



OMA Board of Directors Meeting  
October 20, 2021 | 3:30 p.m. – 5:30 p.m.

VIA Zoom

<https://us02web.zoom.us/j/87510967656?pwd=eUINMmd6YUdXMkNzZGhxZElaQ0ZQQT09>

Meeting ID: 875 1096 7656

Passcode: 144014

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## **AGENDA**

- A. Welcome & Roll Call** (*Beth Wytoski*) .....
- B. Consent Calendar\*** (*Beth Wytoski*) .....

  - 1. Minutes of the July 29, 2021 OMA Board of Directors Meeting .....
  - 2. Current Financial Report .....

- C. Committee Updates** .....

  - 1. Conference Planning Committee (*Beth Wytoski*) .....

    - Review of 2021 Annual Conference
    - Potential Spring 2022 Workshop

  - 3. Student Contest Selection Committee (*Patty Mulvihill*) .....

    - Notecards of Award Winners\*

  - 3. Nominating Committee (*Steve Callaway*) .....

    - Approval of 2022 Slate of Candidates \*

  - 4. Leadership Awards Review Committee (*Teri Lenahan*) .....

    - Review & Approval of Award Criteria\*

- D. 2022 OMA Board Meeting Calendar** (*Beth Wytoski*) .....
- E. Membership Drive 2022** (*Patty Mulvihill*).....
- F. Onboarding & Mentoring Programs** (*Beth Wytoski*)
- G. RFP for 2023 & 2024 Summer Conference Locations/Venues** (*Beth Wytoski*)
- H. Impact of Mandatory Vaccination on Volunteer Fire Departments** (*Beth Wytoski*)
- I. Protocols for Voting at Business Meeting** (*Patty Mulvihill*).....
- J. Other Business** (*Beth Wytoski*) .....
- K. Adjournment** (*Beth Wytoski*) .....

\*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**  
July 29, 2021 | 2:04 pm – 3:53 pm  
Mill Casino Resort, Spruce Cedar Room  
3201 Tremont Ave., North Bend, OR 97459

**MINUTES**

**Voting Board Members:**

**Beth Wytoski**, President – Present  
**Jeff Gowing**, Vice President - Present  
**Steve Callaway**, Past President–Present  
Teri Lenahan, Director – Present  
Jason Snider, Director – Present

Henry Balensifer, Director – Present  
Rod Cross, Director - Present  
Jim Trett, Director - Present  
Carol MacInnes, Director - Present

**Staff:**

Patty Mulvihill – Present  
Mike Cully – Present

**Other:** John Cook, former OMA President and former Tigard Mayor

**A. Welcome & Roll Call**

**2:04 pm**

President Wytoski called the meeting of July 29, 2021, to order at 2:04 pm and took roll call for the record.

**B. Consent Calendar**

The Consent Calendar consisted of: the minutes of the April 15, 2021, OMA Board of Directors meeting; the minutes of the June 10, 2021, Special OMA Board of Directors meeting; financial reports; and, a 2021 membership update. The minutes and relevant reports are included with the packet associated with the OMA Board meeting of July 29, 2021.

*It was moved by Mayor Balensifer and seconded by Mayor Cross to approve the Consent Calendar. The motion passed unanimously (9 Yes [Wytoski, Gowing, Callaway, Balensifer, Cross, Lenahan, MacInnes, Snider, and Trett], 0 No, 0 Abstain, 0 Absent).*



### **C. Minutes of March 29, 2021, Email Meeting**

Patty Mulvihill noted that while she has been able to determine the contents of the March 29, 2021, email meeting, and the actions approved by the Board therein, she has not been able to identify which Board members participated in the meeting and how they voted. All Board members indicated they participated in the meeting and voted to support both of the proposed motions.

The draft minutes and associated memorandum are included with the packet associated with the OMA Board meeting of July 29, 2021.

*It was moved by Mayor Trett and seconded by Mayor Balensifer to update the draft minutes included in the packet for the OMA Board meeting of July 29, 2021, to reflect that all Board members participated in the Special Email Meeting of March 29, 2021, and voted in the affirmative for both motions made therein, and that the updated minutes be adopted. The motion passed unanimously (9 Yes [Wytoski, Gowin, Callaway, Balensifer, Cross, Lenahan, MacInnes, Snider, and Trett], 0 No, 0 Abstain, 0 Absent).*

### **D. Quarter Three Newsletter Assignments**

Patty Mulvihill advised that the Board needs to finalize the stories that will be included in the Third Quarter Newsletter. She further noted that all articles for this Newsletter need to be submitted to her attention by September 7, 2021, so that the Newsletter may be published before or on September 30, 2021.

After discussion, the Board agreed that the following articles, written by the identified persons, will be included in the Third Quarter Newsletter:

- Message from the President, Mayor Wytoski;
- City Spotlight (either Moro or Umatilla), Patty Mulvihill will contact the city;
- Highlights of the OMA Conference, Mayor Balensifer;
- Mayors Leadership Award Recipients Honored, Patty Mulvihill;
- If I were Mayor Contest Winners, Patty Mulvihill;
- DEI Initiatives, Mayor Snider;
- Rural Housing, Mayor MacInnes;
- Legislative Issues, Mayor Wytoski; and
- Reminders of: OMA Workshop; OMA Annual Business Meeting; LOC Annual Conference; Upcoming LOC Trainings; and Committee Solicitations, Patty Mulvihill.



There is a memorandum highlighting the working draft of the storyboard for the Third Quarter Newsletter in the packet associated with the July 29, 2021, OMA Board of Directors meeting.

#### **E. Quarter Four Newsletter Assignments**

Patty Mulvihill advised that the Board needs to finalize the stories that will be included in the Fourth Quarter Newsletter. She further noted that all articles for this Newsletter need to be submitted to her attention by December 1, 2021, so that the Newsletter may be published before or on December 21, 2021.

After discussion, the Board agreed that the following articles, written by the identified persons, will be included in the Fourth Quarter Newsletter:

- Message from the President, Mayor Wytoski;
- City Spotlight (Beaverton), Patty Mulvihill will contact the city;
- Highlights of the OMA Fall Workshop, Mike Cully;
- 2022 OMA Board of Directors, Patty Mulvihill;
- OMA Membership Renewal, Patty Mulvihill;
- 2021/22 If I Were Mayor Contest, Patty Mulvihill;
- Detroit's Fire Experience – One Year Later, Mayor Trett (Patty Mulvihill offered to assist);
- COVID-19's Impact on Cities (impact on businesses, commercial real estate, and salaries of city employees), Mayor Wytoski;
- How to Get Youth Involved in Local Government, Mayor Cross (Mayor Snider and Mayor Gowing offered to assist); and
- Reminders: LOC Spring Conference; OMA Summer Conference; Upcoming LOC Trainings; and Committee Solicitations for 2022, Patty Mulvihill.

There is a memorandum highlighting the working draft of the storyboard for the Fourth Quarter Newsletter in the packet associated with the July 29, 2021, OMA Board of Directors meeting.

#### **F. 2022 Board of Directors Application Process**

Patty Mulvihill clarified the process utilized for electing new members to the 2022 OMA Board of Directors. During the Board's discussion of this item, Patty Mulvihill was directed to begin recruitment efforts for the open Board positions, including: regular postings on the OMA Listserv; targeted emails to mayors for regions not historically represented on the Board of



Directors; and to ask city managers/administrators/recorders to include money in the city budget for mayors to travel to and participate in OMA functions.

Patty Mulvihill asked Mayors Wytoski, Callaway and Balensifer their availability during the weeks of October 4<sup>th</sup> and 11<sup>th</sup> as they are members of the 2021 Nominating Committee. The Mayors provided their availability and directed Patty Mulvihill to connect with the other Nominating Committee members (Mayor Dalton of Dallas and Mayor Mays of Sherwood), to identify a date and time for the Nominating Committee to meet.

There is a memorandum explaining the election process in the packet associated with the July 29, 2021, OMA Board of Directors meeting.

#### **G. 2021/2022 If I Were Mayor Student Contest**

Patty Mulvihill, having never assisted the OMA with a Student Contest project, clarified the desired process for this year. After some discussion, the Board agreed that it would continue to offer the same prizes as it has in recent years, and strive to secure a sponsor for the luncheon during the 2022 Annual Summer Conference where award recipients are recognized. The Board directed Patty Mulvihill to begin marketing the program, including: announcements via the OMA listserv, the LOC weekly electronic Bulletin, and the OMA website.

There is a memorandum explaining the If I Were Mayor Student Contest in the packet associated with the July 29, 2021, OMA Board of Directors meeting.

#### **H. 2021 Fall Workshop**

Patty Mulvihill advised that the Board needs to develop the content for the 2021 Fall Workshop and that given how quickly the Workshop is approaching, time is of the essence. After careful discussion, the Board decided that the Workshop would contain two separate sections. The first section will involve having a mediator teach the mayors how to lead their communities through conflict. Mayor Wytoski noted that she has a few potential speakers in mind and will provide those names to Patty Mulvihill. The second section will be a listening session wherein the membership can advise the OMA Board on what mayors need from the OMA, what they want the OMA to focus on in 2022, and how the OMA can be more relevant and successful.

The Board directed Patty Mulvihill to develop a potential session title and synopsis and have the same reviewed, edited and approved by Mayor Wytoski.

There is a memorandum explaining the history of the 2021 Fall Workshop and needed next steps in the packet associated with the July 29, 2021, OMA Board of Directors meeting.



## **I. 2023 & 2024 Summer Conference Locations**

Patty Mulvihill advised that LOC staff recommends releasing an RFP for both the 2023 and 2024 OMA Annual Conference. She further advised that a review of conference locations over the last several years indicates the conferences have almost exclusively been held along the coast or in the Mid-Willamette Valley.

After careful consideration and discussion, the Board decided that for 2023 and 2024, the OMA will specifically target the following cities to host the conference(s): Ashland; Baker City; Hermiston; Hood River; Klamath Falls; Pendleton; and Redmond.

There is a memorandum explaining the upcoming summer conference locations and RFP process in the packet associated with the July 29, 2021, OMA Board of Directors meeting.

## **J. Approval of Proposed Amendments to OMA Board Policies**

Mayor Wytoski explained the proposed amendments to the Board Policies, namely the amendments are an attempt to improve upon and streamline the process for the Board holding an email meeting. The Board generally discussed the amendments and members indicated their support of the amendments.

There is a memorandum explaining the proposed amendments to the OMA Board Policies in the packet associated with the July 29, 2021, OMA Board of Directors meeting.

*It was moved by Mayor Callaway and seconded by Mayor Balensifer to repeal and replace Article IV, Section 2, of the OMA Policies, entitled Email Meetings, as proposed by the OMA Bylaws Committee and more specifically described in the packet associated with the OMA Board meeting on July 29, 2021. The motion passed unanimously (9 Yes [Wytoski, Gowing, Callaway, Balensifer, Cross, Lenahan, MacInnes, Snider, and Trett], 0 No, 0 Abstain, 0 Absent).*

## **K. Support for Proposed Constitutional Amendments**

Mayor Wytoski explained the proposed amendments to the OMA Constitution, namely the amendments allow for the OMA Board to take positions on legislative and administrative matters that impact Oregon cities and mayors, while also expanding the makeup of the Nominating Committee to include two additional persons. The Board generally discussed the amendments and members indicated their support of the amendments.

There is a memorandum explaining the proposed amendments to the OMA Constitution in the packet associated with the July 29, 2021, OMA Board of Directors meeting.



It was moved by Mayor Trett and seconded by Mayor Balensifer to seek the membership's permission during the annual membership meeting on October 21, 2021, to amend the Constitution as proposed by the OMA Bylaws Committee and more specifically described in the packet associated with the OMA Board meeting on July 29, 2021. The motion passed unanimously (9 Yes [Wytoski, Gowing, Callaway, Balensifer, Cross, Lenahan, MacInnes, Snider, and Trett], 0 No, 0 Abstain, 0 Absent).

#### **L. Creating an Onboarding Process for New OMA Board Members & a Mentoring Program for New Mayors**

Mayor Wytoski explained that there was a significant gap in onboarding new members to the OMA Board in 2021 and that she wants to develop a set onboarding process. Mayor Wytoski further explained that she would like to develop a mentoring program for new mayors. Both programs have been discussed by the Board in the past, but given the time constraints involved in planning the Annual Summer Conference no work has been done to date. As such, Mayor Wytoski wants to create a subcommittee comprised of herself, Mayor Lenahan and Mayor Balensifer to work on putting together draft programs for the Board's review, input, and consideration.

The Board generally discussed both programs and there was universal support for all initiatives and the working group. Patty Mulvihill was directed to coordinate a meeting of the subgroup so that work on the programs may begin and proposals can be submitted to the Board during its October meeting.

There is a memorandum explaining the proposed onboarding and mentoring programs in the packet associated with the July 29, 2021, OMA Board of Directors meeting.

#### **M. Committee Updates**

Mayor Wytoski advised the Board of the contents noted within the memorandum associated with this agenda item and then asked Committee members to provide additional context.

- Student Contest. Mayor Lenahan reviewed the process used by the Committee in selecting the winners and noted that she would like to see more applications in future years and that the OMA needs to strongly encourage all mayors to have their students participate in the program. Mayor Gowing noted that the ideas proffered by two of the students who submitted proposals from Cottage Grove were so good that his city is actually implementing them.





- Mayors Leadership Award. Mayor MacInnes noted that the process was really interesting and there were a lot of great nominations, but that the process and rules weren't always very clear. Patty Mulvihill noted that the historical knowledge surrounding the process should be reduced to writing so that all Committee members are aware of the parameters and expectations. The Board agreed that a written process would be appropriate and directed Patty Mulvihill to bring forth some suggestions for consideration at a future meeting.
- Conference Planning Committee. Mayor Wytoski noted that the Conference Planning Committee worked hard this year and that she was most proud of the diversity in speakers from small, medium, and large cities. Mayor Wytoski also noted that the OMA was able to help quite a few mayors from across the state attend the conference by providing scholarships.
- Bylaws Committee. The Bylaws Committee had nothing additional to add to what was included in the memorandum associated with this agenda item.
- Nominating Committee. The Nominating Committee has not yet met this year and as such, there was nothing to add to what was included in the memorandum associated with this agenda item.

There is a memorandum explaining the work of the various committees over the last several months in the packet associated with the July 29, 2021, OMA Board of Directors meeting.

#### **N. Additional OMA Board Meeting in 2021**

Mayor Wytoski noted that she would like to hold an additional meeting in December to wrap up some matters for the year and prepare for 2022. Mayor Wytoski noted that she will host the meeting in Dayton and believes a half-day meeting will be appropriate. For those Mayors that need to travel a long distance to attend, Mayor Wytoski and Patty Mulvihill will work to secure appropriate lodging accommodations. Mayor Wytoski will see if she can host the meeting under the wings of the Spruce Goose. Once Mayor Wytoski has worked with her contact about the Spruce Goose, she will coordinate with Patty Mulvihill, so that Patty Mulvihill can advise members of the preferred meeting dates/times.

There is a memorandum explaining Mayor Wytoski's desire to hold a December meeting in the packet associated with the July 29, 2021, OMA Board of Directors meeting.



**O. LOC Executive Director Check-In Regarding Staff Transitions, Expectations and Moving Forward**

Mike Cully, LOC's Executive Director, apologized for the subpar service the OMA received from its last staff liaison, taking full responsibility for the issues that the liaison caused the OMA. Mike Cully noted that Patty Mulvihill will continue as the OMA staff liaison through the first meeting of calendar year 2022 and that he is working to recruit a new employee who will become the permanent staff liaison. Mike Cully noted that if any OMA Board member ever has any concerns about the service they are receiving from the LOC to please contact him directly. Board members thanked Mike Cully for the apology and expressed their pleasure at the work being provided by Patty Mulvihill.

**P. Other Business**

No other business was discussed.

**Q. Adjournment**

President Wytoski adjourned the July 29, 2021, meeting at 3:53 pm.

**APPROVED** by the Oregon Mayors Association Board of Directors on October 20, 2021.

ATTEST:

\_\_\_\_\_  
Mike Cully, Executive Director

\_\_\_\_\_  
Beth Wytoski, President



## **MEMORANDUM**

**To: OMA Board of Directors**

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

**Date: October 12, 2021**

**Re: Current Financial Report**

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The OMA remains in sound fiscal health.

To date, the OMA has received \$87,549.17 in income this year. The bulk of this revenue comes from three sources: (1) membership dues; (2) conferences/trainings; and (3) sponsorship dollars. For membership dues, the OMA has received \$15,450.00, this amount is lower than the budgeted amount of \$22,000. Regarding conferences and trainings, between both the Spring Symposium and the Summer Conference (excluding sponsorship dollars), the OMA has earned \$50,349.17, this amount exceeds what was anticipated in the adopted budget. Sponsorship dollars earned the OMA \$21,250.00.

The largest expenditures for the OMA have been the OMA Summer Conference (just under \$41,000) and the fees paid to the LOC for acting as the Association's administrative support. Other nominal expenditures include the Directory and Student Contest. The only notable deviation from the adopted budget is the expenditures related to credit card fees. OMA estimated it would expend \$600 in credit card fees this year and it has actually expended approximately \$1,200.00 this year (this is attributable to the OMA taking membership renewals via credit card for the first time this calendar year).

Attached herein you will find a Budget Versus Actual document prepared by LOC's Finance Director.



# Oregon Mayors Association

Budget vs. Actuals: CY\_2021 - FY21 P&L

January - December 2021

	TOTAL		
	ACTUAL	BUDGET	REMAINING
<b>Income</b>			
4-4001 Membership Dues	15,450.00	22,000.00	6,550.00
4-4660 Silent Auction	6,310.00	2,700.00	-3,610.00
4-4700 LOC/OMA Symposium	12,288.17		-12,288.17
4-4753 Fall Workshop		5,500.00	5,500.00
4-4754 Summer Conference	31,751.00	25,000.00	-6,751.00
4-4760 Mayor's Sponsors	21,750.00	12,000.00	-9,750.00
<b>General Fund</b>			
4-4755 Scholarship Fund		1,200.00	1,200.00
Beginning Cash		75,308.00	75,308.00
Beginning Scholarship Fund		10,672.00	10,672.00
<b>Total General Fund</b>		<b>87,180.00</b>	<b>87,180.00</b>
<b>Total Income</b>	<b>\$87,549.17</b>	<b>\$154,380.00</b>	<b>\$66,830.83</b>
<b>GROSS PROFIT</b>	<b>\$87,549.17</b>	<b>\$154,380.00</b>	<b>\$66,830.83</b>
<b>Expenses</b>			
4-5000 Cost of Events			
4-5301 OMA Summer Conference			
4-5302 Administration	350.00		-350.00
4-5304 Activity Fees	2,216.59	800.00	-1,416.59
4-5307 Hotel-Catering	24,239.10	21,800.00	-2,439.10
4-5310 Postage / Printing	421.20	1,000.00	578.80
4-5313 Speakers	10,118.16	5,000.00	-5,118.16
4-5318 Transportation		500.00	500.00
4-5390 Conference Scholarships	3,640.85	5,000.00	1,359.15
<b>Total 4-5301 OMA Summer Conference</b>	<b>40,985.90</b>	<b>34,100.00</b>	<b>-6,885.90</b>
4-5400 Fall Workshop		5,000.00	5,000.00
4-5401 Speakers Fall Workshop		5,000.00	5,000.00
<b>Total 4-5000 Cost of Events</b>	<b>40,985.90</b>	<b>44,100.00</b>	<b>3,114.10</b>
4-6000 Operating Expenses			
4-6010 Copy, Fax, Printing		100.00	100.00
4-6013 Directory	829.52	500.00	-329.52
4-6017 LOC Services	18,749.99	25,750.00	7,000.01
4-6018 Mayor's Board Expense		2,500.00	2,500.00
4-6023 Mayor's Contest	2,700.00	3,500.00	800.00
4-6025 Miscellaneous	1,443.47	600.00	-843.47
4-6028 Newsletter		2,500.00	2,500.00
4-6030 Postage		1,000.00	1,000.00
4-6033 Supplies / Marketing	420.00	1,000.00	580.00
4-6040 WEB	3,100.00	4,500.00	1,400.00



# Oregon Mayors Association

Budget vs. Actuals: CY\_2021 - FY21 P&L

January - December 2021

		TOTAL	
	ACTUAL	BUDGET	REMAINING
4-6041 Listserv		750.00	750.00
<b>Total 4-6000 Operating Expenses</b>	<b>27,242.98</b>	<b>42,700.00</b>	<b>15,457.02</b>
<b>Total Expenses</b>	<b>\$68,228.88</b>	<b>\$86,800.00</b>	<b>\$18,571.12</b>
NET OPERATING INCOME	<b>\$19,320.29</b>	<b>\$67,580.00</b>	<b>\$48,259.71</b>
NET INCOME	<b>\$19,320.29</b>	<b>\$67,580.00</b>	<b>\$48,259.71</b>



## MEMORANDUM

**To: OMA Board of Directors**

**From: Patty Mulvihill, OMA Staff Liaison and LOC General Counsel**

**Date: October 9, 2021**

**Re: Review of 2021 OMA Summer Conference & Potential 2022 Spring Workshop**

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### *2021 OMA Summer Conference*

The 2021 OMA Summer Conference should be considered a success both in terms of attendee satisfaction and revenue obtained. Attached herein is a report highlighting the responses to the conference evaluation.

Additionally, on September 9<sup>th</sup>, the OMA Conference Planning met and debriefed the conference. During the Conference Planning Committee's discussion, Committee members suggested some general thoughts and notes to consider when the next Conference is planned.

1. Providing dual activities on Thursday (golf and sand dune tour) was successful. The OMA should strive to continue providing dual activities at future conferences.
2. The Silent Auction was successful this year and the Committee hopes to continue its success in future years. Suggestions for expanding the auction included: (a) allowing auction attendees to simply donate money to the scholarship account without having to purchase a basket as an additional option; and (b) provide a large door prize wherein to win the prize attendees need to purchase a raffle ticket for a nominal amount (\$10 was the example provided).
3. Keynote speakers should be provided more solid expectations in the future. While the message was solid, the speech was perhaps too short. The expectation for future years will be that staff work with the speaker to ensure the OMA's expectations are better understood and met.
4. Networking opportunities need to include more structure that brings veteran mayors and new mayors closer together.
5. New mayors should be provided more direct resources, which may include: (a) the option of checking a box on registration that indicates they would like a Board member to call them in advance of the conference to answer any questions they may have and give them a sense of what to expect at conference; and (b) provide a new mayor's track or identify the sessions that new mayors would find most helpful.
6. Accept that repeat sessions are not inherently bad. Prior committees have tried to not repeat topics that had been covered at prior conferences, but it may be appropriate to accept that certain topics should always be provided because those topics are always relevant. Specifically, it may be appropriate to always have sessions on how to work with city managers, how to really understand your role and power as a mayor, etc.

7. To show the respect and appreciation for host cities and the work the city puts into the conference, it would be good for the OMA to strongly push conference attendees to participate in the city-provided events.
8. Identify ways in which to better control some of the educational sessions – there were multiple sessions where mayors spoke frequently and prohibited the speaker from presenting their entire session.
9. Seek session ideas and proposals from all over, not just from OMA Board and Committee members – and then vet those ideas and proposals. This may allow for expanded session ideas.

*Potential 2022 OMA Spring Workshop*

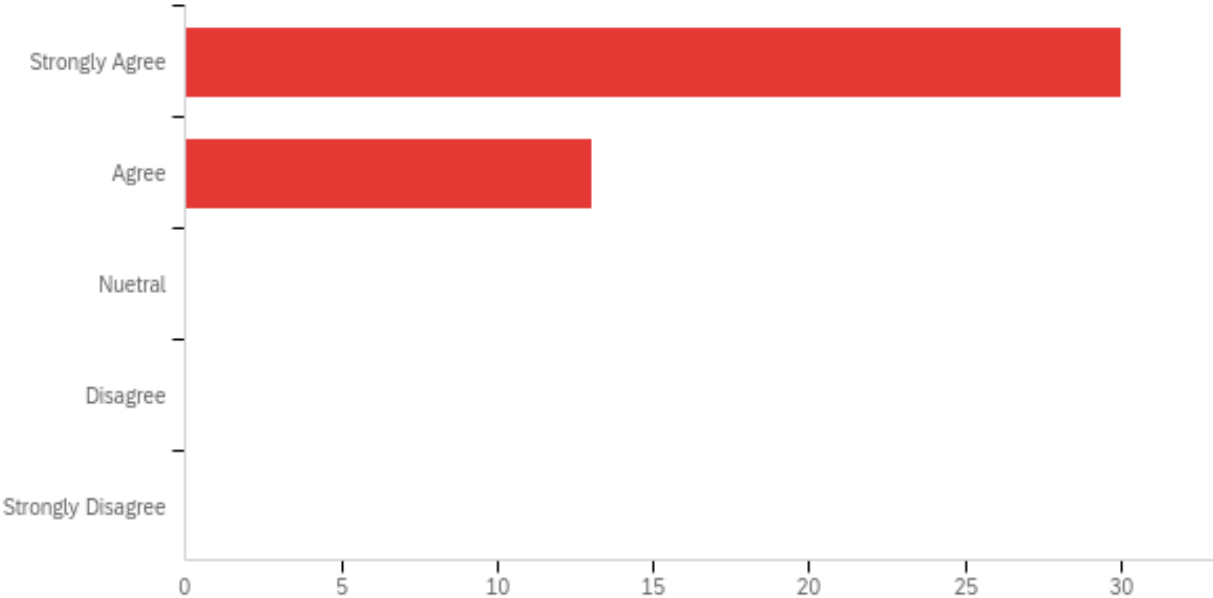
In light of having to cancel the 2021 OMA Fall Workshop, the OMA Conference Planning Committee and OMA Onboarding and Mentoring Committee have both noted it may be nice for the OMA to put forward a spring workshop in 2022. The LOC is hosting its Annual Spring Conference in Hermiston, Oregon on April 22, 2021. Generally, the LOC has a kickoff event the night before the conference, in this instance, the night of April 21.

Given the desire by the OMA, and other affiliates, to host something in the spring, the LOC has secured event space in Hermiston for the entire day of April 21, 2022 (the day before full LOC programming begins). If the OMA would like to host a Spring Workshop in conjunction with the LOC Spring Conference, space is available to do so on April 21<sup>st</sup>. At least one of the OMA Committees noted that it may be possible to simply shift the desired speaker and content originally planned for the 2021 Fall Workshop to a new 2022 Spring Workshop.

# 2021 OMA Summer Conference Evaluation

August 30th 2021

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



#	Answer	%	Count
1	Strongly Agree	69.77%	30
2	Agree	30.23%	13
3	Nuetral	0.00%	0
4	Disagree	0.00%	0
5	Strongly Disagree	0.00%	0
	Total	100%	43



## Q6 - Any general comments about the conference?

Any general comments about the conference?

COVID makes coordinating these conferences very difficult. One must make allowances for the handicaps this imposes on all concerned.

well done

The opportunity to network and share experiences with certain challenges was invaluable.

I was disappointed that OMA booked a place that had indoor smoking during a global pandemic. I would hope in the future this would be a consideration for guests that have health problems or may be pregnant.

Good variety of sessions

well planned. very timely topics. plenty of visiting / networking time which we desperately needed after 2020.

Conference was well planned out. There was many useful topics.

Good to see some familiar faces again.

One of the best ones so far

As a First Timer this year, it may have been an easier experience if prior to the conference there could have been a "mentor" that could have helped with questions. Such as, was this a "semi-formal" conference as I didn't know what to pack so I packed for both and extremely glad to see everyone was in comfortable attire. Everyone was friendly and helpful once at the conference. Just to have maybe someone reach out before to see if there are any questions. Great conference and a lot of information to absorb. Love the Networking Directory. Looking forward to seeing new friends in Bend in October and in Newport next year. Thank you.

Always good to visit with other Mayors. All said the past 18 months have been stressful on staff and Mayors. Council members and the public dont know the role and responsibility not to mention the work supporting community efforts that has been required.

As a first timer, I found it very useful. I really needed the breakout sessions to learn about specific topics and I also very much needed the networking component.

I appreciate all the time and attention put into making this Mayors Conference a successful and memorable event.

Some of the session topics were not covered to the extent intended because of the open discussion that ensued after open forums were invited after introducing the first bullet point. The entirety of the sessions were filled with mayors talking about various related and unrelated topics. This was unfortunate.

Best Conference Ever!

The entire format made for an enjoyable weekend in Coos Bay and North Bend. Learned so much at the breakout sessions and the tours of the Cities were very helpful.

Two things: One, Mayors need to remind themselves that there has been time and talent expended for the presentation of the workshops. It would be helpful if we would be reminded of that and hold our questions/comments until the end of the presentations. Watching people get two slides presented and then having their program hijacked is not a pleasant experience. And there was some criticism of Mayor Callaway's presentation at the "If I Were Mayor" luncheon, when he referred to the history of Coos Bay, and the recognition by that city of the lynching of a black man many years ago. As a state, as a society, indeed as caring, compassionate people, we need to recognize that our past is sometimes reprehensible, and we need to be honest with ourselves.

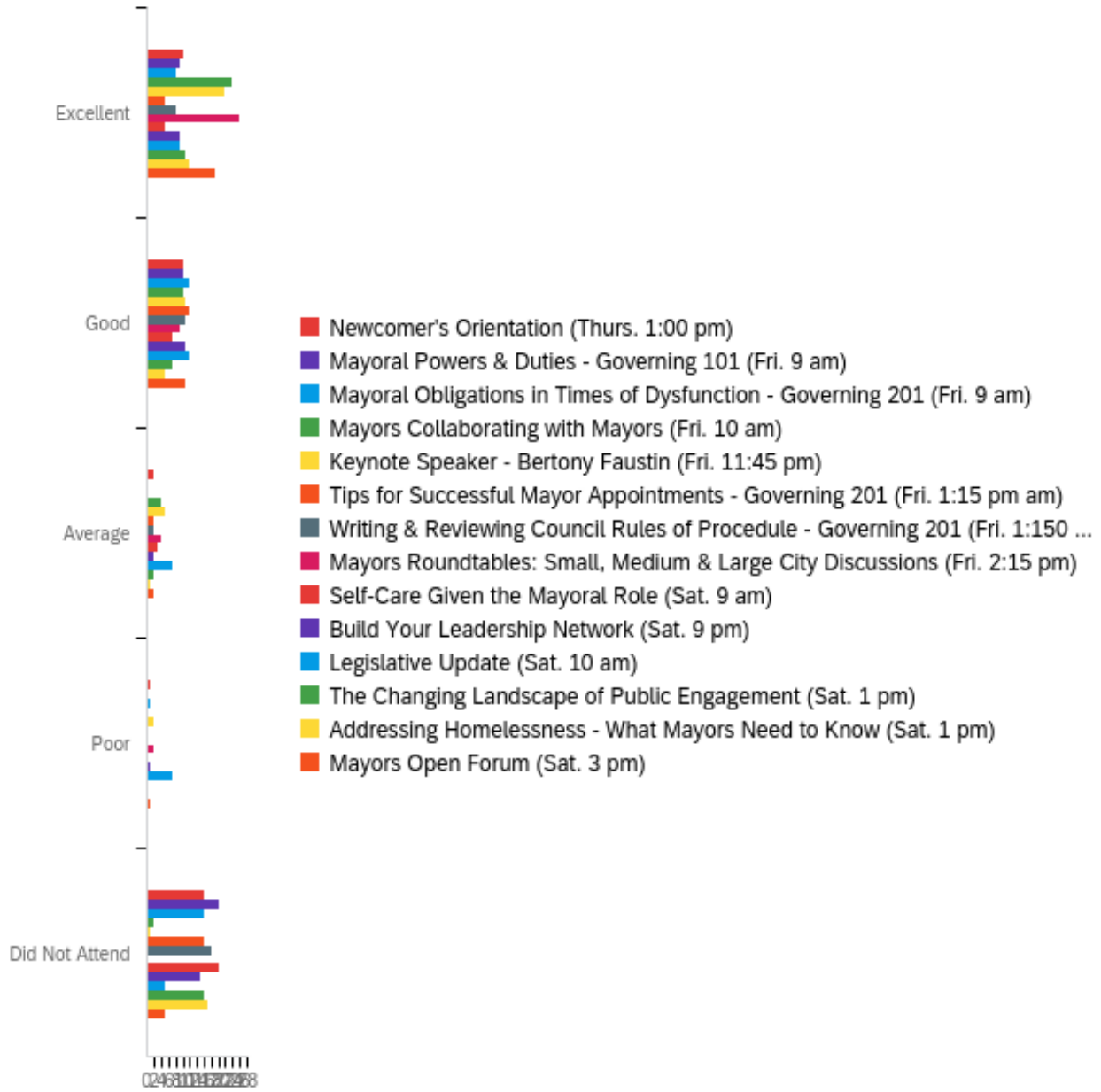
I'd like to see more defined networking time.

So much positive energy from most, not all

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It was great to be together again.

**Q2 - Please evaluate the following sessions:**



#	Question	Excellent		Good		Average		Poor		Did Not Attend		Total
1	Newcomer's Orientation (Thurs. 1:00 pm)	25.64%	10	25.64%	10	5.13%	2	2.56%	1	41.03%	16	39
2	Mayoral Powers & Duties - Governing 101 (Fri. 9 am)	23.08%	9	25.64%	10	0.00%	0	0.00%	0	51.28%	20	39
3	Mayoral Obligations in Times of Dysfunction - Governing 201 (Fri. 9 am)	21.62%	8	32.43%	12	0.00%	0	2.70%	1	43.24%	16	37
4	Mayors Collaborating with Mayors (Fri. 10 am)	60.00%	24	25.00%	10	10.00%	4	0.00%	0	5.00%	2	40
5	Keynote Speaker - Bertony Faustin (Fri. 11:45 pm)	53.66%	22	26.83%	11	12.20%	5	4.88%	2	2.44%	1	41
6	Tips for Successful Mayor Appointments - Governing 201 (Fri. 1:15 pm am)	14.29%	5	34.29%	12	5.71%	2	0.00%	0	45.71%	16	35
7	Writing & Reviewing Council Rules of Procedure - Governing 201 (Fri. 1:15 pm)	20.51%	8	28.21%	11	5.13%	2	0.00%	0	46.15%	18	39
8	Mayors Roundtables: Small, Medium & Large City Discussions (Fri. 2:15 pm)	63.41%	26	21.95%	9	9.76%	4	4.88%	2	0.00%	0	41
9	Self-Care Given the Mayoral Role (Sat. 9 am)	14.29%	5	20.00%	7	8.57%	3	0.00%	0	57.14%	20	35
10	Build Your Leadership Network (Sat. 9 pm)	23.68%	9	28.95%	11	5.26%	2	2.63%	1	39.47%	15	38
11	Legislative Update (Sat. 10 am)	22.50%	9	30.00%	12	17.50%	7	17.50%	7	12.50%	5	40
12	The Changing Landscape of Public Engagement (Sat. 1 pm)	30.56%	11	19.44%	7	5.56%	2	0.00%	0	44.44%	16	36
13	Addressing Homelessness - What Mayors Need to Know (Sat. 1 pm)	34.29%	12	14.29%	5	2.86%	1	0.00%	0	48.57%	17	35
14	Mayors Open Forum (Sat. 3 pm)	50.00%	19	28.95%	11	5.26%	2	2.63%	1	13.16%	5	38

## Q4 - Any comments about the conference sessions?

Any comments about the conference sessions?

---

The Legislative update was particularly disorganized this year. The speakers made too many assumptions about how tuned in the average mayor is to the details and culture of their very arcane discipline. The consequence was that there was a boatload of information presented to us but very few clear takeaways.

---

fewer sessions, longer engagement

---

I suggest more time for each session to allow for more discussion.

---

It would be great to have other who are not on the executive leadership teaching. There is a lot of talent in the mayors network, perhaps ask for speakers after the topic is set.

---

The session on self care was new and absolutely essential after the trauma of 2020 and, for some of us, continuing that trauma into 2021. Thank you for inviting me to be part of the panel on housing and homelessness. Every session was practical.

---

They were ALL very informative. The presenters kept their subjects interesting.

---

I always enjoy the round table discussions, learning from someone else's experience and mistakes is great.

---

The Changing Landscape of Public Engagement and the Addressing Homelessness sessions on Saturday were both topics that I felt I needed, but were scheduled at the same time. Wish those could have been at different times.

---

I was able to take away valuable information from conference sessions and round tables.

---

Very good variety. Well planned and moderated.

---

I felt that this year its was really worth my time all topics where very useful and timely.

---

Legislative update was a bit dry...like listening to Ben Stein. Have a bit more visuals in presentation and cover more stuff in a shorter bit.

---

Everyone I attended was helpful to our small City!!!

---

Again, remind us that we have people who have volunteered or accepted requests to present and they deserve our courtesy and attention.

---

I always pick up something useful in these sessions.

---

All I attended were good, sometimes I wanted to attend both.

---

All sessions were good. I would like to see more written materials.

**Q7 - What would you like to hear about next year? Please list session topic ideas for OMA's Conference Planning Committee as they prepare for the 2022 Summer Conference August 11-14 in Newport.**

What would you like to hear about next year? Please list session topic ideas for OMA's Conference Planning Committee as they prepare for the 2022 Summer Conference August 11-14 in Newport.

COVID after action (hopefully) report. Impacts and lessons learned. What did we do well and what did we do not so well. Always like to hear the latest science on Cascadia.

Finance and Infrastructure

(1) Challenges in dealing with Social Media. Patty Mulvihill started a good discussion but time ran out. (2) Disaster / Emergency Planning for small cities. How to avoid the chaos of rush evacuation.

crisis leadership, thinking outside the box on getting things done, working with county and state leadership.

Budgeting, economic development and staffing resources via regional collaboration. No one has to have it all. Diversity and inclusion in action - being the convener for conversations that are not about policy but community character. More on self care and Council and community emotional care - emotional intelligence without the drama. Some of the Break Out Sessions that ran at the same time were hard to choose which to attend so maybe offer them again. Self-Care Given the Mayoral Role is always important i.e. Family Life vs Mayor Role.

Regional networking session, group the mayors by region to be able to discuss regional issues.

I appreciated the tours and conversations regarding the needs of the communities we visited. It was interesting to hear of the trials and tribulations with new projects and how they worked through issues and ultimately had successful outcomes.

Skills building workshops, informational workshops for timely and priority topics, workshops that on important topics that are relevant for most mayors. Council rules and guidelines, dysfunctional councils, the role of URAs in economic development, economic opportunities for small communities (examples), models of behavior for mayors (what kind of roles do mayors fill? What is the range of involvement and active management strategies? What are other mayors doing?)

I heard Planning Commissions mentioned in several sessions and think it should be the focus of a session next year.

Continued updates on affordable housing and homelessness.

It's an election year and how will we navigate what could be a very rocky, partisan and ill-tempered landscape. How do we maintain civility in a potentially uncivil environment? We owe it to our residents, and to ourselves.

More size related topics, for example specifically for city size.

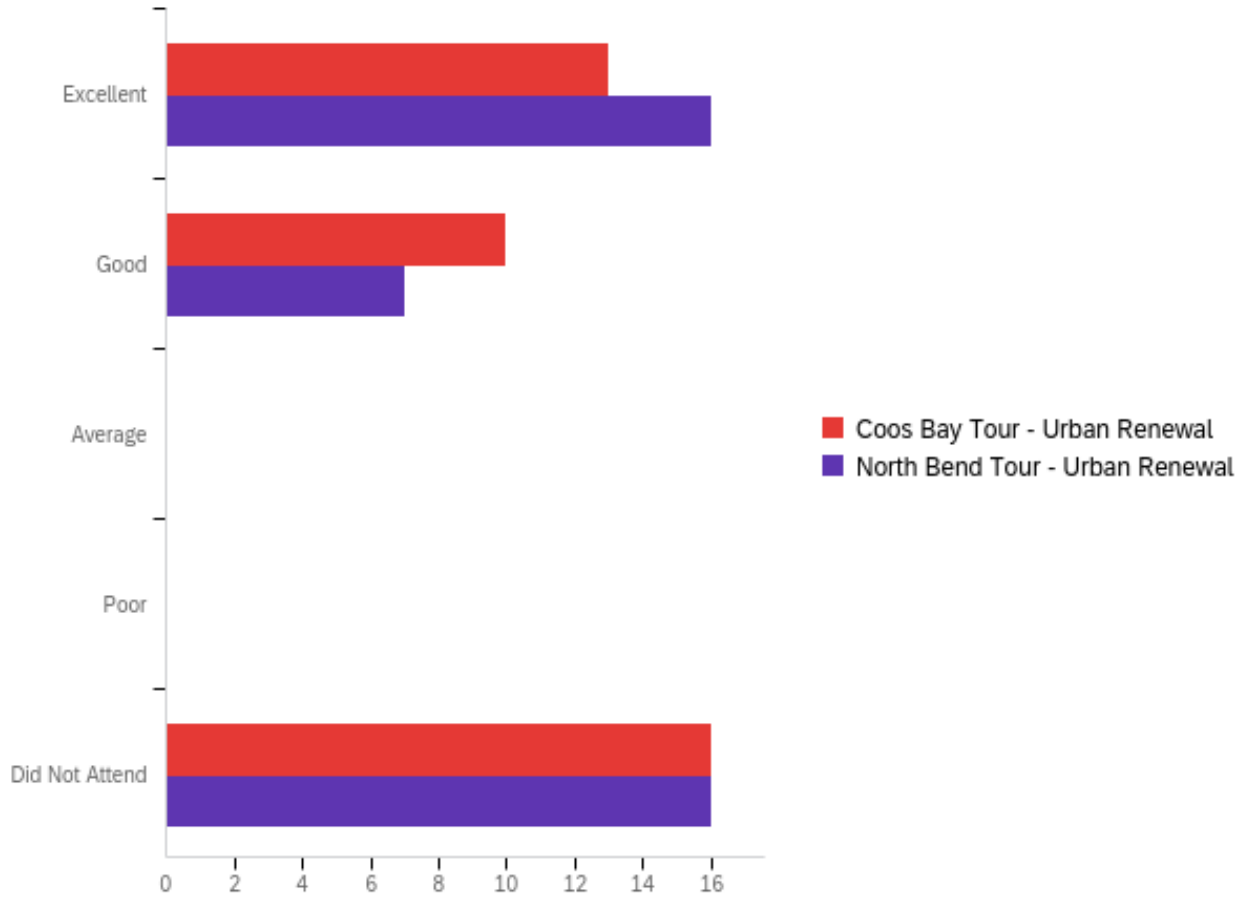
It would be nice if the governor's staff could make it next year.

revenue sources

ARPA

Continue with subjects on council development

**Q3 - Please evaluate the two tours.**



#	Question	Excellent		Good		Average		Poor		Did Not Attend		Total
1	Coos Bay Tour - Urban Renewal	33.33%	13	25.64%	10	0.00%	0	0.00%	0	41.03%	16	39
2	North Bend Tour - Urban Renewal	41.03%	16	17.95%	7	0.00%	0	0.00%	0	41.03%	16	39

## Q5 - Any comments about the conference tours?

Any comments about the conference tours?

---

They were good. The sound system on the bus was not adequate to the task.

---

I missed the tour they left early

---

It is such a joy to celebrate the accomplishments of our cities and get ideas and inspiration from them. Love the history booklet that came with it!

---

Make them available to spouse

---

Nice to see what others have done

---

I am very familiar with Coos Bay and North Bend and wasn't sure I would find the tour interesting but I did.

---

Great job by both cities.

---

Great information!

---

I love learning about other cities...their struggles and victories.

---

It was really enlightening since we are just starting into our URA

---

Loved the tours. What a great way to display a Cities' Vision and use of Urban Renewal funds.

---

The tours gave me an appreciation of how to get along with towns that have common borders.

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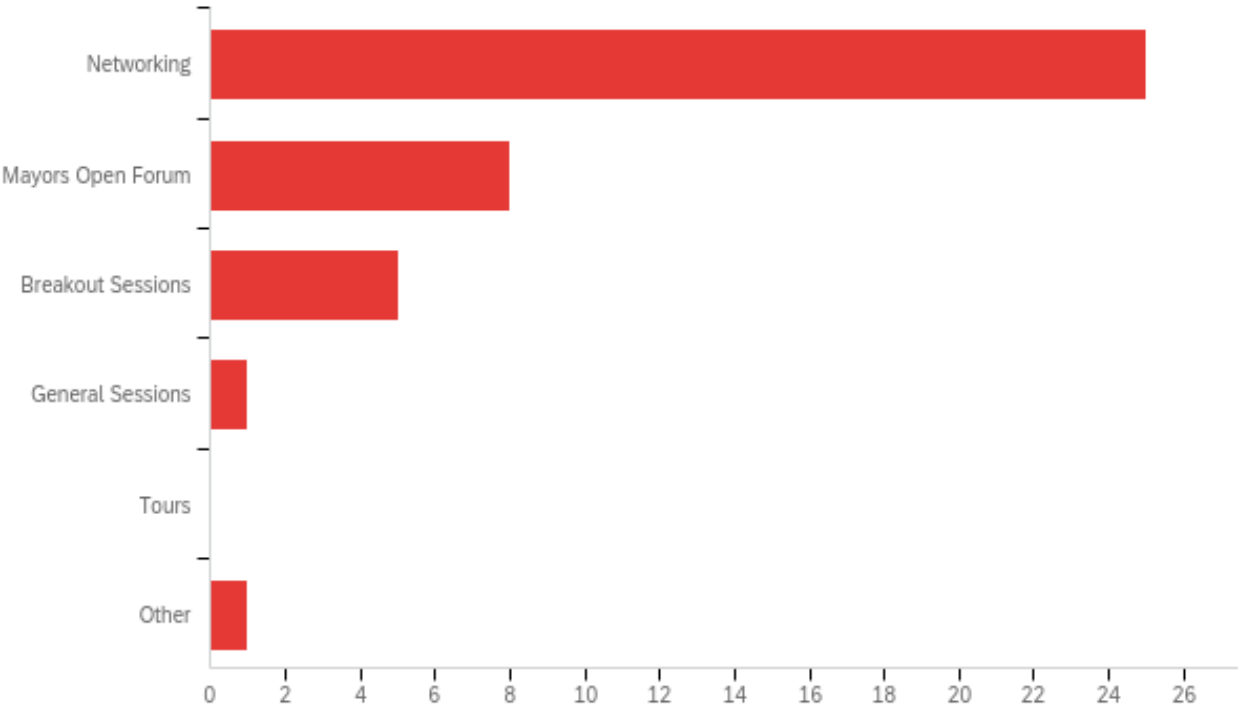
I love their City Manager, he was so great with info on the tour.

---

both were great - very imformative

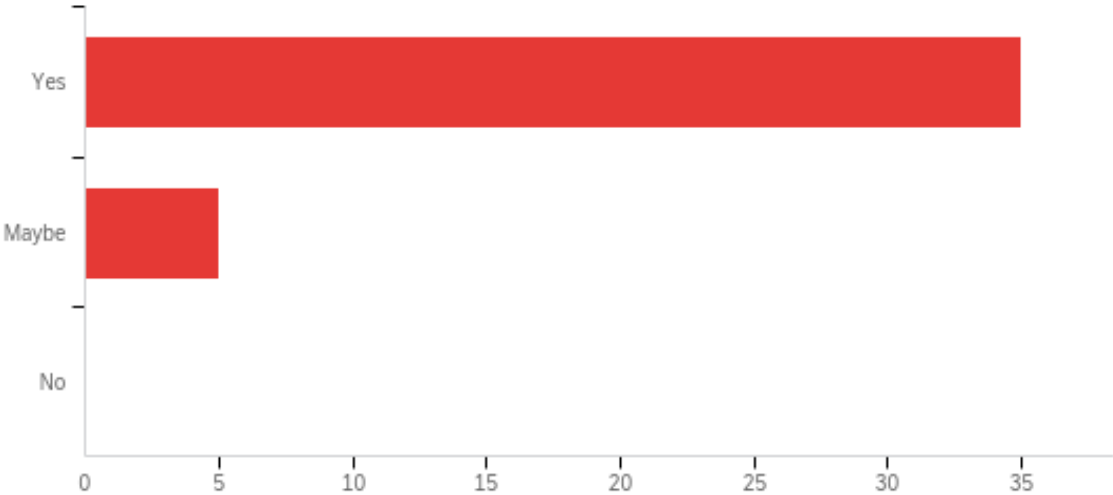


**Q9 - What is the most valuable component of the OMA Summer Conference (please select one)?**



#	Answer	%	Count
1	Networking	62.50%	25
2	Mayors Open Forum	20.00%	8
3	Breakout Sessions	12.50%	5
4	General Sessions	2.50%	1
5	Tours	0.00%	0
6	Other	2.50%	1
	Total	100%	40

**Q11 - Do you plan to attend the OMA 2022 Summer Conference?**



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Do you plan to attend the OMA 2022 Summer Conference?	1.00	2.00	1.13	0.33	0.11	40



## **MEMORANDUM**

**To: OMA Board of Directors**

**From: Patty Mulvihill, OMA Staff Liaison and LOC General Counsel**

**Date: October 9, 2021**

**Re: OMA Student Contest – Notecard Purchase**

---

After the OMA Summer Conference, LOC staff worked with various Board members and the President to write and send thank you cards to sponsors, speakers, and mayors who provided gift baskets for the Silent Auction. As staff was preparing the thank you notes, an idea developed to create new OMA thank you cards. The front of the thank you card would be a picture of previous If I Were Mayor poster winners. LOC staff consulted with its vendor regarding this idea. Custom thank you cards, 300 to be specific, featuring photos of the poster winners can be purchased for \$120.00. If the Board wishes to make this purchase, LOC staff will include the necessary funds in its draft budget (a first draft of which will be presented to the Board during its December meeting).



## MEMORANDUM

**To: OMA Board of Directors**

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

**Date: October 9, 2021**

**Re: OMA 2022 Board of Directors Meetings**

---

The Board needs to identify its desired meeting dates and locations for the 2022 calendar year. Generally, the Board conducts meetings: January or February; April or May; in conjunction with the Summer Conference; and in conjunction with the Fall Workshop. This year the Board is adding a December meeting.

### **2022 OMA Board of Director Meeting Dates:**

- *January/February*
  - Need to identify a date and location
- *April 21, 2022 – Hermiston, Oregon*
  - If the Board hosts a Spring Workshop in conjunction with the LOC Spring Conference in Hermiston, the Board could hold its meeting prior to the Spring Workshop)
- *August 11, 2022 – Newport, Oregon*
- *October 4, 2022 – Bend, Oregon*
- *December*
  - Need to identify if the Board wants a final meeting and if so, the date and location



## **MEMORANDUM**

**To: OMA Board of Directors**

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

**Date: October 9, 2021**

**Re: OMA Mayor's Leadership Award**

---

During the July Board meeting, the issue of a lack of clear guidelines and criteria for both the Mayor's Leadership Award and the Award of Merit was discussed at length. It was suggested that LOC staff work with the President to create a document (that is not too complicated) that identifies the eligibility, criteria, and differences between the two awards. Attached herein is a draft Resolution that attempts to define those three things.

## **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 large city mayor; and

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

**WHEREAS,** the parameters of what constitutes a small, medium, and large city has never been specifically articulated by the OMA Board of Directors, rather each year the Mayor's Leadership Award Committee defines the parameters of what constitutes a small, medium, and large city for itself; 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. *Award Categories.* Recipients of the Mayor's Leadership Award are chosen from three categories: Small City Mayors; Medium City Mayors; and Large City Mayors.
- a. To receive an award in the Small City Mayors category, a mayor must represent a city with a population between 1 – {Insert Desired Population Threshold}.
  - b. To receive an award in the Medium City Mayors category, a mayor must represent a city with a population between {Insert Desired Population Range}.
  - c. To receive an award in the Large City Mayors category, a mayor must represent a city with a population greater than {Insert Desired Population Threshold}.
- 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.
  - f. {Insert Any Additional Criteria Deemed Relevant}.
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 worthy Oregon mayors who, during the past year, have served their cities with distinction, provided dynamic leadership, and helped their communities achieve notable success.
- B. *Award Categories.* Recipients of the Award of Merit are chosen from three categories: Small City Mayors; Medium City Mayors; and Large City Mayors.
- a. To receive an award in the Small City Mayors category, a mayor must represent a city with a population between 1 – {Insert Desired Population Threshold}.
  - d. To receive an award in the Medium City Mayors category, a mayor must represent a city with a population between {Insert Desired Population Range}.

- e. To receive an award in the Large City Mayors category, a mayor must represent a city with a population greater than {Insert Desired Population Threshold}.
- 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.
  - d. {Insert Any Additional Criteria Deemed Relevant}.

Adopted this 20<sup>th</sup> day of October 2021, by the OMA Board of Directors.

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Elizabeth Wytoski, President  
Mayor of Dayton, Oregon





## MEMORANDUM

**To: OMA Board of Directors**

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

**Date: October 9, 2021**

**Re: 2022 OMA Membership Drive**

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To ensure the 2022 OMA Membership Drive is successful, and that the Directory is completed in a timely manner this year, LOC staff wishes to secure the understanding of the Board of Directors on the process for this year. Below is a *draft timeline* – this timeline is intended to give the Board an idea of how the membership drive could look this year. The timeline has been developed based off prior conversations between LOC staff and Board members, as well as actions taken by LOC staff with other affiliate organizations. The final timeline and process will need the approval of the OMA and will require coordination with LOC’s Program Manager (who is presently on a temporary leave of absence but is due to return to work before November).

### *Timeline*

LOC staff proposes the following timeline for this year’s membership drive.

<b>Date</b>	<b>Action</b>	<b>Lead</b>
November 22, 2021	LOC staff provides each 2022 OMA Board member with a list of 26-27 mayors to directly encourage/solicit to join the OMA	Patty Mulvihill
November 29, 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
December 3, 2021	Membership drive announced in LOC <i>Bulletin</i>	Patty Mulvihill
December 9, 2021	LOC staff advises all Board members of status of membership drive (provides Board members with updates	Patty Mulvihill

	on their specific recruitment lists)	
December 10, 2021	OMA Board members send targeted emails to their assigned mayors to directly encourage/solicit membership in the OMA	OMA Board members
December 17, 2021	Membership drive reminder included in in <i>LOC Bulletin</i>	Patty Mulvihill
	Membership drive reminder distributed via OMA listserv	Patty Mulvihill
December 22, 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 assigned mayors to directly encourage/solicit membership in the OMA	Patty Mulvihill
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)	
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	Membership drive closes	



## **MEMORANDUM**

**To: OMA Board of Directors**

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

**Date: October 12, 2021**

**Re: RFP for 2023 & 2024 OMA Summer Conferences**

---

For calendar years 2023 and 2024, the OMA Board recently directed LOC staff to prepare a Request for Proposals (RFP). The RFP that was authorized for release is one which specifically targets cities and venues in regions of the state the OMA has not recently used as a conference location:

- Hood River, Oregon;
- Hermiston, Oregon;
- Pendleton, Oregon;
- Baker City, Oregon;
- Ontario, Oregon;
- Redmond, Oregon;
- Bend, Oregon; and
- Klamath Falls, Oregon.

These cities have been identified as having conference facility space large enough to host an OMA conference.

The RFP is scheduled to be released on October 27, 2021. Responses would be due by December 1, 2021. The Board would then review all submitted responses during a meeting on December 3, 2021.



The Oregon Mayors Association  
2023 and 2024 Annual Summer Conferences  
Request for Proposals

All responses due by 5:00 p.m. on Wednesday, December 1, 2021

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## *Request for Proposal*

Established in 1972, the Oregon Mayors Association (OMA) is a voluntary association of persons who hold the office of mayor. Approximately three-quarters of Oregon mayors are active members of the OMA. The organization is led by a nine-member Board of Directors comprised of mayors from across the state of Oregon, representing cities of all population sizes, encompassing both urban and rural jurisdictions.

Each summer, typically during the months of either July or August, the OMA hosts its Annual Summer Conference. The Summer Conference spans three days during which attendees participate in educational seminars, take tours of the host city (and other adjacent cities), and network with their peers from across the state of Oregon. OMA's Annual Summer Conference is an opportunity for mayors to learn from one another and other invited speakers. Approximately 125 people attend the Annual Summer Conference, including mayors, spouses, guests, speakers, sponsors, state leaders and staff.

The OMA is seeking a venue to host both its 2023 and 2024 Annual Summer Conferences. Like previous conferences, both the 2023 and 2024 Annual Summer Conferences are expected to begin on a Thursday and close Saturday evening with an awards reception.

Over the last several years, most of the OMA Conferences have been hosted along the I-5 corridor or in coastal communities. For calendar years 2023 and 2024, the OMA Board of Directors is committed to hosting the Annual Summer Conference east of the Cascade Mountain Range. To that end, the Board is intentionally limiting its submission of this RFP to cities who are located in eastern, central and south central Oregon.

The OMA is committed to a fair and reasonable site selection process. The host city, venue, and OMA Board of Directors will work closely together to coordinate a successful conference for the conference attendees that advances OMA's mission and goals.

### **RFP Release Date**

The RFP is released on Wednesday, October 27, 2021.

### **RFP Due Date and Mailing Address**

Please submit one final proposal for the 2023 and/or 2024 OMA Annual Summer Conference by email, **to arrive no later than 5:00 p.m. on Wednesday, December 1, 2021**, to:

Patty Mulvihill, OMA Staff Liaison & LOC General Counsel  
[pmulvihill@orcities.org](mailto:pmulvihill@orcities.org)

Cities have the option of submitting a proposal in their own form, provided they address all the requirements and preferences outlined in this RFP, or they can complete and submit a Host City Application Form, which is attached herein as Appendix B.

## **RFP Questions**

Questions about this RFP or the response process should be submitted to OMA's Staff Liaison and LOC General Counsel Patty Mulvihill at [pmulvihill@orcities.org](mailto:pmulvihill@orcities.org).

## **Conference Dates and Format**

This RFP addresses both the 2023 and 2024 OMA Annual Summer Conferences.

For 2023, the OMA would prefer the conference be held during one of the below date ranges:

- July 20 – July 22;
- July 27 – July 29;
- August 3 – August 5; or
- August 10 – August 12.

For 2024, the OMA would prefer the conference be held during one of the below date ranges:

- July 18 – July 20;
- July 25 – July 27;
- August 1 – August 3; or
- August 8 – August 10.

If a city or venue has a different date range it recommends during the months of July or August, the OMA Board is open to considering those as well. Additionally, if multiple cities believe they can collectively co-host a conference, the OMA would be excited to review such a unique option.

## **Venue Requirements**

The venue must be located in an Oregon city who is led by a mayor who is in good standing with the OMA.

The venue must have amenities to accommodate projected conference attendance. **A copy of the venue's standard contract should be included with your response.**

1. *Conference Meeting Space.* A facility with meeting space that can accommodate the following:
  - General Session for 120 people set in half-rounds of 6 each. Space for full stage and AV equipment.
  - Meal function space that can accommodate 140 people at rounds of 8 or 10 each.
  - Two breakout meeting rooms that can accommodate 50 people each set classroom-style. Space for head table and AV equipment.
  - Registration space that can accommodate two six-foot tables and can be in a visible area for attendees to find.
  - Facility must be compliant with the Americans with Disabilities Act (ADA).
  - Entire facility must be non-smoking.



2. *Lodging Accommodations.* A facility that can provide a block of 80 single or double occupancy sleeping rooms with private bath including a complimentary suite for the OMA President and a complimentary room for event lead for all nights (Thursday-Saturday). Facility must be compliant with the Americans with Disabilities Act (ADA). Ideally the lodging accommodations and conference meeting space would be in the same facility; while this is the ideal setup, it is not a requirement. If the meeting space is in a separate location, please see the *Transportation* section below.
3. *Meals, Tours & Events.* Please tell the OMA Board of Directors about the special places in your city, or neighboring cities, that attendees should see and where the OMA can do meals, tours and/or events. The locations should be easily accessible from the hotel and/or meeting facility. If transportation is required, please see the *Transportation* section below.
4. *Transportation.* If the meeting space, meals, tours or events suggestions require transportation, those costs are factored into the registration price. If your city can assist in defraying the transportation costs or has sponsors who can help defray the costs, please indicate that ability on your application.

### **Host City Traditions**

Traditionally the host city, or cities, have provided the OMA and its attendees with welcome gift bags for attending mayors (approximately 80 bags), hosted a Thursday evening welcome reception that provides food and beverages for approximately 125 people; and provided opportunities for attendees to experience the uniqueness of their respective city/cities.

### **Submittal Requirements**

Venues are encouraged to comply with all the requirements stated in this RFP and its attachments. Any questions regarding the specifications or the performance must be directed to OMA's Staff Liaison and the LOC General Counsel Patty Mulvihill, [pmulvihill@orcities.org](mailto:pmulvihill@orcities.org).

### **Award Process**

Following the close of the RFP response period, quotes will be reviewed for responsiveness by the OMA Board of Directors.

1. *Considerations.* The OMA will consider price, date availability, ability to achieve the OMA's preferences and requirements, and the willingness of the city and its identified venue(s) to work with OMA on issues related to hotel accommodations, transportation needs, and off-site/tour ideas.
2. *Reservation of Rights.* The OMA reserves the right to enter into contracts with cities and venues based on price and the ability to meet the OMA's requirements, needs and

preferences. The OMA also reserves the right to not award any contract at its own discretion and for its own reasons.

3. *Award.* If an award is made, it will be made by the OMA Board of Directors. At the date this RFP is released, it is expected that responses to this RFP will be considered by the OMA Board of Directors on Friday, December 3, 2021.
4. *Notification.* Upon a final decision being made by the OMA Board of Directors, OMA staff will communicate the decision to all cities and venues that provided a response to this RFP.

**Thank you for your consideration of and response to this RFP.**



## **MEMORANDUM**

**To: OMA Board of Directors**

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

**Date: October 12, 2021**

**Re: Impact of Mandatory Vaccination on Volunteer Fire Departments**

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Several mayors in Oregon, particularly those with cities primarily serviced by volunteer fire departments, have become concerned that recent COVID-19 vaccine mandates are negatively impacting the ability of these departments to be fully staffed. Some cities have reached out to the Governor's office expressing their concern and seeking guidance and assistance. Mayors Wytoski and Balensifer are leading cities wherein this has been an issue and have asked for the Board to discuss the issue.