



OMA Board of Directors Meeting
March 4, 2022 | 4:30 p.m. – 6:30 p.m.
Local Government Center
1201 Court Street NE, Suite 200, Salem, OR

Zoom

<https://us06web.zoom.us/j/89083012824?pwd=aFpUYWQ3WCtwV1p4MzY3ang2STAvQT09>

Meeting ID: 890 8301 2824

Passcode: 649886

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Agenda Item D Will Be Discussed at 5:30 p.m.

AGENDA

A. Welcome & Roll Call (<i>Jeff Gowing</i>)	--
B. Board Member Orientation (<i>Jeff Gowing & Patty Mulvihill</i>).....	1
C. Consent Calendar* (<i>Jeff Gowing</i>)	--
1. Minutes of the December 3, 2021, OMA Board of Directors Meeting	12
2. 2021 Financial Review – Budget vs. Actuals.....	21
D. 2022 Annual Summer Conference (<i>Jeff Gowing, Dean Sawyer & Spencer Nebel</i>).....	24
E. Houselessness & Livability Challenges for Cities* (<i>Jeff Gowing and Ted Wheeler</i>).....	44
F. Appointment to 2022 Committees* (<i>Jeff Gowing</i>).....	64
G. Membership Drive 2022 & 2022 Directory * (<i>Patty Mulvihill</i>).....	79
H. Responses to RFP for 2023 & 2024 Summer Conference Locations* (<i>Jeff Gowing</i>).....	80
1. Hood River.....	81
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3. Hermiston.....	137
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I. 2022 Budget* (<i>Jeff Gowing</i>).....	145
J. Resolution Establishing a Policy Regarding Third Party Requests for Information Distribution* (<i>Jeff Gowing</i>).....	152
K. 2022 Spring Workshop, Travel Expense Approvals* (<i>Jeff Gowing</i>).....	154
L. LOC Staffing Update (<i>Patty Mulvihill</i>).....	155
M. Student Contest – Guidance for Students with No Participating City (<i>Jeff Gowing</i>).....	157
N. Feedback for LOC’s Strategic Planning Process (<i>Patty Mulvihill</i>).....	158
O. Other Business (<i>Jeff Gowing</i>)	
P. Adjournment (<i>Jeff Gowing</i>)	

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



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, OMA STAFF LIAISON & LOC INTERIM EXECUTIVE DIRECTOR

SUBJECT: BOARD MEMBER ORIENTATION

DATE: FEBRUARY 21, 2022

In October of 2021, the OMA Board of Directors created and developed a new Board member orientation program. Because existing Board members had not gone through an orientation program, it was decided that during the first meeting of calendar year 2022, the full OMA Board of Directors would participate in the orientation program.

Attached herein you'll find the handouts associated with a Power Point presentation that will be given during the orientation.



Oregon Mayors Association

New Board Member Orientation 2022

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Agenda

- Welcome and Introductions
- Purpose of Today's Orientation
- Overview of the Oregon Mayors Association
- Newsletter
- Board Expense/Reimbursement Policies
- 2022 Meetings and Events
- Relationship and Contract with the LOC
- Closing Remarks

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Welcome & Introductions



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Buddy System

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

Existing Board Member	New Board Member
Jeff Gowing	Teri Lenahan
Beth Wytoski	Meadow Martell

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Purpose of Today's Orientation



Welcome new Board members to the OMA.

Promote cooperation and connections.

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

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Overview



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Purpose of the OMA

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

To promote the exchange of information and ideas among mayors.

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

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

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

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The Basics

- Founded in 1972
- Approximately ¾ of Oregon's mayors are members
- 9-Member Board of Directors with 3 Officers
- LOC's Executive Director serves as the Secretary/Treasurer
- LOC assigns a staff liaison to manage day-to-day operations



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Board of Directors

Position	Person
President	Mayor Jeff Gowling
President-Elect	Mayor Teri Lenahan
Past President	Mayor Beth Wytoski
Director #1	Mayor Jim Trett
Director #2	Mayor Jason Snider
Director #3	Mayor Rod Cross
Director #4	Mayor Carol MacInnes
Director #5	Mayor Henry Balensifer
Director #6	Mayor Meadow Martell



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Board's Role

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

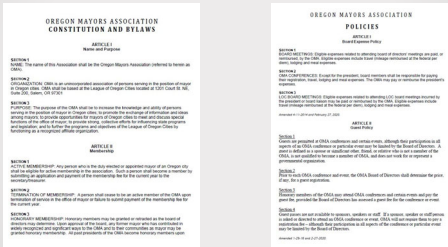
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Board Logistics

- OMA Staff Liaison works with Board President prior to each meeting to establish an agenda and approve a Board packet.
- Board packets typically distributed 7 – 10 days in advance of meeting.
- Board picks dates and locations of next year's meetings in the Fall/Winter (in consultation with LOC staff).
- Meetings are either in-person or virtual. Reasonable travel expenses covered by OMA for in-person meetings.
- OMA Staff Liaison is *currently* Patty Mulvihill, LOC's General Counsel. As of February 2022, Staff Liaison is Sara Zavala.

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Governing Documents



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Website & Listserv



Website

- Information on Association
- Identification of Board Members
- Announces Upcoming Events
- Membership Registrations
- Conference Registrations
- Newsletter Editions
- Committee Information



Listserv

- Only accessible to OMA Members
- Used to Make Major OMA Announcements
- Used by Mayors to Seek Advice, Guidance and Ideas from Other Mayors

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OMA Membership Drive & Directory



Membership Drive

- Begins in November/December Each Year
- Goal is for Each Oregon Mayor to Join OMA
- Board Members Actively Recruit Members



Directory

- Identifies Every Oregon Mayor
- Only Available to OMA Members
- Typically Distributed in First Quarter of Each Year

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OMA Committees

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



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Bylaws Committee



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

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Conference Planning Committee

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



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Mayors Leadership Award Committee

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



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Nominating Committee

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



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Student Contest Selection Committee

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



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Resource Committee

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



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OMA Newsletter

OMA publishes a Quarterly Newsletter

The Board selects a city to be spotlighted in each quarter

Board members develop the content of the Newsletter

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

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Board Expense Policy



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What Expenses are Paid by OMA?

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

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Reimbursement Records



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

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Looking Forward to 2022

Date	Event	Location
February 17, 2022	OMA Board Meeting	Salem, Oregon
April 21, 2022	OMA Board Meeting	Hermiston, Oregon
April 21, 2022	OMA Spring Workshop	Hermiston, Oregon
April 22, 2022	LOC Spring Conference	Hermiston, Oregon
August 11, 2022	OMA Board Meeting	Newport, Oregon
August 12 – 13, 2022	OMA Summer Conference	Newport, Oregon
October 4, 2022	OMA Board Meeting	Bend, Oregon
October 5, 2022	OMA Fall Workshop	Bend, Oregon
October 5, 2022	OMA Annual Membership Meeting	Bend, Oregon
October 5 – 7, 2022	LOC Annual Conference	Bend, Oregon
December 8, 2022	OMA Board Meeting	Cottage Grove, Oregon

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Relationship & Contract with the LOC

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



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OMA Board of Directors

December 3, 2021 | 3:15 p.m. – 5:23 p.m.
Evergreen Aviation & Space Museum, Space Museum
510 NE Captain Michael King Smith Way
McMinnville, OR 97128

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 – Present
Rod Cross, Director – Present
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

A. Welcome & Roll Call

5:15 pm

President Beth Wytoski called the meeting to order and acknowledged that all Board members, as well as LOC Executive Director Mike Cully, and LOC General Counsel and OMA Staff Liaison Patty Mulvihill, were present.

B. Consent Calendar

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

The consent calendar included the minutes of the October 20, 2021, OMA Board of Directors Meeting, a copy of which can be found in the packet associated with the December 3, 2021, OMA Board of Directors meeting.

C. Committee Updates

President Wytoski noted that there would be three Committee updates: an update on the solicitation process for 2022 OMA Committees; an update from the Conference Planning Committee; and an update from the Student Contest Committee.



2022 OMA Committee Solicitation

Patty Mulvihill advised that applications for persons interested in serving on 2022 OMA Committees are now being accepted. Applications began being accepted on November 1, 2021. Reminder emails have been, or will be, shared on the OMA listserv on the following dates: November 22, 2021; December 17, 2021; January 14, 2022; and January 31, 2022. Patty Mulvihill further advised that in addition to the five mayors described in the memorandum associated with this agenda item who have submitted applications for Committee appointments, two additional applications have been received, one from Mayor Koontz of Monmouth and a second from Mayor McArdle of Independence.

Mayor Wytoski noted that OMA Board members do not need to apply themselves, rather they can volunteer for committees during the February 2022 Board meeting when committee appointments are assigned.

A copy of a memorandum related to the 2022 OMA Committee Solicitation can be found in the packet associated with the December 3, 2021, OMA Board of Directors meeting.

Conference Planning Committee

President Wytoski noted that the session topic and speaker for the upcoming Spring Workshop in Hermiston will be the same as what had originally been planned for the Fall 2021 Workshop that was cancelled due to COVID-19. She further noted that she has a verbal confirmation from the speaker, but is still working to solidify that commitment.

Patty Mulvihill advised that she needs direction from the Board on what to charge for attending the Spring Workshop. After careful discussion, the OMA Board decided the registration fee should be \$75.00 per attendee, with one caveat. Any new member of the OMA can register for the conference for free. The OMA Board was also committed to providing scholarships to attend the Workshop.

A copy of a memorandum related to the Conference Planning Committee update can be found in the packet associated with the December 3, 2021, OMA Board of Directors meeting



Student Contest Committee

Patty Mulvihill advised that the 2022 If I Were a Mayor Contest officially kicked off on August 13, 2021, with a submission deadline of April 8, 2022. She further advised that LOC staff will send out monthly reminders of the contest on the OMA listserv, and that the Oregon School Boards Association has shared the contest information with their membership. Mayors Balensifer, Cross and Snider all noted that they work directly with their local schools to advertise the contest. Mayor Gowing advised that the Cottage Grove Youth Council advertises the contest, and the city has found their efforts the most impactful.

A copy of a memorandum related to the Student Contest Committee update can be found in the packet associated with the December 3, 2021, OMA Board of Directors meeting.

D. Membership Drive 2022

Patty Mulvihill advised the Board of the general process for handling the 2022 Membership Drive. She further noted that Board members had previously asked to be provided a list of mayors to individually contact to encourage their participation in the association. After careful discussion, it was decided that only those current Board members who will remain on the Board in 2022 will be responsible for contacting mayors, and that as much as reasonably possible, their list of mayors should be regionalized.

A copy of a memorandum related to the Membership Drive 2022 can be found in the packet associated with the December 3, 2021, OMA Board of Directors meeting.

E. Mission Statement

President Wytoski explained that she and Mayor Lenahan believe the OMA needs a mission statement. She further advised that both her and Mayor Lenahan did some research on mission statements, and ultimately proposed one that succinctly restates the five main purposes of the OMA. The proposed mission statement is: "To convene, network, train, and empower Mayors."

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



A copy of a memorandum related to the Mission Statement can be found in the packet associated with the December 3, 2021, OMA Board of Directors meeting.

F. Third Party Request for Distribution of Materials

President Wytoski noted that she was contacted by Patty Mulvihill regarding the process the LOC should use when it receives a request from a third party to distribute materials to OMA members. Patty Mulvihill noted that she could not locate a policy related to such requests.

Mayor Balensifer noted that distributing third party materials is not a good idea and Mayor Snider noted that the OMA could get a request from a similarly situated body, like the OSBA, where it might make sense to distribute the materials. Mayor Lenahan noted that the distribution, if its allowed, should be limited to materials that match the OMA mission statement and the purposes of the association. Mayor Trett advised that the request should also have to come from a recognized source.

After a robust discussion it was decided that thirty party requests for the distribution of materials should be submitted to the President who has the authority to decide if distribution is appropriate or not, provided the President's decision is made with the OMA mission statement and purpose in mind. The President will retain the right to seek the opinions and consensus of the Board if they are unclear as to how to proceed with a particular request.

The Board asked Patty Mulvihill to prepare a simple policy on third-party requests, based on the above guidance, and share it with the Board during its February 2022 meeting.

Patty Mulvihill was directed to contact the person making the most recent request for material distribution and advise said person the OMA declined her request.

A copy of a memorandum related to Third Party Request for Distribution of Materials can be found in the packet associated with the December 3, 2021, OMA Board of Directors meeting.

G. Board Travel Expenses

Patty Mulvihill noted that as she was preparing the draft 2022 Budget she noted that there may be a need to increase the line associated with Board travel expenses; as mayors from



smaller cities join the OMA Board, it may be prudent for the Board to assume that their travel expenses may need to be covered by the Association. The Board discussed the importance of ensuring that all Oregon Mayors feel comfortable joining the Board and the cost of attending Board meetings should not detract persons from joining the Board. Mayors Balensifer and Trett spoke on the types of expenses their cities can and cannot pay. Mayor Lenahan noted that as the Board seeks to be more inclusive and representative of the state, it needs to ensure it treats all Mayors equitably. Mayor Snider noted that if the Board covers these costs, all application materials for Board positions needs to make this clear.

Ultimately, after a lengthy discussion wherein all Board members agreed that travel expenses should be provided, the Board directed Patty Mulvihill to increase the amount of money placed in the Board Travel Expense line for the 2022 budget.

A copy of a memorandum related to Board Travel Expenses can be found in the packet associated with the December 3, 2021, OMA Board of Directors meeting.

H. 2022 Draft Budget

Patty Mulvihill reviewed the 2022 Draft Budget with the OMA Board of Directors, asking specific questions and receiving direct feedback from the Board so that the final draft can be properly prepared and presented to the Board during its February 2022 meeting. Board feedback directed Patty Mulvihill to do the following:

- Budget for coffee, tea, pastries and fruit for the Spring Workshop;
- Budget no more than \$5,000 for a keynote speaker during the Summer Conference;
- Budget no more than \$2,000 for a presenter/speaker during the Fall Workshop;
- Budget as recommended for the new mayors training held in coordination with the LOC Elected Essentials training program; and
- Budget at least \$3,000 to begin reprinting hard copy editions of the OMA Newsletter in 2022.

A copy of a memorandum related to the 2022 Draft Budget can be found in the packet associated with the December 3, 2021, OMA Board of Directors meeting.



I. Mayor's Leadership Award

Patty Mulvihill explained that during the October Board of Directors meeting she was directed to prepare a resolution establishing the criteria for receipt of the Mayor's Leadership Award. She then summarized the draft resolution.

Mayors Wytoski and MacInnes noted that the resolution should be adopted by the Board, not the membership – noting that the Board was elected to make decisions such as these. Mayors Cross and Lenahan advised that the nomination process and announcements need to make it clear that a mayor can be nominated for the Award by anyone, they do not have to be nominated by their own city, or a person representing their own city. Mayors Snider, Wytoski and Lenahan noted that if there are any complaints about the process and criteria outlined in the resolution, the OMA Board will address those complaints as they arise.

It was moved by Mayor Balensifer and seconded by Mayor Trett to adopt Resolution 2021-1, which established the criteria and process for the Mayor's Leadership Award. The motion passed unanimously (9 Yes [Wytoski, Gowing, Callaway, Snider, Balensifer, Cross, Trett, MacInnes, and Lenahan], 0 No, 0 Abstain, 0 Absent).

A copy of the resolution, as well as a memorandum related to the resolution, can be found in the packet associated with the December 3, 2021, OMA Board of Directors meeting.

J. Other Business

There was a series of items discussed under other business.

2022 Board of Directors Meetings – Travel Arrangements

Patty Mulvihill advised that she still needs to confirm with members who needs hotel rooms for which meetings, she noted that in the case of the December meeting, there are already limited hotel rooms available at the desired location. Mayors advised Patty Mulvihill of their hotel needs and she noted that reservations would be made shortly.



2022 First Quarter Newsletter

Patty Mulvihill advised that the Board needs to identify articles for the 2022 First Quarter Newsletter.

- City Spotlight will be the city of Gates. Mayor Trett will contact the Gates Mayor to see if he is interested in writing the article; Patty Mulvihill advised that she can help the Gates Mayor with the article if necessary.
- Mayor Balensifer will write an article on the importance of understanding parliamentary rules and practices.
- Mayor Cross will write an article on sharing resources with other governmental entities and community partners.
- Patty Mulvihill will ensure that all Board members, and their respective bios, are included in the Newsletter, with a focus on non-traditional biographic information.
- Patty Mulvihill will write an article on mutual aid agreements and the types of items that should be included in said agreements.
- President Wytoski volunteered to write an article, with assistance from Mayor Snider, on the importance of mayors developing solid relationships with their city managers. The article will include information on recruiting and retaining the right city manager.

The Board noted that the City Spotlight for Quarter 2 should be the city of Newport since it's hosting the Summer Conference.

RFP for 2023 and 2024 Annual Summer Conference

Patty Mulvihill advised that she, with President Wytoski's consent, extended the deadline for cities to submit a response to the RFPs for the 2023 and 2024 Annual Summer Conference. Several cities had contacted Patty Mulvihill and advised the deadline was too tight for them to submit a proposal. The new deadline is February 17, 2022, with proposals being reviewed at the February Board meeting.

Newport's Invitation to February Board Meeting

Patty Mulvihill was asked to invite the city manager and Mayor of Newport to the February Board meeting so that preliminary conversations regarding the 2022 Summer Conference can begin.



Ethics Reports

Patty Mulvihill explained that she will be sending everyone an ethics report after this meeting to ensure compliance with certain ORS provisions. The purpose of the report is to advise elected officials of any travel expenses or meal costs incurred by the OMA on behalf of the elected official.

Staffing

Patty Mulvihill advised that the recruitment for the Project Coordinator-Affiliates position was unsuccessful. This is the position that is the primary staff liaison for the OMA. Given that the recruitment was unsuccessful, Mike Cully has advised that it is likely that Patty Mulvihill will continue as the OMA staff liaison through the 2022 OMA Summer Conference. LOC is working to identify how best to recruit for the permanent position since its attempts thus far have been unsuccessful.

NLC Appointment

Mike Cully advised that Past President Steve Callaway has been appointed to the National League of Cities Board of Directors.

Final Meeting for Past President Callaway

Today's meeting was the final meeting for Past President Callaway. He expressed his sincere appreciation for the OMA and the Board of Directors. Past President Callaway noted that he will miss working on this Board, attending the meetings, and being with his colleagues; but, that he will continue to be a member of the OMA and advocate for the Association. All other Board members expressed their thanks for Past President Callaway's service on the Board, expressing all the ways in which he has helped them personally and helped the Association.

K. Adjournment

President Wytoski adjourned the December 3, 2021, meeting at 5:23 pm.



APPROVED by the Oregon Mayors Association Board of Directors on February 17, 2022.

ATTEST:

Patricia M. Mulvihill
LOC Interim Executive Director

Jeff Gowing
President

DRAFT



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, OMA STAFF LIAISON & LOC INTERIM EXECUTIVE DIRECTOR

SUBJECT: 2021 FINANCIAL REVIEW – BUDGET VS. ACTUALS

DATE: FEBRUARY 15, 2022

The final accounting of the 2021 OMA finances has been completed by the LOC Finance Director; while the goals outlined in the adopted budget were not wholly met, there were no significant deviations. A brief summary of lines of interest is below:

- Membership Dues. The OMA's membership drive in 2021 was not as successful as previous years, which resulted in receiving \$4,280 less in membership dues revenue than anticipated.
- Silent Auction. The Silent Auction was a record breaker in 2021, resulting in \$3,610 more revenue than anticipated.
- Spring Workshop. OMA had not planned to hold a Spring Workshop, but in co-hosting with the LOC, the OMA received \$12,288.17 in unexpected revenue.
- Summer Conference. The Annual Summer Conference saw more revenue than anticipated from registration fees, but the expenses associated with the conference also were higher than anticipated. Overall the deviations were not significant.
- Sponsorships. The OMA secured more generous sponsorship dollars in 2021, resulting in \$9,750 more revenue than anticipated.
- General Operating Expenses. While some operating expenses were higher than anticipated, printing the OMA Directory for example, other expenses were less than expected. The overall difference between what was budgeted and what was spent was not significant.

Oregon Mayors Association

Budget vs. Actuals 2021

January - December 2021

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
4-4001 Membership Dues	17,720.00	22,000.00	4,280.00
4-4660 Silent Auction	6,310.00	2,700.00	-3,610.00
4-4700 OMA Spring Workshop	12,288.17		-12,288.17
4-4753 Fall Workshop		5,500.00	5,500.00
4-4754 Summer Conference	31,401.00	25,000.00	-6,401.00
4-4760 Mayor's Sponsors	21,750.00	12,000.00	-9,750.00
General Fund			
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
Total General Fund		87,180.00	87,180.00
Total Income	\$89,469.17	\$154,380.00	\$64,910.83
GROSS PROFIT	\$89,469.17	\$154,380.00	\$64,910.83
Expenses			
4-5000 Cost of Events			
4-5301 OMA Summer Conference			
4-5307 Venue Rental	24,239.10	21,800.00	-2,439.10
4-5310 Activity Fees	4,316.59	800.00	-3,516.59
4-5313 Speakers	10,118.16	5,000.00	-5,118.16
4-5314 Postage / Printing	421.20	1,000.00	578.80
4-5318 Transportation	315.04	500.00	184.96
4-5390 Conference Scholarships	3,990.85	26,750.00	22,759.15
Total 4-5301 OMA Summer Conference	43,400.94	55,850.00	12,449.06
4-5400 Fall Workshop		5,000.00	5,000.00
4-5407 Speakers Fall Workshop		5,000.00	5,000.00
Total 4-5400 Fall Workshop		10,000.00	10,000.00
Total 4-5000 Cost of Events	43,400.94	65,850.00	22,449.06
4-6000 Operating Expenses			
4-6013 Directory	1,342.28	500.00	-842.28
4-6017 LOC Services	25,000.00	25,750.00	750.00
4-6018 Mayor's Board Expense	2,166.28	2,500.00	333.72
4-6023 Mayor's Contest	2,895.21	3,500.00	604.79
4-6025 Miscellaneous	1,917.48	600.00	-1,317.48
4-6028 Newsletter		2,500.00	2,500.00
4-6030 Postage	231.91	1,000.00	768.09
4-6031 Copy, Fax, Printing		100.00	100.00

Oregon Mayors Association

Budget vs. Actuals 2021

January - December 2021

	TOTAL		
	ACTUAL	BUDGET	REMAINING
4-6033 Supplies / Marketing	816.07	1,000.00	183.93
4-6040 WEB	3,100.00	4,500.00	1,400.00
4-6041 Listserv	750.00	750.00	0.00
Total 4-6000 Operating Expenses	38,219.23	42,700.00	4,480.77
Total Expenses	\$81,620.17	\$108,550.00	\$26,929.83
NET OPERATING INCOME	\$7,849.00	\$45,830.00	\$37,981.00
NET INCOME	\$7,849.00	\$45,830.00	\$37,981.00



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, OMA STAFF LIAISON AND LOC INTERIM EXECUTIVE DIRECTOR

SUBJECT: 2022 ANNUAL SUMMER CONFERENCE

DATE: FEBRUARY 1, 2022

The OMA Summer Conference is being held between August 11 and August 13 at the Best Western Plus Agate Beach Inn in Newport, Oregon. LOC staff has identified an ideal schedule for planning and executing the Conference successfully, a copy of that timeline is attached to this Memorandum. The first two immediate steps include establishing the 2022 Conference Planning Committee and beginning conversations with the city of Newport – both of which will occur during the March 4, 2022, OMA Board of Directors meeting.

Additionally, for ease of reference, when the OMA Board met in October, it reviewed the evaluations of the 2021 Summer Conference in North Bend, recommendations from the 2021 Conference Planning Committee, and some attending the October meeting provided additional feedback. Attached herein you will find:

1. Evaluation of the 2021 Summer Conference;
2. Recommendations from the 2021 Conference Planning Committee
3. Relevant portions of the minutes from the October 20, 2021, OMA Board of Directors meeting; and
4. Newport's winning submission submitted as a result of the OMA RFP.

Please know that the three above documents will be provided to the 2022 Conference Planning Committee during its first meeting, and any subsequent meetings wherein the materials will be relevant and useful.

OMA 2022 Conference Planning Timeline

FEBRUARY

2/23 Session topic proposals DUE from membership

March

3/4 OMA Board of Directors meeting – Planning Committee assigned
End of Summer Conference Planning Committee Meeting

APRIL

4/1 Leadership Awards announced
4/8 “If I Were Mayor” local winning submissions DUE to OMA
4/21 OMA Board of Directors meeting
End of Save-the-Date electronically distributed with scholarship information
End of Summer Conference Planning Committee Meeting

MAY

Mid Student Contest Selection Committee Meeting at LOC offices
Mid “If I Were Mayor” statewide winners announced
05/20 SESSION LEADS: Titles & Descriptions DUE
Mid Conference Planning Meeting
5/27 Nominations for leadership awards DUE
5/30 Summer Conference registration opens
5/30 SESSION LEADS: Speakers DUE

JUNE

Beginning Conference Planning Meeting
Beginning Leadership Awards Committee Conference Call-
Mid Summer Conference Planning Committee Meeting

JULY

7/15 Sponsorships DUE
7/15 Fall Workshop registration open
Mid Summer Conference Hotel reservations cut-off
7/22 SESSION LEADS: A/V Needs DUE
7/23 Last Day for cancellations with refund

AUGUST

8/1 SESSION LEADS: Handouts, PowerPoints, etc. DUE
8/11-13 Summer Conference
8/13 Leadership Awards announced at Awards Dinner
8/17 Conference evaluations distributed electronically

SEPTEMBER

9/30 OMA Q3 Newsletter recognizes summer conference sponsors

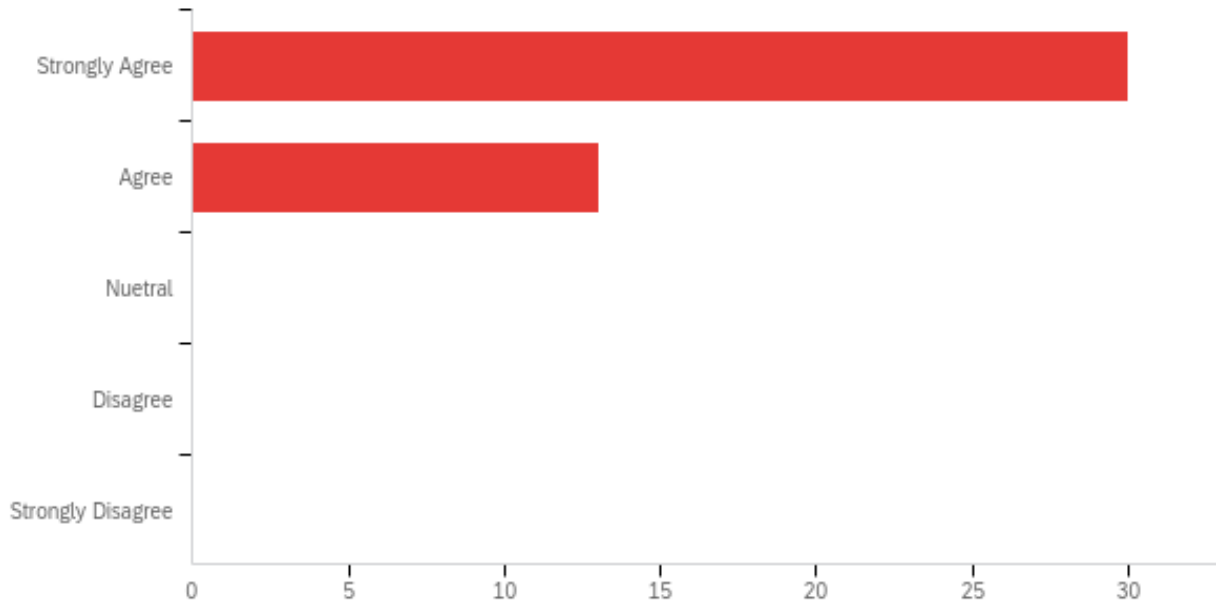
OCTOBER

10/5 Fall Workshop
10/12 Fall Workshop evaluations distributed electronically

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.

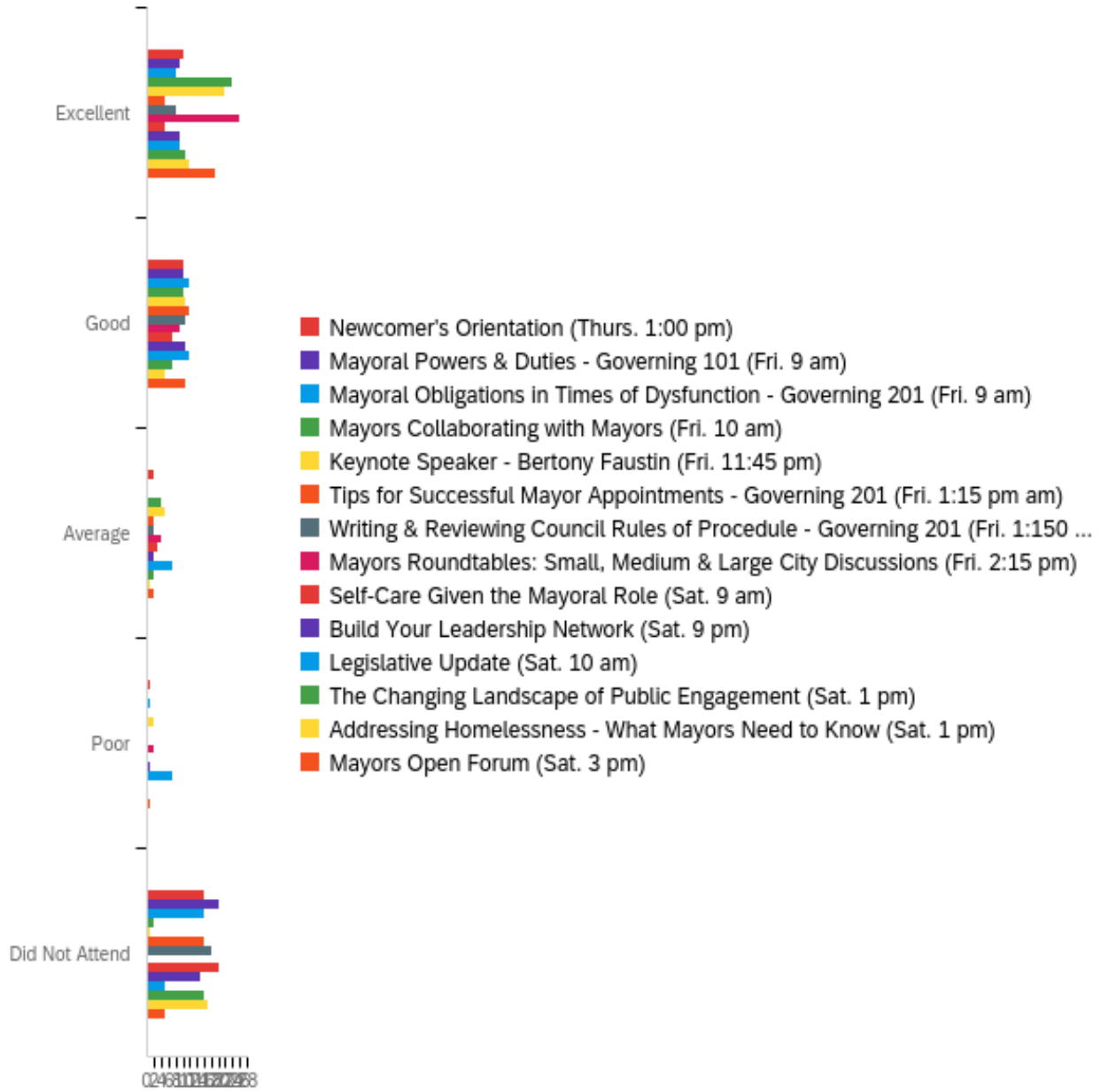
Two things: One, Mayors need to remind themselves that there has been time and talent expended for the presentation of the workshops. It would be helpful if we would be reminded of that and hold our questions/comments until the end of the presentations. Watching people get two slides presented and then 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

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.

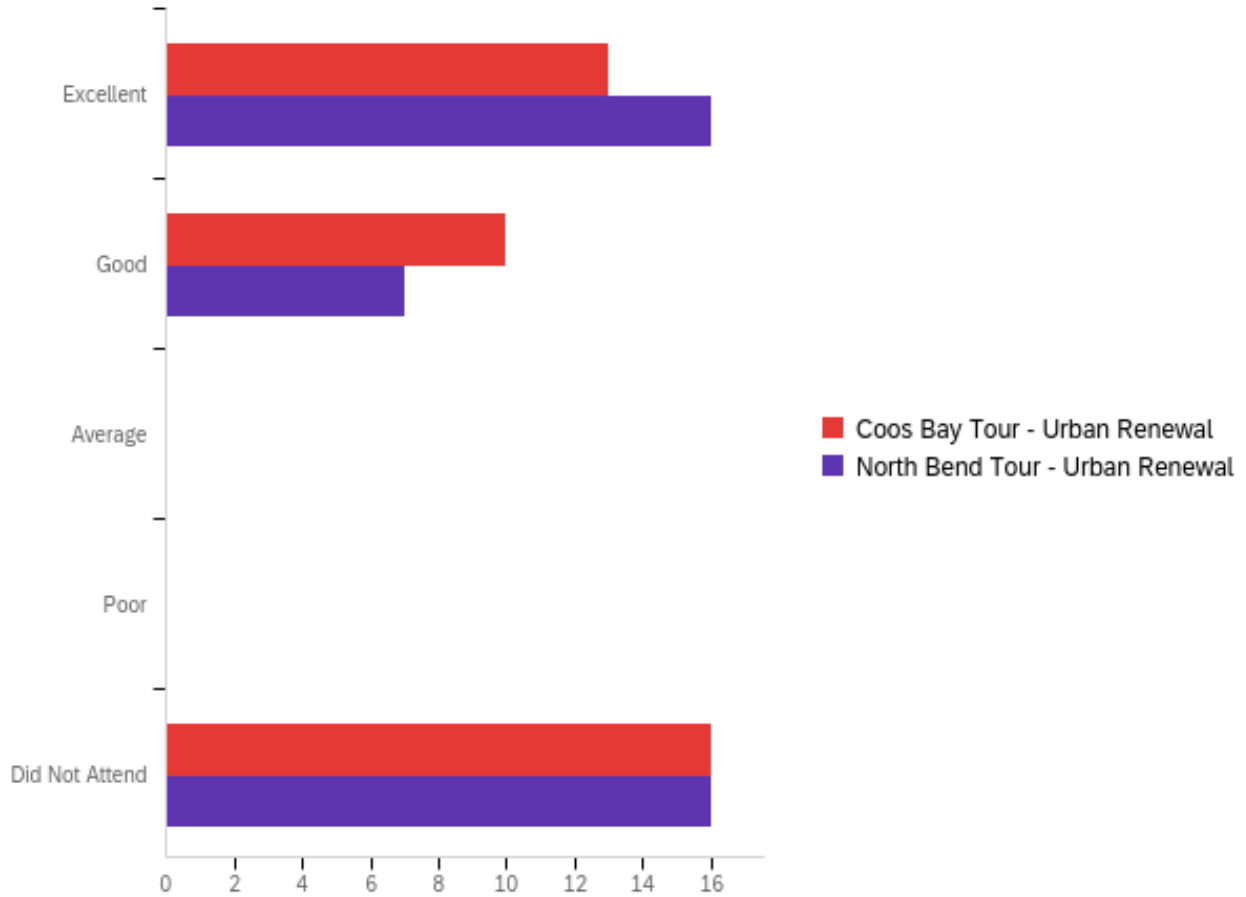
It would be nice if the governor's staff could make it next year.

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

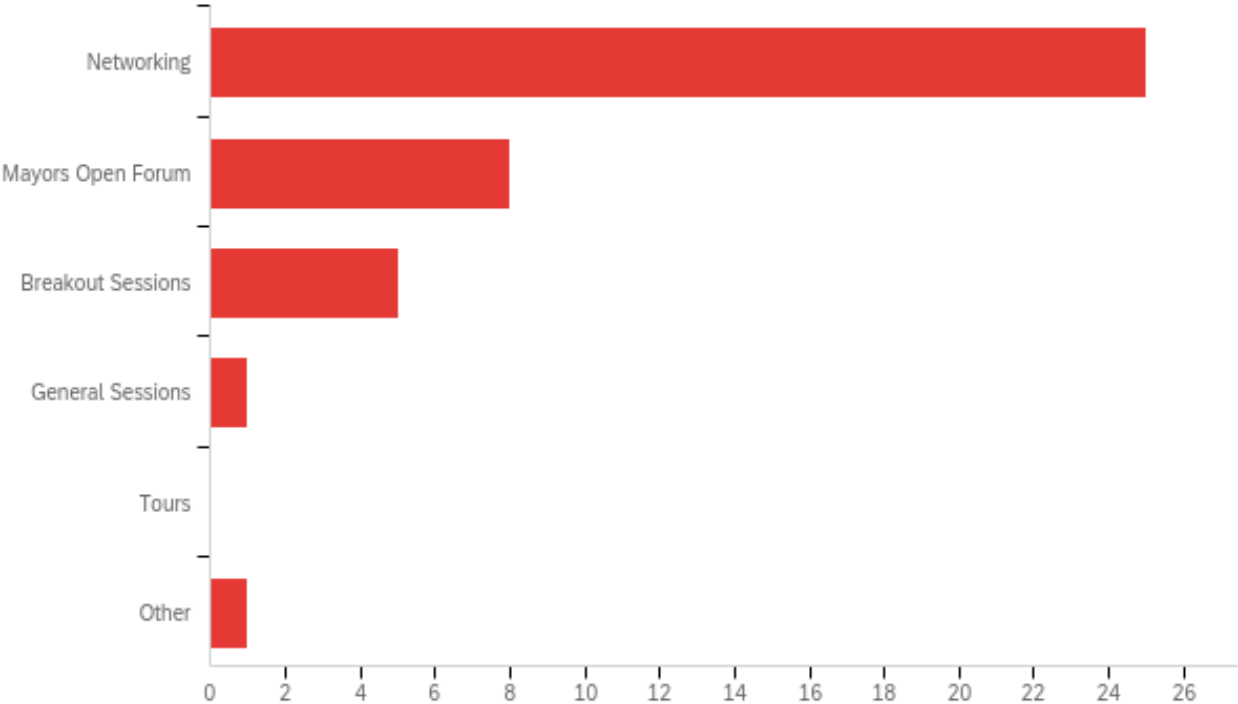
Loved the tours. What a great way to display a Cities' Vision and use of Urban Renewal funds.

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

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

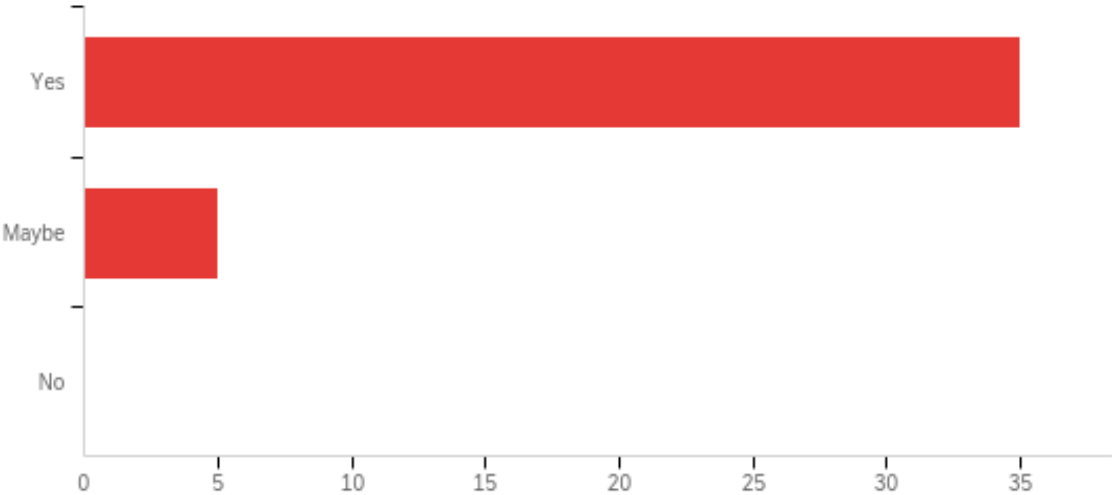
both were great - very imformative

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: Review of 2021 OMA Summer Conference

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 9th, 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.



It was moved by Mayor Trett and seconded by Mayor Lenahan to accept the Financial Report. The motion passed unanimously {8 YES (Wytoski, Gowin, 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.

169 SW COAST HWY
NEWPORT, OREGON 97365

COAST GUARD CITY, USA



www.newportoregon.gov

MOMBETSU, JAPAN, SISTER CITY

December 12, 2019

Lisa Trevino
League of Oregon Cities
1201 Court Street NE, Suite 200
Salem, Oregon 97301

Dear Lisa:

It is with great pleasure that the City of Newport submits the attached proposal to host the 2021 Oregon Mayor's Association Summer Conference. The current proposed conference dates are July 22 - 24 or July 29 - 31, 2021. The City of Newport proposes that this event be held at the Agate Beach Inn, 3019 North Coast Highway, which is tentatively holding both those dates for this Conference.

The Agate Beach Inn has the requisite lodging and meeting space that can accommodate: a general session for 120 people set in half-rounds of six each; meal function space that can accommodate 140 people in rounds of eight or ten each; two breakout meeting rooms that can accommodate 50 people each in classroom style; compliant with the ADA; and entirely non-smoking. This is the Agate Beach Inn!

We propose that a golf tournament be held at the Agate Beach Golf Course. The course layout is fairly level with a slightly rolling terrain surrounded by a lush wooded area. It is well maintained throughout the year and is especially suited for year round play.

The city will sponsor a welcome reception at the Pacific Maritime Heritage Center. The Pacific Maritime Heritage Center celebrates the history, art, diverse culture, commerce, and scientific research that is of the ocean. Located in an impressive building on Newport's historic Bayfront, it is an incredible location for the welcome reception.

We also propose that the reception, awards dinner, and awards presentation be held at the Oregon Coast Aquarium. Widely regarded as a world-class marine education destination, the Oregon Coast Aquarium appeals to all ages. Located on Yaquina Bay, the Aquarium is one of Oregon's top tourist attractions as well as a partner in regional

EST.

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ocean literacy and conservation efforts. USA Today, Coastal Living magazine, and Forbes magazine all named the facility one of the top 10 aquariums in the nation.

We propose to make restaurant reservations at various local establishments, and provide sign-up sheets at the Conference registration table. This was tried and proved to be successful at the recent OCCMA Conference that was held in Newport.

The City of Newport proposes after dinner s'mores on Friday evening of the Conference. The Agate Beach Inn has recently constructed a fire pit in the lawn, just outside the hotel, and overlooking the ocean.

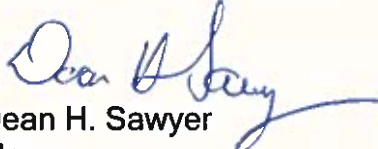
We propose several guest tours. These could include visits to Newport's bustling Bayfront, the eclectic Nye Beach area, both of Newport's lighthouses, and more. The city proposes to provide transportation for the guest tours, and is able to provide transportation, if needed, for other events.

A guest activity, the Amazing Newport Race, is something that guests could do on their own, or in teams. It includes finding a number of fun and interesting areas of the community based on clues consisting of haikus and limericks.

Rest assured, the City of Newport would roll out the red carpet for Oregon's Mayors if it is successful in its quest to hold the 2021 Oregon Mayor's Association Conference.

Please let me know if you have questions.

Very truly yours,


Dean H. Sawyer
Mayor



2021 OMA Summer Conference Host City Application Form

Please submit your completed Host City Application Form by **Friday, December 13, 2019** to:

Megan George, Operations Director

League of Oregon Cities

1201 Court St. NE, Suite 200

Salem, OR 97301

E-mail: mgeorge@orcities.org

Phone: 503-588-6550

Yes, our city would love to host the 2021 OMA Summer Conference!

Mayor: DEAN SAWYER

City: NEWPORT

Phone: 541.574.0613 E-mail: d.sawyer@newportoregon.gov

Please complete the following conference information about your city.

Lodging Accommodations

Hotel Name: AGATE BEACH INN # of Guestrooms: 148

Address: 3019 NORTH COAST HIGHWAY, NEWPORT, OR 97365

Phone: 541.265.9411 Web Site: www.agatebeachinn.com

Contact Person: MAGGIE CONRAD, DIRECTOR OF SALES

Phone: 541.270.6165 E-mail: mconrad@vestahospitality.com
(cell)

Conference Meeting Space

Same as above

Facility Name: _____ # of Meeting Rooms: _____

Address: _____

Phone: _____ Web Site: _____

Contact Person: _____

Phone: _____ E-mail: _____

Distance from lodging facility: _____

Meals, Tours & Events (Copy this page if you have additional locations to be considered)

1. Location: ABATE BEACH GOLF COURSE
Address: 4100 NORTH COAST HIGHWAY, NEWPORT, OR. 97365
Phone: 541.265.7331 Web Site: WWW.ABATEBEACHGOLF.NET
Contact Person: TERRY MARTIN, OWNER
Phone: 541.265.7331 E-mail: N/A
Brief description of location or tour idea: GOLF TOURNAMENT

Transportation Required? Yes No City to Provide? Yes No

2. Location: PACIFIC MARITIME AND HERITAGE CENTER
Address: 333 SE BAY BOULEVARD, NEWPORT, OR. 97365
Phone: 541.265.7509 Web Site: WWW.OREGONCOASTHISTORY.ORG
Contact Person: STEVE WYATT, EXECUTIVE DIRECTOR
Phone: 541.265.7509 E-mail: DIRECTOR@OREGONCOASTHISTORY.ORG
Brief description of location or tour idea: WELCOME RECEPTION

3. Transportation Required? Yes No ^{NEGOTIABLE} City to Provide? Yes No

4. Location: OREGON COAST AQUARIUM
Address: 2820 SE FERRY SLIP ROAD, NEWPORT, OR. 97365
Phone: 541.867.3474 Web Site: WWW.AQUARIUM.ORG
Contact Person: JASON KING, SALES & EVENTS MANAGER
Phone: 541.867.3474 E-mail: JASON.KING@AQUARIUM.ORG
Brief description of location or tour idea: RECEPTION, AWARDS DINNER AND PRESENTATION

Transportation Required? Yes No ^{NEGOTIABLE} City to Provide? Yes No

Suggested Host City Contributions

Welcome Gift Bags for Mayors Yes, we can provide these. No, we're unable to provide.

Thursday Welcome Reception Yes, we can sponsor. No, we can't sponsor this event.

Other Suggestions (briefly describe): GUEST TOURS W/TRANSPORTATION;
FRIDAY NIGHT S'MORES; AMAZING NEWPORT RACE;
RESTAURANT RESERVATIONS W/SIGN-UP SHEETS



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, OMA STAFF LIAISON & LOC INTERIM EXECUTIVE DIRECTOR

SUBJECT: HOUSELESSNESS & LIVABILITY CHALLENGES FOR CITIES

DATE: FEBRUARY 21, 2022

Oregon's eight largest cities, led by Portland Mayor Ted Wheeler, are seeking \$50 million from the Oregon legislature in direct investment to cities to develop and operate safe temporary shelters, provide needed services to the unhoused community, and keep communities clean. The request seeks to have the money apportioned by population: Beaverton at \$2.91 million; Bend at \$2.96 million; Eugene at \$5.27 million; Gresham at \$3.41 million; Hillsboro at \$3.18 million; Medford at \$2.56 million; Portland at 19.47 million; Salem at 5.24 million; and \$5 million in grant funds for smaller cities across Oregon to address the impacts of houselessness in their communities.

These eight cities have submitted their request to the Oregon Legislature and Governor Brown. A letter, as well as a summary of the full plan, are included with this Memorandum for ease of reference. President Gowing has invited Mayor Wheeler to the March 4th OMA Board of Directors meeting to discuss the request and to answer any questions Board members may have regarding this proposal. If the OMA Board wishes to support this funding request, I have prepared a draft Resolution for review and approval.

It is important to note that this \$50 million request for assistance is done in concert with House Bill 4123 and is not, in the LOC's perspective, deemed to compete with or replace House Bill 4123. House bill 4123 establishes locally led regional housing coordination through eight pilot communities across the state. Each pilot would receive \$1 million in state funding over two years to operationalize coordinated offices to strengthen their communities' houselessness response by: providing high-level coordination, centralized communication, and strategic visioning; identifying opportunities to more effectively leverage existing funds and access new resources; and creating a more equitable, accessible and responsive system for their residents experiencing houselessness. The following communities represent the eight pilot programs:

- Benton County and the city of Corvallis;
- Coos County, the city of North Bend, and the city of Coos Bay;
- Deschutes County, the city of Bend, the city of La Pine, the city of Redmond, and the city of Sisters;
- Lincoln County, the city of Lincoln City, the city of Newport, and the City of Toledo;

- Mid-Columbia Community Action Council, Hood River County, Sherman County, Wasco County, the city of The Dalles, and the city of Hood River;
- Polk County, the city of Dallas, the city of Falls City, the city of Independence, the city of Monmouth, the city of Willamina, the Confederated Tribes of the Grande Ronde, and the Mid-Willamette Valley Community Action Agency;
- Tillamook County, the city of Tillamook, the city of Bay City, the city of Garibaldi, the city of Rockaway Beach, the city of Wheeler, the city of Manzanita, and the Tillamook County Community Action Resources Enterprises; and
- Umatilla County, the city of Umatilla, the city of Stanfield, the city of Echo, and the city of Hermiston.

Proposed Motion: I move to adopt Resolution 2022-1 as proposed by LOC staff.



CITY OF BEND



Oregon’s Unsheltered Houseless Emergency Is a Humanitarian Crisis That Needs State Support

Unsheltered houselessness, people living outside, is a humanitarian crisis in Oregon.

Every Oregon mayor in every city knows the need for public services is often greater than available funds can provide. Breathing new life into our communities' social and economic recovery is a top priority for each of us as we continue to navigate the COVID-19 pandemic.

We hear concerns from our constituents daily. They are deeply troubled that so many community members are living outside in dangerous and unsanitary conditions. They are frustrated at the pace of assistance and improvement within their communities. They are demanding a change – a change that compassionately balances the needs of houseless community members, while also allowing public spaces to be accessible. Cities across Oregon are stretching their resources as best they can, but it is not enough.

Our cities are innovating new responses to houselessness, recognizing that the challenge is multi-faceted and requires strong partnerships with counties, with private service providers, and with the business community. We are creating new year-round shelters, emergency camping areas, day centers, site clean-up and sanitation, increased outreach, and counseling services, and creating a balanced approach with enforcement of our community’s laws and regulations. The cost of these services is staggering, and we need additional state resources to amplify our work.

But make no mistake: city budgets do not come close to addressing this problem. Yet, the human tragedy of too many Oregonians in crisis, living outside, often in unsanitary and dangerous situations, is a major concern for everyone.

Unsheltered houseless Oregonians cannot afford to wait another year. Oregon’s communities cannot wait another year for another session of the state legislature. The crisis is acute, and our local efforts are not meeting the increasing demand. It is time for the state to build upon our efforts through an intentional investment this session.

We are asking our legislature to take a meaningful step in the right direction by supporting a \$50M in direct investment to cities to develop and operate safe temporary shelters, provide needed services to the unhoused community, and keep our communities clean. We recognize the need for assistance across the state, that is why the \$50M request includes grant funding for smaller communities and we support HB 4123 which will create new city/county homeless coordination responses in Benton, Coos, Deschutes, Lincoln, Hood River, Sherman, Wasco, Polk, Tillamook, and Umatilla counties.

This investment is desperately needed now, and most Oregonians support immediate action. A recent statewide public opinion poll, conducted by DHM Research, showed that after concerns about the rising cost of living, houselessness was the highest issue of concern *statewide*.

Our communities cannot wait. We urge this legislature to join us in addressing the deteriorating humanitarian crisis in our communities by acting now to help the cities of Oregon get our houseless neighbors the shelter, support services, and sanitary conditions they need immediately, then into housing.

Lacey Beaty
Mayor of Beaverton

Sally Russell
Mayor of Bend

Lucy Vinis
Mayor of Eugene

Travis Stovall
Mayor of Gresham

Steve Callaway
Mayor of Hillsboro

Randy Sparacino
Mayor of Medford

Ted Wheeler
Mayor of Portland

Chuck Bennett
Mayor of Salem



2022 Unhoused Community Response-State of Oregon Request

Cities are facing a crisis as we respond to the unhoused emergency across our state. Many jurisdictions have developed new programs, expanded service efforts, built regional partnerships, and are making substantial investments of General Fund and American Rescue Plan Act (ARPA) funds to respond to the unhoused emergency. Yet, this humanitarian crisis exceeds our individual capacity. With active projects, programs, and partnerships in place in many cities in Oregon, the state has an opportunity to build upon these efforts to make an immediate and impactful difference.

Oregon is not alone, and because of similar situations across the west coast, the state governments in California and Washington are stepping up to address this issue. California Governor Newsom has proposed to use \$14 billion, and Washington Governor Inslee is seeking to invest \$2 billion to specifically address homelessness in their states. Recently, the Oregon Legislative Revenue Forecast identified an additional \$1B in new revenue for the coming fiscal year, which presents a prime opportunity for Oregon to join west coast states with front line one-time investments in our communities.

While houselessness impacts our entire state, it is most heavily concentrated in larger urban areas. That is why a group of mid-sized and large cities in Oregon (Eugene, Medford, Beaverton, Hillsboro, Bend, Gresham, Salem and Portland) are requesting direct assistance from the state to join us in our unhoused responses and support our existing efforts. Financial support to accelerate the programs that we are currently operating will make an impact now, providing shelter, services, and safety for our most vulnerable community members.

We are seeking a total package of \$50M with \$45M as an essential, urgent direct allocation to these larger cities and \$5M to DAS for competitive grants to smaller cities across Oregon covering the spectrum of immediate need:

- Acquisition, rehabilitation for emergency shelter and safe sleep sites
- Operations for emergency shelter and safe sleep sites
- Sanitary services
- Debris removal from abandoned camps
- Support services for individuals and families experiencing homelessness, including housing navigation, medical, behavioral health, and mental health care
- Resource enhancement for cities and non-profit partners for houseless service provision
- Culturally appropriate programs that stabilize individuals and families through food assistance, supportive service information and referrals

- Support for community engagement and education
- Funding cannot be used to sweep homeless camps or for other law enforcement efforts related to homelessness.

This \$50M request would be apportioned by population to speed the contracting process with the State and facilitate swift implementation: Beaverton \$2.91M; Bend \$2.96M; Eugene \$5.27M; Gresham \$3.41M; Hillsboro \$3.18M; Medford \$2.56M; Portland \$19.47M; Salem \$5.24M; Cities Grant \$5M.

Currently Eugene, Salem, Beaverton, Hillsboro, Portland, Gresham, Bend, and Medford alone have already allocated \$111.2M for unhoused response in FY22.

1) Emergency Shelter and Camping (development and operation efforts)

Cities have budgeted for FY22 to expend roughly \$64.3M for emergency shelter and camping options. This is a mix of local general funds, some local ARPA funds, ARPA allocations from the state in 2021, and direct allocations from the state for shelter funding in 2021. These efforts include emergency shelters, navigation centers, car camping sites, and tent camping sites.

2) Support Services

Cities have budgeted for FY22 to expend roughly \$39.2M for support services. This is a mix of local general funds, CDBG allocation, and some ARPA local funds. Services include support for day shelters, human services investments, health care for unhoused, outreach services, and staffing at local agencies and non-profits.

3) Sanitation and Clean-up efforts.

Cities have budgeted for FY22 to expend roughly \$8M for clean-up and sanitation services, with the majority of these funds coming from local general funds. These activities include camp clean up and site remediation expenses, sanitation for camps including port-o-potties and showers, to costs associated with towing abandoned vehicles (RVs and trailers) from the right of way.

An immediate, initial \$50M state investment to match recent historic local investments will be transformational in our efforts to create safe places and provide critical services for our unhoused community members and is an essential part of any comprehensive housing and homeless package this session.

This package should include forward-looking investments, including the \$8M request in [HB 4123](#) to support coordinated homeless response systems in eight pilot communities—which comprise 10 counties and more than two dozen cities—around the state.

Together, these two houseless requests represent substantial investments in both immediate and future houseless needs in cities and counties—urban and rural—and regional collaboration between local governments and community partners throughout the state.

2022 Unhoused Community Response Request

Homelessness is a growing crisis in Beaverton, Washington County, and across the country. The City of Beaverton has long prioritized the need for a year-round shelter and support services for individuals experiencing homelessness, as outlined in Beaverton's *Diversity, Equity, and Inclusion Plan*, *Community Vision Plan*, *Comprehensive Plan*, and *Housing Five-Year Action Plan*. The city works in cooperation with numerous community-based organizations to connect individuals and families to critical services and long-term housing solutions; unfortunately, immediate needs far outweigh available resources.

The City of Beaverton seeks direct assistance from the state during the 2022 legislative session to support and build upon our existing efforts to respond to the unhoused emergency across our state:

Emergency Shelter and Camping

The City of Beaverton funds the operation of a severe weather shelter to provide a warm, safe space for adults experiencing homelessness during the winter months. A permanent, year-round shelter is currently under development in partnership with Washington County to provide greater stability and a link to permanent housing for homeless residents. The City also funds a Safe Parking Program to provide a safe, legal place for people experiencing homelessness and living out of their vehicles to park.

In FY22, the City allocated \$2.6 million to emergency shelter and camping efforts, including \$2.3 million in state ARPA funds received during the 2021 session to build a permanent, year-round shelter in Beaverton with a health clinic.

Additional funds secured in 2022 will support expanded services for the severe weather shelter and facilitate the acquisition and rehabilitation of emergency shelter and safe sleep sites.

Support Services

The City of Beaverton is committed to meeting the needs of those experiencing homelessness through collaborative community partnerships that use a culturally responsive, trauma-informed approach and prioritize low-barrier options for those seeking support. The City works to ensure that homelessness is a rare and brief experience and that people receive the services they need to stabilize their lives and transition back into permanent housing. For example, the City contracts with a local organization to provide direct street outreach and housing navigation to unsheltered adults experiencing homelessness in Beaverton.

In FY 22, the City allocated \$1.15 million to homeless supportive services, including grants to community-based organizations to conduct culturally-responsive outreach.

Additional funds secured in 2022 will help expand contract services for outreach workers, increase funding for programs to stabilize individuals and families, and enhance the City's bike team program to proactively engage and connect community members to services.

Sanitation and Clean Up Efforts

Persons experiencing homelessness experience significant barriers to self-care and personal hygiene, including limited access to clean showers, laundry and hand washing facilities. Access to water, sanitation, and hygiene supplies is critical for the health and safety of our unhoused community members.

In FY 22, the City allocated \$6,500 for portable restroom facilities in Beaverton's City Park.

Additional funds secured in 2022 will fund strategic debris cleanup from abandoned camps, sanitation services for camps including port-o-potties and showers, and costs associated with towing abandoned vehicles and maintaining the right of way.



2022 Unhoused Community Response Request

Houselessness is a growing crisis in Bend, Deschutes County, and across the country. The City of Bend has long prioritized the construction of deed restricted affordable housing, housing density and mix, and invested CDBG funds in shelters and shelter operations. In 2019, the City began to articulate a housing continuum that includes outdoor shelters, emergency shelters, transitional housing and deed restricted affordable housing. Using CDBG-CV dollars we open the City's first year-round shelter in June 2021. Since then, our efforts have centered on gaining broad stakeholder engagement in both defining the shortcomings in the houseless services and the solutions required to address those shortcomings. Those revelations provide the basis for this session's HB 4123.

As part of a coalition of the eight largest cities in Oregon, the City of Bend seeks direct assistance from the state during the 2022 legislative session to continue to fund the efforts underway to address the increasing number of community members experiencing houselessness in Oregon.

Emergency Shelter and Camping

The City of Bend, through CDBG entitlement funding, funds the operation of the year-round emergency low barrier shelter. This property was acquired in September 2021 with \$2M in State ARPA funds. FY 22 and FY 23 operations will to be funded with \$900,000 in local CDBG funds and \$2.5M in HB 2004 funds for the City of Bend's Navigation Center. Renovations are anticipated to be \$2M. Funding has not been fully identified. After June 2024, new operating funds will be needed for year-round shelter operations.

A second low barrier emergency shelter was acquired in July 2021 using \$2.4M in Turnkey funds. Renovation funds will come from \$500,000 in Turnkey funds and from \$500,000 in Local ARPA funds. Renovations are anticipated to cost \$1M. Local ARPA funds, State CDBG funds and future funds from OHCS are anticipated to cover the estimated \$1M in annual operating costs

Two outdoor shelters are envisioned in Bend by the end of FY 2022. In FY 2022, City of Bend allocated \$9M to emergency shelter acquisition (\$4.5M), renovation (\$1M), and operating (\$2M). An additional \$1.M has been allocated to outdoor shelters.

Additional funds secured in 2022 will support renovation expenses at both low barrier shelters and supportive services like those typically associated with Permanent Supportive Housing.

Support Services

The City of Bend is committed to meeting the needs of those experiencing houselessness through collaborative community partnerships that use a culturally responsive, trauma-informed approach and prioritize low-barrier options for those seeking support. The City works to ensure that houselessness is a rare and brief experience and that people receive the services they need to stabilize their lives and transition back into permanent housing. For example, the City contracts with a local organization to

provide direct street outreach and housing navigation to unsheltered adults experiencing homelessness in Bend.

In FY 22, the City allocated \$250,000 to grants to community organizations. \$50,000 to case management and outreach services.

Additional funds secured in 2022 will expand contract services for outreach workers, increase funding for programs to stabilize individuals and families, and provide start-up funds for Family Kitchen to add a second day services and meal service center.

Sanitation and Clean Up Efforts

People experiencing houselessness face significant barriers to self-care and personal hygiene, including limited access to clean showers, laundry, hand washing facilities, and garbage services. Access to water, sanitation, hygiene supplies, and garbage service is critical for the health and safety of our unhoused community members.

In fiscal year 2022, the City of Bend allocated \$100,000 to provide portable toilets, hand washing stations, warming and cooling stations, garbage removal, shower services to all unsanctioned camping locations.

Additional funds secured in 2022 will fund strategic debris cleanup from abandoned camps, sanitation services for camps including port-o-potties and showers, and costs associated with towing abandoned vehicles and maintaining the right of way.

2022 Unhoused Community Response Request Plan

The City is actively partnering with Lane County and community stakeholders by investing in strategies to strengthen our community's homelessness response system. Through programs and partnerships, the City is helping people stabilize, connect with needed resources, and access shelter. Eugene seeks \$5M during the 2022 Session to match local investments for:

Emergency Shelter and Camping

The goal of Safe Sleep Sites is to provide safe, legal places for people experiencing homelessness to sleep and connect to services, as well as reduce the impacts of unsanctioned camping across the city. Sites will be managed by social service providers and provide upwards of 500 spaces for people experiencing homelessness to legally park vehicles or sleep in tents. Approved sites include two adjacent locations on Garfield Street operated by St. Vincent de Paul, a site at the intersection of Bethel/Roosevelt Blvd owned and operated by SquareOne Villages, a site at Dani Street operated by EveryOne Village, and a city-owned site at Chase Commons Park.

In FY22, the City of Eugene allocated \$5.3M to safe sleep sites, including \$3.5M of ARPA funding from the local legislative delegation as part of the 2021 Legislature.

State funds provided in 2022 will support securing future sites, infrastructure and lease costs, and providers of these sites by funding operational costs.

Support Services

Funding is needed to support the operation for the low-barrier Shelter and Navigation Center, as well as costs associated with a mobile shower trailer and administrative costs for supporting businesses and homelessness services programming. We are also seeing the need for additional day services, as St Vincent de Paul's Lindholm Center is unable to meet the daily needs for the unhoused population.

In FY22, the City of Eugene allocated \$6.1M for unhoused support services, outreach, and shelter options (non-safe sleep sites).

State funds provided in 2022 will fund direct support services to unhoused community members.

Sanitation and Clean Up Efforts

Eugene is focused on improving coordination, transparency, and responsiveness to urban camping that better addresses the needs of people who lack housing and supports the health and safety of our entire community. Investments include non-law enforcement response to camping such as: Park Ambassadors, right-of-way cleanup, park operations, and sanitation, and towing abandoned vehicles.

In FY22, the City of Eugene allocated \$3.6 million for camping response.

State funds provided in 2022 will fund clean-up, sanitation, and towing abandoned vehicle costs.

2022 Unhoused Community Response Request






The City of Gresham invests in strategies to strengthen our community’s homelessness response system in partnership with Multnomah County and community organizations.

The City of Gresham Homeless Services Team is funded primarily through an annual grant from the Joint Office of Homeless Services (JOHS) as part of Multnomah County. The grant focuses on individuals who are experiencing chronic homelessness or are unsheltered. In addition, City Council approved ARPA funding in the amount of \$320K which adds an additional Homeless Services Specialist, administrative support for the program and additional materials and services items such as motel vouchers.

Gresham’s existing funds require the City provide intensive street engagement to improve services for populations experiencing homelessness, and to address homeless-related livability issues in Gresham. The City is committing to improving outcomes for people with high barriers to housing who are experiencing homelessness in public places.

Additional funding in 2022 will support emergency shelter resources and support services including rent assistance, food assistance, tenant education, job training and placement, and housing services.

FY 2021-22 OUTCOMES

-  Serve 200 unique individuals
-  Program/service referral to 100 individuals
-  Transportation assistance to 100 individuals
-  Shelter or housing services to 100 individuals
-  Provide ID assistance to 25 individuals

Infusing funds into existing successful programs at the City of Gresham will make an impact now, providing shelter, services, and safety for our most vulnerable community members.

Emergency Shelter and Housing Resources: City of Gresham has budgeted funds to assist community members in finding shelter and housing resources. Gresham City Council allocated \$275,000 in ARPA funds for a limited term staff position to assist community members with referrals to housing-related resources. *Additional funds will support expanded services for emergency shelters, navigation centers and temporary housing.*

Support Services: Gresham has invested existing funds to support people that are houseless or at the greatest risk of housing instability, including the majority of the City’s approximately \$2.3 million allocation of HOME-ARP funds. Gresham City Council has also invested \$100,000 to assist community members with food assistance, and \$500,000 to assist housing vulnerable with utility assistance. *Additional funds will increase services and programs to stabilize families including rent assistance, tenant education, financial training, job training and placement, and housing counseling services.*



2022 Unhoused Community Response Request

Currently, there are no year-round emergency shelter beds for single adults in Hillsboro. Data from the latest available annual Point-In-Time Homeless Count shows 213 unsheltered persons were identified living unsheltered in Hillsboro. This is equal to 60% of Washington County's total number of persons living outside.

The City of Hillsboro seeks direct assistance from the state during the 2022 legislative session to support and build upon our existing efforts to respond to the unhoused emergency across our state:

Emergency Shelter

The City of Hillsboro has funded the operations and site prep of temporary sheltering programs for several years, including funding and support for winter/inclement weather shelters and an alternative shelter safe sleep site as COVID 19 response in 2020 and 2021.

In FY21-22, the city allocated \$4.4 million to emergency shelter, day shelters, camping, and supportive services efforts. \$2.75 million was expended for site acquisition of a property to become the first year-round shelter in Hillsboro. This site will offer a hybrid shelter model, with both congregate facilities as well as non-congregate sleeping pods. This model will allow the shelter to be responsive to persons in need of COVID 19 isolation or who are otherwise unable to tolerate congregate settings due to disabling conditions, as well as allow us to maximize the property to hit a 50-bed target.

Jurisdictional Coordination:

Shelter sites are needed across Washington County to develop a geographically accessible shelter network. Hillsboro is in close communication and coordination with Beaverton and other neighboring cities as they develop sheltering plans.

In addition, Hillsboro has been working in partnership with Washington County, who will fund the ongoing operations of the site through Supportive Housing Services Funds. Once operational, this site will be an outcome driven, 24/7 operational shelter for single adults, coupled with housing navigation and supportive services.

Timeline:

Within 9 months of receiving funds, we will have fully completed architectural designs and construction plans of the shelter campus, including design of congregate facilities and non-congregate sleeping pod spaces. We also expect to have completed a full RFP process to select a company to complete work, which will provide us with a firm cost. We expect construction to begin in late fall/early winter of 2022, meaning we would begin spending within 9 months of receiving funds. Construction is estimated to take no less than 6-8 months, so funds for this project could be fully expended by June-August of 2023, if these estimates hold correct.

We expect the funding gap for this project to be very close to the amount Hillsboro would receive through funds from the 2022 Legislative Session through this request. The city has additional projects and programs we are developing that could also be leveraged should additional funding become available. These projects include initiation of safe sleep sites for persons experiencing vehicular homelessness, debris management utilizing supportive employment models for persons with lived experience of homelessness, and other critical supports, such as expanding day shelter hours currently available five days per week to seven days per week. All of these projects would be ready to deploy funds in the 3–9 month timeline.

2022 Unhoused Community Response Request

The City of Medford continues to partner with local service providers in an effort to assist our homeless community with stabilization, housing and services. While committing millions of local funds towards this effort, we are finding our resources insufficient to address the seemingly ever-expanding need. The City is requesting \$2.56M during the 2022 Session to match our local investment in the following categories.

Emergency Shelter and Camping

Most for the City's focus has been placed on assisting chronically unhoused individuals. The City must increase its services to unhoused youth and families.

Over the past two years the City has allocated \$4.66M to leasing land, purchasing and remodeling buildings, and providing services to unhoused individuals; \$3.65M to similar activities that also provide some level of support to families and youth; and \$525K to programs that specifically serve youth and families.

State funds provided in 2022 will be used to provide services to unhoused youth and families.

Support Services

In fiscal year 2022 the City of Medford allocated \$1.04M to homeless services. The City has focused on building the infrastructure to expand the service delivery by leasing land, and purchasing and remodeling buildings. However, the City recognizes that our contribution to services must increase. Below are a few examples of the services the City supports:

- Direct, on-site services for unhoused individuals & families at a new Navigation Center (100 beds)
- Wrap-around services for 30 residents of Hope Village (tiny homes)
- Direct, on-site services for unhoused individuals, families, and the medically fragile at Project Turnkey (47 units)
- Medical services to residents of the Urban Campground (100 sites)
- Operation of a severe weather shelter (65-person occupancy)

State funds provided in 2022 will fund direct support services to unhoused community members.

Sanitation and Clean Up Efforts

Medford is focused on improving coordination, transparency, and responsiveness to urban camping that addresses the needs of people who lack housing and supports the health and safety of our entire community. Investments include non-law enforcement response to camping such as: connections to shelter and housing, access to food and mobile healthcare, and efforts to maintain public sanitation. In fiscal year 2022, Medford allocated approximately \$700,000 for this camping response.

State funds provided in 2022 will fund outreach services to connect unhoused community members to Medford's Urban Campground and other housing options, fund direct services at the Urban Campground and provide funding for clean-up.



City of Portland

2022 Unsheltered Houseless Community Response Request

The humanitarian crisis of unsheltered individuals often living in squalid camps in dangerous locations continues to grow in the City of Portland. Portland is partnering with Multnomah County to invest in strategies that strengthen our communities' houselessness response. But the complexity and magnitude of Oregon's outdoor unsheltered houselessness crisis is outstripping city and county budgets. While our city and county governments are acting with urgency, we do not have the resources at the local level to invest at the scale necessary to solve the problem.

The City of Portland seeks direct assistance from the state during the 2022 legislative session to support and build upon our existing efforts to respond to the unsheltered houseless emergency across our state:

Emergency Shelter and Camping

The City of Portland is committed to investing in the continuum of shelter options to help individuals transition from living on the streets to finding stability in permanent housing, while also reducing the impact of unsanctioned camping throughout the City.

In FY22, the City of Portland allocated over \$46.5 million to emergency shelter and camping efforts, including, but not limited to \$21 million for Safety Off the Streets, \$16 million for Safe Rest Villages, \$4.5 million in Motel Shelter, and \$5 million for additional shelter spacing serving 400 individuals.

Additional funds secured in the 2022 will support expanded temporary shelter by securing future sites, infrastructure, and lease costs, and assisting in operational costs.

Support Services

The City of Portland is committed to helping individuals stabilize, connect with needed services, and access shelter.

In FY22, the City of Portland allocated over \$5.2 million to support services including, but not limited to \$3.85 million for storage and hygiene solutions for an additional 250-330 individuals, \$687,000 for outreach to help individuals navigate services, \$175,000 for the creation of a coordination center to better coordinate city agencies working to address houselessness, and \$500,000 for service provider hiring and retention resources.

State funds provided in 2022 will fund direct services to unsheltered houseless community members.

Sanitation and Clean Up Efforts

The City of Portland is committed reducing the impact of unsanctioned camping and to better address the needs of people living outside.

In FY22, the City of Portland allocated \$6.5 million for camping response, graffiti removal, and sanitation.

State funds provided in 2022 will fund clean-up, sanitation, and towing of abandoned vehicle and RV's.

2022 Unhoused Community Response Request

In Salem, we are spending down \$18.6 million in one-time resources for sheltering. This includes the remaining \$8.1 million of our ARPA allocation (after revenue replacement and COVID-response, required to keep full staffing levels) and an additional \$10.5 million for sheltering received in the last Legislative Session.

As of June 1, 2020, data available from the point in time count, suggests that more than 1,100 are living unsheltered in our community. According to the Mid-Valley Homeless Alliance [Gap Analysis report](#) in August 2021, more among Salem's unsheltered population are living chronically homeless– 49% of Salem's population compared to 37% in Oregon.

Our existing one-time funds will be exhausted by June 30, 2024 and the micro-shelter communities and our navigation center will be forced to close barring any new revenue or other financial support for these emergency sheltering services.

Emergency Shelter and Camping

These funds, from ARPA and direct State investment, have allowed us to stand up:

- Two **micro-shelter communities**, with support of our non-profits service providers, serving 232 people. We partner with Church of the Park and Catholic Community Services. Each micro-shelter community takes about \$1.5 million each year to operate. Our aim is to lease properties because available funding for this investment expires June 30, 2024.
- **ARCHES Hotel** – Project Turnkey hotel serving victims of Santiam Canyon fires and those living unsheltered in our community. We partnered with Mid-Willamette Valley Community Action to provide gap funding so that they could stand this service up.
- **SafeSleep United** expansion - The City Council approved ARPA funding for a \$300,000 grant to United Way Safe Sleep to expand their women's shelter capacity to serve 45 individuals nightly.
- **Navigation Center** – Through a separate \$5 million grant from the State of Oregon, we've purchased a building for low-barrier sheltering of 50 people in each 120-day cohort with wraparound service support. We estimate that available operating dollars for this investment will begin to lower service level on June 30, 2024. The navigation center will operate 24-hours a day, seven days a week, with intensive case management to connect people to public benefits, health services, and permanent housing. A navigation center differs from traditional shelter models which require sobriety upon entry, segregate by gender, and offer little to no space for personal possessions or pets.
- **Safe Park Program** – from the City's General Fund, Salem is supporting safe camping people with vehicles at scattered sites for about \$240,000 on an annual basis.
- **Salem Warming Network** – also, from the City's General Fund, Salem supports the non-profit coalition of warming shelter sites throughout our community for about \$140,000 annually.
- Through our **Salem Housing Authority**, we've also stood up permanent supportive housing at Redwood Crossings (37 units), with an eye to opening in Yaquina (52 units) and Sequoia (60 units) within next year. The cost of permanent supportive services exceeds available resources. To meet construction needs, we've added in CDBG/HOME and urban renewal funds.

- **Redwood Crossings:** CDBG - \$400,000 (for construction); Urban Renewal Grant - \$300,000 (for construction)
- **Yaquina /Southfair:** CDBG - \$1,608,830 (for construction); HOME - \$400,000 (for construction). The Southfair reference is to SHA-owned property with 42 one-, two-, and three-bedroom apartments undergoing renovation.
- **Sequoia Crossings:** HOME - \$1,500,000 (for construction)

The City of Salem seeks direct assistance from the state during the 2022 legislative session to continue offering emergency shelter through micro-shelter village communities and Safe Park Programs, which will support and build upon our existing efforts to respond to the unhoused emergency across our state.

Support Services

- Since 2017, we've allocated \$3.9 million of limited General Fund dollars to support the **Homeless Rental Assistance Program**. By October 2021, more than 350 people were housed with a combination of rental assistance and intensive case management for housing stability.
- On an annual basis, we provide funding to **Northwest Human Services** for their Crisis and Emergency Hotline. Salem also supports their Emergency Financial Assistance program. All told, this year's investments account for \$135,000 of the City's General Fund.

The City of Salem seeks direct assistance from the state during the 2022 legislative session to grow our response to much-needed support services to respond to the unhoused emergency across our community.

Sanitation and Clean Up Efforts

- **Rapid Response Team.** Our current practice is to concentrate public health and sanitation clean-up services in a one-day-per week response by pulling staff from Police Department, Public Works and Community Enforcement existing teams for clean-ups of City properties – including parks and rights of way. This work is accompanied by our street outreach teams to help people connect to existing services and available resources.
At this time, we estimate \$1,170,000 is needed annually to staff a Rapid Response Team. The Rapid Response Team would be better able to respond to public health and safety concerns in areas of concern. Since we launched a portal to receive these types of concerns in October of 2021, we have received 500 concerns through February 14, 2022 for an average of 3.8 each day. This service includes funding for six full time employees.
- **Non-Profit Work Program.** We are recommending \$205,000 on an annual basis in funding for a grant program for a non-profit to hire employees with lived homeless experience to respond and clean up unmanaged homeless areas. Through this peer model, we expect people to make better connections around shared accountability for public spaces.
- **Towing and Environmental Clean-up.** Salem recently allocated \$200,000 for towing, vehicle repair, supplies, and another \$160,000 for biohazard clean-up.

The City of Salem seeks direct assistance from the state during the 2022 legislative session to fund our rapid Response Team and Non-Profit Work Program. These funds will support and build upon our existing efforts to respond to the unhoused emergency across our state.



RESOLUTION NO: 2022-1

WHEREAS, a significant number of Oregon cities are facing a crisis of unhoused persons; and

WHEREAS, cities across Oregon have developed programs, expanded service efforts, built regional partnerships, and have significantly invested General Fund and American Rescue Plan Act funds to respond to the unhoused persons emergency; and

WHEREAS, despite the significant financial investments made by Oregon cities to address this crisis, the crisis exceeds each city's individual capacity and fiscal support from the State of Oregon is necessary and vital; and

WHEREAS, the crisis of unhoused persons in Oregon is one that requires active and meaningful collaboration between the State of Oregon and its 241 cities.

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

1. The Oregon Mayors Association strongly supports the cities of Beaverton, Bend, Eugene, Gresham, Hillsboro, Medford, Portland, and Salem's request for \$50 million in state funding as a way to help Oregon cities provide shelter to persons who are unhoused, secure support services for persons experiencing houselessness, and to ensure Oregon's communities are maintained in a sanitary and accessible manner.
2. The Oregon Mayors Association respectfully urges the Oregon Legislature and Governor Brown to approve the \$50 million in requested state funding as recommended by the aforementioned cities.
3. The Oregon Mayors Association strongly supports House Bill 4123 and respectfully urges the Oregon Legislature and Governor Brown to provide their respective approvals.

Adopted this 4th day of March 2022, by the OMA Board of Directors.

Jeff Gowing, President
Mayor of Cottage Grove, Oregon



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, OMA STAFF LIAISON & LOC INTERIM EXECUTIVE DIRECTOR

SUBJECT: APPOINTMENTS TO 2022 COMMITTEES

DATE: FEBRUARY 1, 2022

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

For 2022, the following OMA Committees require appointments.

- Conference Planning. Plan the annual summer conference held between July 11 – July 13, 2022. In addition, determine scholarship recipients to attend the conference. This committee typically meets 3 – 5 times via Zoom between March – June. **No minimum or maximum number of committee members. No prerequisites to serve on committee.**
- Mayor's Leadership Award. The Mayors Leadership Award recognizes the valuable contributions made by mayors throughout Oregon in their communities. This committee reviews nominations and determines recipients of the award. This committee typically meets once or twice via Zoom in May/June. **This Committee is comprised of five persons, all of whom are to be past recipients of the Award.**
- Nominating. Review applications and recommend a board slate of candidates for calendar year 2023. This committee typically meets 1 -2 times via Zoom in September. **This committee is comprised of five persons, consisting of the Immediate Past President, two past presidents who still serve as mayor, and two OMA members who are not serving on the Board and who are not past presidents of the Board.**
- Student Contest Selection. The student contest is announced at the summer conference with local submissions due to the OMA by April 8, 2022. This committee is responsible for determining statewide winners for each of the three categories: poster (grades 4- 5); essays (grades 6 – 8); and digital media presentations (grades 9 – 12). This committee typically meets once in person in May. **No minimum or maximum number of committee members. No prerequisites to serve on committee.**
- Constitution & Bylaws. This committee's purpose is to review and propose changes to the OMA's governing documents which include the Constitution, Bylaws and Policies. These changes must then be approved by the OMA board and membership. This committee is ad hoc

and only meets as needed. **No minimum or maximum number of committee members. No prerequisites to serve on committee.**

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

For the 2022 committees, OMA received 10 completed applications from Oregon mayors (who are not on the OMA Board of Directors). Additionally, LOC staff were advised by four additional mayors that they would like to serve on particular committees: Mayor Endicott of Redmond is willing to serve on the Resource Committee; Mayor Mays of Sherwood is willing to serve on the Constitution/Bylaws Committee and the Nominating Committee; and Mayor Callaway of Hillsboro is willing to serve on the Student Contest Committee. All submitted applications are attached herein, with a summary below for ease of reference.

	Conference	Leadership	Nominating	Student	Constitution	Resource
Brian Dalton <i>Dallas</i>	X		X			
Cathy Clark <i>Keizer</i>	Flexible and will serve on no more than 2 Committees					
Cecelia Koontz <i>Monmouth</i>	X				X	
George Endicott <i>Redmond</i>						X
John McArdle <i>Independence</i>	X	X	X			X
Jules Waters <i>West Linn</i>	X	X				
Keith Mays <i>Sherwood</i>			X		X	
Lucy Vinis <i>Eugene</i>		X				
Michael Preeding <i>Sisters</i>	X		X			X
Rick Rodgers <i>Newberg</i>	Flexible and will serve on no more than 1 Committee					
Steve Callaway <i>Hillsboro</i>				X		
Susan Wahlke <i>Lincoln City</i>						X
Tamie Kaufman <i>Gold Beach</i>		X	X			



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Please complete and return this form **by February 1, 2022**, if you're interested in serving on one or more committees beginning February 18, 2022.

Name: Brian Dalton

City: Dallas

Email: brian.dalton@dallasor.gov

Check one or more	Committee
XXXXXX	CONFERENCE PLANNING Plan the annual summer conference held between July 11 – July 13, 2022. In addition, determine scholarship recipients to attend the conference. This committee typically meets 3 – 5 times via Zoom between March – June.
	MAYORS LEADERSHIP AWARD The Mayors Leadership Award recognizes the valuable contributions made by mayors throughout Oregon in their communities. This committee reviews nominations and determines recipients of the award. This committee typically meets once or twice via Zoom in May/June.
XXXXXX	NOMINATING Review applications and recommend a board slate of candidates for calendar year 2023. This committee is comprised of five persons, consisting of the Immediate Past President, two past presidents who still serve as mayor, and two OMA members who are not serving on the Board and who are not past presidents of the Board. This committee typically meets 1 -2 times via Zoom in September.
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	CONSTITUTION & BYLAWS This committee's purpose is to review and propose changes to the OMA's governing documents which include the Constitution, Bylaws and Policies. These changes must then be approved by the OMA board and membership. This committee is ad hoc and only meets as needed.
	RESOURCE This is a newly created committee whose purpose is to assist the Board in fulfilling its responsibilities to serve as a resource and point of contact for new Oregon mayors. The committee will oversee the development and distribution of a new mayor orientation program to be hosted in conjunction with the LOC's Elected Essentials training program, while also seeking to identify ways in which the OMA can be of better assistance to new mayors. This committee is expected to meet 4 to 6 times between February and October.

I am flexible and would like for the OMA Board of Directors to assign me to _____ (# of committees) that have the most need.

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Name: John McArdle

City: Independence

Email: mcar.john@ci.independenc

Check one or more	Committee
X	CONFERENCE PLANNING Plan the annual summer conference held between July 11 – July 13, 2022. In addition, determine scholarship recipients to attend the conference. This committee typically meets 3 – 5 times via Zoom between March – June.
X	MAYORS LEADERSHIP AWARD The Mayors Leadership Award recognizes the valuable contributions made by mayors throughout Oregon in their communities. This committee reviews nominations and determines recipients of the award. This committee typically meets once or twice via Zoom in May/June.
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Name: Jules Walters

City: West Linn

Email: jwalters@westlinnoregon.gov

Check one or more	Committee
X	CONFERENCE PLANNING Plan the annual summer conference held between July 11 – July 13, 2022. In addition, determine scholarship recipients to attend the conference. This committee typically meets 3 – 5 times via Zoom between March – June.
X	MAYORS LEADERSHIP AWARD The Mayors Leadership Award recognizes the valuable contributions made by mayors throughout Oregon in their communities. This committee reviews nominations and determines recipients of the award. This committee typically meets once or twice via Zoom in May/June.
	NOMINATING Review applications and recommend a board slate of candidates for calendar year 2023. This committee is comprised of five persons, consisting of the Immediate Past President, two past presidents who still serve as mayor, and two OMA members who are not serving on the Board and who are not past presidents of the Board. This committee typically meets 1 -2 times via Zoom in September.
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Please complete and return this form **by February 1, 2022**, if you're interested in serving on one or more committees beginning February 18, 2022.

Name: *Lucy Vins* City: *Eugene*
 Email: *LVins@eugene-or.gov*

Check one or more	Committee
	CONFERENCE PLANNING Plan the annual summer conference held between July 11 – July 13, 2022. In addition, determine scholarship recipients to attend the conference. This committee typically meets 3 – 5 times via Zoom between March – June.
✓	MAYORS LEADERSHIP AWARD The Mayors Leadership Award recognizes the valuable contributions made by mayors throughout Oregon in their communities. This committee reviews nominations and determines recipients of the award. This committee typically meets once or twice via Zoom in May/June.
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	RESOURCE This is a newly created committee whose purpose is to assist the Board in fulfilling its responsibilities to serve as a resource and point of contact for new Oregon mayors. The committee will oversee the development and distribution of a new mayor orientation program to be hosted in conjunction with the LOC's Elected Essentials training program, while also seeking to identify ways in which the OMA can be of better assistance to new mayors. This committee is expected to meet 4 to 6 times between February and October.

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Name: Michael Preedin

City: Sisters

Email: mpreedin@ci.sisters.or.us

Check one or more	Committee
Check	CONFERENCE PLANNING Plan the annual summer conference held between July 11 – July 13, 2022. In addition, determine scholarship recipients to attend the conference. This committee typically meets 3 – 5 times via Zoom between March – June.
	MAYORS LEADERSHIP AWARD The Mayors Leadership Award recognizes the valuable contributions made by mayors throughout Oregon in their communities. This committee reviews nominations and determines recipients of the award. This committee typically meets once or twice via Zoom in May/June.
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Name: Rick Rogers

City: Newberg

Email: rick.rogers@newbergoregoj

Check one or more	Committee
	CONFERENCE PLANNING Plan the annual summer conference held between July 11 – July 13, 2022. In addition, determine scholarship recipients to attend the conference. This committee typically meets 3 – 5 times via Zoom between March – June.
	MAYORS LEADERSHIP AWARD The Mayors Leadership Award recognizes the valuable contributions made by mayors throughout Oregon in their communities. This committee reviews nominations and determines recipients of the award. This committee typically meets once or twice via Zoom in May/June.
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Name: *Susan Wahlke* City: *Lincoln City*

Email: *swahlke@lincolncity.org*

Check one or more	Committee
	CONFERENCE PLANNING Plan the annual summer conference held between July 11 – July 13, 2022. In addition, determine scholarship recipients to attend the conference. This committee typically meets 3 – 5 times via Zoom between March – June.
	MAYORS LEADERSHIP AWARD The Mayors Leadership Award recognizes the valuable contributions made by mayors throughout Oregon in their communities. This committee reviews nominations and determines recipients of the award. This committee typically meets once or twice via Zoom in May/June.
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Name: Tamie Kaufman

City: Gold Beach

Email: Tkaufman@cityofgoldbeach

Check one or more	Committee
	CONFERENCE PLANNING Plan the annual summer conference held between July 11 – July 13, 2022. In addition, determine scholarship recipients to attend the conference. This committee typically meets 3 – 5 times via Zoom between March – June.
X	MAYORS LEADERSHIP AWARD The Mayors Leadership Award recognizes the valuable contributions made by mayors throughout Oregon in their communities. This committee reviews nominations and determines recipients of the award. This committee typically meets once or twice via Zoom in May/June.
X	NOMINATING Review applications and recommend a board slate of candidates for calendar year 2023. This committee is comprised of five persons, consisting of the Immediate Past President, two past presidents who still serve as mayor, and two OMA members who are not serving on the Board and who are not past presidents of the Board. This committee typically meets 1 -2 times via Zoom in September.
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Name: Cathy Clark

City: Keizer

Email: clarkc@keizer.org

Check one or more	Committee
	CONFERENCE PLANNING Plan the annual summer conference held between July 11 – July 13, 2022. In addition, determine scholarship recipients to attend the conference. This committee typically meets 3 – 5 times via Zoom between March – June.
	MAYORS LEADERSHIP AWARD The Mayors Leadership Award recognizes the valuable contributions made by mayors throughout Oregon in their communities. This committee reviews nominations and determines recipients of the award. This committee typically meets once or twice via Zoom in May/June.
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Name: Cec Koontz

City: Monmouth

Email: ckoontz@ci.monmouth.or.us

Check one or more	Committee
X	CONFERENCE PLANNING Plan the annual summer conference held between July 11 – July 13, 2022. In addition, determine scholarship recipients to attend the conference. This committee typically meets 3 – 5 times via Zoom between March – June.
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MAYORS LEADERSHIP AWARD

Previous Award Winners

- 2021:** Beth Wytoski, Dayton – Small City Winner
Rodd Cross, Toledo – Medium City Winner
Lucy Vinis, Eugene – Large City Winner
Jeremy Gordon, Falls City – Small City Award of Merit
Derek Clevenger, Aumsville – Medium City Award of Merit
Mark Gamba, Milwauki – Large City Award of Merit
- 2020:** Jerry Lachenbruch, Halsey – Small City Winner
Paul Becker, Jacksonville – Medium City Winner
Kyle Palmer, Silverton – Large City Winner
Dean Sawyer, Newport – Honorable Mention
- 2019:** Allan Duffy, Elgin – Small City Winner
Ken Gibson, King City – Medium City Winner
Jeff Gowing, Cottage Grove – Large City Winner
Scott Burge, Scappoose – Honorable Mention
- 2018:** John Cook, Tigard – Large City Winner
Bob Andrews, Newberg – Medium City Winner
Pam VanArsdale, Rogue River – Small City Winner
Gary Wheeler, Medford – *Award of Merit*
- 2017:** Sharon Konopa, Albany – Large City Winner
Dave Stram, Creswell – Small City Winner
- 2016:** Pete Truax, Forest Grove – Large City Winner
Gery Schirado, Durham – Small City Winner
Christine Lundberg, Springfield – *Award of Merit*
- 2015:** Hank Williams, Central Point – Large City Winner
Betty Roppe, Prineville – Small City Winner
Jerry Willey, Hillsboro – *Award of Merit*
- 2014:** George Endicott, Redmond – Large City Winner
Shirley Kalkhoven, Nehalem – Small City Winner
Dale De Long, Island City – Small City Winner
Denny Doyle, Beaverton – *Award of Merit*

Julie Manning, Corvallis – *Award of Merit*

2013: Don Ware, Brownsville – Small City Winner
Mike Weatherby, Fairview – Large City Winner
Amy Houghtling, Falls City – *Award of Merit*

2012: Lore Christopher, Keizer – Large City Winner
Shanti Platt, Gervais – Small City Winner
Suzanne Anderson, Drain – *Award of Merit*

2011: Kathryn Figley, Woodburn – Large City Winner
Gary Williams, Cottage Grove – Small City Winner

2010: Ken Toomb, Lebanon – Large City Winner
John McArdle, Independence – Small City Winner
Diane Pohl, Clatskanie – *Award of Merit, Large City*
Jim White, Depoe Bay – *Award of Merit, Small City*

2009: Phillip Houk, Pendleton
Richard Kidd, Forest Grove
Don Larson, Seaside

2008: James Fairchild, Dallas – Large City Winner
Lori Hollingsworth, Lincoln City – Small City Winner
Keith Mays, Sherwood – *Award of Merit, Large City*
Kenneth Toombs, Lebanon – *Award of Merit, Large City*
Leon Sherman, Eagle Point – *Award of Merit, Small City*

2007: Sid Leiken, Springfield – Large City Winner
Bob Austin, Estacada – Small City Winner
Robb Van Cleave, The Dalles – *Award of Merit*
Kathy Sherman, Gates – *Award of Merit*

2006: Jim Bernard, Milwaukie – Large City Winner
Marian Telerski, Talent – Small City Winner
John McArdle, Independence – *Award of Merit*
Karl Popoff, Gold Beach – *Award of Merit*

2005: Tom Hughes, Hillsboro – Large City Winner
Harold White, Aumsville – Small City Winner
Richard Kidd, Forest Grove – *Award of Merit*
David Fuller, Wood Village – *Award of Merit*

2004: Jim Torrey, Eugene – Large City Winner
Mark Jones, Newport – Small City Winner
Charles Becker, Gresham – *Award of Merit*

Dale De Long, Island City – *Award of Merit*

2003:

Chuck McLaran, Albany – Large City Winner
Allen Burns, Florence – Small City Winner
Rob Drake, Beaverton – *Award of Merit*
Bob Ramig, Pendleton – *Award of Merit*

2002:

Lou Ogden, Tualatin – Large City Winner
Mark Seltman, Athena – Small City Winner
Charlotte Lehan, Wilsonville – *Award of Merit*
John McArdle, Independence – *Award of Merit*

2001:

Helen Berg, Corvallis – Large City Winner
Roger Vonderharr, Fairview – Small City Winner
Chuck McLaran, Albany – *Award of Merit*
Bob Hagbom, Brookings – *Award of Merit*

2000:

Colleen Johnson, La Grande – Large City Winner
William Duckett, Riddle – Small City Winner
Bob Jepsen, Heppner – *Award of Merit*
Paul Thalsofer, Troutdale – *Award of Merit*
Harold White, Aumsville – *Award of Merit*



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, OMA STAFF LIAISON & LOC INTERIM EXECUTIVE DIRECTOR

SUBJECT: MEMBERSHIP DRIVE 2022 & 2022 DIRECTORY

DATE: FEBRUARY 21, 2022

The 2022 OMA Membership Drive opened on December 15, 2021, and active recruitment efforts ended on February 11, 2022. As of the date of this Memorandum, the OMA has 170 Oregon mayors who are members of the Association for calendar year 2022. LOC staff is in the process of updating its database with relevant data for each member of the OMA, while simultaneously updating the OMA listserv with relevant email addresses.

Each year, the OMA builds, publishes, and distributes a Directory. Pursuant to the contractual agreement between the OMA and the LOC, the OMA Board is required to advise the LOC of the desired format of the Directory: electronic, paper, and/or a combination of both. LOC staff has two questions for the OMA Board to answer during its March 4th Board meeting, in answering the questions the OMA ensures that LOC staff can produce and distribute the Directory before the end of the first quarter.

1. What format does the OMA Board wish to see the Directory produced in this year: electronic, paper, and/or a combination of both?
2. Does the Board, or any member thereof, wish to review the Directory before it's published?



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, OMA STAFF LIAISON & LOC INTERIM EXECUTIVE DIRECTOR

SUBJECT: RESPONSES TO RFP FOR 2023 & 2024 SUMMER CONFERENCE LOCATIONS

DATE: FEBRUARY 21, 2022

During its October 2021 Board of Directors meeting, the OMA decided to specifically target cities and venues located away from the I-5 Corridor and the coast for its 2023 and 2024 Summer Conferences. LOC staff was directed to issue a targeted RFP for both conferences to the following cities: Hood River; Hermiston; Pendleton; Baker City; Ontario; Redmond; Bend; and Klamath Falls. Cities were asked to submit their responses to the RFP no later than Monday, February 21.

Two cities, Hood River and Klamath Falls, submitted responses indicating they could host either the 2023 or 2024 Summer Conference (although Klamath Falls seems to indicate 2024 may be a more ideal year to host). Two cities, Pendleton and Hermiston, submitted responses indicating they could host the 2024 Summer Conference. All four cities' proposals are attached herein for reference and review.

Each proposal has been reviewed by LOC's Interim Operations & Member Engagement Director, Lisa Trevino. Ms. Trevino has advised that all four venues are capable of hosting the OMA Summer Conference, although she noted she may wish to tweak some of the proposed contractual language.

Proposed Motion 1: I move that the city of {Insert Name} host the 2023 OMA Summer Conference, and LOC staff negotiate any relevant contracts on behalf of the OMA.

Proposed Motion 2: I move that the city of {Insert Name} host the 2024 OMA Summer Conference, and LOC staff negotiate any relevant contracts on behalf of the OMA.



2023 and/or 2024 OMA Summer Conference Host City Application Form

Please submit your completed Host City Application Form by Wednesday, December 1, 2021 to:
Patty Mulvihill, OMA Staff Liaison and LOC General Counsel
E-mail: pmulvihill@orcities.org; Phone: 503-588-6550

Yes, our city would love to host a future OMA Summer Conference!

Mayor: Kate McBride

City: City of Hood River

Phone:

E-mail: k.mcbride@cityofhoodriver.gov

2023 Summer Conference

2024 Summer Conference

Please complete the following conference information about your city.

Lodging Accommodations

Hotel Name: Best Western Plus Hood River Inn

of Guestrooms: _____

Address: 1108 E Marina Dr, Hood River, OR 97031

Phone: 541-386-2200

Web Site: www.hoodriverinn.com

Contact Person: Susan Lutton

Phone: 503-282-2997

E-mail: susanlutton@hoodriverinn.com

Please note: Susan has spoken with Patty about dates, number of rooms, meeting options, etc.

Conference Meeting Space

Same as above

Facility Name: _____ # of Meeting Rooms: _____

Address: _____

Phone: _____ Web Site: _____

Contact Person: _____

Phone: _____ E-mail: _____

Distance from lodging facility: N/A

Meals, Tours & Events (Copy this page if you have additional locations to be considered)

1. **Location:** Hood River Walking Tour

Address: Meet in the lobby of Hood River Inn

Phone: 541-386-1488

Web Site: <https://cityofhoodriver.gov/urban-renewal/urban-renewal-waterfront/>

Contact Person: Kate McBride or Abigail Elder

Phone: 541-386-5252

E-mail: a.elder@cityofhoodriver.gov

Brief description of location or tour idea: Walking tour highlighting major projects of the Waterfront Urban Renewal District. This tour will start at the Hood River Inn and proceed along the waterfront. Participants can either loop back to the hotel (2 miles total) or join for a longer walk (4 miles total) through downtown and back to Hood River Inn.

Transportation Required? Yes No **City to Provide?** N/A

2. **Location:** Indian Creek Golf Course

Address: 3605 Brookside Drive, Hood River

Phone: 541-386-7770

Web Site: www.indiancreekgolf.com

Contact Person: Tyson Jacobs, General Manager

Phone: 541-386-7770

E-mail: tysonj@indiancreekgolf.com

Brief description of location or tour idea: Play a round at Indian Creek Golf Course, one of the best golf courses in the Northwest. Optional lunch at Divots Restaurant.

Transportation Required? Yes No **City to Provide?** Yes No

3. **Location:** Wine Tasting on the Fruit Loop Tour

Address: _____

Phone: 541-490-7713

Web Site: <https://hoodriverfruitloop.com/>

Contact Person: Jean Godfrey

Phone: 541-490-7713

E-mail: godfreyjean1949@gmail.com

Brief description of location or tour idea: Join us for a scenic drive through the Hood River Valley by the base of the majestic Mount Hood. Visitors can learn about how the wines, apples, pears, cherries and grapes are produced while enjoying the sites and tastes of the region. Back in town, the tour will stop by 780 Rand Rd, the city's innovative affordable housing project under construction.

Transportation Required? Yes No **City to Provide?** Yes No

Suggested Host City Contributions

Welcome Gift Bags for Mayors **Yes, we can provide these.** **No, we're unable to provide.**

Thursday Welcome Reception **Yes, we can sponsor.** **No, we can't sponsor this event.**

Other Suggestions (briefly describe):

1. Informal gathering at Waterfront Park, with visitors purchasing their own meals from food trucks on-site.

BEST WESTERN PLUS Hood River Inn
1108 E Marina Way
Hood River OR 97031
www.hoodriverinn.com



Hood River Inn



RE: Oregon Mayors Association

Dear Patty and All:

Thanks so much for your interest in the Best Western Hood River Inn. We'd love to have the Mayor's Association with us in Hood River and the beautiful Columbia River Gorge. We look forward to your favorable response to this information. We would ask that you consider a Sunday to Tuesday conference schedule the last week of August. Those dates would be available in both 2023 and 2024.

In the last year and a half our new conference center was completed. Based on the agenda you provided, OMA would fit perfectly there. We have made a significant investment in audio visual and can do hybrid meetings on the large screen with the installed cameras. You can be sure you will be pleased.

Riverside Restaurant and Lounge

Riverside, the only Hood River restaurant situated on the edge of the Columbia River, offers panoramic views of the Gorge. Chef Mark DeResta and his staff prepare meals using fresh, all natural often locally sourced ingredients. The same wonderful staff also prepares our banquet meals.

We are the place to be in the Gorge for sampling the wines and beers our area is known for. In fact, our wine list has received the Wine Spectator award ten years in a row. This is not your typical hotel restaurant and lounge.

Extras

Wireless internet access is available free-of-charge throughout the hotel, guest rooms and meeting space. Our pool facility with hot tub, sauna and fitness center is situated on the banks of the river and heated year around! And our business center is available without charge for computer and printing use.

Banquet and Meeting Space

We would plan for your general sessions, meals and break-outs to take place in our Conference Center. Based on an attendance of 120 people we would provide our Gorge

Room for meetings and meals. Registration would take place in the new Atrium lobby. Break-outs could take place in the Trillium East and West.

Your event will require a breakfast and lunch on Monday and Tuesday and dinner on Tuesday for the full attendance. The food and beverage revenue requirement would be \$13,000 not to include service charge. I have attached our current banquet menus.

Meeting room rental for the three spaces will be reduced to a one time set-up fee of \$750.00. This assumes the rooms are set one time and will remain that way for the duration of the conference. I have also attached our audio visual list which explains what is available in the conference center.

Overnight Guest Rooms

We offer 194 guest rooms and suites. Guest room rates cannot be confirmed until one year in advance, but to give you an idea if this event was taking place in 2022 for the last week of August room rates would be:

\$179.00 single or double for a limited number of economy rooms.

\$199.00 single or double for standard non-view rooms.

\$229.00 single or double for river view rooms.

Area tax is 9.5% and rooms with two beds are \$10 per night additional. Please note these special group rates do not include breakfast. The rates above do not apply for Friday and Saturday nights.

Do let me know if you have additional questions. I will attach a couple pictures of the new space in a subsequent email. Patty, I'd still love to show it to you in person. So, I will wait to hear when you have a convenient time to visit.

Sincerely,

Susan Lutton
Business Development
Best Western Plus Hood River Inn
503-282-2997

BW Best Western **PLUS**
Hood River Inn



i n t h e h e a r t o f t h e c o l u m b i a r i v e r g o r g e





Location

The Best Western Plus Hood River Inn offers a haven in the heart of the Columbia River Gorge. The Inn is known for rustic elegance and staffed with folks with warm and easy going attitudes. Our location on the banks of the river is an easy and beautiful 60-minute drive from Portland.

Accommodations

The Inn offers 194 well-appointed guestrooms as well as one, two and three bedroom suites. Many rooms offer river views, private balconies or patios and of course, everything else you would expect from a full-service hotel. Wireless internet is available throughout the Inn free of charge.

Dining and Entertainment

Hood River's only waterfront dining is available at Riverside. A focus on Italian cuisine in a warm, contemporary atmosphere has made Riverside an area favorite. Riverside's expansive floor to ceiling windows and outside decks allow you to enjoy the area's natural beauty. Our inviting lobby bar Cebu offers casual dining and a truly vibrant social scene. Cebu's full bar features our award-winning wine list as well as 12 local and regional beers on tap.

Hotel Amenities

We think our outdoor heated pool is one of the most gorgeous in the state. Our fitness center features treadmill and elliptical machines with personal televisions, sauna and indoor spa, changing rooms and lockers. From our private beach area, a riverside path (perfect for strolling or running) connects the Inn with the rest of the Hood River waterfront, marina and downtown Hood River.

Local Attractions

The Hood River area offers one of the most complete outdoor playgrounds in the world. Hiking, windsurfing, kiteboarding, stand up paddle boarding, cycling, fishing, whitewater rafting, kayaking, golfing, skiing and snowboarding are among just some of the activities available. You should also visit our area's museums, tour the Fruit Loop, or taste some of the area's wine or craft beer.

Services

The Best Western Plus Hood River Inn offers ample complimentary parking. Starbucks, McDonald's, convenience stores and two service stations are adjacent to the Inn. The Hood River County Visitor's Center is located just two blocks away and can be reached by our riverfront walking path. Our staff, many of whom have been at the Inn for over two decades, are eager to offer you assistance whenever possible.

Meetings and Events in Hood River

The Best Western Plus Hood River Inn can comfortably accommodate groups up to 400. We offer 8 meeting rooms totaling 15,000 square feet of space perfect for social events, large conferences or smaller board meetings and retreats.



Hood River Inn

1108 E. Marina Way, Hood River, OR 97031
(541) 386-2200 fax (541) 386-7295

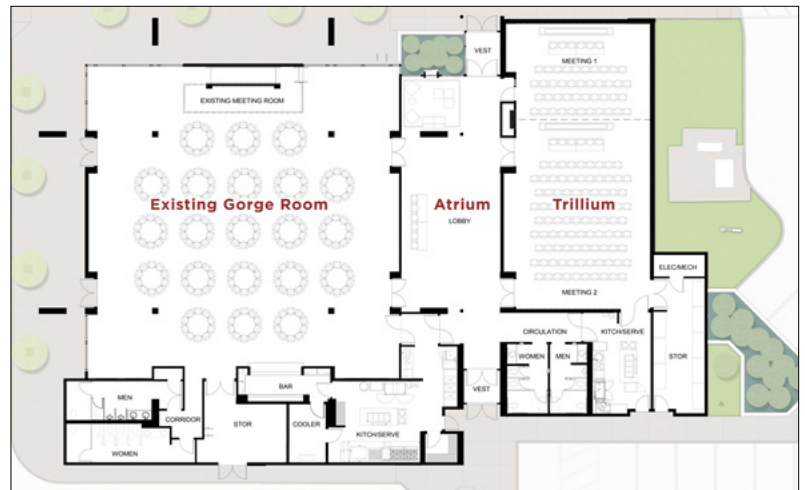
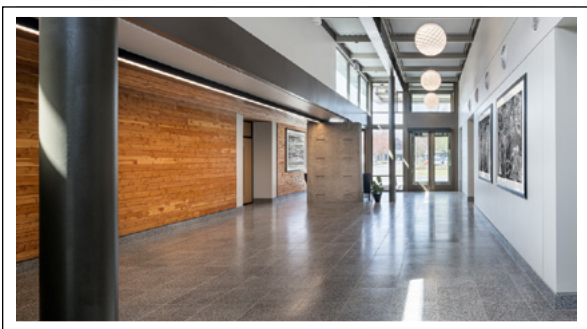
www.hoodriverinn.com • 1-800-828-7873



THE COLUMBIA GORGE CONFERENCE CENTER



With our addition to the Gorge Room we now offer up to 15,000 feet of meeting space. Soaring ceilings, nice light and room for vendors are just a few of the features you will enjoy. The Atrium allows for registration, exhibit tables and reception space. The 1890 square foot Trillium Room addition breaks down into two spaces perfect for one large meeting or break-out sessions. And don't forget your attendees get to enjoy entrees from Riverside's delicious catering menu. While this space is new, our commitment to friendly service and great food remains the same. **Call us today. 541-386-8901**

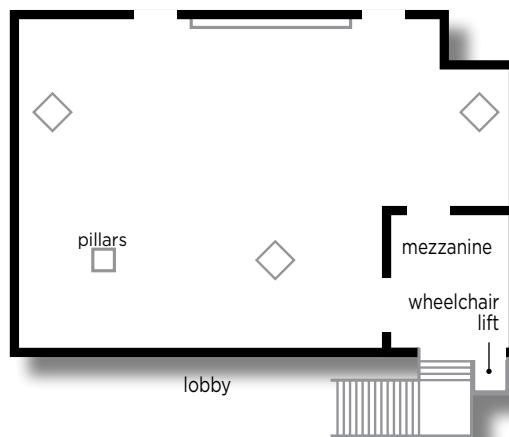


Room	Theater Receptions	Class Room	Meal Functions	Square Feet	Dimensions
Gorge Room	400	200	300	4400	67'x 66'
Trillium Room	156	105	136	1890	62'x31'
Trillium East	85	70	80	1260	41'x31'
Trillium West	42	35	40	630	21'x31'
The Atrium	N/A	N/A	N/A	1220	45'x21'



COLUMBIA ROOM

The Columbia Room is our second largest room and is located up a wide staircase with access directly from of the lobby (wheelchair elevator access is available as well). The mezzanine entrance is perfect for your registration area. Windows in the back let in natural light and area artwork brightens the space nicely. This room can comfortably accommodate social groups or events for up to 250 people. It's central location allows for quick access to other hotel amenities and guest rooms.



Theater Receptions	Class Room	U-Shape	Meal Functions	Square Feet	Dimensions
250	150	50	250	3250	61'x46'





RIVERVIEW ROOM

The Riverview Room is a great option if you are interested in spectacular views! This room is located in the West Wing and offers two balconies so guests can enjoy uninterrupted sights of the Columbia River, Hood River Bridge and the surrounding bluffs. This is an excellent room for mid-size groups or a breakout room for larger conferences. Perfect for meetings or banquet meals, it can seat up to 80 people.

Theater Receptions	U-Shape	Conf. Style	Meal Functions	Square Feet	Dimensions
100	45	40	80	1250	25'x49'

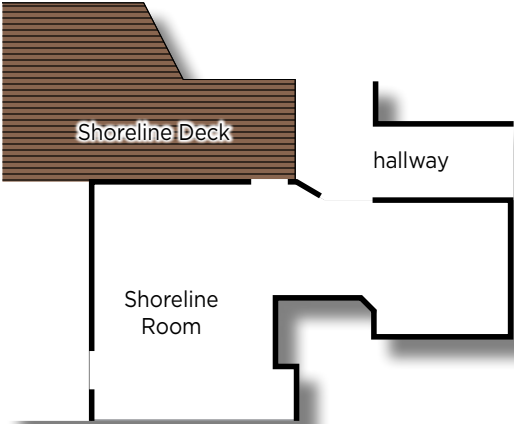




SHORELINE ROOM, DECK & PATIO



Theater Receptions	U-Shape	Meal Functions	Square Feet	Dimensions
75	28	80	1000	25'x40'



Shoreline is a semi-private area adjacent to Riverside. With a full-service bar and access to an expansive deck and patio overlooking the Columbia River, this room can accommodate up to 64 people for reception or meal functions inside, with seating for an additional 75 people on the outdoor deck.





MOUNTAINVIEW ROOM

The Mountainview Room is also located in the Inn's West Wing across the hall from the Riverview Room. Expansive windows across the south facing side provide plenty of natural lighting. The room is convenient to the elevator and restrooms, and is just inside the West Wing entrance to the Inn. Both Mountainview and Riverview are easily served by Riverside's main kitchen and Cebu Lounge. The Mountainview Room offers groups of up to 60 people an ideal meeting or dining climate.



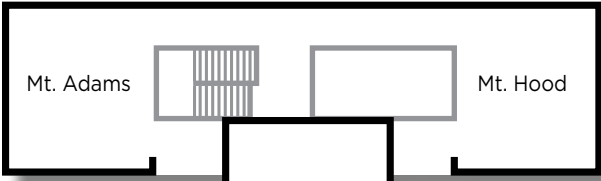
Theater Receptions	Class Room	Conf. Style	Meal Functions	Square Feet	Dimensions
65	30	30	40	800	28'x29'

MT HOOD & MT ADAMS ROOMS

The Mt. Adams and Mt. Hood Rooms are ideal for concurrent sessions along with the Columbia Room as they are located on the same level directly in front of the room. They are also accessible via stairs through Riverside restaurant. Individually, each room seats up to 35 people for meals and meeting functions. They also feature built in flat screen TVs.



Theater Receptions	Class Room	Conf. Style	Meal Functions	Square Feet	Dimensions
35	20	20	24	375	25'x16'
35	20	20	24	375	25'x16'



Equipment

Audio & Video Items

AV Presentation Cart/Table (<i>Screen/Power Not Included</i>)	Complimentary
House Sound Connection (<i>Audio Device Not Included</i>)	\$50.00 ea.
Cables for Projectors (<i>HDMI, VGA, Mac Adapters</i>)	\$10.00 ea.
Dedicated In Room AV Tech (<i>Minimum of 4 hours</i>)	Discuss with your planner
50" Smart 4K UHD Mobile TV	\$125.00
Easel Only	1 Complimentary/\$15 ea.
Extension Cord/Power Strip/Tape Down	\$10.00 per set
External Computer Speakers	\$25.00 per set
Flip Chart w/Easel & Markers	\$45.00 per pad
Internet Access Hardwired	\$50.00 up to 1 connection
Internet Access WIFI	Complimentary
Laptop Computer (<i>Windows Based</i>)	\$100.00 ea.
Laser Pointer/Slide Advancement Remote	\$20.00 ea.
Microphone – Handheld/Standing Wireless	\$50.00 ea.
Microphone – Lavalier/Lapel/Headset Wireless	\$100.00 ea.
Microphone – Table Top Wireless	\$50.00 ea.
PA/Sound System with 2 Speakers (<i>Shoreline Room</i>)	\$200.00 ea.
Speaker/Conference Phone	\$75.00 ea.
Teleconference/Videoconferencing Capabilities Discuss with your planner	Starting cost \$400.00
White Board Easel with Markers & Eraser	\$15.00 ea.

Room Setup and Service Items

Arch (<i>Wedding Ceremonies</i>)	\$100.00
Cake Service – Tier 1 (<i>up to 25 guests</i>)	\$25.00
Cake Service – Tier 2 (<i>50-100 guests</i>)	\$50.00
Cake Service – Tier 3 (<i>100+ guests</i>)	\$100.00
Cake Table (<i>Includes cake knife, serving utensil, plates, napkins, & forks</i>)	Complimentary
Centerpiece Mirrors & Basic Centerpieces	Complimentary
Chair Covers	\$5.00 each
Coat Rack	Complimentary
Dance Floor (<i>Gorge or Columbia Rooms Only</i>)	\$200.00
DJ Table	Complimentary
Exhibitor/Vendor Table w/ access to power (<i>Draped</i>)	\$70.00 ea.
Exhibitor/Vendor Table w/o access to power (<i>Draped</i>)	\$50.00 ea.
Flag (<i>Oregon, Washington, American</i>)	Complimentary
Gift/Guestbook/Registration/Resource Table	Complimentary
Head Table	Complimentary
High Boy/Cocktail Table	Complimentary
Lamps (<i>Standing or Clip-On</i>)	\$10.00 ea.
Podium (<i>Standing or Tabletop</i>) & Table at Podium (<i>2ft x 2ft</i>)	Complimentary
Risers (<i>8ft x 6ft sections</i>)	\$50.00
Votive Candles & Candle Holders	Complimentary

*Lighting arrangements, custom linens & table decorations are available.
Please ask your Event Coordinator for more details.*



LCD Projection Packages

Prices are per day per space. Inventory is subject to availability.

Silver Package - \$50 day

Includes the Following:

AV Table (2ft x 2ft)

Extension Cord with Power strip

Projection Screen

HMDI, VGA, Lightning or Thunderbolt Mac Adapters

Gold Package - \$200 day

Includes the Following:

AV Table (2ft x 2ft)

Extension Cord with Power Strip

Projection Screen

HMDI, VGA, Lightning or Thunderbolt Mac Adapters

3,000 Lumens LCD Projector

*Add A/V Technician at Additional cost. Please
Discuss this Option with Your Event Coordinator*

Trillium Room Package

Includes the Following:

5,000 Lumens LCD Projector with Wireless Projecting Capabilities
and Audio \$300.00 per day

Add

85" Wall Mounted LCD TV's
\$100.00 each per day

Online Streaming Camera
\$400.00 per day

Gorge Room Package

Includes the Following:

9,000 Lumens LCD Projector with Wireless Projecting Capabilities
and Audio \$400.00 per day

Add

Online Streaming Camera
\$400.00 per day

*Add A/V Technician at Additional cost. Please
Discuss this Option with Your Event Coordinator*



AV Specs for Conference Center

Audio

Microphones

Gorge

The Gorge room is equipped with two wireless handheld microphone systems and one wireless lapel microphone system.

Trillium

The Trillium room is equipped with two wireless handheld microphone systems, and one wireless lapel microphone system.

Speakers

Gorge

The Gorge room is equipped with four Peavy PVX-12 speakers. Two speakers in the front and two in the back of the room provide a surround sound style system.

Trillium

The Trillium room is equipped with fourteen Episode ECS-800-IC-6 Commercial Series 70-Volt In-Ceiling Speakers, providing the space with full sound from front to back.

Atrium

The Atrium is equipped with four pendant speakers providing ambiance through our house Pandora account, or wirelessly through your own device or smartphone.

Music

The Conference Center is equipped with an audio system that is linked to our house Pandora account, or you can connect wirelessly through your own audio device or smartphone.

Visual

Projectors

Gorge

The Gorge room is equipped with a single Epson 9,000 lumens WUXGA 3LCD Laser Projector with 4K Enhancement. The projector is run through a standard wall jack, our in-house rack computer, or wirelessly via Airplay, Chromecast, etc.

Trillium

The Trillium room is equipped with an Epson Powerlite 4770W 5,000 lumens WXGA 3LCD projector. The projector is run through a standard wall jack, our in-house rack computer, or wirelessly via Airplay, Chromecast, etc.

Projection Screens

Gorge

The Gorge room is equipped with a 9'X16' projection screen.

Trillium

The Trillium room is equipped with an 8'X14' projection screen.

TV Screens

The Trillium room will be equipped with three 85" Sony Motionflow 4K HDR Smart HDTV's on the North Wall. The TV's can either mirror what is presented on the screen, allowing those further from the screen the ability to see more clearly, or they can be used in lieu of the projection screen.

Streaming Cameras

Both the Gorge room and Trillium room are equipped with a fully adjustable Atlona HDVS camera, giving you the ability to stream your conference on any platform (Zoom, Skype, Facebook Live etc).



AV Specs for Conference Center

Physical

Pin Boards

The Gorge room is equipped with two self-healing pin boards, one 4'X16' on the North wall, and one 4' X16' on the South wall. The Trillium room is equipped with four self-healing pin boards, one 4'X24' on the West Wall (front of the room), one 4'X21' on the East wall, and two on the South wall, one is 4'X16' the other is 4'X10'

Trillium Dividing Wall

The Trillium room can be split into two separate spaces with a soundproof dividing wall.

The **West end of the Trillium room** is the smaller of the two spaces at 630 square feet and is equipped with a projection screen with mounted projector, and one 85" wall mounted TV.

The **East end of the Trillium room** is the bigger of the two spaces at 1260 square feet and is equipped with a projection screen with mounted projector, two 85" TV's, and a full audio system.

Wireless Capability

The Conference Center provides 2 X 100Mbps connections setup to load balance from two different providers. They do limit each connection to a max of 20Mbps per user. Typically, a VPN or installed firewalls from guest computers can cause delays. If there are any, we do have a laptop on site that can be rented in case there are issues.

Lighting

Stage Lights

The Gorge room is equipped with a set of 6 SALIOT stage lights. These lights are fully customizable and can be adjusted remotely by staff.

Stage Light Scenes

The SALIOT stage light system can be pre-set with light scenes. A light scene gives you the ability to pre-set the lights to perform a multitude of functions and initiate that function with the push of a button by staff.

Main Lights

The Conference Center is equipped with fully customizable LED lighting in each space. This system allows us to adjust the lighting remotely to fit whatever need you have for your conference or meal function.

Pendant Lights and Copper Centerpiece

The Gorge room features four pendant lights in each corner of the room, as well as a copper centerpiece light fixture. The Atrium similarly features four pendant lights.

Streaming Cameras

Both the Gorge room and Trillium room are equipped with a fully adjustable Atlona HDVS camera, giving you the ability to stream your conference on any platform (Zoom, Skype, Facebook Live etc).



PROPOSAL FOR SERVICES

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

Prepared By:

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

Klamath Falls City Officials' Approval:

Mayor Carol Westfall
City Manager Jessica Lindsay



CITY OF KLAMATH FALLS, OREGON

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



Sister City
Rotorua, New Zealand



February 18, 2022

League of Oregon Cities

Attn: RFP Selection Committee

Sent Via Email Only to: pmulvihill@orcities.org

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

Dear RFP Selection Committee:

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

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

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

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

Respectfully Submitted,

Carol Westfall – Mayor, City of Klamath Falls

Jessica Lindsay – City Manager

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

TTY Hearing Impaired: 541.883.5324

www.klamathfalls.city

Klamath Falls Proposal for RFP

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

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

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

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

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

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

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

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

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

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

CONTACT FOR RFP QUESTIONS:

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

Mayors Conference 2023/2024

Lodging

Running Y
 5500 Running Y Road, KFO
 541-850-5500
 Tammy Baker, Director of Sales and Marketing VM 1/3/22
 Elizabeth Jackson VM 1/6/22 & Emailed RFQ
 elizabethj@runningy.com

Elizabeth emailed saying Tammy was out ill but would be back Monday 1/17/22 and will reply then.

Received quotes Monday 1/24/2022.

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

Activities	Location	Hours of Operation	Duration of Time	Cost
Klamath Basin Audubon Society - Darrel Samuels 877-541-2473 - Work 541-850-5832	Klamath Falls	Summer: Brood-rearing by 200,000 ducks, geese, herons, egrets and grebes can be seen from May to August		Nothing scheduled. However, there are some birders that may be willing to take a few people out.
Putnam's Point Park Bird Watching and Stefan Savides Sculpture of Dancing Grebes	Klamath Falls	8 am - 8 pm (Mon - Sun)	As long as you'd like	Free
Baldwin Hotel Museum 541-882-1000	31 Main Street, KFO	10 am - 4 pm (Wednesday - Saturday)	1 and 2 Hr Tours	\$5 Adults / \$10 Adults \$9 Seniors/Students
Klamath County Museum 541-882-1000	1451 Main Street, KFO	9 am - 5 pm (Tuesday - Saturday)	1-2 Hrs	\$5.00 Adults \$4.00 Military and 62 or Older Group Adults \$3.00/PP
Klamath Falls Main Street Trolley Tours	1451 Main Street, KFO	Begins at the County Museum		\$15 PP
The Pavell Museum 541-882-9996 (World Renowned Miniature Firearms and Fire Opal Arrowhead)	125 W. Main Street, KFO	10 am - 5 pm (Tuesday - Saturday)	1-2 Hrs	\$10 Adults \$9 Seniors, Vets, Students Closed through Feb 2022 for Renovation
Third Thursday - Gina Public Works 883-5363	Main Street / Klamath Ave. Between 4th and 11th	6:00 - 9:00 (3rd Thursday of the Month)	Up to 4 hours	Free
JELD-WEN - Thomas Lumber Julie Souders - HR 541-882-3451 x2743	3307 Lakeport Blvd., KFO	Call when we have a date. Currently no tours due to COVID		Free
Oregon Institute of Technology (OIT) 541-885-0115 Admissions Office - Monica	3201 Campus Dr., KFO	Tours are at 10 am and 2 pm Need a months notice.	1-2 Hrs	Free
Stefan Savides Sculptures 541-885-2912	7901 Washburn Way, KFO	8 am - 5 pm (Monday - Friday)	1-2 Hrs	Free Groups of no larger than 10 preferred. Includes live birds on site.
Swan Lake Solar Project - See KCEDA				

Activities	Location	Hours of Operation	Duration of Time	Cost
Wilsonart - See KCEDA				
Ross Ragland - Debra 541-884-0651 ext. 110 1/6/22 Will email information	200 N. 7th Street, KFO	(Thursday - Sunday)	Depends on Event	Depends on Event (Generally \$10-\$30 PP)
Additional Event for 2024 The Air National Guard's Sentry Eagle (air show)	Klamath Falls Airport	9am - 5pm	Up to the individual.	City Sponsored
Transportation Service Pelican Charter 541-883-2609 - Leave a message after prompt. Brian - Manager - 541-883-6440 4 (55) Passenger Buses Also have Crater Lake Trolley's (25) Person Buses Will get quote to us second/third week of January Left VM 1/13/2022		Day trip to Crater Lake Trolley Tours	4-5 Hrs	
E/U Call Brian needs to speak with Jim, the Owner, and will get information to us by Monday 1/31/2022				
Restaurants				
Rooster's Steak and Chop House				
Mermaid Garden Cafe				
Waffle Hut and Eatery				
Nibbley's				
Wubba's BBQ Shack				
Ruddy Duck Restaurant at Running Y Ranch Resort				
Italianna's Ristorante and Gelateria				
Los Potrillos				
Abby's Pizza				
The Klamath Grill				
Basin Marini Bar & Restaurant				
Hanayori Japanese Restaurant				
King Wah				
Girasol Family Mexican Restaurant & Cantina				
Apple Bees				
El Rodeo				

Mazatlan		
The Pikey		
Contacts		
Discover Klamath - Tonia or Jim Chadderton tonia@discoverklamath.com 541-882-1501	Can provide info for goodie bags: such as tourist guide information for new people coming to Kfalls. Just in case they may want to stay longer to do events.	
Chamber of Commerce - Heather 541-884-5193 541-274-0972	Interested in:	Sip & Shop Retail Tour Hiking Trail Tours Speaker
Klamath County Economic Develop Assoc. (KCEDA) - Randy Cox 541-882-9600	Is interested in doing: Will make the approp. contacts for both when the time comes.	Speaker Harvest Algae Tour Swan Lake Solar Project contact
Klamath Falls Downtown Association - Darrin Rutledge 541-539-6212	Interested in doing:	Tour of Downtown Hosting a mixer reception Downtown Promoting Downtown Businesses Letter of Recommendation - Attached

Other

- Maps of the City
- Banner - Welcome Mayor's (Gina Public Works)
- Sponsorships from Businesses
- Goody Bags
- Free Parking Permits for our guests :)



RUNNING Y RANCH RESORT



GUEST SERVICES
541.850.5500

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

Life-Changing Journeys Await.

ON-PROPERTY ACTIVITIES

ARNOLD PALMER SIGNATURE COURSE 541.850.5580

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

SPORTS & FITNESS CENTER 541.850.5587

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

SANDHILL SPA 541.850.5547

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

RUDDY DUCK RESTAURANT 541.850.5582

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

MEETINGS AND EVENTS 541.850.5502

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

BIRDING & HIKING TRAILS

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

BILL COLLIER ICE ARENA 541.850.5758

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

HORSEBACK RIDING

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



LOCAL ATTRACTIONS & ACTIVITIES

CRATER LAKE NATIONAL PARK 541.594.3000

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

LAVA BEDS NATIONAL MONUMENT 530.667.8100

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

REAL OREGON EXPERIENCE 541.884.3825

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

DOWNTOWN KLAMATH FALLS

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

CRATER LAKE ZIPLINE 541.892.9477

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

LAKE OF THE WOODS 541.949.8300

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



LIFE- CHANGING JOURNEYS AWAIT.



RUNNING Y RANCH
R E S O R T

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

CONTRACT AGREEMENT

1/24/22

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

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

ROOM ACCOMMODATIONS

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

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

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

LODGING TAX AND ASSESMENTS

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

TAX EXEMPTIONS

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

COMMISSION

These group rates are non-commissionable.

RESERVATIONS METHOD—please initial preferred reservation method

Rooming List

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

Individual Reservations

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

PAYMENT METHOD

Group Hold- Individual Pay at Check-in

Initial

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

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

Initial

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

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

_____ **Individual Payment – Open Block Only**

Initial

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

_____ **Group Payment – Room and Tax**

Initial

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

_____ **Group Payment – All Charges**

Initial

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

CUT-OFF DATE FOR RESERVATIONS

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

INDIVIDUAL RESERVATION CANCELLATION/NO SHOW POLICY

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

LODGE - VACATION HOMES

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

VACATION HOMES

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

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

VACATION HOME DEPOSITS:

1 nights stay plus tax due at time of booking.

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

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

GUEST ROOMS and VACATION RENTALS

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

RUNNING Y RANCH RESORT TERMS AND CONDITIONS

FUNCTION SPACE/AGENDA

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

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

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

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

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

SET UP, DECORATIONS AND BREAKDOWN



Initial

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

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

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

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

REASONABLE SUBSTITUTIONS

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

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

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

FOOD AND BEVERAGE

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

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

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

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

BAR TABS

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

SERVICE CHARGES

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

FOOD AND BEVERAGE MINIMUM

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

or service charges.

BANQUET SERVICES

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



Initial

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

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

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

UNINVITED/INVITED GUESTS

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

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

CHANGES

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

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

HOTEL POLICIES

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

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

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

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

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

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

AUDIO VISUAL REQUIREMENTS

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

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

SHIPPING AND STORAGE OF MATERIALS

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

CREDIT ARRANGEMENTS

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

DEPOSIT

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

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

PAYMENT

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

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

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

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

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

NOTICES

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

AMERICANS WITH DISABILITIES ACT

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

INSURANCE

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

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

RESPONSIBILITY OF PARTIES

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

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

COMPLIANCE WITH LAW AND RUNNING Y POLICY

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

IMPOSSIBILITY

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

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

ENTIRE BOOKING CANCELLATION POLICY

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

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

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

ATTRITION

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

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

ACCEPTANCE

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

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

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

Approved and authorized by **GROUP**:

Name: _____

Signature: _____

Date: _____

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

Name: _____

Position: _____

Phone Number: _____

Email: _____

Approved and authorized by Running Y Ranch Resort:

Best Regards,



Elizabeth Jackson | Group Sales & Event Coordinator

5500 Running Y Road Klamath Falls, OR 97601

P: 541.850.5786 | F: 541.850.5787

ElizabethJ@RunningY.com | RunningY.com



RUNNING Y PROPERTIES

Life-changing journeys await.



RUNNING Y RANCH
RESORT

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

CONTRACT AGREEMENT
1/24/22

Oregon Mayors Association Annual Summer Conference 2024
Joyce Parenti
jparenti@klamathfalls.city

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

ROOM ACCOMMODATIONS

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

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

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

LODGING TAX AND ASSESMENTS

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

TAX EXEMPTIONS

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

COMMISSION

These group rates are non-commissionable.

RESERVATIONS METHOD—please initial preferred reservation method

_____ Rooming List

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

_____ Individual Reservations

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

PAYMENT METHOD

_____ Group Hold- Individual Pay at Check-in

Initial

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

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

Initial

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

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

_____ **Individual Payment – Open Block Only**

Initial

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

_____ **Group Payment – Room and Tax**

Initial

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

_____ **Group Payment – All Charges**

Initial

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

CUT-OFF DATE FOR RESERVATIONS

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

INDIVIDUAL RESERVATION CANCELLATION/NO SHOW POLICY

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

LODGE - VACATION HOMES

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

VACATION HOMES

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

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

VACATION HOME DEPOSITS:

1 nights stay plus tax due at time of booking.

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

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

GUEST ROOMS and VACATION RENTALS

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

RUNNING Y RANCH RESORT TERMS AND CONDITIONS

FUNCTION SPACE/AGENDA

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

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

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

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

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

SET UP, DECORATIONS AND BREAKDOWN

Initial

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

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

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

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

REASONABLE SUBSTITUTIONS

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

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

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

FOOD AND BEVERAGE

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

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

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

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

BAR TABS

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

SERVICE CHARGES

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

FOOD AND BEVERAGE MINIMUM

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

BANQUET SERVICES

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

Initial

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

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

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

UNINVITED/INVITED GUESTS

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

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

CHANGES

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

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

HOTEL POLICIES

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

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

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

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

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

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

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

AUDIO VISUAL REQUIREMENTS

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

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

SHIPPING AND STORAGE OF MATERIALS

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

CREDIT ARRANGEMENTS

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

DEPOSIT

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

PAYMENT

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

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

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

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

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

RESPONSIBILITY OF PARTIES

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

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

COMPLIANCE WITH LAW AND RUNNING Y POLICY

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

IMPOSSIBILITY

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

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

ENTIRE BOOKING CANCELLATION POLICY

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

Notification of Cancellation Prior to Arrival	Cancellation Fee
0 – 14 days	100% of anticipated Food & Beverage Revenue & Gratuity 100 % of Meeting Room Rental 100% Rental Items
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Provided that the Group timely notifies Running Y Ranch Resort of the cancellation and timely pays the above liquidated damages, Running Y agrees not to seek additional damages from the Group relating to the cancellation.

ATTRITION

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

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

ACCEPTANCE

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

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

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

Approved and authorized by **GROUP**:

Name: _____

Signature: _____

Date: _____

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

Name: _____

Position: _____

Phone Number: _____

Email: _____

Approved and authorized by Running Y Ranch Resort:

Best Regards,



Elizabeth Jackson | Group Sales & Event Coordinator

5500 Running Y Road Klamath Falls, OR 97601

P: 541.850.5786 | F: 541.850.5787

ElizabethJ@RunningY.com | RunningY.com



RUNNING Y PROPERTIES

Life-changing journeys await.

PELICAN CHARTER, INC

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

Proposal & Agreement

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

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

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

QUOTE:

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

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

TOTAL COST = \$4,500.00

ITINERARY:

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

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

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

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

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

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

Payment is due in full 7 days prior to scheduled trip

VISA AND MASTERCARD ACCEPTED

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

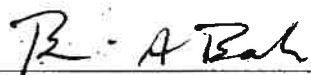
PURCHASE ORDER NUMBER _____ **

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

Gratuities are not mandatory, but are acceptable

Service Customer

Date

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

Joyce Parenti

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

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

Hi Joyce

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

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

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

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

Options include:

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

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

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

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

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

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

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

Thanks!

Jenifer Roe

craterlakezipline.com

Realoregonexperience.com

SASSY'S KITCHEN MENU

SALADS

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

WRAPS

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

OTHER YUMMY STUFF

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

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

SPECIALTY DRINKS

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





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

February 3, 2022

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

Members of the OMA Conference Site Selection Committee:

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Darin Rutledge", written over a light blue horizontal line.

**Darin Rutledge
Executive Director**



February 3, 2022

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

Dear Mayor Westfall:

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

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

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

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

Sincerely,

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





**Eastern Oregon
Trade and Event Center**

The City of Hermiston



To Whom It May Concern:

The City of Hermiston and the Eastern Oregon Trade and Event Center (EOTEC) respectfully submit this response to host the Oregon Mayor's Association (OMA) 2024 Summer Conference on July 18 – 20, 2024.

RFP Requirements

1. Mayor Dave Drotzmann is in good standing with the OMA
2. *Conference meeting space* – EOTEC facilities (Please see attached sheet for more information) allow us to meet all of the space needs outlined in your RFP.
3. *Lodging Accommodations* – The lodging facilities are not adjacent to the EOTEC facility. However, as attendees at this year's LOC Spring Conference will see driving between those locations will not be inconvenient.
4. *Meals, Tours, Events* – Two options for Event locations are a) one of two regional wineries, b) at the City's wonderful outdoor aquatic center.
5. *Transportation* – The City is willing to provide for any transportation needs related to all related off-site events.
6. *Host City Traditions* – The City is willing to provide gift bags and host a Thursday evening welcome reception.

Thank you for your consideration of our RFP response.

Eastern Oregon Trade and Event Center

The Eastern Oregon Trade & Event Center is 25,500 square feet of innovative and attractive event space. The facility offers a large exhibitor hall and three meeting rooms, providing a venue for meetings, conventions, tradeshow and banquets, as well as private gatherings.

3 separate meeting rooms that are all equipped with their own av systems with sound damping barrier to keep your event inside your room. Every room has access to WIFI connectivity with a separate system for vendors and VIP.

We have a full equipment commercial kitchen that makes cater an event a piece of cake or if you would like to prepare your own food, hire your own chef or caterer, we are ready to make your meal unforgettable. Comfortable tables that seat up to ten and chairs with quality linen will put the final touches on your event.

Landscaped grounds are available for hosting sporting events, car shows, RV rallies, etc. There is also parking lot space available for motorcycle safety courses, bicycle safety courses, farm equipment shows, etc.

Lush, green grounds for those attending your event that can be used for additional activities. Outdoor amenities include restrooms, electric and water for RV'S, food trucks and concession stands.

Plenty of paved lighted parking and flat spaces with ample Handicapped parking is the beginning of our ADA compliance facility.

EOTEC Staff is the backbone of your facility rental. In the time of covid EOTEC follows the most stringent of sanitizing process implementing the most effect methods of cleaning and sanitizing to stop the spread without intruding on your event or you participants.





WWW.MEETINPENDLETON.COM

OREGON MAYORS ASSOCIATION

OMA SUMMER
CONFERENCE

2024

PROPOSED TO:

Patty Mulvahill, On Behalf Of OMA

PRESENTED BY:

Pat Beard, Pendleton Convention Center

Pendleton Convention Center

OMA
SUMMER
2024



Pendleton, Oregon is a vibrant, culturally rich community that is known for hospitality, events and growing technology industries. Pendleton Convention Center is 38,000 sq.ft of meeting space that offers a chance to gather, share ideas and enjoy face to face meetings with a team of event specialists committed to your event success.

Pendleton Convention Center

OMA
SUMMER
2024

The City of Pendleton is seeking the successful bid for the 2024 Oregon Mayor's Conference

The City of Pendleton, Oregon is submitting an offer to OMA to host the 2024 Oregon Mayors Conference at the Pendleton Convention Center.

Venue and Community to meet criteria called for by OMA RFP:

Venue - Pendleton Convention Center

- 12,000 sq. ft Main Hall for General Session with seating in ½ rounds for 6 each
- 38,000 sq. ft of meeting space. Main Hall and 8 breakout rooms
- Space for full stage and AV equipment
- Meal space for 140 in rounds of 8 or 10
- 2 areas for 50 people sitting in classroom style with head tables and AV equipment

Registration desks in lobby entrance

- PCC is ADA complaint
- PCC is a non-smoking facility
- In-house caterer
- 500 free parking spots
- 60 RV parking spots with electrical hookups

Lodging

·1200 motel rooms in Pendleton

·40 Airbnb rentals

·In 2023 a new attached hotel will begin construction attached to PCC with an early 2024 completion. This hotel will be the host hotel for OMA with a block of 80 rooms. The City will ensure a block of rooms for attendees.

Pendleton Convention Center

OMA
SUMMER
2024

The City of Pendleton is seeking the successful bid for the 2024 Oregon Mayor's Conference

Meals, Tours and Events

Pendleton is fortunate to have over 40 restaurants for epicureans. We have a wide variety of dining choices ranging from epic steakhouses to pho. Pendleton has Thai, Japanese, Cambodian and Mexican restaurants as well as American family dining. We have an award-winning brewery and distillery as well as wineries and chocolatiers.

Makers are drawn to Pendleton and are part of the heritage here. Hamley and Company was established in 1883 and renowned for high quality leather goods. Pendleton Woolen Mills began in 1905 and its flagship factory is still making all of the company's legendary blankets and robes. Pendleton is home to bootmakers, hat makers, silversmiths, saddle makers, distillers, brewers, beaders and weavers. In a world short on high quality, hand made items Pendleton excels at heirloom quality items made in a first-hand experience in multiple shops downtown.

Pendleton has several attractions and museums. Here are some of Pendleton's attractions:

- Pendleton Underground – An entire city built by Chinese rail workers in the late 1880's underneath Pendleton. Daily tours and a special event for OMA
- Pendleton Woolen Mills – A behind the scenes tour of the legendary weaving company
- Tamastlikt Cultural Institute – It is an incredible exhibit of the Confederated Umatilla, Cayuse and Walla Walla tribes telling their story in the own words
- Makers Tour – A tour of many of the makers shops in Pendleton
- Heritage Museum – It is a wonderfully curated museum with exhibits that change several times a year
- Pendleton Round-Up and Happy Canyon Hall of Fame – The Hall gathers the champions and notables of the 112 years of the world-famous Pendleton Round-Up.

Pendleton Convention Center

OMA
SUMMER
2024

The City of Pendleton is seeking to the successful bid for the 2024 Oregon Mayor's Conference

Events

- Golf tournament – Pendleton has 2 great courses. There will be activities for those not playing in the tournament.
- Special event by the Pendleton Round-Up and Happy Canyon in Happy Canyon Arena
- Wagon tours of Pendleton
- Exclusive tour of Pendleton UAV test facility
- Whiskey, Wine, Wheat and White Sauce – An evening sampling the bounty of Umatilla County
- Special tour and event in the Pendleton Underground
- Western BBQ in Happy Canyon Arena – It will be a fun evening of great BBQ, music and dancing under the stars in Happy Canyon Arena

Host City Gifts

Pendleton loves guests and wants them to leave something that reminds them of the special time they enjoyed when they visited us. We are committed to making sure the attendees of the Mayors Conference will talk about the kindness of Pendleton, Oregon.

Transportation

City shuttle transportation for attendees to events and lodging will be included in the pricing of the of the RFP.

Catering

I will attach current menus for your consideration. Note that the pricing may change. Our in-house catering company serves incredible meals, snacks and break-out hors d'oeuvres. The specialize in made -from - scratch meals and desserts with locally sourced ingredients.

PENDLETON, OREGON

Pendleton Convention Center

OMA
SUMMER
2024

The City of Pendleton is seeking to the successful bid for the 2024 Oeregon Mayor's Conference

Conference 2024 Dates

The Pendleton Convention Center has August 1 – 3, 2024 and August 8 – 18, 2024 available. You may choose either date if Pendleton is the successful applicant.

Pricing

The bid the Pendleton Convention Center is submitting on behalf of the Mayor of Pendleton is \$4400.00.

This price does not reflect the catering choices of OMA. The cost of catering will be the responsibility of OMA. Cost of lodging will be the attendees responsibility.

Included in the RFP bid:

All seating, tables, chairs and linens
Lighting and sound for the event
Zoom connections
WIFI
Shuttle Transportation
Stages
Vendor booths if needed
Gifts for attendees

Please contact Pat Beard Manager, Pendleton Convention Center with questions about the facility or other concerns.

Please contact Mayor John Turner with your decision of award.

Thank you for the opportunity.

John Turner
Mayor, City of Pendleton



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, OMA STAFF LIAISON & LOC INTERIM EXECUTIVE DIRECTOR

SUBJECT: 2022 BUDGET

DATE: FEBRUARY 15, 2022

The 2022 OMA Budget has been prepared in accordance with the direction of the Board during its December 3, 2021. This year, in addition to the standard budget document, LOC staff has also prepared a narrative document to provide better clarity on the types of expenses and revenue related to each line of the Budget.

Proposed Motion: I move adoption of the 2022 Budget as presented by LOC staff.



STRENGTH IN UNITY

2022 OMA Budget

INCOME

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

Beginning Cash – Unrestricted

\$80,577. This is the amount of cash reserves available to the OMA.

Beginning Cash – Scholarship Fund

\$12,991. This is the amount of cash available in the Scholarship Fund. Income from this Fund can only be used to provide Oregon mayors scholarships to attend OMA functions.

4-4001 – Membership Dues

\$21,000. Income received from membership dues.

4-4700 – Spring Workshop

\$3,000. Income received from the registration fees paid by attendees of the Spring Workshop.

4-4753 – Fall Workshop

\$6,000. Income received from the registration fees paid by attendees of the Fall Workshop.

4-4760 – Mayor’s Sponsorships

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

4-4660 – Silent Auction

\$4,000. Income received from events and activities associated with the silent auction held in conjunction with the Annual Summer Conference.

4-4754 – Summer Conference

\$26,000. Income received from the registration fees paid by attendees of the Annual Summer Conference.

EXPENSES

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

Annual Summer Conference

4-5302 – Summer Conference LOC Staff Expenses/Fees

\$1,100. Expenses associated with the LOC administrative staff support person working the Annual Summer Conference. Expenses may include hotel room, mileage, meals, and other reasonable travel expenses.

4-5307 – Summer Conference Venue Rental

\$5,00. Expenses associated with reserving the venue used to host the Annual Summer Conference.

4-5308 – Summer Conference Food & Beverage

\$18,000. Expenses associated with providing attendees of the Annual Summer Conference food and beverages. Note, this line is not used to cover food and beverage expenses associated with the silent auction event.

4-5309 – Summer Conference Hotel Expenses

\$7,200. Expenses associated with providing the OMA Board President hotel accommodation at the Annual Summer Conference. This line may also be used to cover the hotel expenses of OMA Board members, provided their hotel expenses have been specifically authorized by the OMA Board of Directors. The line may also be used to cover the hotel expenses of any speaker, aside from the Keynote Speaker, presenting at the Annual Summer Conference.

4-5304 – Summer Conference Activity Fees

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

4-5313 – Summer Conference Speakers

\$5,000. Expenses associated with the Keynote Speaker at the Annual Summer Conference. Expenses may include a speaker fee and/or reasonable travel expenses

4-5314 – Summer Conference Postage/Printing

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

4-5390 – Summer Conference Scholarships

\$4,500. Expenses associated with providing OMA membership scholarships to attend the Annual Summer Conference. Expenses may include: conference registration fee and reasonable travel/accommodation expenses.

Spring Workshop

4-5357 – Spring Workshop Venue Rental

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

4-5358 – Spring Workshop Food & Beverage

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

4-5359 – Spring Workshop Hotel Expenses

\$2,250. Expenses associated with providing the OMA Board President hotel accommodation at the Spring Workshop. This line may also be used to cover the hotel expenses of OMA Board members, provided their hotel expenses have been specifically authorized by the OMA Board of Directors.

4-5360 – Spring Workshop Speaker Fees

\$1,500. Expenses associated with the person speaking at the Spring Workshop. Expenses may include a speaker fee and/or reasonable travel expenses.

Fall Workshop

4-5404 – Fall Workshop Venue Rental

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

4-5405 – Fall Workshop Food & Beverage

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

4-5406 – Fall Workshop Hotel Expenses

\$2,025. Expenses associated with providing the OMA Board President hotel accommodation at the Fall Workshop. This line may also be used to cover the hotel expenses of OMA Board members, provided their hotel expenses have been specifically authorized by the OMA Board of Directors.

4-5407 – Fall Workshop Speaker

\$2,000. Expenses associated with the person speaking at the Fall Workshop. Expenses may include a speaker fee and/or reasonable travel expenses.

New Mayor Training

4-5012 – New Mayor Training

\$7,000. Expenses associated with providing a new mayor training to be held in connection with the LOC's Elected Essentials training program. Expenses may include: venue rental fees; food and beverage costs; hotel expenses incurred by OMA Board members; and mileage reimbursement for OMA Board members.

General Operating Expenses

4-6013 – Directory

\$1,000. Expenses incurred to pay for the printing and shipping costs associated with the annual OMA Directory.

4-6017 – LOC Services

\$25,375. Expenses which cover the administrative fees charged by the LOC for administering the OMA programs and services.

4-6018 – Mayor’s Board Expenses

\$14,500. Expenses to cover the costs of holding in-person OMA Board meetings. Covered expenses may include: venue rental fees; food and beverage costs; and reasonable travel expenses by Board members.

4-6023 – Mayor’s Contest

\$3,500. Expenses to cover all costs associate with the annual *If I Were a Mayor Contest*. Expenditures from this include the awards issued to the contestants and reasonable travel expenses for award recipients to attend the awards dinner.

4-6025 – Miscellaneous

\$750. Expenses to cover other unanticipated costs incurred by the OMA.

4-6028 – Newsletter

\$3,000. Expenses to cover the cost of printing and shipping the quarterly OMA Newsletter.

4-6030 – Postage

\$1,000. Expenses to cover any needed postage incurred by the OMA. This is not intended to cover the cost of shipping the Directory or the Newsletter.

4-6031 – Copy, Fax, Printing

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

4-6033 – Supplies/Marketing

\$2,500. Expenses incurred to purchase supplies and marketing materials. This line can be used to purchase thank you cards and other similarly situated materials.

4-6040 – WEB

\$1,800. Expenses incurred by Municode for hosting the OMA website.

4-6041 – Listserv

\$750. Expenses used to pay the LOC a yearly fee for hosting the OMA listserv.

**OREGON MAYORS ASSOCIATION
2022 BUDGET**

		2019	2020	2021	2021	2022	2022
		Actual	Actual	Budget	Year End	Proposed	Approved
						Budget	Budget
General Fund							
INCOME							
	Beginning Cash - Unrestricted	57,674	75,811	75,047	75,047	80,577	
	Beginning Cash - Scholarship Fund	9,482	9,582	10,672	10,672	12,991	
4-4001	Membership Dues	23,736	21,644	22,000	17,720	21,000	
4-4700	OMA Spring Workshop				12,288	3,000	
4-4753	Fall Workshop	6,075	675	5,500	0	6,000	
4-4760	Mayor's Sponsorships	23,750	12,750	24,000	21,750	20,000	
4-4660	Silent Auction	4,580	1,090	3,900	6,310	4,000	
4-4754	Summer Conference	20,305	2,006	25,000	31,401	26,000	
Total Revenue and Beginning Cash		145,602	123,558	166,119	175,188	173,568	
EXPENSE							
Conference Expenses							
Summer Conference Expenses							
4-5302	Summer Conference LOC Staff Expenses/Fees	4,285				1,100	
4-5307	Summer Conference Venue Rental	20,155	1,317	21,800	24,239	5,000	
4-5308	Summer Conference Food and Beverage					18,000	
4-5309	Summer Conference Hotel Expenses					7,200	
4-5304	Summer Conference Activity Fees	450	0	1,300	4,632	1,000	
4-5313	Summer Conference Speakers	8,559	2,340	5,000	10,118	5,000	
4-5314	Summer Conference Postage / Printing	703	0	1,000	421	650	
4-5390	Summer Conference Scholarships	4,830	0	26,750	3,991	4,500	
		38,983	3,657	55,850	43,401	42,450	
Spring Workshop Expenses							
4-5357	Spring Workshop Venue Rental					500	
4-5358	Spring Workshop Food & Beverage					1,500	
4-5359	Spring Workshop Hotel Expenses					2,250	
4-5360	Spring Workshop Speaker Fees					1,500	
		0	0	0	0	5,750	
Fall Workshop Expenses							
4-5404	Fall Workshop Venue Rental	6,491	261	5,000	0	500	
4-5405	Fall Workshop Food and Beverage					1,500	
4-5406	Fall Workshop Hotel Expenses					2,025	
4-5407	Fall Workshop - Speaker	422	0	5,000	0	2,000	
		6,914	261	10,000	0	15,525	
4-5012	New Mayor Training	0	0	0	0	7,000	
		0	0	0	0	7,000	
Sub-Total - Cost of Events		38,983	3,657	55,850	43,401	55,200	
Operating Expenses							
	Contingency	0	0	57,569		45,077	
4-6013	Directory	1,454	0	500	1,342	1,000	
4-6017	LOC Services	10,945	25,000	25,750	25,000	25,375	
4-6018	Mayor's Board Expense	1,239	137	2,500	2,166	14,500	
4-6023	Mayor's Contest	838	2,871	3,500	2,895	3,500	
4-6025	Miscellaneous	544	475	600	1,917	750	
4-6028	Newsletter	2,930	588	2,500		3,000	
4-6030	Postage	810	0	1,000	232	1,000	

**OREGON MAYORS ASSOCIATION
2022 BUDGET**

		2019	2020	2021	2021	2022	2022
		Actual	Actual	Budget	Year End	Proposed	Approved
						Budget	Budget
4-6031	Copy, Fax, Printing	98	0	100	0	100	
4-6033	Supplies / Marketing	1,437	0	1,000	816	2,500	
4-6040	WEB	2,300	4,100	4,500	3,100	1,800	
4-6041	Listserv	1,300	750	750	750	750	
		23,895	33,921	100,269	38,219	99,352	
Total Expense		62,878	37,578	156,119	81,620	154,552	
Net Income Less Beginning Cash		15,568	587	-75,719	7,849	-74,552	
Net Income including Beginning Cash		82,724	85,980	10,000	93,568	19,016	
Transfers	Operating to Scholarship	0	0	0	0	0	
Total Transfers		0	0	0	0	0	
Ending Cash							
- Unrestricted		82,724	75,047	0	80,577	6,025	
- Scholarship Fund		9,233	10,672	12,178	12,991	12,991	
Total Ending Cash		91,957	85,719	12,178	93,568	19,016	



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, OMA STAFF LIAISON & LOC INTERIM EXECUTIVE DIRECTOR

SUBJECT: RESOLUTION ESTABLISHING POLICY REGARDING THIRD PARTY REQUEST FOR INFORMATION DISTRIBUTION

DATE: FEBRUARY 16, 2022

During the December 3, 2022, the OMA Board of Directors asked staff to prepare a resolution establishing a policy regarding third party requests for information distribution. The policy was to do three things: clarify that distribution can only occur if the materials are related to the OMA's mission; establish the President as the person responsible for deciding if distribution is appropriate; and allow for the President to seek input from the Board prior to authorizing the distribution. Attached herein is staff's proposed resolution.

Proposed Motion: I move adoption of Resolution 2022-2 which establishes the OMA policy on how and when third party requests for information distribution are granted.



RESOLUTION NO: 2022-2

WHEREAS, it is not uncommon for persons to request that certain information in their possession be distributed to OMA members; and

WHEREAS, it is the OMA Board of Director's policy that before distributing any information to the OMA membership, the contents of that information should be reviewed for objectivity, quality, utility, integrity, and support of the OMA's mission and its purposes; and

WHEREAS, the OMA Board of Directors recognizes that at times requests for the distribution of information to OMA members may be time sensitive and thereby reasonably impractical to assume that such requests should always be vetted by the full Board, the Board finds that the OMA President is more than capable of discerning the appropriateness of distributing any such information.

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

1. Standard of Quality. Before any information from a third party can be distributed to the OMA membership, it must be reviewed by the OMA President for objectivity, quality, utility, integrity, and be found to support the OMA's mission and its purposes, as those purposes are outlined in the OMA's governing documents.
2. Authorization for Distribution. The OMA President has the authority to grant or deny LOC staff permission to distribute any information received by third parties to the OMA membership. If the OMA President believes the request for distribution warrants the opinion of the Board of Directors, the President has the authority to convene a special meeting of the Board to review said request.
3. Limitations on LOC Staff. The LOC staff shall not distribute information from a third party to the OMA membership unless they have the permission from either the LOC President or OMA Board of Directors to do so. For purposes of this policy a third party is any person or entity that is not the OMA or the LOC.

Adopted this 4th day of March 2022, by the OMA Board of Directors.

Jeff Gowing, President
Mayor of Cottage Grove, Oregon



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, OMA STAFF LIAISON & LOC INTERIM EXECUTIVE DIRECTOR

SUBJECT: 2022 SPRING WORKSHOP, HOTEL EXPENSE APPROVALS

DATE: FEBRUARY 16, 2022

During the December 3, 2022, OMA Board of Directors meeting, the Board specifically directed staff to draft a budget that allows for the OMA to pay for the costs associated with Board members attending its workshops and conferences, if the Board member's city cannot cover said expenses. While discussing this issue, the Board directed staff to put an item on the Board's first meeting of the calendar year to determine which Board members, if any, need financial assistance from the OMA to attend the Spring Workshop. The purpose of this agenda item is to identify which Board member's require assistance so that LOC staff can move forward appropriately.

Once Board members have indicated their level of needed assistance, the Board needs to authorize LOC staff to make the relevant expenditures.



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, OMA STAFF LIAISON & LOC INTERIM EXECUTIVE DIRECTOR

SUBJECT: LOC STAFFING UPDATE

DATE: FEBRUARY 17, 2022

In staffing and supporting the OMA, the LOC has identified the Projects Coordinator-Affiliates position as the position which should serve as the OMA staff liaison. As the Board is aware, that position has been vacant since June of 2021, and I have been staffing the Board during the pendency of this vacancy.

LOC has attempted, on two separate occasions, to recruit and hire a new Projects Coordinator – Affiliates, both attempts were unsuccessful. After the second failed attempt, LOC’s former Executive Director Mike Cully and former Operations and Member Engagement Director Christy Wurster decided to delay a third recruitment. The delay was intended to provide Mr. Cully and Ms. Wurster an opportunity to reevaluate the Projects Coordinator-Affiliates position and decide if a different recruitment method was needed. As a result of this delay, Mr. Cully advised the OMA Board of Directors during its December 3, 2021, meeting that he had directed me to remain the primary staff liaison to the OMA through the 2022 OMA Summer Conference. Since the December 3rd OMA Board meeting, two additional staffing changes have occurred at the LOC.

First, Ms. Wurster resigned her position as the Operations and Member Engagement Director on December 17, 2021. Lisa Trevino, LOC’s Program Manager, was appointed by Mr. Cully to serve as Interim Operations and Member Engagement Director. In appointing Ms. Trevino to the role of Interim Operations and Member Engagement Director, Mr. Cully asked Ms. Trevino to perform a comprehensive and holistic review of the entire Member Services Department, including providing recommendations on how the Department should be staffed and the job duties that she be performed by each staff person. He directed Ms. Trevino to report back to him within 120 days with any recommendations she may have on how the Department should be restructured.

Second, Mr. Cully submitted his resignation on December 21, 2021. His resignation date is effective March 20, 2022; but, he has been placed on paid administrative leave by the Board of Directors and is effectively no longer working for or on behalf of the LOC. With Mr. Cully’s resignation, I have been appointed Interim Executive Director and Jayme Hafner has been appointed Interim General Counsel. This means that three LOC staff persons are presently fulfilling all or portions of their normal job duties,

while simultaneously performing the duties assigned with the interim positions they are presently holding.

Within the last month I have spoken at length with Ms. Trevino about the Member and Administrative Services Department and the staffing needs of the LOC. Our conversations have been thoughtful, effective, and have provided some direction, but the direction will not immediately impact the OMA or how its staffed.

First, I will continue staffing the OMA, most likely through its summer conference in August. The reality is that the LOC is significantly understaffed and has assumed more projects and responsibilities than I believe it can likely sustain when it is fully staffed. There is simply no other person on the LOC staff who can successfully assume the responsibilities of managing the OMA, at least not without requiring that employee to earn excessive overtime hours, for which the LOC does not have appropriate budgeted funds to cover.

Filling staff vacancies at the moment is challenging for several reasons. A recent market comparability analysis has shown that nine of the current LOC positions are being paid under market to a combined amount of \$100,000 (some positions are over \$20,000 under market). The LOC has enough funds in its personnel expense line for this fiscal year to rectify this market disparity, but that leaves no room for additional hires. Additionally, the two most immediate staffing needs are the retention of temporary administrative staff and securing another attorney. Those two immediate staffing needs will require a budget amendment for the LOC. The remaining staffing needs are expected to be filled in the next fiscal year when more funds become available.

Second, the Member and Administrative Services Department has been structurally deficient for some time. Mr. Cully was correct to ask Ms. Trevino to review the Department and its overall needs and I have requested she continue in those efforts. The best example of the deficiencies in this Department is the fact that in the five and a half years I have been with the LOC, the Department has been managed by six different persons. Ms. Trevino expects to finalize her analysis by the end of March, and we hope to coordinate with one another in April. The plan will be present a solution to the LOC Board of Directors during its April 20th meeting. Ideally we will gain clarity and direction from the Board and be poised to secure the needed funding in the fiscal year 2022/2023 budget so that hiring processes can begin in July. Filling positions that may no longer be relevant, needed, or will exacerbate the structural deficiencies in the Department seems unreasonable and imprudent.

Third, the LOC, like all other governmental and private sector entities is struggling to recruit persons to fill vacancies at this time. Once the LOC has ensured its positions are market competitive, and it has secured funding to hire for the needed positions, LOC will reexamine its prior recruitment efforts and processes to identify areas for improvement.



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, OMA STAFF LIAISON & LOC INTERIM EXECUTIVE DIRECTOR

SUBJECT: STUDENT CONTEST – GUIDANCE FOR STUDENTS WITH NO PARTICIPATING CITY

DATE: FEBRUARY 21, 2022

The OMA Student Contest is well underway, with local contest deadlines needing to be completed by April 8th so the OMA can begin its review for the statewide competition on April 9th. Over the last month or so, LOC has received requests from several students, particularly students associated with Oregon's Homeschooling Association, about how they can participate if they either do not live within a city, or their city is not participating in the program. In the past, when these questions have arisen, students have been advised to locate a neighboring city as their home city so they can participate. As the deadline approaches, LOC staff wishes to secure guidance from the OMA Board of Directors on how these types of requests should be handled.

1. Can students who do not live within a city's jurisdiction participate in the Student Contest? And if so, how does the Board see that participation occurring?
2. Can students whose cities are not holding local contests still participate in the statewide contest?



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, OMA STAFF LIAISON & LOC INTERIM EXECUTIVE DIRECTOR

SUBJECT: FEEDBACK FOR LOC'S STRATEGIC PLANNING PROCESS

DATE: FEBRUARY 21, 2022

The LOC Board of Directors has hired the Coraggio Group to facilitate its strategic planning process. Ideally, the Board will create a four to five year strategic plan, with the hopeful adoption occurring sometime between August and October of 2022.

LOC's President, Councilor Tanea Browning of Central Point, is committed to getting as much feedback from LOC members as possible as to what they want to see the LOC focus on during its next four to five years. In search of this feedback, the President has hosted, and will continue to host, a series of meetings across the state wherein she's asked members to identify what the LOC does well and where the LOC has room for improvement. Focus groups are also being convened to provide similar feedback.

President Browning recognizes the importance that mayors play in the LOC, as well as the significance of the OMA. To that end, she has asked me to seek the OMA Board's feedback on what it hopes to see the LOC focus on and achieve in the next four to five years. Additionally, if the OMA Board feels comfortable, she's also asked for feedback on what the LOC does well, and where the LOC can improve.