Workshop is expected to begin at 1:00 p.m. and end at 4:00 p.m. LOC staff does not see any reason to purchase lunch or dinner for this event. However, staff needs direction on whether any type of beverage or snack service should be provided.
3. Spring Workshop Hotel Expenses (Newly Proposed Line). Based on the OMA Policies, the OMA will pay for any hotel expenses incurred by the OMA President in attending this event. Assuming President Gowing chooses to attend the Spring Workshop and LOC Spring Conference, two hotel nights would be expected (as the night before the Workshop would be covered under normal Board meeting expenses since the Board meeting takes place in the morning). LOC has reserved hotel rooms at a rate of approximately \$108 per night. For simplicity, the LOC recommends rounding up to \$250 for this line.

As noted during a prior agenda item on Board expenses, it is reasonable to assume that some of the OMA Board members from smaller cities may seek financial assistance to attend this Workshop. If those requests are granted, it may be appropriate to increase the budget for this line.

4. Spring Workshop Speaker Fees (Newly Proposed Line). The purpose of this line is to identify how much the OMA will spend on having a speaker present during the Workshop. Conversations with President Wytoski, the point of contact for the

desired 2022 Spring Workshop speaker, indicated that money should be allocated to cover the speaker's transportation and hotel costs, as well as potential stipend. LOC staff recommends a budget of \$1,500.

5. Summer Conference Venue Rental (4-5307). The purpose of this line is to identify how much the OMA will spend on securing venue space for the 2022 OMA Summer Conference. While the bulk of the venue rental has been waived, there are some ancillary charges for table rental that will be impacted by the silent auction. To account for these ancillary charges, and other minor venue fees, LOC staff feels comfortable recommending a budget of \$5,000 for this line.

You'll see that this recommended budget appears to be a drastic reduction from previous years' budgets (for example, in 2021 the OMA set aside \$21,800 for this line). But, the previous years' budgets included both venue rental and food and beverage in one line – the recommended budget is consistent with past venue rental fees.

6. Summer Conference Food & Beverage (Newly Proposed Line). The purpose of this line is to identify the amount of money the OMA spends on food and beverage during the Summer Conference. LOC's Program Manager Lisa Trevino indicates that based on the food and beverage costs at the relevant venue, the OMA should budget \$18,000 for this line. She did however note that this assumes the city of Newport, or its tourism agency, will cover the cost of the food and beverages associated with the silent auction event (as has traditionally been done by other host cities).
7. Summer Conference Hotel Expenses (Newly Proposed Line). The purpose of this line is to identify the amount of money the OMA spends on covering the hotel costs of its President and speakers. With tax, the nightly rate for a hotel room at the OMA Summer Conference is approximately \$180, typically most attendees stay at least four nights at the Conference, making the total per person \$720. If three speakers were provided one night of accommodations by the OMA, on top of what the OMA will spend for its President, the OMA should budget approximately \$1,300 for this line.

As noted during a prior agenda item on Board expenses, it is reasonable to assume that some of the OMA Board members from smaller cities may seek financial assistance to attend this Conference. If those requests are granted, it may be appropriate to increase the budget for this line.

8. Summer Conference LOC Staff Expenses/Fees (Newly Proposed Line). The purpose of this line is to identify the amount of money the OMA spends to have a LOC administrative staff person attend and work the OMA Summer Conference. Per the contract between the LOC and OMA, the OMA will pay for this person's mileage, food costs (not included in the conference itself), and hotel. The LOC staff person typically arrives at the conference the day before the event, so five nights of hotel accommodations are typically incurred. The recommended budget is \$1,100, which generally includes:
 - \$900 in hotel expenditures;
 - \$92 in mileage reimbursement;

- \$88.50 in meals (GSA per diem for Oregon is \$44.25 for the first and last day of travel); and
 - \$19.50 in any incidental expenditures.
8. Summer Conference Activity Fees (4-5304). This line has historically been used to pay for expenses not otherwise accounted for in the OMA Conference Budget. Examples of included expenses include prizes for the golf scramble, table rental, etc. LOC's Program Manager is working to better identify all the types of expenses coming from this line so that the narrative associated with it can be explicit. LOC staff compared the actual expenditures for this line for calendar years 2017, 2018, 2019 and 2021, which results in an overall average of \$983.25 in expenditure. Based on this average, and for simplicity in budgeting, LOC recommends the OMA expect to spend \$1,000 from this line.
 9. Summer Conference Speakers (4-5313). The purpose of this line is to pay for the keynote speaker, and any other speaker, to present during the Summer Conference. According to OMA financial records, the keynote speaker has only been a paid speaker twice, in 2019 and then again in 2021. In 2019, the OMA paid \$8,559 in speaker fees/expenditures and in 2021, the OMA paid \$10,118 in speaker fees/expenditures.

Staff is aware that considerable discussion occurred surrounding how much money should be spent to bring keynote speakers to the Summer Conference. Staff requires direction on how much the OMA Board believes is reasonably appropriate to spend on this type of endeavor.
 10. Summer Conference Transportation (4-5318). The purpose of this line is to cover the transportation needs of attendees participating in the OMA Summer Conference. This includes transportation fees associated with the golf scramble, non-golf activities, and city tours. The last several years has seen the entirety of transportation costs covered by the host city, as such, the LOC believes it's reasonably appropriate to leave this line at zero.
 11. Summer Conference Postage/Printing (4-5310). The purpose of this line is to cover the costs of any postage and printing costs associated with the Summer Conference. Examples of costs include: printed programs, printed signs, and displays for the Student Contest entries. LOC staff compared the actual expenditures for this line for calendar years 2017, 2018, 2019 and 2021, which results in an overall average of \$638.75 in expenditure. Based on this average, and for simplicity in budgeting, LOC recommends the OMA expect to spend \$650 from this line.
 12. Administration (4-5302). The purpose of this line is not entirely clear. At times it has been used to cover expenses incurred by the LOC staff person attending the event, at other to cover incidental expenses of the conference. LOC staff recommends deleting this line as it believes it has properly accounted for all other reasonably anticipated conference expenses in other lines.
 13. Summer Conference Scholarships (4-5390). The purpose of this line is to provide scholarships to mayors who wish to attend the conference but who cannot afford to attend the conference on their own. LOC staff compared the actual expenditures for

this line for calendar years 2017, 2018, 2019 and 2021, which results in an overall average of \$4,507.75 in expenditure. Based on this average, and for simplicity in budgeting, LOC recommends the OMA expect to spend \$4,500 from this line.

14. Summer Conference Silent Auction (4-6500). The purpose of this line is to cover the costs, both venue rental and food/beverage, associated with the silent auction event held each year during the Summer Conference. Since 2018, the host city has covered the entirety of the costs associated with this event. LOC staff feels reasonably comfortable this trend will continue and as such, the budget for this line is zero.
15. Fall Workshop Venue Rental (4-5400). The purpose of this line to cover the costs of renting space for the Fall Workshop. In 2022, the space will be at the Riverhouse on the Deschutes. LOC's Program Manager Lisa Trevino advised the room rental is expected to be \$500.
16. Fall Workshop Food and Beverage (Newly Created Line). The purpose of this line is to cover the costs of providing food and beverage during the Workshop. Historically a continental breakfast with coffee service is provided. The average attendance at an in-person Workshop is approximately 78 persons, the typical food and beverage cost per person is \$17. For simplicity in budgeting, LOC recommends the OMA budget \$1,500 for this line.
17. Fall Workshop Speaker (4-5401). Historically the OMA has not paid for speakers to present during its Fall Workshop. In 2019 it looks like the OMA expended \$422 on speaker fees/costs. Does the OMA want to budget for a speaker at its Fall Workshop, if so, how much money would it like to budget?
18. New Mayor Training Held with LOC's Elected Essentials (Newly Created Line). The OMA is planning to hold a new mayor training in connection with the LOC's 2022/23 Elected Essentials training program. The training program will run from November 2022 to January 2023. While the LOC has not yet booked any venues for its trainings, LOC knows that some of the venues will require nominal rental fees. In addition, because the trainings are intended to happen during evening hours, it is reasonable to assume that the OMA will wish to provide attendees with either dinner or light snacks. Finally, given that some of the training locations may require OMA Board members to travel, it is equally reasonable to assume that the OMA may have some travel-related expenses associated with these trainings.
 - \$1,000 in venue rental fees;
 - \$1,800 in food and beverage fees (assumes half of Oregon's mayors attend the trainings and the food and beverage expenses do not exceed \$15 per person);
 - \$2,160 in hotel rental fees (assumes over the span of the 13 trainings, OMA Board members require no more than 20 hotel room nights at the typical government rate of \$108 per night); and
 - \$2,016 in mileage fees (assumes over the span of the 13 trainings, OMA Board members travel no more than 3,600 miles – no more than 20 roundtrips of 180 miles each).

For simplicity in budgeting, the LOC recommends this line be set at \$7,000.

Anticipated Operating Expenses

Presently, the OMA Draft Budget contains 11 distinct lines, each with their own accounting code, that identifies sources of non-conference related operating expenses. LOC staff recommends keeping each of these lines and adding one additional line to better account for how fiscal resources are being spent. Details on the numbers proposed in the relevant lines, as well as questions about what to include in any line are below for ease of reference.

1. Directory (4-6013). The purpose of this line is to pay for the printing and mailing costs associated with the annual Directory. Printings pre-2021 exceeded \$1,000, but staff believes this is because a different sized Directory was purchased at a higher rate. In 2021, the OMA Board decided to purchase a different sized Directory due to the cost savings. LOC staff recommends purchasing the same type of Directory in 2022 as it received no complaints from members and the cost savings was considerable. LOC recommends budgeting \$1,000 for this line.
2. LOC Services (4-6017). The purpose of this line is to cover the administrative fees charged by the LOC for administering the OMA programs and services. The contract between the LOC and OMA indicates that between January 1, 2022, and June 30, 2022, the contract price is \$12,500. That same contract calls for either 3% increase or an increase matching the percentage increase in the Consumer Price Index (whichever rate is lower) beginning on July 1, 2022, and ending on December 31, 2022. For budgeting purposes, LOC has used a 3% contractual increase for July to December pricing (LOC staff will determine the CPI rate in June of 2022). LOC recommends budgeting \$23,375 for this line.
3. Mayor's Board Expense (4-6018). The purpose of this line is to reimburse OMA Board members their reasonable travel expenses to attend Board meetings. Given that several Board members will travel a considerable distance to attend meetings, and that in-person meetings are likely to resume in 2022, you will see a substantial increase in this line from previous years.

In 2022, Board meetings are expected to be held in the following locations: Salem; Hermiston; Newport; Bend; and Cottage Grove. LOC staff has calculated the approximate mileage that each Board member may drive, as well as reasonable hotel requests to identify a projected budget. Please note that the hotel costs are to attend the Board meeting only, it does not, for example, include multiple night stays to attend the LOC Spring Conference (April), OMA Summer Conference (August), or LOC Annual Conference (October).

- Salem meeting (February)
 - Mileage: \$1,015
 - Hotel: \$324
- Hermiston meeting (April)
 - Mileage: \$2,665
 - Hotel: \$972
- Newport meeting (August)
 - Mileage: \$1,385
 - Hotel: \$1,620
- Bend meeting (October)
 - Mileage: \$1,670

- Hotel: \$1,620
- Cottage Grove meeting (December)
 - Mileage: \$1,340
 - Hotel: \$610
- Totals
 - Mileage: \$8,075
 - Hotel: \$5,146

In addition to mileage and hotel costs, the OMA should also budget for meal costs with each meeting. While meal costs will vary depending on the region, LOC feels comfortable recommending the OMA budget \$25 per person per meal. With nine Board members and five meetings, LOC recommends budgeting at least \$1,200 to be safe.

In total, LOC recommends this line be budgeted at \$14,500 for simplicity. This represents the largest increase in a line within the budget. LOC staff would note that not all members of the Board seek mileage reimbursement, but in the event that each member does, the proposed budget properly anticipates the maximum out of pocket expenses incurred by the OMA.

4. Mayor's Contest (4-6023). The purpose of this line is to pay for all costs associated with the annual *If I Were a Mayor Contest*. Expenditures from this line include the awards issued to the winning contestants. While the OMA has not spent the \$3,500 amount recommended each year, that amount is reasonably anticipated if awards are allocated to all potential winners, it also provides some flexibility to the Committee issuing the awards.
5. Miscellaneous (Line 4-6025). The purpose of this line is to cover other unanticipated costs incurred by the OMA. Based on a five year average of expenditures coming from this line, and with rounding used for simplicity in budgeting, LOC recommends this line be set at \$750.
6. Newsletter (Line 4-6028). The purpose of this line is to pay for printing and mailing costs associated with the quarterly OMA Newsletter. Since 2020, when the pandemic hit, the Newsletter has not been mailed to Mayors, rather it has been distributed electronically. LOC staff has not received any complaints about the electronic distribution of the Newsletter and recommends, as a cost savings to the organization, that electronic distribution remain. As a result of this recommendation, the LOC recommends this line be budgeted at zero.
7. Postage (Line 4-6030). The purpose of this line is to pay for any postage incurred by the OMA. There have been a few years where the postage has come close to \$1,000 and other years where that amount has remained less than \$500. In an effort to budget conservatively, LOC recommends the line be set at \$1,000.
8. Copy, Fax, Printing (Line 4-6010). The purpose of this line is to pay for any fees associated with copies, faxing or printing. In years past, the OMA has come close to \$100 in printing costs and the LOC recommends that remain the budget for this year. The bulk of the printing comes from conference materials and the Directory, costs which are covered in different lines of the budget.

9. Supplies/Marketing (Line 4-6033). The purpose of this line is to cover any supplies or marketing materials the OMA may wish to purchase. LOC recommends increasing this line over previous years to include the purchase and printing of new OMA notecards that can be used to send thank you notes to conference speakers, sponsors, vendors, and any other person who may warrant such a card. The recommended budget for this line is \$2,500.
10. Web (Line 4-6040). The purpose of this line is to pay for web hosting services for the OMA website with Municode. Per the contract with Municode, the OMA is required to pay \$1,800 per year in website hosting fees for the first three years of its contract (contract began in November of 2019). Please note that I am working with the Finance Director to better identify the fees currently showing as being assessed to this line for calendar year 2021 as they seem to exceed the contractual obligation – this issue will be resolved prior to the adoption of a final budget.
11. Listserv (Line 4-6041). The purpose of this line is to pay the LOC a yearly fee for hosting the OMA listserv. The OMA’s contract with the LOC indicates that this fee is \$750 per year.
12. Insurance (Newly Created Line). The OMA pays \$250 per year to secure general liability insurance through CIS. LOC recommends a line be created to account for this annual fee.

OREGON MAYORS ASSOCIATION
2022 Approved BUDGET

		2014	2015	2016	2017	2017	2018	2018	2019	2019	2020	2020	2021	2021 Est.	2022
		Actual	Actual	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Year End	Budget
INCOME															
General Fund															
	Beginning Cash - Unrestricted	3,809	1,980	13,876	23,868	23,868	37,686	37,686	68,699	57,674	75,811	75,811	75,047	75,047	86,968
	Beginning Cash - Scholarship Fund	1,950	1,240	2,416	3,520	3,520	3,434	3,434	10,682	9,482	9,233	9,582	10,672	10,672	13,341
4-4001	Membership Dues	19,369	18,976	21,402	21,000	21,101	21,700	20,948	22,000	23,736	22,000	21,644	22,000	17,720	21,000
4-4700	Spring Workshop													12,288	
4-4753	Fall Workshop	3,990	5,600	4,900	4,500	5,250	4,500	5,775	5,500	6,075	5,500	675	5,500	0	6,000
4-4760	Sponsorships	6,900	8,200	12,100	9,000	15,500	12,000	18,000	12,000	23,750	12,000	12,750	24,000	21,750	20,000
4-4755	Scholarship Fund	0	0	1,200	1,200	1,200	1,200	0	1,200	1,200	1,200	0	1,200	0	0
4-4660	Silent Auction	1,240	2,941	3,200	2,750	2,785	2,400	3,485	2,700	3,380	2,700	1,090	2,700	6,310	4,000
4-4754	Summer Conference	27,560	22,595	25,891	25,000	23,759	19,400	26,863	25,000	20,305	25,000	2,006	25,000	31,751	26,000
	Total Revenue and Beginning Cash	64,818	61,532	84,985	90,838	96,983	102,320	116,191	147,781	145,602	153,444	123,558	166,119	175,538	177,309
EXPENSE															
Conference Expenses															
	Spring Workshop Venue Rental														500
	Spring Workshop Food & Beverage														250
	Spring Workshop Hotel Expenses														1,500
	Spring Workshop Speaker Fees														5,000
4-5307	Summer Conference Venue Rental	18,472	14,091	20,331	20,000	23,816	19,000	17,704	21,800	20,155	21,800	1,317	21,800	24,239	18,000
	Summer Conference Food and Beverage														1,300
	Summer Conference Hotel Expenses														1,100
	Summer Conference LOC Staff Expenses/Fees														1,000
4-5304	Summer Conference Activity Fees	2,610	595	5,693	5,000	500	700	766	800	450	800	0	800	2,217	1,000
4-5313	Summer Conference Speakers	0	0	0	0	0	0	255	5,000	8,559	5,000	2,340	5,000	10,118	
4-5318	Summer Conference Transportation	830	333	208	1,500	144	500	32	500	0	500	0	500	0	0
4-5310	Summer Conference Postage / Printing	474	1,169	387	750	1,174	1,200	257	1,200	703	1,200	0	1,000	421	650
4-5302	Administration	14,953	7,223	8,813	9,000	5,062	9,000	4,379	9,000	4,285	9,000	0	0	350	
4-5390	Summer Conference Scholarships	0	1,257	1,292	2,400	2,400	7,160	2,437	5,000	4,830	5,000	0	26,750	3,641	4,500
4-6500	Summer Conference Silent Auction	0	1,765	2,004	1,750	1,671	1,440	0	0	0	0	0	0	0	0
4-5400	Fall Workshop Venue Rental	3,052	456	2,150	1,000	4,669	4,500	4,428	5,000	6,491	5,000	261	5,000	0	500
	Fall Workshop Food and Beverage														1,500
4-5401	Fall Workshop - Speaker	0	0	0	0	0	0	0	5,000	422	5,000	0	5,000	0	
	New Mayor Training														7,000
	Sub-Total - Cost of Events	40,392	26,888	40,877	41,400	39,436	43,500	30,258	53,300	45,896	53,300	3,918	65,850	40,986	33,550
Operating Expenses															
	Contingency	0	0	0	26,288	0	35,370	0	61,131	0	82,595	0	57,569		82,694
4-6013	Directory	1,960	2,303	2,494	3,000	1,293	3,000	1,095	3,000	1,454	3,000	0	500	830	1,000
4-6017	LOC Services	10,144	6,894	6,697	9,500	6,291	9,500	7,275	10,000	10,945	10,000	25,000	25,750	25,000	25,375
4-6018	Mayor's Board Expense	1,737	1,496	923	2,000	827	2,000	2,089	2,500	1,239	2,500	137	2,500	0	14,500
4-6023	Mayor's Contest	2,613	2,482	2,064	2,500	2,536	2,700	2,630	3,850	838	3,850	2,871	3,500	2,700	3,500
4-6025	Miscellaneous	272	250	768	500	556	500	547	600	544	600	475	600	1,443	750
4-6028	Newsletter	2,455	1,359	1,537	2,250	1,330	2,250	2,692	2,500	2,930	2,500	588	2,500	0	0
4-6030	Postage	430	598	846	1,000	94	0	338	400	810	1,000	0	1,000		1,000
4-6010	Copy, Fax, Printing	196	0	0	0	0	0	61		98	100	0	100		100
4-6033	Supplies / Marketing	65	1,624	457	1,000	1,893	1,350	751	1,000	1,437	1,000	0	1,000	420	2,500
4-6040	WEB	1,335	1,300	933	1,400	1,515	1,400	1,300	7,500	2,300	7,500	4,100	4,500	3,100	1,800
4-6041	Listserv	0	0	0	0	0	750	0	2,000	1,300	2,000	750	750	750	750
	Insurance														250
	Total Expense	61,598	45,194	57,597	90,838	55,771	102,320	49,035	147,781	69,791	169,945	37,839	166,119	75,229	167,769
	Net Income Less Beginning Cash	-2,539	13,118	11,097	-27,388	13,824	-41,120	26,036	-79,381	8,655	-101,545	326	-85,719	14,590	-90,769
	Net Income including Beginning Cash	3,220	16,338	27,388	0	41,212	0	67,156	0	75,811	-16,501	85,719	0	100,309	9,540
Transfers															
	Operating to Scholarship	0	0	0	0	0	5,000	5,000	0	0	0	0	0	0	0
	Total Transfers	0	0	0	0	0	5,000	5,000	0	0	0	0	0	0	0
Ending Cash															
	- Unrestricted	1,980	15,179	23,868	0	37,778	0	57,674	0	75,811	0	75,047	12,178	86,968	-9,540
	- Scholarship Fund	1,240	1,159	3,520	3,320	3,434	3,434	9,482	9,582	9,233	8,133	10,672	-12,178	13,341	12,841
	Total Ending Cash	3,220	16,338	27,388	3,320	41,212	3,434	67,156	9,583	85,044	8,133	85,719	0	100,309	3,301
Finance Needs to Adjust When Final Numbers in All Lines Determined															



STRENGTH IN UNITY

MEMORANDUM

To: OMA Board of Directors

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

Date: November 29, 2021

Re: Mayor's Leadership Award

Background

During the 2021 Mayor's Leadership Award Committee process there was a lack of clarity on how the Mayor's Leadership Award and the Award of Merit should be awarded. The lack of clarity was most likely due to the process and criteria for both awards not being reduced to writing. Several members of the OMA Board of Directors received feedback from Oregon mayors about the number of awards issued during calendar year 2021 and how those awards were presented. Due to the lack of written clarity and the feedback received from mayors, LOC staff was asked to prepare a written Resolution that fully explained the process and criteria for the two awards. The first draft of said Resolution was presented to the Board of Directors on October 20, 2021.

During the October 20, 2021, OMA Board of Directors, staff was directed to prepare a second draft of the relevant Resolution, ensuring said draft included the following parameters:

- The Mayor's Leadership Award Committee be allowed to present up to three Mayor's Leadership Awards per year;
- The Mayor's Leadership Award Committee be provided the discretion to determine what constitutes a small, medium, and large city for purposes of the award;
- The Mayor's Leadership Committee be limited to presenting no more than one Award of Merit per year, and that said award be provided to a mayor who has done something exceptional in the prior year;
- The Mayor's Leadership Award Committee have the discretion to decide how past award recipients are recognized each year during the Summer Conference; and
- The Mayor's Leadership Award Committee be directed to ensure, as much as reasonably possible, that prior award recipients are the presenters of the awards to new recipients.

Resolution – Draft 2

Included with this Memorandum is a second draft of the Resolution relating to the Mayor's Leadership Award. Staff hopes it achieves the directives provided by the Board of Directors during its October 20, 2021, meeting. If the Board is satisfied with the Resolution as is, staff proposes the following motion:

I move adoption of Resolution 2021-1.

Board Policies, Article VI – Mayor's Leadership Award Committee

The OMA Board Policies, Specifically Article IV, speak to the Mayor's Leadership Award Committee. This Article limits itself to identifying the makeup of the Mayor's Leadership Award Committee. While the Board of Directors has not actively discussed expanding the makeup of this Committee, given that the Board has intentionally expanded other Committees, staff thought it prudent to remind the Board of this particular Policy given the amount of thought put into the Resolution being discussed.

The Policy reads as follows:

The president shall appoint, with board approval, five people to serve on this committee. 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.



RESOLUTION NO: 2021-1

WHEREAS, in 1993, the Board of Directors of the Oregon Mayors Association (OMA) created the Mayor’s Leadership Award which recognizes the invaluable contributions made by mayors throughout Oregon in their communities; and

WHEREAS, since at least the early 2000’s, a Mayor’s Leadership Award has generally been presented annually to a small city mayor, a medium city mayor, and a large city mayor; and

WHEREAS, since at least the early 2000’s, in addition to presenting the Mayor’s Leadership Award, the Mayor’s Leadership Award Committee has also generally reserved the right to present certain worthy mayors with an Award of Merit; and

WHEREAS, the specific criteria for the eligibility to receive the Mayor’s Leadership Award and the criteria by which eligible mayors are judged when they are nominated for the Award has never been specifically reduced to writing, which creates a lack of transparency in the Award process and unnecessarily complicates the work of the members of the Mayor’s Leadership Award Committee; and

WHEREAS, the specific criteria for the eligibility to receive the Award of Merit and the criteria by which eligible mayors are judged when they are nominated for the Award has never been specifically reduced to writing, which creates a lack of transparency in the Award process and unnecessarily complicates the work of the members of the Mayor’s Leadership Award Committee.

NOW, THEREFORE, LET IT BE RESOLVED by the OMA Board of Directors as follows:

1. *Mayor’s Leadership Award.* The Mayor’s Leadership Award is the highest award given by the OMA to worthy Oregon mayors.
 - A. *Purpose of the Mayor’s Leadership Award.* The Mayor’s Leadership Award recognizes the invaluable contributions made by mayors throughout Oregon in their communities. This Award is intended to acknowledge the mayors in Oregon who have provided consistent and continuing leadership which facilitates dynamic changes in their cities, mayors who dedicate their time and energy in the pursuit of helping their communities reach their full potential. Recipients are persons who have distinguished themselves from other Oregon mayors over the duration of their tenure in office.

- B. *Authority and Discretion of the Mayor's Leadership Committee.* The Mayor's Leadership Committee is permitted to award up to three Mayor's Leadership Awards per year; one award may be given to a mayor representing a small city, one award may be given to a mayor representing a medium city, and one award may be given to a mayor representing a large city. The Committee has the discretion to determine what constitutes a small, medium and large city.
- C. *Criteria.* To receive the Mayor's Leadership Award, recipients should have demonstrated a combination of the following essential criteria:
- a. The mayor is an active member of the OMA on the date the nomination for the Award is received.
 - b. The mayor has demonstrated exceptional leadership qualities as a mayor which have contributed to lasting benefits in their city and the community as a whole.
 - c. The mayor has shown considerable involvement in community affairs and intergovernmental relations.
 - d. The mayor has shown exceptional skill in helping to facilitate productive relationships between the governing body and city employees.
 - e. The mayor has helped other Oregon mayors reach their full potential as community leaders.
2. Award of Merit. The Award of Merit seeks to recognize mayors who have achieved noteworthy accomplishments in the last year.
- A. *Purpose of the Award of Merit.* The Award of Merit is given by the OMA to a worthy Oregon mayor who, during the past year, served their city with distinction, provided dynamic leadership, helped their community achieve notable success, and generally displayed exceptional leadership in the past year.
- B. *Authority and Discretion of the Mayor's Leadership Committee.* The OMA Mayors Leadership Committee is permitted to award no more than one Award of Merit per year.
- C. *Criteria.* To receive the Award of Merit, recipients should have demonstrated a combination of the following essential criteria:
- a. The mayor is an active member of the OMA on the date the nomination for the Award is received.
 - b. The mayor demonstrated exceptional leadership qualities as a mayor in the last year which benefited their city and the community as a whole.

- c. The mayor's actions directly helped their city obtain a notable success in the last year.
3. Additional Duties of the Mayors Leadership Award Committee. As part of its duties, the Mayors Leadership Award Committee, in consultation and coordination with the Conference Planning Committee, will ensure the following:
 - a. *Recognition of Past Award Recipients.* The Committee will work to ensure that past recipients of both the Mayor's Leadership Award and Award of Merit are recognized during the Awards Ceremony. The form and manner in which the recognition is made is at the sole discretion of the Mayor's Leadership Award Committee.
 - b. *Presentation of Awards.* As much as reasonably possible, the Committee will work to ensure that past recipients of both the Mayor's Leadership Award and the Award of Merit are the persons presenting the awards to new recipients.

Adopted this 3rd day of December 2021, by the OMA Board of Directors.

Elizabeth Wytoski, President
Mayor of Dayton, Oregon