



OCCMA Board of Directors Meeting

February 1, 2019 | 9:00 am – 2:00 pm

Tigard Town Hall | 13125 SW Hall Blvd. Tigard, OR 97223

AGENDA

A. Welcome & Roll Call (<i>Marty Wine</i>)	-
B. Consent Calendar* (<i>Marty Wine</i>)	-
1. Minutes of the November 8-9, 2018 Board Retreat	2
2. Summary of All Transactions by Vendor	9
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C. 2019 OCCMA Membership (<i>Megan George</i>)	-
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E. Committee Updates	-
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2. Ethics Committee (<i>Marty Wine</i>)	-
3. Support for Managers Committee (<i>Michael Sykes</i>)	-
4. Bylaws and Policy Committee (<i>Sean O'Day</i>)	-
5. Audit Committee (<i>Spencer Nebel</i>)	-
6. Professional Development Committee (<i>Spencer Nebel</i>)	20
7. Academic Affairs Committee (<i>Eileen Stein</i>)	-
8. Communications Committee (<i>Ben Bryant</i>)	-
9. Next Generation Committee (<i>Joe Hannan</i>)	-
10. ICMA Liaison Committee	-
11. Host Committee (<i>Spencer Nebel</i>)	29
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F. 2019 Strategic Plan* (<i>Marty Wine</i>)	32
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H. Senior Advisor Region 5 Vacancy* (<i>Megan George</i>)	40
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J. Other Business (<i>Marty Wine</i>)	-
K. Adjournment (<i>Marty Wine</i>)	-

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



OCCMA Board of Directors Meeting

November 8, 2018 10:07 am – 4:54 pm | November 9, 2018 8:33 am – 11:01 am
Oregon Garden Resort | Lotus Room | 895 West Main Street, Silverton, OR 97381

MINUTES

PRESENT

Board Members:

Christy Wurster, President
Marty Wine, President-Elect
Michael Sykes, Past President (left November 8th at 4:54 pm)
Ben Bryant, Director
David Clyne, Director
Robb Corbett, Director
Joe Hannan, Director
Spencer Nebel, Director
Dale Shafer, Director

Staff:

Megan George, Operations Director, LOC

Other:

Dan Bartlett, OCCMA Senior Advisor
Wes Hare, OCCMA Senior Advisor (not present November 8th)
Susie Marston, Director-Elect
Aaron Palmquist, Director-Elect
Sheila Ritz, OCCMA Senior Advisor (not present November 9th)
John Walsh, Director-Elect (not present November 9th)

Absent:

Sean O'Day, Director
Byron Smith, Director

A. Welcome & Roll Call

10:07 am

President Christy Wurster called the meeting to order at 10:07 am.

B. OCCMA Board Vacancy

10:39 am

Christy Wurster referred board members to page three of the agenda packet and presented David Clyne with a certificate recognizing his service on the board of directors.

It was moved by Christy Wurster and seconded by Michael Sykes to appoint Susie Marston to the OCCMA Board of Directors to fill the remainder of David Clyne's seat to expire December 31, 2019. The motion

passed unanimously (9 Yes [Bryant, Clyne, Corbett, Hannan, Nebel, Shafer, Sykes, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [O'Day and Smith]).

C. Consent Calendar

10:43 am

It was moved by Spencer Nebel and seconded by Dale Shafer to approve the consent calendar as presented. The motion passed unanimously ((9 Yes [Bryant, Clyne, Corbett, Hannan, Nebel, Shafer, Sykes, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [O'Day and Smith])).

D. Committee Updates

10:44 am

Nominating Committee

Chair Michael Sykes shared that the committee had solicited applications to fill vacant positions and submitted four names to the membership for appointment: Spencer Nebel, Aaron Palmquist, John Walsh and Brian Sjothun. The board discussed opportunities to further engage people with the OCCMA, particularly encouraging people to run for the board of directors. The consensus was to incorporate this effort into the strategic plan.

Marty Wine also encouraged board members to solicit applications for the vacancy on the ICMA Board of Directors.

Ethics Committee

Chair Christy Wurster shared that this committee had nothing to report.

Support for Managers Committee

Chair Ben Bryant shared that it was difficult to convene this group and that there wasn't a lot of momentum behind this initiative. One of the questions posed to this committee was whether to make changes to the current structure of the OCCMA coaching program. The ICMA coaching program allows coaches to self-select into the program, whereas OCCMA requires an application and a presidential appointment. Due to the lack of momentum, this question was not resolved.

Bylaws and Policy Committee

Chair Spencer Nebel shared that the committee had taken the last two-years to comprehensively revise the OCCMA Bylaws and Policy Annex. The primary task over this next year will be to do miscellaneous clean-up to the documents.

Audit Committee

Chair Marty Wine referred board members to page fifteen of the agenda packet and summarized the contents of the memo. One of the committee's recommendations was to complete a periodic audit. Attached to the memo are quotes from two qualified firms for that work. The board discussed the quotes for service and expressed concern with the cost. The consensus of the board was for the committee to refine the scope of work hoping that this may allow for reduced costs.

Professional Development Committee

Chair Marty Wine shared that this committee had worked effectively this year in producing the Summer Conference and Fall Workshop. OCCMA had received good feedback and learned that attendees really value the opportunity to network. Other lessons learned included the importance of providing competitive opportunities to host receptions and ample time between sessions to allow for a realistic time table.

President Christy Wurster announced a break for lunch at 11:45 am to resume meeting at 1:07 pm.

Academic Affairs Committee

Christy Wurster shared that this committee had nothing to report.

Communications Committee

Co-Chair Ben Bryant shared that this committee had solicited quotes for a redesign of the OCCMA website and received proposals from Sophicity and Happy, Inc. The committee had also explored the option of incorporating OCCMA as a tab on the League of Oregon Cities' website. Due to the board's previous feedback regarding retaining a unique identity, the committee reached the ultimate recommendation to contract with Wild Apricot on an annual basis.

This option will result in some loss of functionality including the online membership directory. In addition, the committee recommends that maintenance of the website ultimately be assigned to the communications committee with some LOC staff support. Melissa Thompson-Kiefer who currently maintains the Oregon Association of Municipal Recorders (OAMR) will run point on this effort.

It was moved by Spencer Nebel and seconded by Dale Shafer to authorize the Communications Committee to contract with Wild Apricot and proceed with next steps for the transition of the OCCMA website. The motion passed unanimously (9 Yes [Bryant, Clyne, Corbett, Hannan, Nebel, Shafer, Sykes, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [O'Day and Smith]).

Next Generation Committee

Christy Wurster shared that Sean O'Day was unable to attend the meeting, but that this committee has been actively engaging throughout the year.

ICMA Liaison Committee

Christy Wurster shared that Jeff Towery had convened the committee and was working on updating the affiliation agreement.

Scholarships Committee

Marty Wine shared that this committee was established this past year to determine a process by which scholarships were awarded to attend the Summer Conference. The committee was comprised of the chairs of the Professional Development, Next Generation, Academic Affairs and Support for Managers committees. This committee recommended assigning this task to a sub-committee of the Professional Development Committee.

Megan George provided an update on the LOC Foundation and the board discussed opportunities to solicit donations for additional scholarship funds. The board's consensus was for the sub-committee of the Professional Development Committee to continue reviewing applications for scholarships. In

addition, as OCCMA can fund current scholarship requests out of the operating budget, the board decided to defer work on this topic until circumstances change.

Host Committee

Co-Chair Spencer Nebel shared that the Host Committee met for the first time yesterday to discuss the governance and structure of the committee as well as notes from previous host committees. Using a template designed by ICMA and other host committees, the OCCMA Host Committee will be relying on several sub-committees to plan and execute various aspects of conference planning. The committee brainstormed ideas for each of the sub-committees with the expectation that each sub-committee will meet prior to the May 3, 2019 OCCMA Board of Directors meeting to further refine goals and expectations.

Thus far, the Host Committee has raised roughly \$80,000. In addition, the committee is expecting \$50,000 from the Washington City/County Management Association (WCMA) and \$10,000 from Travel Portland. This committee is requesting \$10,000 be transferred into a separate fund established for the host committee's work this calendar year.

President Christy Wurster informed the board that the agenda would be amended to move the strategic planning discussion to the end of the agenda.

F. Committee Appointments

2:21 pm

Marty Wine referred board members to page fifty-five of the agenda packet and summarized the contents. She encouraged board members to sign up to serve on committees and encourage others to apply. Appointments to serve on the committee will be made at the February 1, 2019 OCCMA Board of Directors meeting.

G. NW Women's Leadership Academy Update

2:41 pm

Megan George referred board members to page fifty-eight of the agenda packet and summarized the contents. The board discussed and agreed that continued support of this program was a priority. Ben Bryant shared that the Washington version of this program grants all members of the cohort a complimentary membership in WCMA. Ben Bryant will work with Marty Wine to determine what makes sense given the structure of the NW Women's Leadership Academy and report back to the board.

H. Senior Advisor Updates

2:52 pm

Megan George referred board members to page fifty-nine of the agenda packet and summarized the proposed process. The board directed staff to proceed using the process as described in the memo.

Sheila Ritz and Dan Bartlett provided updates on their activities over the last month and their planned activities for the next quarter.

I. 2019 OCCMA Board Meeting Schedule

3:04 pm

Megan George referred board members to page sixty-one of the agenda packet and summarized the contents. The board decided to schedule their first meeting of 2019 for Friday, February 1st beginning at 9:00 am in Tigard. Staff will work with Marty Wine to further refine the details for the meeting.

J. LOC-OCCMA Contract Addendum

3:24 pm

Megan George referred board members to page sixty-two of the agenda packet and summarized the contents. The contract for services between OCCMA and LOC does not include periodic work – like planning for the Northwest Regional Managers Conference – therefore an addendum is required.

It was moved by Robb Corbett and seconded by Spencer Nebel to approve the addendum to the contract as presented. The motion passed unanimously (9 Yes [Bryant, Clyne, Corbett, Hannan, Nebel, Shafer, Sykes, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [O'Day and Smith]).

K. Future OCCMA Board Retreats

3:08 pm

Megan George referred board members to page sixty-seven of the agenda packet and summarized the contents.

It was moved by Michael Sykes and seconded by Robb Corbett to contract with Silver Falls Lodge for the 2019 retreat assuming dates and costs are deemed reasonable. The motion passed (8 Yes [Bryant, Clyne, Corbett, Hannan, Nebel, Sykes, Wine and Wurster], 1 No [Shafer], 0 Abstain, 2 Absent [O'Day and Smith]).

The board directed staff to include discussion of a venue contract for 2020 at the 2019 Board Retreat.

L. Future OCCMA Conferences

3:19 pm

Megan George referred board members to page sixty-eight of the agenda packet and summarized the contents.

It was moved by Michael Sykes and seconded by Ben Bryant to contract with the Mt. Bachelor Village Resort in Bend in 2022 and the Pendleton Convention Center in 2023. The motion passed unanimously (9 Yes [Bryant, Clyne, Corbett, Hannan, Nebel, Shafer, Sykes, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [O'Day and Smith]).

The board discussed the timing of the OCCMA Board of Directors meeting and the OCCMA Host Committee meeting at the Summer Conference. The consensus of the board was to delegate this decision to the Professional Development Committee.

The board also discussed the timing of the OCCMA Board of Directors meeting and the Annual Membership Meeting at the Fall Workshop. The board directed staff to investigate different options and report back at the Feb. 1st meeting.

President Christy Wurster announced a break at 3:30 pm to resume meeting at 3:58 pm.

M. 2019 Membership Drive

4:12 pm

Megan George referred board members to page sixty-nine of the agenda packet and summarized the contents of the memo.

Christy Wurster shared that she, Robb Corbett and Sean O'Day had met to discuss the various membership classifications used by OCCMA and recommend the board create an ad hoc committee to investigate further. This would include examination of the dues formula in addition to the different classifications. The consensus of the board was to create an ad hoc committee and appoint Robb Corbett to serve as chair and Sean O'Day and Christy Wurster.

N. 2019 OCCMA Draft Budget

4:25 pm

Megan George referred the board to page seventy-one of the agenda packet and summarized the contents.

It was moved by Michael Sykes and seconded by Marty Wine to increase line item 3-5149 (Speaker Summer) from \$5,000 to \$8,000. The motion passed unanimously (9 Yes [Bryant, Clyne, Corbett, Hannan, Nebel, Shafer, Sykes, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [O'Day and Smith]).

It was moved by Marty Wine and seconded by David Clyne to increase line item 3-5159 (Speaker NWRMC) from \$5,000 to \$8,000. The motion passed unanimously (9 Yes [Bryant, Clyne, Corbett, Hannan, Nebel, Shafer, Sykes, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [O'Day and Smith]).

It was moved by Marty Wine and seconded by Michael Sykes to increase line item 3-5139 (Speaker Fall) from \$2,500 to \$5,000. The motion passed unanimously (9 Yes [Bryant, Clyne, Corbett, Hannan, Nebel, Shafer, Sykes, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [O'Day and Smith]).

The board discussed options for soliciting sponsors for the Fall Workshop. Megan George reported she would speak with LOC's Communications Department about possible strategies for this and report back to the Professional Development Committee.

O. Other Business

4:42 pm

Marty Wine shared again that applications for the ICMA West Coast President position would be due soon and encouraged everyone to solicit applications from OCCMA members. Christy Wurster shared that ICMA was in the process of updating their strategic plan and would be considering several changes. Spencer Nebel asked the board to consider providing committees with more direction in the strategic planning process and requesting reports back to the board of directors.

President Christy Wurster announced a break at 4:54 pm to resume meeting on Friday (11/9) at 8:33 am.

Christy adjourned the meeting at 4:54 pm to resume tomorrow at 8:33 am. Michael Sykes, Sheila Ritz and John Walsh were no longer in attendance. Wes Hare was in attendance.

President Christy Wurster invited Wes Hare to provide an update on his region. Wes Hare reported that things have been fairly stable in his region, with the exception of Oakridge.

E. Strategic Plan Discussion

8:38 am

Marty encouraged board members to consider "over the next ten years, local government management needs _____".

The board discussed and came up with:

- Engage underrepresented communities to the profession;
- Prepare the next generation;
- Enhance communications (social media and other);
- Embrace business analytic tools for decision making;
- Actively promote diversity in our ranks;

- Bridge the divide in communities as a result of growing divisiveness;
- Showcase local government (particularly because of what's happening at the federal level);
- Build trust at the local level;
- Rethink service delivery models;
- Improve the ability to set priorities in an increasingly diverse community; and
- Plan on succession planning within your cities and in workforce development.

Marty Wine referred board members to page thirty-seven of the agenda packet and asked board members to move through it linearly updating the content to include what was discussed. The results of the discussion are included in the draft strategic plan included in the February 1st agenda packet.

P. Adjournment

11:01 am

President Christy Wurster adjourned the meeting at 11:01 am.

APPROVED by the OCCMA Board of Directors on February 1, 2019.

ATTEST:

Mike Cully, Secretary-Treasurer

Marty Wine, President

Oregon City/County Management Association

TRANSACTION LIST BY VENDOR

November - December, 2018

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
A. Anderson						
12/21/2018	Bill		Yes	Senior Advisors	3-2099 Accounts Payable	531.36
Alice Cannon						
12/21/2018	Bill		Yes		3-2099 Accounts Payable	199.95
Christy Wurster1						
12/21/2018	Bill		Yes	ICMA 2017 West Coast Regional Summit	3-2099 Accounts Payable	98.77
Danny Bartlett						
12/31/2018	Bill		Yes	Sr. Advisors Q4 2017	3-2099 Accounts Payable	960.16
Eileen Stein						
12/21/2018	Bill		Yes		3-2099 Accounts Payable	597.00
ICMA-DC						
11/30/2018	Bill		Yes	Coaching Program	3-2099 Accounts Payable	1,000.00
12/20/2018	Bill Payment (Check)	3025	Yes		3-1001 Checking	-1,000.00
LOC						
11/15/2018	Bill	Hilton F&B	Yes	LOC Services 2021 Conf planning	3-2099 Accounts Payable	4,751.90
11/15/2018	Bill Payment (Check)	3024	Yes		3-1001 Checking	-4,751.90
12/31/2018	Bill		Yes	Web Support	3-2099 Accounts Payable	3,000.00
12/31/2018	Bill	August 2018	Yes	Web Support	3-2099 Accounts Payable	81.90
12/31/2018	Bill	September 2018	Yes	Web Support	3-2099 Accounts Payable	740.25
12/31/2018	Bill	October 2018	Yes	Web Support	3-2099 Accounts Payable	871.45
12/31/2018	Bill	December 2018	Yes	Web Support	3-2099 Accounts Payable	4.92
12/31/2018	Bill		Yes	Web Support	3-2099 Accounts Payable	1,444.85
Megan George						
11/29/2018	Bill		Yes		3-2099 Accounts Payable	12.15
12/01/2018	Bill		Yes		3-2099 Accounts Payable	13.10
12/01/2018	Bill		Yes		3-2099 Accounts Payable	12.65
12/20/2018	Bill Payment (Check)	3026	Yes		3-1001 Checking	-12.15
Rachael Fuller						
11/01/2018	Bill	Rachel	Yes	Materials for NW Women's Leadership Academy Cohort	3-2099 Accounts Payable	508.80
11/15/2018	Bill Payment (Check)	3022	Yes		3-1001 Checking	-508.80
Rachel Fuller						
11/09/2018	Bill		Yes	Thank you gifts for NW Women's Leadership Academy	3-2099 Accounts Payable	29.97

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
12/20/2018	Bill Payment (Check)	3027	Yes		3-1001 Checking	-29.97
Select Impressions						
11/15/2018	Bill Payment (Check)	3023	Yes		3-1001 Checking	-1,065.05
Sheila Ritz						
12/28/2018	Bill		Yes	Reimb - Qtr 4 2017 - Sr Adv Exp	3-2099 Accounts Payable	178.42
SSW Consulting LLC						
11/14/2018	Bill	1068	Yes	NW Woman's Leadership Academy	3-2099 Accounts Payable	5,000.00
12/20/2018	Bill Payment (Check)	3028	Yes		3-1001 Checking	-5,000.00
The Oregon Garden Resort						
12/28/2018	Bill		Yes		3-2099 Accounts Payable	3,398.31



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: January 25, 2019
Subject: Summary of Contracts Executed on Behalf of OCCMA

There have been no additional contracts executed since the November 8-9, 2018 Board of Directors Retreat. Below are upcoming contracts.

Upcoming Contracts

- Venue for 2019 OCCMA Board Retreat
- Venue for 2020 OCCMA Board Retreat
- Venue for 2021 Northwest Regional Managers Conference (NWRMC)
- Venue for 2021 OCCMA Summer One-Day Conference
- Venue for 2021 OCCMA Board Retreat



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: January 28, 2019
Subject: Membership Report

Membership in OCCMA runs a calendar year (January through December), with a pro-rated membership being allowed after July 1st. Typically, membership applications are made available beginning in December with the biggest push being made late in the month. This year, the push was delayed until the start of the calendar year.

Membership applications were emailed and mailed to all chief administrative officers (CAOs) and current OCCMA members the weeks of January 7th and January 14th. Thus far, staff has received upwards of forty applications for membership. To be counted as a member, payment must be received. Typically, between 70-80% of memberships are received before February 15th. At this time last year, we were tracking at 97% paid. Staff is expecting memberships to continue to come in steadily through mid-March this year due to the adjusted timeline.

Staff will plan to provide the board with an updated membership list in March which will include indication of any board or committee members that are currently out-of-date with their memberships.

In addition, staff has begun investigating the possibility of transitioning from a paper membership form to an electronic membership renewal. The hope is to provide the board with an update on this over the course of the next year so that prior to the 2020 membership drive, the board can determine whether to transition to this method.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: January 25, 2019
Subject: Lifetime and Honorary Members

OCCMA's bylaws allow for two special categories of membership: Honorary and Lifetime. The board must act on recommending Lifetime members prior to the summer conference. The board may act without going to the membership on Honorary members. The purpose of this agenda item is to allow the board time to discuss any potential nominations.

*Section 7. **HONORARY MEMBERS:** Honorary members shall be chosen based on their contributions to the Association and/or to the field of city or county management in Oregon. Honorary membership shall be conferred by a Board vote at any regular meeting. Honorary members shall pay no dues, hold no office, or vote. Honorary membership is bestowed for an indefinite period.*

*Section 8. **LIFETIME MEMBERS:** Lifetime membership shall represent the highest honor afforded to retired members. Lifetime members shall be chosen because of distinguished service in the field of city or county management during his or her management career and lasting and meaningful contributions to the OCCMA and the profession for local government management. Lifetime members shall pay no dues, hold no office, or vote.*

To be eligible for lifetime membership in the Association, the person must have been an active member of the Association for a minimum of five years and is currently retired from the profession or no longer employed in the profession. Following a written letter of nomination signed by at least three active members of OCCMA, the Board will consider conferring lifetime membership to the nominee at any regular business meeting. A lifetime member shall be elected only upon recommendation of the Board. In making this recommendation, the Board shall consider contributions to the profession at a level greater than the organizations served by the nominee; contributions at the national level; contributions to the profession, including teaching or publication; and any other relevant service. Once a recommendation has been approved by the Board, lifetime membership shall be conferred upon an individual after a majority vote of the membership at a general membership meeting. Lifetime members shall comply with the ICMA Code of Ethics and the Declaration of Ideals.

There are currently two honorary members: Phillip Cooper and JoAnn Ghelfi. There are currently thirty-six Lifetime members: Donald Davis, Del Cesar, Art Johnson, Craig McMicken, Robert Wells, Rex Mather, Diane Rinks, Donald Otterman, Jon Nelson, James Hough, Kent Taylor, Sam Sasaki, Marilyn Holmstrom, Bob DeLong, Harold Anderson, Duane Cole, Larry Lehman, Roger Jordan, Sheila Ritz, Timothy Erwert, Richard Townsend, John Anderson, Brian Almquist, Charlie Henry, Steve Bryant, Dan Bartlett, Eve Dolan-Whittall, Joseph Wolf, Leslie Harper, William Barrons, Susan Slack, Bill Curtis, Wes Hare and Jennie Messmer.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: January 25, 2019
Subject: Committee Appointments

Article 9§(1) allows the OCCMA President to make appointments to OCCMA's standing committees. The Bylaws specifically name the:

- Nominating Committee;
- Ethics Committee;
- Support for Managers Committee;
- Bylaws and Policy Committee;
- Audit Committee; and
- Professional Development Committee.

However, in past practice the following committees have also been understood to be standing committees:

- Academic Affairs Committee;
- Communications Committee;
- Next Generation Committee; and
- ICMA Liaison Committee.

In addition, Article 9§(2) allows the OCCMA President to create and make appointments to, with approval of the board, ad hoc committees. The following ad hoc committees have previously been created:

- Host Committee; and
- Membership Committee.

The purpose of this agenda item is for the OCCMA President to make appointments to the 2019 Committees. Those who have volunteered to serve on specific committees are listed on the second page. In addition, the following individuals have volunteered to be appointed at the board's discretion:

- Peter Troedsson, City Manager, Albany; and
- Ann Ober, City Manager, Milwaukie.

In addition, at the November 8-9, 2018 Board Retreat, the board identified chairs for all the committees listed except for the ICMA Liaison Committee. Therefore, the board must identify a chair for this committee and the OCCMA President must appoint all chairs.

Finally, the board requested that each committee provide a written update on their activities at each of the OCCMA Board of Directors meetings throughout the year. The deadline to submit written materials for the agenda packets are included below:

- **April 19th** (for May 3rd OCCMA Board of Directors meeting)
- **June 28th** (for July 12th OCCMA Board of Directors meeting)
- **September 13th** (for September 26th OCCMA Board of Directors meeting)
- **TBD** (for OCCMA Board Retreat – typically in November)

Each committee chair will be notified of these deadlines, their committee roster (including contact information) and the adopted OCCMA 2019 Strategic Plan following this meeting.



2019 Committees

Last Updated 01.28.2019

Nominating

Recommend board slate for following year at the September business meeting.

Christy Wurster, City Manager, Silverton (Past President, Chair)

Ben Bryant, Assistant City Manager, Happy Valley

Dale Shafer, City Manager, Nehalem

Eileen Stein, City Manager, West Linn

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benb@happyvalleyor.gov

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estein@westlinnoregon.gov

Ethics

Monitor OCCMA and ICMA member compliance with the ICMA Code of Ethics. The Committee also serves as the local fact-finding body inquiry. Work with other committees to help educate members about the OCCMA Code of Ethics.

Marty Wine, City Manager, Tigard (President, Chair)

Keith Campbell, City Administrator, Stayton

W. Blair Larsen, City Manager, Stanfield

Tom Pessemier, City Manager, Independence

Dale Shafer, City Manager, Nehalem

Mark Shepard, City Manager, Corvallis

Chris Workman, City Manager, Philomath

Christy Wurster, City Manager, Silverton

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chris.workman@philomathoregon.gov

cwurster@silverton.or.us

Support for Managers

To connect our members with the network of opportunities to gain knowledge, insight, experience and perspective through developing other professionals in the field.

Michael Sykes, City Manager, Scappoose (Chair)

Dan Bartlett, OCCMA Senior Advisor

Ben Bryant, Assistant City Manager, Happy Valley

David Clyne, Retired Manager

Robb Corbett, City Manager, Pendleton

Dan Huff, City Manager, Molalla

W. Blair Larsen, City Manager, Stanfield

Zoe Monahan, Assistant to the City Manager, Wilsonville

Eileen Stein, City Manager, West Linn

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estein@westlinnoregon.gov

Bylaws and Policy

Review Bylaws and Constitution and recommend amendments as requested by the President and Board of Directors.

Sean O'Day, Executive Director, MWVCOG (Chair)

Denise Carey, City Manager, Estacada
Nathan Cherpeski, City Manager, Klamath Falls
Spencer Nebel, City Manager, Newport
Aaron Palmquist, City Manager, Irrigon
Tom Pessemier, City Manager, Independence
Dale Shafer, City Manager, Nehalem
Kenna West, City Manager, Willamina

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Audit

Meet with Secretary-Treasurer to review all financial transactions and provide a report to the Board after the close of the fiscal year.

Spencer Nebel, City Manager, Newport (President-Elect, Chair)

Sean O'Day, Executive Director, MWVCOG
Dale Shafer, City Manager, Nehalem

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Professional Development

Enhance and promote professional development and training opportunities to help advance the professional capabilities of OCCMA members.

Spencer Nebel, City Manager, Newport (President-Elect, Chair)

Nathan Cherpeski, City Manager, Klamath Falls
Phillip Cooper, Professor of Public Administration, PSU
Steve Dahl, City Administrator, Drain
Rachael Fuller, City Manager, Hood River
Joe Gall, City Manager, Sherwood
Dan Huff, City Manager, Molalla
Sherilyn Lombos, City Manager, Tualatin
Susie Marston, City Manager, Gervais
Masami Nishishiba, Associate Professor & Department Chair
Aaron Palmquist, City Manager, Irrigon
John Walsh, City Administrator, St. Helens
Sara Singer Wilson, Principal, SSW Consulting
Michael Sykes, City Manager, Scappoose
Marty Wine, City Manager, Tigard
Christy Wurster, City Manager, Silverton

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sara@sarasingerwilson.com
msykes@ci.scappoose.org
marty@tigard-or.gov
cwurster@silverton.or.us

Academic Affairs

Increase partnerships with universities to help build future generations of local government managers.

Eileen Stein, City Manager, West Linn

Robb Corbett, City Manager, Pendleton
W. Blair Larsen, City Manager, Stanfield
Kelsey Lewis, Management Analyst II, Tualatin

estein@westlinnoregon.gov
robb.corbett@ci.pendleton.or.us
citymanager@cityofstanfield.com
klewis@tualatin.gov

Communications

Maintain and enhance multimedia member communication and information exchange programs.

Ben Bryant, Assistant City Manager, Happy Valley (Chair)

benb@happyvalleyor.gov

Dan Bartlett, Senior Advisor, OCCMA

drbartlet@charter.net

Heidi Bell, City Manager, Donald

manager@donaldoregon.gov

Robb Corbett, City Manager, Pendleton

robb.corbett@ci.pendleton.or.us

Christina Fadenrecht, Administrative Specialist, Milwaukie

fadenrecht@ci.milwaukieoregon.gov

Kelsey Lewis, Management Analyst II, Tualatin

klewis@tualatin.gov

Aaron Palmquist, City Manager, Irrigon

aaron.palmquist@ci.irrigon.or.us

Alex Rains, Assistant City Manager, Scappoose

arains@cityofscappoose.org

Rachel Sykes, Management Analyst, Lake Oswego

rsykes@ci.oswego.or.us

Melissa Thompson-Kieffer, Assistant City Manager/City Recorder

recorder@ci.nehalem.or.us

John Walsh, City Administrator, St. Helens

jwalsh@ci.st-helens.or.us

Marty Wine, City Manager, Tigard

marty@tigard-or.gov

Next Generation

Develop future generations of local government managers to sustain the profession. Assist with the development of educational programs that promote city management and internship opportunities. Support and collaborate with the Engaging Local Government Leaders (ELGL).

Joe Hannan, City Manager, Newberg (Chair)

joe.hannan@newbergoregon.gov

Heidi Bell, City Manager, Donald

manager@donaldoregon.gov

Rachael Fuller, City Manager, Hood River

r.fuller@cityofhoodriver.com

Joe Gall, City Manager, Sherwood

gallj@sherwoodoregon.gov

Anne Heath, City Administrator, Coburg

anne.heath@ci.coburg.or.us

W. Blair Larsen, City Manager, Stanfield

citymanager@cityofstanfield.com

Zoe Monahan, Assistant to the City Manager, Wilsonville

monahan@ci.wilsonville.or.us

Sean O'Day, Executive Director, MWVCOG

soday@mwvcog.org

Aaron Palmquist, City Manager, Irrigon

aaron.palmquist@ci.irrigon.or.us

Peter Troedsson, City Manager, Albany

peter.troedsson@cityofalbany.net

ICMA Liaison

Identify and recommend actions in relation to the ICMA/OCCMA Affiliation Agreement and provide updates on international issues.

Martha Bennett, Chief Operating Officer, Metro

martha.bennett@oregonmetro.gov

Brian Latta, City Administrator, Harrisburg

blatta@ci.harrisburg.or.us

Marty Wine, City Manager, Tigard

marty@tigard-or.gov

Membership

Ad Hoc Committee to investigate OCCMA membership classifications and dues structure and provide recommendations to the OCCMA Board of Directors.

Robb Corbett, City Manager, Pendleton (Chair)

robb.corbett@ci.pendleton.or.us

Sean O'Day, Executive Director, MWVCOG

soday@mwvcog.org

Christy Wurster, City Manager, Silverton

cwurster@silverton.or.us

Host Committee

Host a well-organized, sufficiently funded and successful conference. Portland, Oregon has been chosen as the host city for the 2021 ICMA Conference. OCCMA will focus efforts on fund raising, social and program activities and business and logistical support.

Joe Gall, City Manager, Sherwood (Chair)

Spencer Nebel, City Manager, Newport (Chair)

Eileen Stein, City Manager, West Linn (Chair)

Cynthia Alamillo, City Manager, Manzanita

Dan Bartlett, Senior Advisor, OCCMA

Martha Bennett, Chief Operating Officer, Metro

Ben Bryant, Assistant City Manager, Happy Valley

Zach Chamberlin, Student, Portland State University

Elizabeth Gray, Student, Portland State University

Joe Hannan, City Manager, Newberg

Erik Jensen, Principal, Jensen Strategies

Michael Jordan, Director, Portland Bureau of Enviro. Services

Brian Latta, City Administrator, Harrisburg

Kelsey Lewis, Management Analyst II, Tualatin

Sherilyn Lombos, City Manager, Tualatin

Richard Meyers, City Manager, Cottage Grove

Cory Misley, City Manager, La Pine

Bill Monahan, Retired City Manager

Ann Ober, City Manager, Milwaukie

Sean O'Day, Executive Director, MWVCOG

Aaron Palmquist, City Manager, Irrigon

Megan Phelan, Assistant City Manager, Lake Oswego

Steve Powers, City Manager, Salem

Amanda Rapinchuk, Student, Portland State University

Colleen Riggs, Assistant City Manager/City Recorder, Cannon Beach

Dale Shafer, City Manager, Nehalem

Sara Singer Wilson, Principal, SSW Consulting

Madison Thesing, Management & Program Analyst, Lake Oswego

Jeanna Troha, Assistant City Manager, Wilsonville

Dave Waffle, Assistant Finance Director, Beaverton

Marty Wine, City Manager, Tigard

Kent Wyatt, Senior Management Analyst, Tigard

Kim Yamashita, City Manager, Sandy

Eric Zimmerman, Deputy City Manager, Medford

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eric.zimmerman@cityofmedford.org



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

Date: January 29, 2019
TO: Board of Directors
FROM: Spencer Nebel, Chair of the Professional Development Committee
RE: Status Report- Conference Planning Activities

The Professional Development Committee is charged with developing the content for three events in 2019. They are as follows:

1. April 30 - May 3 Northwest Regional Managers' Conference in Hood River.
2. July 9 - 12 Summer Conference in Newport.
3. September 26 Fall Workshop in conjunction with the League of Oregon Cities Annual Conference in Bend.

OCCMA President, Marty Wine, has appointed the following people to the 2019 Professional Development Committee to carry out these tasks:

Spencer Nebel, City Manager, Newport (President-Elect, Chair)

s.nebel@newportoregon.gov

Nathan Cherpeski, City Manager, Klamath Falls ncherpeski@klamathfalls.city

Phillip Cooper, Professor of Public Administration, PSU pcooper@pdx.edu

Steve Dahl, City Administrator, Drain city.admin@cityofdrain.org

Rachael Fuller, City Manager, Hood River r.fuller@cityofhoodriver.com

Joe Gall, City Manager, Sherwood gallj@sherwoodoregon.gov

Dan Huff, City Manager, Molalla dhuff@cityofmolalla.com

Sherilyn Lombos, City Manager, Tualatin slombos@tualatin.gov

Susie Marston, City Manager, Gervais smarston@cityofgervais.com

Masami Nishishiba, Associate Professor & Department Chair nishism@pdx.edu

Aaron Palmquist, City Manager, Irrigon aaron.palmquist@ci.irrigon.or.us

John Walsh, City Administrator, St. Helens jwalsh@ci.st-helens.or.us

Sara Singer Wilson, Principal, SSW Consulting sara@sarasingerwilson.com

Michael Sykes, City Manager, Scappoose msykes@ci.scappoose.org

Marty Wine, City Manager, Tigard marty@tigard-or.gov

Christy Wurster, City Manager, Silverton cwurster@silverton.or.us

The committee held its first meeting on Tuesday, January 8, 2019, to begin this important planning process. The committee reviewed information provided by OCCMA President, Marty Wine, from last year's Professional Development planning efforts, as

well as, from Megan George and Jenny Kissler, to begin developing content for these upcoming conferences.

The committee has reviewed the conference planning calendar, and agreed on sponsorship levels for the 2019 conferences. In addition, the committee discussed additional program ideas for the conferences. I have attached a list of preliminary ideas that are being considered by the committee. I would also ask that if the Board has any specific ideas for content for any of the conferences, to please share these at the February 1 Board Meeting for committee consideration. The committee will be meeting during the week of February 4 to begin narrowing the various ideas in the process of identifying specific speakers available for these sessions. The committee will also begin the process of identifying sponsors for both the Northwest Conference, as well as, the Summer Conference. We have a particularly short deadline for the Northwest Regional Conference, which takes place from April 30 through May 3 in Hood River.

Please let me know if you have any other ideas or thoughts for any of our Professional Development efforts for the 2019 calendar year.

Respectfully submitted,

Spencer Nebel, Chair
Professional Development Committee

Attachments: OCCMA 2019 Planning Timetables
Initial Program/Content ideas for the upcoming conferences

KEY**NWRMC** – Northwest Regional Managers Conference**SC** – Summer Conference**FW** – Fall Workshop

OCCMA 2019 Conference Planning Timeline

JANUARY

-
- | | |
|------|--|
| 1/8 | Professional Development Committee Meeting |
| 1/8 | Sponsorship Levels and Application Form Finalized |
| 1/18 | Session topic proposals DUE |
| TBD | Professional Development Committee Meeting |
| 1/25 | OCCMA & WCMA Board member RSVP for NWRMC (housing) DUE |
| 1/28 | NWRMC Session Topics and Leads DUE |

FEBRUARY

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- | | |
|------|---|
| 2/1 | Registration and housing open for NWRMC |
| 2/1 | Update to OCCMA Board |
| TBD | Professional Development Committee Meeting |
| 2/25 | NWRMC SESSION LEADS – Session Titles and Descriptions DUE |
| 2/25 | SC Session Topics and Leads DUE |

MARCH

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- | | |
|------|--|
| 3/15 | NWRMC SESSION LEADS – Speakers DUE |
| TBD | Professional Development Committee Meeting – Appoint Scholarships Sub-Committee & Fall Workshop (FW) Sub-Committee |
| 3/25 | NWRMC Sponsor Contracts DUE |
| 3/25 | SC SESSION LEADS - Session Titles and Descriptions DUE |
| TBD | Scholarships Sub-Committee Meeting – Finalize Scholarship Application |
| 3/29 | OCCMA Board member RSVP for SC (housing) DUE |
| 3/29 | NWRMC SESSION LEADS – A/V needs DUE |
| 3/29 | NWRMC Preliminary Program DUE |

APRIL

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- | | |
|------------|---|
| 4/5 | SC Registration, housing, and scholarship applications open |
| 4/5 | Deadline for NWRMC group lodging (or until lodging is full) |
| TBD | Professional Development Committee Meeting |
| TBD | FW Sub-Committee Meeting – Brainstorm topics |
| 4/15 | Deadline for conference registration (late registration is +\$50) |
| 4/22 | NWRMC SESSION LEADS – Presentations/handouts for sessions DUE |
| 4/30 – 5/3 | Northwest Regional Managers Conference (NWRMC) |

MAY

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- | | |
|------|--|
| 5/1 | Scholarship applications DUE |
| 5/3 | Update to OCCMA Board |
| 5/6 | SC SESSION LEADS – Speakers DUE |
| TBD | Scholarships Sub-Committee Meeting – Review Scholarship Applicants |
| TBD | Professional Development Committee Meeting |
| 5/17 | Scholarship recipients notified of award |
| 5/20 | NWRMC evaluations distributed electronically |
| TBD | FW Sub-Committee Meeting – Finalize keynote |

JUNE

6/3	SC Sponsor Contracts DUE
6/3	SC SESSION LEADS – A/V needs DUE
TBD	Professional Development Committee Meeting
6/9	Deadline for SC group lodging (or until lodging is full)
6/14	Deadline for conference registration (late registration is + \$50)
6/21	SC SESSION LEADS – Presentations/handouts for sessions DUE

JULY

7/1	FW registration and housing open
7/9 - 12	Summer Conference
7/20	SC evaluations distributed electronically

AUGUST

TBD	Professional Development Committee Meeting
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SEPTEMBER

9/26	Fall Workshop
9/30	OCCMA Q3 Newsletter advertises 2019 Professional Development Committee

OCTOBER

10/11	Fall Workshop evaluations distributed electronically
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OCCMA Professional Development Committee

Content Ideas — Last Updated 01.29.2019

Public Contracting and Purchasing (LGMC Section 6)

Public Safety and Emergency Management (LGMC Section 3)

1. When Crisis Hits

When Crisis Hits: how managers have managed through a crisis (panel of examples and lessons learned. Could be focused on community or organizational crisis.)

2. Crisis Communication

(LOC workshop options from Kelli Matthews)

3. West Coast Events & Disasters

West Coast events and disasters: fires, floods and eclipses. How have managers planned through, managed through, prepared for these events?

4. Climate Change and Public Policy

Climate change and public policy – what happens with flooding and the water supply

5. Crisis Ready

Melissa Agnes (author of Crises Ready) for potential keynote

6. Community Resiliency Planning

Next Generation

7. Developing Next Generation of Civic Leaders and Elected Officials

At the last session of the Summer OCCMA conference, Robby from Hillsboro shared their success in organizing a "Citizen Leadership Academy" in collaboration with PSU's National Policy Consensus Center, when we had a discussion on how we can develop a diverse set of next generation civic leaders and elected officials. I have a recollection of people showing interest in the Hillsboro experience. Here's the website for the Hillsboro program, and I am copying Steve Greenwood and Kristen Wright who have been involved in developing and delivering the program. If you and the committee think that this is a good topic, please feel free to follow up with them. Steve and Kristen, together with CPS's Phil Keisling and others are thinking about offering the program to other cities if there's interest. So having them present what are the "secret sauce of civic leader development" at one of these conferences may be timely.

8. How to be an Effective Coach and Mentor

How to be an effective coach and counselor (for managers and Senior Advisors)

9. Impact of Fellowships

Impact of Fellowships/roundtable and networking with students

Partnerships

10. Tribal Relations

Another topic that may be of interest to the OCCMA conference attendee is "how to develop tribal relations." At PSU, through Institute for Tribal Government we offer the "Certificate for Tribal Relations," and we have experts who can present on this topic. The information about the program and key members involved in the program are available here. I am copying Direlle Calica from the Confederated Tribes of Warm Springs/Director of the Institute for Tribal Government and Rick Mogren, who are the key facilitators for the program is copied here. Please feel free to contact them if you think this topic is of interest to the OCCMA conference audience.

11. Coordinating Service Delivery with Special Districts

Challenges and opportunities. Feature Happy Valley, Bend, Washington County.

12. County and City Relations

Functioning between and with City and County manager roles and collaboration. (while I like it we tend to speak and be heavy city centric-counties are part of our organization).

Finance

13. Unintended Consequences of Tax Reform

The unintended consequences of tax reform on local government (federal and state), or – how federal policy changes are having effects at the local level (lobbyist panel?)

Human Resources

14. #MeToo

Sexual harassment and the #metoo movement: prevention with training, and when harassment happens (panel plus Kathy Peck, how to prevent sexual harassment, or, what happens when #metoo comes to your city (Peck Rubanoff and Hatfield).

15. Self-Evaluation for Managers

Steve Bryant

16. Diversity and Equity in Hiring

Diversity and equity in hiring – How do you get there when there isn't any? (The second half is the reality portion)

17. Transitioning Key Positions

Creating and establishing a process for accessing and/or transition of key/critical staff (positions).

Communications

18. Media Relations

(LOC workshop options from Kelli Matthews)

19. Engaging with Your Community

Engaging with your community: tools, techniques, how to reach out to the community

20. Youth Outreach

best practices on how to engage youth in your community, examples of Youth Councils

21. Social Media

Social Media – The reality of misinformation

- Disruptive community members
- Neighborhood disputes
- Education
- Next Door
- The time we invest

22. How to Protect Your Personal Life and Professional Reputation on Social Media?

Ethics

23. Ethics in a Time of Populism

Ethics in a time of populism: manager's role and responsibility in events such as the violence and riots that erupted in Charlottesville?

24. ICMA Code of Ethics Case Study

Leadership

25. Leadership Magic (Jeff Johnson, former TVFR Chief)

26. Adaptive Leadership Strategies (Frank Benest)

27. Leadership

Various leadership and development topics (Patrick Ibarra, Mejorando Group has asked to speak or provide a workshop)

28. Course Correction Leadership

Phil Messina and Ron Wilde draft book, *Course Correction Leadership*. They want to offer some of the content as a session workshop and to get peer review for their work

29. Staying Focused on Priorities

Practical approaches for managers to stay focused on priorities. Overwhelmed? Need to track your work or work more efficiently? How to focus on big picture issues instead of

30. How to Avoid Being Fired by Your Department Heads

From Kevin Duggan, ICMA: One of Cal-ICMA's "Survival Skills" initiatives is to organize presentations at certain CA conferences. "How to Avoid Being Fired by Your Department Heads." It basically covered the various ways a manager's relationship with their city council can be impacted by their relationship with department heads.

31. Leadership Transitions

Economic Development

32. Sustainable Development

33. Cultivate Strong Towns

www.cultivatecollaborative.org offers Cultivate Strong Towns workshops that bring together design, engineering, sustainable land use, planning and community collaboration. They would like to offer some version of a 2-hour, 6-hour, or 1-day workshop at OCCMA

Public Policy

34. Legislative Leadership

City Councilors vs. City Manager role in the legislative process. Most Councilors do not want to participate or do not have time, yet that is where the legislators and agencies are looking.

35. Legislative Update

36. Federal Update (NLC? Rep from DC? Craig Honeyman?)

Miscellaneous

37. Lessons Learned (retired manager presentation – Steve Wheeler?)

38. Organizational Culture and Values

39. Conflict Management

Conflict Management (Chris Sheesley of In-Accord, contact Steph Wilson
swilson@inaccordnw.com)

40. ICMA Update

41. Update on ICMA 2021 Preparations

42. ELGL (Possibly Diversity Dashboard)

43. Washington & Oregon Versions of Women's Leadership Academy

What are we learning about promoting diversity in the profession from the Women's Leadership Academy (see Anne Pflug's full proposal)

44. Ideology & Non-partisanship

Thriving and succeeding in an environment that is western leaning centric in ideology when the majority of the state is rural and does not espouse to the west side ideologies (aka really remain no partisan and non political)

Working with Councils

45. Status of Council-Manager Relations

46. How to navigate political tricky waters.

Finance

47. Think Outside the Box on Revenue Generation (Nick Green of John Day)

48. How Taxes and Fees are Impacting Communities

49. Urban Renewal Districts (Hood River as a case study)

50. Streamline Government Expenditures

seeking ways to streamline government expenditures instead of the notion that we should always "get" more money/taxes (run and function like a business)

Public Works & Utilities Management (LGMC Section 4)



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

Date: January 29, 2019
TO: Board of Directors
FROM: OCCMA Host Committee Co-Chairs
RE: 2019 Action Plan for the Host Committee

On December 2, 2012, OCCMA formally submitted a proposal to host the 107th ICMA Conference which will be held in Portland on October 3-6, 2021.

With the actual conference now less than 1,000 days away, 2018 was a significant year in formally organizing efforts relating to these hosting responsibilities.

At the September 27, 2018 Board of Director's meeting, the Board approved a Memorandum of Authorization (MOA) that defines the roles and authorization of the OCCMA Host Committee. In accordance with the MOA, the Board confirmed the appointment of Joseph Gall, Eileen Stein, and Spencer Nebel as Co-Chairs for the OCCMA Host Committee.

On Wednesday, November 7, 2018, the first full Host Committee Meeting was held in Silverton, with the time spent outlining the various subcommittee structures that have been adopted to help guide this process. The committee discussed ideas that can be incorporated as part of our Host Committee responsibilities for the conference. The meeting was also an opportunity for the subcommittees to discuss their responsibilities in planning various elements of their responsibilities for the conference.

The MOA provides that the budget request for the Host Committee shall be made to the Board of Directors as part of the annual budget. Please note that OCCMA has been collecting a surcharge from members since the time following submission of the proposal to ICMA, and these funds have been placed in a reserve to help cover our responsibilities in hosting the conference. The estimated amount for the 2018 year-end funding available is \$72,856.00. The Host Committee is requesting that \$10,000 be transferred from this account to a newly established 2021 ICMA Conference financial account, which will be administered by the League of Oregon Cities on behalf of the Host Committee. With regard to the MOA, the co-chairs are authorized to make expenditures from this account, as needed, for hosting responsibilities in accordance with budgets approved by the Board for this purpose. LOC will provide periodic financial reports on the income, expenditures and balance of this account through the close of this conference. The proposed expenditures for these funds are as follows:

Meeting Expenses:	\$2,000
LOC Support:	\$2,000
Fund Reserve:	\$3,000
Contingency:	<u>\$3,000</u>
	\$10,000

Recommended Action:

Request is made to the OCCMA Board of Directors to approve the proposed Host Committee Budget for 2019, and transfer \$10,000 from Beginning Cash- 2021 ICMA Conference Line Item to the OCCMA Host Committee, with the LOC establishing a separate 2021 ICMA Conference Financial Account to be administered by the Host Committee Memorandum of Authorization.

In conjunction with this report, Co-Chair, Eileen Stein, will present an update to the Board regarding the planning for the 2019 ICMA Conference, which will be held in Nashville on October 20-23. Eileen was OCCMA's representative on the 2019 ICMA Planning Committee. Eileen's report will be informative as to the separate roles that the Planning Committee and the Host Committee play in developing ICMA's Annual Conference.

OCCMA Host Committee 2019 Action Plan

The Host Committee discussed a work plan for the 2019 calendar year. We established certain date thresholds that correspond with the OCCMA Board of Director meetings, in order to accomplish these tasks, and be able to report back to the Board periodically throughout the course of the year on committee activities.

February 1, 2019 - Tigard Board Meeting.

- Present a 2019 Host Committee Action Plan to the Board of Directors.
- Request funding from the Host Committee Reserves for the 2019 calendar year in the amount of \$10,000.
- Report on the Nashville Planning Committee meeting.
- Confirm commitments of \$10,000 to OCCMA from Travel Portland to offset a portion of hosting expenses.
- Confirm a visit by the new ICMA Director of Conferences, Jerome Figoten, to Portland for a preliminary meeting.
- Confirm that ICMA has blocked rooms in the new Portland conference hotel.

May 3, 2019 - Hood River Board Meeting.

- Work with OCCMA President, Marty Wine, on the appointment of a Host Committee member to the Toronto ICMA Planning Committee.
- Report on Host Committee activities at Hood River Conference.
- Request written reports from Host Committee subcommittees on any efforts undertaken to date with subcommittee responsibilities.
- Work with the League of Oregon Cities to develop a contract for League administrative support of Host Committee activities for 2019.

July 13, 2019 - Newport Board Meeting.

- Hold the second meeting of the Host Committee with subcommittees meeting during this time period, as well.
- Subcommittee written report due for the Host Committee.
- Develop a draft sponsorship brochure for the purpose of raising additional funding for the conference.
- Promote attendance to the Nashville ICMA Conference to gain further ideas of ways we can effectively host the 2021 ICMA Conference.

September 26, 2019 - Bend Board Meeting.

- Update membership at the Annual Meeting.
- Discuss ICMA Conference occurring in Nashville October 20-23, 2019.

November 2019 Board of Director's Retreat

- Hold a third meeting of the Host Committee prior to the retreat.
- Develop a plan with the Promotional Committee to meet our requirements for the Toronto ICMA Conference, in which Oregon will be hosting a booth throughout that conference, for purposes of promoting the Portland Conference.
- Approve a fundraising brochure and formally initiate fundraising efforts.
- Develop a budget and action plan for the 2020 calendar year.

Respectfully submitted,

Joseph Gall, City Manager of Sherwood,
Eileen Stein, City Manager of West Linn,
Spencer Nebel, City Manager of Newport,
OCCMA Host Committee Co-Chairs



2019 Strategic Plan

OUR MISSION

Our mission is to support and energize our members and the profession in order to foster responsible, responsive local government with the objective of improving the sustainability and livability of Oregon communities.

OUR STRATEGIC GOALS

Our Strategic Plan has four goals, which reflect our Mission: professional development, membership support, leadership and hosting the 2021 ICMA Conference. OCCMA carries out its Mission through programs and special activities conducted by the Board and a number of standing committees.

CORE BELIEFS (taken from Envision ICMA Strategic Plan – Adopted February 17, 2017)

1. **PUBLIC SERVICE:** including the stewardship of democratic principles and the efficient and transparent use of public resources;
2. **ETHICS:** as the core of professionalism in local government leadership and management as outlined in the ICMA Code of Ethics;
3. **COUNCIL-MANAGER FORM OF GOVERNMENT AND PROFESSIONAL MANAGEMENT:** as the preferred local government structure;
4. **EQUITY AND INCLUSION:** ensuring that local governments are inclusive and mirror the diversity in communities;
5. **THE CONTINUOUS PURSUIT OF EXCELLENCE:** including professional development, life-long learning, networking, capacity building, knowledge sharing, and engagement;
6. **STEWARDSHIP:** balancing resources including people, financial, social capital, and environmental so that communities are better than we found them; and
7. **LEADERSHIP:** developing leadership capacity and attracting and developing future generations of leaders.

Strategic Focus Areas For 2019

Professional Development

- **Enhance and promote professional development and training opportunities to help advance the professional capabilities of OCCMA members.**
 - Promote LOC, ICMA and CIS professional development opportunities. **(Communications Committee)**
 - Provide relevant sessions that encourage members to attend OCCMA conferences. **(Professional Development Committee)**
 - Develop training to prepare managers for resiliency and preparing for the future. **(Professional Development Committee)**
- **Nurture communication between Board and membership in order to increase value in membership and involvement.**
 - Continue to provide members with an OCCMA quarterly newsletter. **(Communications Committee)**
 - Encourage continued participation in the listserv. **(Communications Committee)**
 - Redevelop the OCCMA Website. **(Communications Committee)**
 - Restructure the Annual Membership Meeting to provide greatest value to the membership. **(OCCMA Board of Directors)**
- **Promote and educate members about ICMA Code of Ethics.**
 - Plan and include at least one session on ethics at an OCCMA conference. **(Ethics Committee)**
 - Monitor OCCMA and ICMA compliance with the ICMA Code of Ethics. Activate committee to serve as the local fact-finding body for any ethics inquiry. **(Ethics Committee)**
 - Include ICMA Code of Ethics articles in the quarterly OCCMA newsletter and make the newsletter available on the website. **(Communications Committee)**
- **Develop future generations of local government managers to sustain the profession.**
 - Continue involvement with the ICMA student chapter at Portland State University and University of Oregon. Attend chapter meetings and encourage students to attend conference. **(Next Generation Committee)**
 - Provide scholarships for students to attend the OCCMA Summer Conference. **(Professional Development Committee)**
 - Provide articles for the newsletter and session ideas for conferences that are relevant to supporting the next generation. **(Next Generation Committee)**
 - Explore possibility of providing membership in OCCMA to members of the Northwest Women's Leadership Academy cohort. **(Ben Bryant and Marty Wine)**
- **Assist with the development of educational programs that promote city management and internship opportunities.**
 - Increase the use of interns and ICMA Fellows by cities in Oregon. **(Next Generation Committee)**

- Support and collaborate with the Engaging Local Government Leaders (ELGL). **(Next Generation Committee)**
- Survey the membership annually to determine effectiveness of professional development opportunities and resources available. **(OCCMA Board of Directors)**

Outreach to Foster Diversity and Inclusiveness

- Develop an OCCMA statement of intent valuing diversity, inclusion and equity in our organization and communities
- Develop strategies to remove barriers and create opportunities for participation of communities and populations facing disparities in being part of OCCMA.
- Recruitment of local government managers and local government professionals, generally.
- Recruitment of OCCMA Board members that are reflective of our communities.
- .
- Leverage relationship network to craft and disseminate messages to the general public on issues that impact all local governments.

Membership Support

- **Connect our members with a network of opportunities to gain knowledge, insight, experience and perspective through developing relationships with other professionals in the field.**
 - Work with ICMA to increase the number of Oregon communities participating in the coaching program. **(Support for Managers)**
 - Identify areas where there are regional manager meetings. Create a list of regional meetings and publish their meeting dates in the OCCMA Newsletter and website. **(Communications Committee)**
 - Welcome newly appointed managers to the association by providing a welcome packet from OCCMA with information on resources available. **(Next Generation Committee)**
 - Determine the future of an OCCMA-specific Coaching Program and how it is distinguished from, or the same as, the work of Senior Advisors. **(Support for Managers and Bylaws and Policy Committee)**
 - Review the membership classifications and dues schedule. **(Membership Committee)**
 - Reach out and encourage participation from counties. **(Membership Committee)**

Leadership

- **Develop a diverse slate of candidates to serve on the OCCMA Board of Directors.**
 - Develop a recommendation for the Board of Directors on how to incorporate a member of an ICMA Student Chapter on the Board of Directors. **(Academic Affairs Committee)**
 - Encourage diverse applicants. **(OCCMA Senior Advisors)**

- **Increase partnerships with the education system (K-12 and Universities) to help build future generations of local government managers.**
 - Provide informational sessions at universities about local government. **(Next Generation Committee)**
 - Encourage OCCMA members to engage proactively with schools and youth in their communities about local government service. **(Next Generation Committee)**
 - Plan and include at least one session on engaging youth at an OCCMA conference. **(Next Generation Committee)**
- **Identify and recommend action in relation to the ICMA/OCCMA Affiliation Agreement. (ICMA Liaison Committee)**

Host Committee

- **Host a well-organized, sufficiently funded and successful conference.**
 - Ensure Oregon retakes the honor of having the best attended ICMA conference. **(Host Committee)**
 - Continue dues surcharge through 2021. **(Board of Directors)**
- **Focus efforts on fund raising, social activities, program activities and business and logistical support.**
 - Have an OCCMA member appointed to the ICMA Planning Committee through 2021. **(Host Committee)**
 - Follow through with the Memorandum of Authorization as it relates to planning the conference. **(Host Committee)**



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: January 28, 2019
Subject: 2019 OCCMA Accepted Budget

The OCCMA Board of Directors reviewed the Proposed 2019 Budget at the November 8-9, 2018 Board Retreat. The accepted budget takes into account four changes that were made during that meeting.

1. Line item 3-5139 (Speakers Fall) was increased from \$2,500 to \$5,000;
2. Line item 3-5149 (Speakers Summer) was increased from \$5,000 to \$8,000;
3. Line item 3-5159 (Speakers NWRMC) was increased from \$5,000 to \$8,000;
4. The transfer from ICMA 2021 to Host Committee Account was reduced from \$79,034 to \$10,000.

The action for the board is to adopt the budget as presented, or as amended.

**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2019 Accepted Budget**

		2017 BUDGET	2017 ACTUAL	2018 Amended BUDGET	2018 ACTUAL	2019 Proposed BUDGET	2019 Accepted BUDGET
INCOME							
	Beginning Cash - Operations	51,823	51,823	46,849	46,849	77,137	77,137
	Beginning Cash - 2021 ICMA Conference	30,739	30,739	72,856	72,856	76,304	76,304
	Beginning Cash - RJ Scholarship	3,350	3,350	4,872	4,872	5,872	5,872
	Total Beginning Cash	85,912	85,912	124,578	124,578	159,313	159,313
Conference Income							
	Fall Conference Registrations						
3-4103	· Registration	6,000	9,860	9,000	7,905	9,000	9,000
	Total Fall Conference	6,000	9,860	9,000	7,905	9,000	9,000
	Summer Conference						
3-4104	· Registration	27,000	30,435	28,000	34,865	28,000	28,000
3-4182	· Sponsorships	12,500	14,900	20,000	19,500	14,000	14,000
3-4184	· Roger Jordan Scholarship	1,000	1,000	1,000	1,000	1,000	1,000
3-4188	· Food Charges	5,250	0	0	0	0	0
3-4191	· Activity Fee	500	0	0	0	0	0
	Total Summer Conference	46,250	46,335	49,000	55,365	43,000	43,000
	NW Regional Conference						
3-4102	· Registration	22,000	29,355	0	0	25,000	25,000
3-4101	· Sponsorships	12,000	12,900	0	0	12,000	12,000
	Total NW Regional Conference	34,000	42,255	0	0	37,000	37,000
	NW Women's Leadership Academy						
3-4105	· Registration	0	0	15,000	18,000	15,000	15,000
	Total NW Women's Leadership Academy	0	0	15,000	18,000	15,000	15,000
	Total · Conferences	86,250	98,450	73,000	81,270	104,000	104,000
General Operations Income							
3-4001	· Dues	36,000	46,628	40,000	46,915	46,900	46,900
3-4003	· Dues Surcharge 2021	5,000	7,117	6,300	6,678	6,700	6,700
3-4260	· Board Retreat Meetings	2,000	1,209	5,000	6,754	1,000	1,000
3-4270	· CIS Senior Advisor	2,500	2,500	2,500	2,500	2,500	2,500
3-4280	· ICMA Senior Advisor	7,000	4,352	7,000	3,219	6,000	6,000
	Total General Operations Income	52,500	61,806	60,800	66,066	63,100	63,100
	Total Income without Beginning Cash	138,750	160,256	133,800	147,336	167,100	167,100
	Total Income including Beginning Cash	224,662	246,168	258,378	271,914	326,413	326,413

		2017 BUDGET	2017 ACTUAL	2018 Amended BUDGET	2018 ACTUAL	2019 Proposed BUDGET	2019 Accepted BUDGET
EXPENSE							
Conference Expense							
<i>Fall Workshop</i>							
3-5134	· Food & Beverage Fall	3,000	7,168	7,000	4,752	5,000	5,000
3-5135	· Room Rental Fall	650	338	650	378	650	650
3-5139	· Speakers Fall	2,500	2,500	2,500	4,500	2,500	5,000
3-5138	· Administration Fall	800	0	0	0	0	0
Total · Fall Conference		6,950	10,005	10,150	9,629	8,150	10,650
<i>Summer Conference</i>							
3-5141	· Activities Summer	0	0	0	0	0	0
3-5142	· Administration Summer	7,500	5,772	7,500	518	0	0
3-5143	· A/V & Trade Show Summer	550	2,478	2,500	290	2,500	2,500
3-5144	· Food & Beverage Summer	14,500	18,583	15,500	19,021	20,000	20,000
3-5145	· Lodging Summer	2,400	1,870	3,000	4,334	4,000	4,000
3-5146	· Postage/Printing Summer	1,000	278	500	611	500	500
3-5147	· Travel Summer	200	302	300	92	300	300
3-5149	· Speaker Summer	5,000	1,332	12,500	9,654	5,000	8,000
3-51481	· Roger Jordan Scholarship	1,000	1,478	3,700	0	3,000	3,000
Total · Summer Conference		32,150	32,092	45,500	34,521	35,300	38,300
<i>NW Regional</i>							
3-5152	· Administration	6,000	3,777	0	0	5,000	5,000
3-5154	· Food & Beverage	14,000	29,212	0	0	20,000	20,000
3-5156	· Postage/Printing	1,500	157	0	0	500	500
3-5157	· Travel	2,200	2,240	0	0	4,000	4,000
3-5159	· Speaker	4,000	3,450	0	0	5,000	8,000
Total · NW Regional		27,700	38,836	0	0	34,500	37,500
<i>NW Women's Leadership Academy</i>							
3-5201	· LOC Administration	0	0	0	0	0	0
3-5202	· Other Administration	0	0	0	13,000	0	0
3-5203	· A/V & Room	0	0	0	0	0	0
3-5204	· Speaker	0	0	0	0	0	0
3-5205	· Food & Beverage	0	0	0	1,009	0	0
3-5206	· Miscellaneous	0	0	15,000	1,015	15,000	15,000
Total · NW Women's Leadership Academy		0	0	15,000	15,024	15,000	15,000
Total · Conferences		66,800	80,933	70,650	59,173	92,950	101,450

		2017 BUDGET	2017 ACTUAL	2018 Amended BUDGET	2018 ACTUAL	2019 Proposed BUDGET	2019 Accepted BUDGET
General Operations Expenses							
	· Contingency	6,750	0	500	0	0	0
3-5121	· 2021 ICMA Conference	5,000	0	5,000	3,230	0	0
3-6020	· ICMA Coaching Program	0	1,000	1,000	1,000	1,000	1,000
3-6001	· LOC Services	12,000	6,482	12,000	10,422	25,375	25,375
3-6016	· Board Functions	3,300	5,162	6,500	10,346	9,000	9,000
3-6021	· Conference Calls	200	196	200	182	200	200
3-6023	· Directory	2,000	3,664	0	0	0	0
3-6027	· Marketing/Supplies	750	683	750	1,401	750	750
3-6033	· Miscellaneous	1,500	459	2,000	1,346	1,500	1,500
3-6034	· Miscellaneous - Credit Card Exp	0	1,068	3,000	989	1,500	1,500
3-6036	· National/Committee Travel	2,500	1,119	2,500	2,583	3,000	3,000
3-6039	· Newsletter	9,000	4,676	8,000	5,124	6,000	6,000
3-6042	· Postage	400	179	400	488	400	400
3-6045	· Printing, Fax	300	133	300	350	300	300
3-6051	· Scholarships Charlie Henry	3,000	2,425	3,000	3,240	3,000	3,000
3-6054	· Senior Advisor	14,000	10,322	14,000	9,725	12,000	12,000
3-6057	· Web Support	5,500	3,091	5,500	3,000	1,500	1,500
NEW	· Audit	0	0	0	0	8,500	8,500
NEW	· Sponsorship of Other Organizations	0	0	0	0	2,000	2,000
Total General Operations Expenses		66,200	40,658	64,650	53,427	76,025	76,025
Total Expenses		133,000	121,591	135,300	112,601	168,975	177,475
Net Income / <Loss> Before Beginning Cash		5,750	38,666	-1,500	34,736	-1,875	-10,375
Net Income / <Loss> Including Beginning Cash		91,662	124,578	123,078	159,313	157,438	148,938
Transfers							
	· Operating to RJ Scholarship	0	2,000	0	0	0	0
	· Operating to ICMA 2021	0	35,000	0	0	0	0
	· ICMA 2021 to Host Committee Account	0	0	0	0	10,000	10,000
Total Transfers		0	37,000	0	0	10,000	10,000
Ending Cash							
	· Ending Cash Balance - Operations	57,573	46,849	46,749	77,137	80,562	72,062
	· Ending Cash Balance - ICMA 2021	30,739	72,856	74,156	76,304	73,004	73,004
	· Ending Cash Balance - RJ Scholarship	3,350	4,872	2,172	5,872	3,872	3,872
Total Ending Cash		91,662	124,578	123,078	159,313	157,438	148,938



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: January 28, 2019
Subject: Senior Advisor Region 5 Vacancy

Harold "Andy" Anderson resigned his position as the Region 5 Senior Advisor effective December 31, 2018. Andy's region included communities in Crook, Deschutes, Douglas, Gilliam, Hood River, Jackson, Jefferson, Klamath, Sherman, Wasco and Wheeler counties. Applications to fill this position were made available via email, the OCCMA listserv and the OCCMA website. OCCMA received three applications:

- David Clyne
- Dave Kanner
- David Waffle

Each of their respective application materials are attached to this memo. The current OCCMA Senior Advisors met via conference call to discuss the three applicants on January 17th. They recommended two things to President Marty Wine. First, that Dave Kanner be appointed to fill the Region 5 vacancy. Second, that the OCCMA Board of Directors take steps to add an additional senior advisor position to support managers in Oregon.

The action for the board is to determine next steps for the Region 5 vacancy and the OCCMA Senior Advisor program.

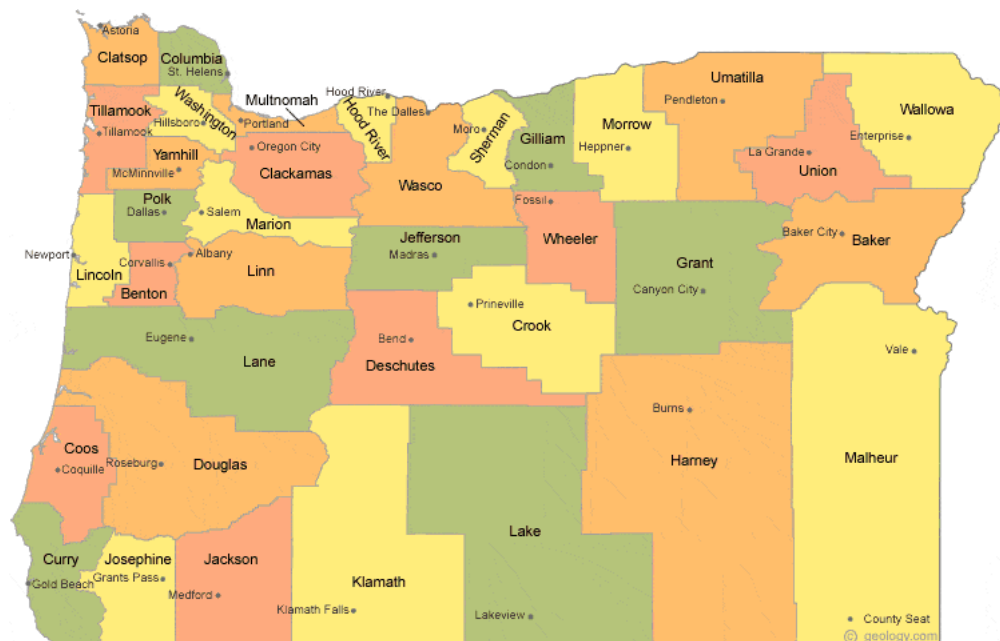


OCCMA REGION FIVE SENIOR ADVISOR APPLICATION

DESCRIPTION: The Oregon City/County Management Association (OCCMA) is soliciting applications for the Region Five Senior Advisor position. Senior advisors provide the counsel, experience, and support of respected, retired managers of the profession for city, county and COG chief administrators and assistants. Senior advisors help with personal and professional issues of managers, serve as interim managers, advise managers in transition, and keep in contact with all the managers in the region. They help with membership recruitment and take part in ICMA and OCCMA activities. Advisors serve one-year terms with up to two-year reappointments after the first year. This is a volunteer position, with some eligible reimbursable expenses.

For more information please visit OCCMA and ICMA's websites. Questions can be directed to Megan George at mgeorge@orcities.org or (503) 588-6550.

ABOUT REGION FIVE: Region Five includes cities in Crook, Deschutes, Douglas, Gilliam, Hood River, Jackson, Jefferson, Klamath, Sherman, Wasco and Wheeler counties.



TO SUBMIT APPLICATIONS: Please complete the application form (see attached) and include a resume and statement of interest. Applications can be submitted to Megan George by email at mgeorge@orcities.org or by fax at (503) 399-4863. Applications are due by January 18th, 2019.

OREGON SENIOR ADVISOR APPLICATION

APPLICANT INFORMATION

Name:

Current address:

City:

State:

ZIP Code:

Email:

Home phone:

Cell phone:

ORGANIZATIONS

How long have you been a member of ICMA?

Please list any other local government professional organizations that you have been a member of:

REFERENCES

Name

City

Phone/Email

RESUME/INTEREST

Please attach your resume.

Please attach a statement of interest.

Region Five includes cities in Crook, Deschutes, Douglas, Gilliam, Hood River, Jackson, Jefferson, Klamath, Sherman, Wasco and Wheeler counties. How well do you know the city managers and assistant city managers in that region?

SIGNATURES

I have read and understand the requirements, qualifications, and time commitment to be a Senior Advisor for the Oregon City/County Management Association and ICMA. I would like my application to be filed as a potential applicant for the Senior Advisor program.

Signature:

Date:

Please send your application and resume to Megan George at mgeorge@orcities.org. For additional questions, please call Megan at (503) 588-6550.

From: [David Clyne](#)
To: [Megan George](#)
Subject: FW: Oregon Region 5 Senior Advisor Application - 2019.pdf
Date: Sunday, December 23, 2018 1:17:57 PM
Attachments: [Resume 2018 - Retired.docx](#)
[Oregon Region 5 Senior Advisor Application - 2019.pdf](#)

Megan,

Attached should be my completed Senior Advisor application except for signature. Please treat this email as my signature in support of that application. If that is inadequate, I will be happy to sign later or alternatively mail a signed version. My version of Adobe does not support signing functions.

Below is my statement of interest for the Senior Advisor opening.

David

DAVID CLYNE STATEMENT OF INTEREST – OREGON REGION 5 SENIOR ADVISOR OPENING

This is my statement of interest for this opening. I have developed a large body of experience and education that I would like to share with others in my profession in this manner. Engaging with new and mid-level managers has been my ongoing practice while actively employed and I would like to continue on during my retirement years.

I think my unique perspective on the profession plus my problem-solving skills can be of continued use to those learning the business or furthering their existing knowledge and practices. Combining the knowledge gained through 40 years in the public sector, practicing law and other private sector endeavors gives a unique approach and view on our local government challenges.

My career is marked by both high-level success and high-level failure, both of which have given me much to share. I enjoy working with my peers in the profession both individually and in a group setting.

Thank you for consideration of this application

David Clyne, ICMA-CM, JD, MPA, Retired

Sent from [Mail](#) for Windows 10

From: [David Clyne](#)
Sent: Sunday, December 23, 2018 12:55 PM
To: [David Clyne](#)
Subject: Oregon Region 5 Senior Advisor Application - 2019.pdf

DAVID CLYNE, ICMA-CM¹ - Retired

195 Independence Way
Independence, OR 97351
(541) 905-3230 (cell)
davidclyne29@gmail.com

SUMMARY OF QUALIFICATIONS

- ICMA Credentialed Manager
- 40 years public service
- 30 years City Management Experience, including three as Deputy City Manager
- Private sector experience includes operating my own small law practice and consulting services
- Masters in Public Administration
- Juris Doctor (law degree)
- Certified Mediator
- Board Member (past) – League of Oregon Cities
- 2x Board Member (past) – Oregon City/County Managers Association
- Licensed Attorney – Colorado (inactive)
- Licensed Water/Wastewater Operator – Colorado (expired)
- Licensed Real Estate Broker – Colorado (expired)
- Licensed Title Examiner – Colorado (expired)
- Numerous collective bargaining contracts
- Accomplished negotiator, communicator, team player, mentor and lifelong student

SELECTED ACCOMPLISHMENTS

- Led City of Independence to All America City designation
- Led City of Independence renaissance resulting in 2018 LOC Award of Excellence
- Helping City lead in Internet of Things innovation economy in a number of ways
- Created successful bi-cultural equity program in City to engage our 35% Latino community
- Developed improved relationship with Confederated Tribes of Grand Ronde
- Successfully recruited Oregon State Hospital together with \$30,000,000 intergovernmental agreement to develop related infrastructure resulting in over hundreds of new permanent jobs to the community (Junction City)
- Helped passage of general obligation measures in two Oregon communities (Independence and Brownsville)
- Founding member Oregon Small Cities Network
- Initiated Statewide scenic byway program (Colorado)
- Secured many millions of dollars in grants over career and oversaw the construction of hundreds of millions in capital improvements
- Produced fiscally sound budgets in numerous communities with annual operating budgets ranging in size from approximately \$50,000,000² to as low as \$1,000,000

¹ International City Management Association Credentialed Manager

² In 1980s Dollars.

SUMMARY OF LOCAL GOVERNMENT EXPERIENCE

CITY MANAGER – Independence, OR	8/10 – 12/18 (retired)
CITY ADMINISTRATOR – Junction City, OR	8/06 – 8/10
CITY ADMINISTRATOR - Brownsville, Oregon	8/02 – 08/06
TOWN ADMINISTRATOR - Morrison, Colorado	9/99 – 2/02
TOWN ADMINISTRATOR - Buena Vista, CO	6/98 – 9/99
DEPUTY CITY MANAGER - Central City, CO	6/92 – 4/95
TOWN MANAGER - Nederland, CO	1/87 – 5/91
TOWN ADMINISTRATOR - Olathe, CO	6/84 – 11/85
BUDGET DIRECTOR – Arapahoe County, CO	11/80 – 6/84
STAFF ASSISTANT : League of Arizona Cities – Phoenix, AZ	7/78 – 8/80

SUMMARY OF OTHER PROFESSIONAL QUALIFICATIONS

CERTIFIED MEDIATOR (OR)	2014 - Present
ATTORNEY AT LAW (CO)	1991 - 1998
REAL ESTATE BROKER/TITLE EXAMINER (CO)	1996 - 1998
V.I.S.T.A. VOLUNTEER (CA)	1976 - 1977
WAREHOUSE MANAGER/CLERK (CA)	1968 - 1975

SUMMARY OF EDUCATIONAL QUALIFICATIONS

JURIS DOCTOR <i>University of Denver</i>	1991
MASTER OF PUBLIC ADMINISTRATION <i>California State University, Long Beach</i>	1980
BACHELOR OF ARTS – Political Science <i>University of California at Los Angeles</i>	1978
GENERAL COLLEGE STUDIES <i>Skyline Community College, San Bruno, CA</i>	1975

COMMUNITY ENGAGEMENT EXPERIENCE - INDEPENDENCE

- Rotary Member
- Chamber of Commerce Board of Directors
- Lions Club Member
- Independence Downtown Association Member
- MINET Board of Directors
- Hop and Heritage Festival Board
- Latino Round Table participant
- Regional Tourism Solutions Team
- Polk Tourism Board
- Regional City Managers meetings

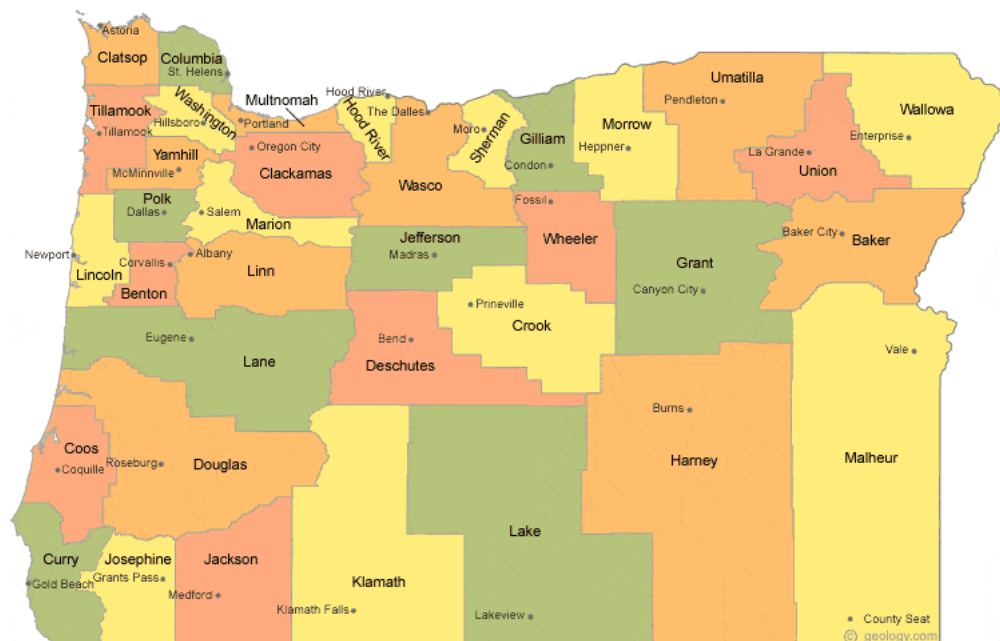


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OREGON SENIOR ADVISOR APPLICATION

APPLICANT INFORMATION

Name:

Current address:

City:

State:

ZIP Code:

Email:

Home phone:

Cell phone:

ORGANIZATIONS

How long have you been a member of ICMA?

Please list any other local government professional organizations that you have been a member of:

REFERENCES

Name

City

Phone/Email

RESUME/INTEREST

Please attach your resume.

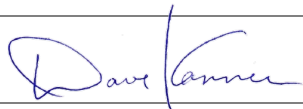
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SIGNATURES

I have read and understand the requirements, qualifications, and time commitment to be a Senior Advisor for the Oregon City/County Management Association and ICMA. I would like my application to be filed as a potential applicant for the Senior Advisor program.

Signature:



Date:

Please send your application and resume to Megan George at mgeorge@orcities.org. For additional questions, please call Megan at (503) 588-6550.

Dave Kanner
Statement of interest for Senior Advisor position
January 11, 2019

I recently retired after a nearly three-decade career in city and county management and I'm able and anxious to share the knowledge I accumulated during the course of my career in a meaningful way. I believe my experience in public administration and organizational leadership, and my in-depth knowledge of the day-to-day challenges faced by members of the profession make me very highly qualified to be an ICMA senior advisor.

I have always sought ways to support others in the profession; reaching out to local colleagues who are terminated by their councils, and helping others seeking new challenges with resume-writing and interview prep. In my last year in Ashland, I offered brown-bag lunch educational sessions for managers in the organization who were interested in becoming city managers.

I consider myself to be open and transparent, with a calm, levelheaded approach to even the most difficult situations. Above all, I hold myself to extremely high standards of honesty, integrity, reliability, loyalty and fairness, with, perhaps most importantly, a healthy sense of humor.

I view city/county management not just as a job but as a calling and I want very much to stay engaged with it. I believe in public service and the greater good. I see the senior advisor position as an opportunity to help those still working in the field – both personally and professionally – to achieve that greater good for themselves and their communities.

Dave Kanner

421 Lindsay Lane. ~ Ashland, Oregon 97520

(541) 851-1267

E-mail: dave_kanner@yahoo.com

Results-driven leadership ~ Skilled management ~ Out-of-the-box thinking

A track record of results-driven leadership, delivered with the highest standards of integrity, honesty, reliability and consistency. Proven expertise in the practices and principles of effective management, including strategic planning, organizational development, budgeting, human resource management and policy development, as well as a thirst for innovative, out-of-the-box thinking. Superior communication skills and an ability to work well with people of differing viewpoints, to build relationships with businesses and government entities, and to lead diverse groups to consensus.

SKILLS:

Strategic Planning: Highly skilled in working with governing boards on the creation of strategic plans, then translating goals and objectives into action.

Organizational leadership: Led large complex organizations in the delivery critical services, always mindful of reinforcing performance and maintaining employee morale.

Budgeting and Financial Management: Prepared and managed budgets in excess of \$200 million, including development of performance measures.

Human Resources and Labor Relations: Modernized and overhauled personnel rules and policies at each of my last three employers; each an organization with multiple bargaining units.

WORK HISTORY:

City Administrator, Ashland, Oregon

February, 2012 – November, 2016

Overall responsibility for all administrative aspects of city government, including personnel management (266 FTE), fiscal management, budget preparation (\$237 million biennial budget), strategic planning, business and government relations, labor negotiations, policy analysis, development and implementation for City Council, preparation of Council agenda materials and internal as well as external communication/citizen engagement. Served on the boards of directors of Southern Oregon Regional Economic Development, Inc., and the Ashland Chamber of Commerce.

2015 Employee Satisfaction Survey: 98% of City employees expressing an opinion said they feel proud to be working for the City and 96% said they would recommend the City of Ashland as a place to work!

County Administrator, Deschutes County, Oregon

June, 2006 – August, 2011

Chief administrative officer of Oregon's fastest-growing county, with 850+ employees and \$267 million annual budget. Responsible for all aspects of organizational management, including

budget, personnel, capital projects, legislative affairs, liaison with other local governments and business interests, and execution of policy direction of the elected Board of Commissioners. Served on the boards of directors of Economic Development for Central Oregon and the Central Oregon Visitors Association.

Established the Deschutes On-site Clinic a money-saving innovation providing primary medical care, urgent care, prescriptions and wellness programs for the 2,700 individuals in the Deschutes County self-funded health benefits plan.

Deputy County Administrator, Jackson County, Oregon **August, 2000 – June, 2006**

Member of executive management team. Responsible for oversight of day-to-day operations in an organization with 1,100 employees and more than \$283 million in budgetary resources. Specific duties included oversight of the Human Resources/Risk Management Office, budget development, strategic planning, capital projects management, labor negotiations and special projects. Served as county risk manager and interim economic development director.

Managed and completed \$56 million worth of capital projects on-time and under budget, including complete re-build of county library system and new juvenile justice center.

EDUCATION

Bachelor of Arts, Communications, Carnegie-Mellon University

Completed 45 credits in Executive Masters in Public Administration program, Portland State University

Dave Kanner

SKILLS and ACCOMPLISHMENTS:

Strategic Planning: Highly skilled in working with governing boards on the creation of strategic plans, then translating goals and objectives into action.

- ✓ With the mayor, led the Ashland City Council through the strategic planning process to create the “2020 Vision” plan; establishing the long-term goals and objectives of the City and then funding the highest priority goals in subsequent budgets.
- ✓ Led City negotiation team in the transfer of Ashland Community Hospital to Asante Health System, securing the future of the hospital for the City.
- ✓ Developed and authored Jackson County’s first-ever criminal justice strategic plan and e-government strategic plan.

Organizational leadership: Led large, complex organizations in the delivery critical services, always mindful of reinforcing performance and maintaining employee morale.

- ✓ City of Ashland 2015 Employee Satisfaction Survey: 98% of City employees expressing an opinion said they feel proud to be working for the City and 96% said they would recommend the City of Ashland as a place to work.
- ✓ In Ashland and Deschutes County, created new and highly effective communication tools to engage employees and elected officials regarding organizational goals and initiatives.
- ✓ At Deschutes County, initiated employee recognition and customer service programs, as well as Deschutes’ first countywide employee training program.

Budgeting and Financial Management: Prepared and managed budgets in excess of \$200 million, including development of performance measures. Every budget I prepared for the City of Ashland and Deschutes County earned the GFOA Distinguished Budget Presentation Award.

- ✓ Converted Ashland from a fully insured to self-insured health benefits program, saving millions of dollars in health insurance costs.
- ✓ Established the Deschutes On-site Clinic a money-saving innovation providing primary medical care, urgent care, prescriptions and wellness programs for the 2,700 individuals in the Deschutes County self-funded health benefits plan.
- ✓ Created an award-winning performance measurement program for Deschutes County (ICMA Center for Performance Management Award of Excellence).
- ✓ At Jackson County, managed and completed \$56 million worth of capital projects on-time and under budget, including complete re-build of county library system and new juvenile justice center.

Human Resources and Relationship Management: Modernized and overhauled personnel rules and policies at each of my last three employers; each an organization with multiple bargaining units.

- ✓ Successfully concluded every union contract negotiation in which I’ve been involved (including negotiations with strike-prohibited units) without arbitration or other legal proceedings.
- ✓ Worked with local citizens and business leaders to create Ashland’s first-ever downtown beautification plan.
- ✓ Wrote and implemented a new ethics code for the City of Ashland and provided ethics and harassment training for all employees.
- ✓ Significantly improved City of Ashland social media presence and implemented the “Open City Hall” platform on the City web site, providing a 21st century platform for Ashland citizens to provide input on City issues.

OREGON SENIOR ADVISOR APPLICATION

APPLICANT INFORMATION

Name: Dave Waffle

Current address: 2382 N Kamiakan DR

City: Cornelius

State: OR

ZIP Code: 97113

Email: dwaffle.cm@gmail.com

Home phone: 503.925.0514

Cell phone: 503.360.6797

ORGANIZATIONS

How long have you been a member of ICMA? 1988 (approximately)

Please list any other local government professional organizations that you have been a member of:
Oregon City County Management Association, Wisconsin City County Management Association, Government Finance Officers Association and Oregon Government Financial Officers Association.

REFERENCES

Name	City	Phone/Email
Dr. Phillip Cooper	Portland State University	503.725.8155/pcooper@pdx.edu
Joe Gall	City of Sherwood	.625.4200/gallj@sherwoodoregco+ +1
Cynthia Alamillo	City of Manzanita	503.368.5343/calamillo@ci.manzanita.or.us

RESUME/INTEREST

Please attach your resume.

Please attach a statement of interest.

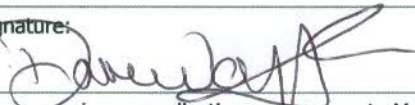
Region Five includes cities in Crook, Deschutes, Douglas, Gilliam, Hood River, Jackson, Jefferson, Klamath, Sherman, Wasco and Wheeler counties. How well do you know the city managers and assistant city managers in that region?

My personal knowledge of the current managers and administrators in these counties is limited to not more than five or six of them. Some of the contacts have come from conferences and some have been from exchanges of city documents and phone calls based on listserv inquiries. I clearly pledge my intent to develop good relationships with all these managers through personal visits, regional meetings, conferences and phone or Skype calls.

SIGNATURES

I have read and understand the requirements, qualifications, and time commitment to be a Senior Advisor for the Oregon City/County Management Association and ICMA. I would like my application to be filed as a potential applicant for the Senior Advisor program.

Signature:



Date:

January 18, 2019

Please send your application and resume to Megan George at mgeorge@orcities.org. For additional questions, please call Megan at (503) 588-6550.

January 17, 2019

President Marty Wine

Members of the Board of Directors of the Oregon City County Management Association

Please accept my application and statement of interest for the position of Senior Advisor for the Oregon City County Management Association (OCCMA). A brief resume is enclosed.

I've wanted to serve as a "Range Rider" since Charlie Henry visited me at my home, almost forty years ago, in Oakridge helping me through the first, trying years as a city administrator. He was comfortable sitting and listening to me as I coped with a rogue Chief of Police, a dishonest Fire Chief, staff layoffs and lumber mill closures. His advice and calm demeanor was so impressive. Charlie was there for me and many others throughout the years. I'm ready to play that role for current managers and administrators. Serving as a Senior Advisor provides opportunities to share knowledge and values, represent the Code of Ethics, listen to professionals describe their community and career plans and use my experiences to provide some insight and comradeship. It is a lonely profession some days and especially so in a small, isolated community.

After decades as a City Manager, I'm on a clear path toward retirement. I'm currently serving as a half-time employee as Beaverton's Assistant Finance Director, no longer responsible for the daily operations of that department and less involved in many city and regional committees. At this point, my obligation to Beaverton likely ends June 30, 2019. I plan no consulting, teaching or interim management work. I continue to serve on the Cornelius Planning Commission and I help several universities and high schools with their athletic programs in game management roles.

The last seven years in the Finance Department provides me a depth of budgeting and financial operational skills that are complementary to my overall management perspective and should be valuable to managers. Over the years, I've also served in every department in various acting leadership roles and have a wealth of experience with elected officials and members of boards and commissions. And yes, I know all about being "in transition" as well as the struggles that sometimes are evident beforehand.

While not serving on the OCCMA Board, I have participated on committees (i.e. 2021 Host Committee) and on conference panels during my two stints in Oregon. I was on the board of directors of the Wisconsin City County Management Association (WCMA) for about ten years including a term as president. That led to active service with ICMA in regional meetings and

January 17, 2019

was part of the team that tested some of the first materials used for the “knowledge assessments” as part of the initial Credentialed Manager Program. I maintained my status as a Credentialed Manager until 2012. I served twice on ICMA conference planning committees and participated on a conference panel on community engagement several years ago.

I continue to serve on the Local Government Program Advisory Committee for Portland State University. Dr. Phillip Cooper tapped me to serve as their first “Practitioner in Residence”. I was able to combine that experience as one of the initial board members of the Emerging Local Government Leaders program to provide mentoring and coaching to students exploring careers in local government. At the City of Beaverton I was asked to be a member of the first Internal Equity Team as we focus on racial diversity and opportunities within workforce to be better able to serve the community.

Cornelius and Beaverton used me as a representative on various regional committees such as the Washington County Cooperative Library System Executive Board, Metropolitan Area Communications Commission, Broadband Users Group and the monthly meetings of county area managers. I represented the cities of Washington County on the Tualatin River Watershed Council for a decade, including three years as chair. I currently represent Washington County cities on the Clean Water Advisory Commission on regional stormwater and wastewater issues. During the past year, the League of Oregon Cities allowed me to represent them on Oregon Joint Use Association which is an advisory committee to the Public Utility Commission. My focus there has been on issues related to the deployment of small cell/5G technology in the rights of way of our cities.

The service and relationships built during those many meetings has contributed to an enhanced ability to negotiate changes in intergovernmental agreements recently in such areas as lodging taxes, ROW fees and service area withdrawals from a water district serving Beaverton residents.

Thank you for your consideration for the position of Senior Advisor. If selected, I aspire to the standards of people like Charlie Henry, Steve Bryant, Roger Jordan and the current outstanding advisors that serve now.

Sincerely,



Dave Waffle

Dave Waffle

Experienced Local Government Executive

2382 N Kamiakan DR
Cornelius, OR 97113
503.360.6797
dwaffle.cm@gmail.com

EXPERIENCE

City Manager/ Administrator

Manage community with Mayor/City Council and professional staff. Develop and administer policies across a broad range of local government issues including growth/development, finance/budget, public safety, libraries, parks and community services. Represent and assist elected leaders to advise on city's role in regional and state issues.

City of Cornelius, OR City Manager 2006-2011
City of Reedsburg, WI City Administrator 1997-2004
Village of Allouez, WI Village Administrator 1992-1997
City of Platteville, WI City Manager 1987-1992
City of Winston, OR City Administrator 1982-1987
City of Oakridge, OR City Administrator 1997-1982

Department Management

Responsible for operations of department. Analyze, research and prepare policy options. Collaborate with internal teams and external organizations.

City of Beaverton, OR Assistant Finance Director 2011-present
City of Wilsonville, OR Community Development Director 2004-2005
City of Lansing, MI Administrative Ass't. Planning Dept. 1972-1975

EDUCATION

University of Oregon, Masters of Arts - Public Affairs 1977

Michigan State University (James Madison College), Bachelors - Urban Community Policy Problems 1972

CURRENT ASSOCIATIONS

Clean Water Advisory Commission — Representing Washington County cities to the Clean Water Services Board of Directors

Telecommunications, Cable & Broadband Legislative Policy Committee of the League of Oregon Cities - vice chair

City of Cornelius Planning Commission - chair

SKILLS

Budgeting and Financial Management

Capital Finance

Community Development and Urban Renewal

Collaboration and Community Engagement

Policy Analysis

Telecommunications and Right of Way Management

Inter-Governmental Relations

Coaching and Mentoring

Ethics Advice

AWARDS

Community Health and Safety Award (ICMA) - 2010
Working with families of disabled children for expanding opportunities and providing health policy advocacy

Citizen of the Year (Cornelius Booster Club) - 2011

Distinguished Budget Presentation Award (Government Finance Officers Association) - 2008 to present



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: January 28, 2019
Subject: OCCMA 2019 Fall Workshop

At the November 8-9, 2018 OCCMA Board Retreat, staff was directed to investigate alternative timelines for scheduling the OCCMA Board of Directors meeting and Annual Membership Meeting in conjunction with the OCCMA Fall Workshop.

The 2019 OCCMA Fall Workshop is scheduled for Thursday, September 26th from 8:30 am – 12:00 pm at the Riverhouse on the Deschutes in Bend. Typically, the program would run:

8:30 am – 11:00 am Fall Workshop

11:00 am – 11:30 am OCCMA Board of Directors meeting

11:30 am – 12:00 pm OCCMA Annual Membership Meeting

This timeline became an issue in 2018 because the Board of Directors meeting ran long (~45-minutes) and there was an extreme drop in attendance between the Fall Workshop and Annual Membership Meeting. Unfortunately, it isn't possible to schedule the Board Meeting or Annual Membership Meeting between 8:30 am – 9:30 am on Thursday (9/26) due to conflicting events.

There are several possible alternatives:

1. **Move OCCMA Board of Directors meeting to Wednesday (9/25).** The meeting would be scheduled from 3:30 pm – 5:00 pm with a joint dinner with the boards of the League of Oregon Cities and Oregon Mayors Association to follow at 6:00 pm. This would require the board to arrive a day early.
2. **Move OCCMA Board of Directors meeting to immediately prior to the Fall Workshop.** The meeting would be scheduled from 7:00 am – 8:00 am and could occur onsite with breakfast.
3. **Move OCCMA Board of Directors meeting to immediately after the Annual Membership Meeting.** The Annual Membership Meeting would begin at 11:00 am and at the conclusion, the board could meet. In addition, this meeting could extend into the lunch hour to provide additional time.
4. **Move OCCMA Board of Directors meeting to later in the LOC Annual Conference.** LOC has contracts for space Wednesday (9/25) through Saturday (9/28) and can typically accommodate a meeting at any time during this period.
5. **Other.**



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: January 30, 2019
Subject: OCCMA 2019 Board Retreat

At the November 8-9, 2018 Board Retreat, the board directed staff to investigate the Silver Falls Lodge in Silverton for the 2019 OCCMA Board Retreat. Staff requested information on lodging accommodations, catering and date availability. Dates were requested for Wednesday – Friday to accommodate the Host Committee in addition to the Board Retreat. The Silver Falls Lodge is available for the following dates:

- October 9 – 11th (Two Weeks Following Last OCCMA Board of Directors meeting)
- October 16 – 18th
- November 6 – 8th (Week of the Election)
- November 13 – 15th
- November 20 – 22nd (Week of NLC City Summit)

Attached to this memo are three items:

1. Silver Falls Group Event Guide
2. 2018 Group Catering Menu
3. Silver Falls Lodge & Conference Center Estimate

OCCMA would be responsible for covering the cost of meals and meeting space (\$730). Individuals would be required to cover the cost of their rooms (\$114/night) in the shared lodge housing. These costs are commensurate with those at the Oregon Garden Resort. A 25% deposit would be required to secure the dates.

Given time constraints and other events, staff recommends contracting for the November 13 – 15th date range.



2018/19 GROUP EVENT GUIDE

Silver Falls Lodge and Conference Center is nestled in the lush temperate rainforest of the Cascade foothills and is located in Oregon's largest state park, Silver Falls. The park offers over 30 miles of scenic trails, 10 breathtaking waterfalls and 9,000 acres of beautiful new and old growth timber.

Whether you are hosting a corporate meeting, a holistic spiritual retreat or a family reunion, Silver Falls Lodge and Conference Center provides all the modern comforts of an event center with serene forest ambiance.

Our charming rustic cabins and lodges can accommodate up to 82 guests. We also offer meal and snack services freshly prepared by our in-house culinary team served in the Big Leaf Dining Hall or catered to your meeting space. All details of your event will be attended to by our on-site event coordinators, along with our courteous and professional staff.

Meeting space rentals include use of projector & in-room screen, podium, easels, whiteboards and flip charts. Please arrange use of any of these materials with your event coordinator. We offer full catering services. Please ask your coordinator for our menu to see our snack, catering and beverage options. *Please note that outside food and beverages are prohibited in your meeting spaces.

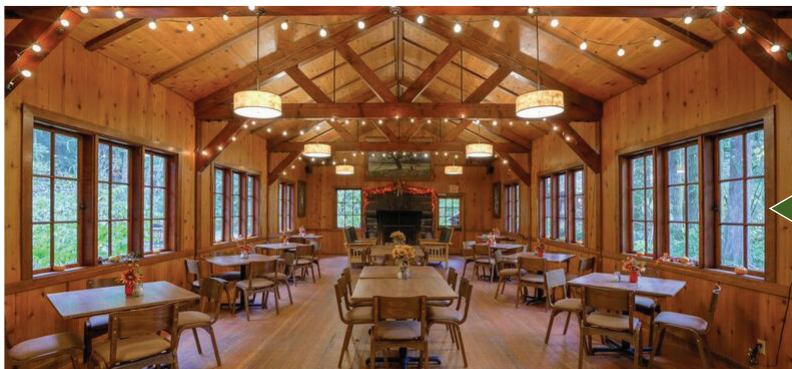


SMITH CREEK HALL 40'x28'

Conveniently located in the heart of the Conference Center and adjacent to Big Leaf Dining Hall, this 1120 sq. ft. meeting hall features a 60" smart TV, projector screen, restrooms, and two sets of French doors that open onto a deck overlooking Smith Creek. Wi-Fi available.

UPPER SMITH CREEK HALL 17'x27'

This serene 450 sq. ft. space is perfect for smaller private events. It is located a quarter mile from the main Conference Center area and is accessible via car or foot path. Tucked into a wooded hillside of old-growth timber, this quaint hall offers treetop views, a wood burning stove, large whiteboard, and outdoor fire pit area. Wi-Fi is currently only available with the use of an AT&T hotspot (not provided).



BIG LEAF DINING HALL 20'x44'

In addition to Big Leaf meal service this 1760 sq. ft. L-shaped building can host catered dinners, large events, for small breakaway sessions between meals, or for social gatherings.

OUTDOOR SPACES

Drake's Meadow, McKenzie Meadow, & Bonfire Courtyard are great for casual use or team building events. These lush spaces are large enough for up to 220 people to gather! We offer an assortment of lawn games that are sure to bring everyone together.



We offer charming, rustic overnight accommodations for up to 82 guests. Choose from 37 cabins, lodge rooms and a new cottage suite. All lodging comes with bed linens, towels, coffee makers, hair dryers, and housekeeping service for multiple-night stays.



LODGES / LODGE ROOMS

Across the meadow from Big Leaf Dining Hall are four guest lodges: Alder (ADA), Blueberry, Cedar and Dogwood. Each lodge has six private guest rooms with two twin beds per room. The lodges also feature a common area with seating, smart TV, DVD player, mini fridge, microwave, 12 cup coffee maker, wood-burning stove, and 2 full restrooms.

LOWER SMITH CREEK CABINS

CHICKAREE & RACCOON

These two duplex-style buildings are located near Big Leaf Dining Hall. The Chickaree Cabins (#25, 26) each have two twin beds and the Raccoon Cabins (#27, 28) each have one queen bed. Each Lower Smith Creek cabin has a private bathroom with shower. All four cabins come with a Roku-enabled smart TV and DVD player.



Did you know that we offer pet-friendly lodging?

Upper Cabins #2 & 3, Dogwood Lodge, and Lower Smith Cabins #25 & 26 are all pet friendly. A \$25 per pet/pet night fee does apply. Please let us know at time of reservation if you intend to bring a pet.

UPPER SMITH CREEK CABINS

These eight unattached cabin units are nestled in a secluded area of old-growth timber a quarter mile from Big Leaf Dining Hall. Each of these cabins features a vanity with sink, and a water closet with a commode. There are shared restrooms with shower facilities located at the adjacent Upper Smith Creek Meeting Hall. Upper Cabins #1 and #2 each have a full sized bed. Upper cabins #3-8 each have three twin beds.

CALYPSO COTTAGE

This newly renovated suite is tucked down a short private drive and sleeps up to 4 people. The cottage features a living room with two twin day-beds, a wood-burning stove, and a smart TV with DVD player. The kitchen is equipped with a mini fridge, microwave, 12-cup coffee maker, stove, breakfast bar, dishes and cookware. A private bathroom boasts a luxurious two person shower and jetted tub. The master bedroom has a queen bed and a work space. This quaint cottage has a private fire pit and is the perfect spot to spend your evening after a day of training or hiking.



MEAL OPTIONS



BIG LEAF MEAL SERVICE

We are pleased to offer our Chef's Choice hot buffet with a salad bar, freshly prepared daily in Big Leaf Dining Hall when 10 or more guests are dining. If anyone in your group has any food-allergy concerns, please inform your group event coordinator. While gluten-free items may be available, we are not a gluten-free facility. Meals are priced per person and are available at the following times:

Breakfast: 7:30AM – 8:30AM

Lunch: 12PM – 1PM

Dinner: 6:00PM – 7:00PM

**Standard meal service times may be customized only when a group books 100% of the lodging.*

COFFEE AND SNACK SERVICE

Need some mid-morning pastries or late evening munchies? We've got you covered! A wide array of snack and beverage service is available for delivery to your event space.

BAR SERVICES

We are pleased to offer either a cash bar so your guests have the option to purchase beer and wine during dinner services, or a hosted bar where we will run a tab of consumption and invoice these charges post event.

BOX MEAL SERVICES

A great option for those working through lunch, headed out on a hike, or working on event preparations. Boxed meals can be ordered in any quantity and will be available for pick up or delivery to your meeting space. Please make arrangements with your event coordinator.

CATERING

Host a catered meal by our in-house culinary team, led by our Executive Chef that can be served in your meeting space or outdoor venue. From an elegant dinner to a lively summer cookout, we can make it happen. Minimums may apply for some menu options. Please ask your event coordinator for details.

THINGS TO DO

HIKING & BIKING

At over 9,000 acres, Silver Falls State Park is Oregon's largest state park. Within the park there are more than 30 miles of hiking, mountain biking, and horseback riding trails through lush rainforest and alongside creeks and waterfalls. Make sure to visit the famous Trail of Ten Falls - a 9 mile hiking loop past 10 majestic waterfalls. Complimentary bike use available for overnight guests of the Conference Center.

YOGA AND MEDITATION

Our serene location provides many quiet places for your spiritual practices.

GAMES

Horseshoes, volleyball, ping pong, disc golf and more! All equipment and lawn games are available at the conference center reservation booth at no cost for guests. A library of books, games and DVDs and are available in Big Leaf Dining Hall.





2018 RATES

LODGING

	Beds	Winter	Spring	Summer	Fall
Lodge Room, Individual	Two Twins	\$114	\$129	\$139	\$125
Lodge Room, Group Rate all 6 rooms	Two Twins	\$83	\$114	\$124	\$109
Upper Cabin, Double	One Full Bed	\$83	\$99	\$119	\$99
Upper Cabin, Triple	Three Twins	\$83	\$109	\$119	\$105
Lower Cabin, Raccoon	One Queen	\$83	\$109	\$124	\$105
Lower Cabin, Chickaree	Two Twins	\$83	\$109	\$124	\$105
Calypso Cottage	One Queen, Two Day Beds	\$169	\$184	\$249	\$184

VENUE/MEETING SPACES

Seated Capacity

		Winter	Spring	Summer	Fall
Smith Creek Meeting Hall	up to 80	\$175/125	\$425/330	\$435/340	\$400/305
Upper Smith Creek Meeting Hall	up to 36	\$125/95	\$275/215	\$295/235	\$245/180
Big Leaf Dining Hall; Full Space	up to 120	\$995	\$1,195	\$2,195	\$1,095
Big Leaf Dining Hall; Creekside	up to 60	\$145	\$355	\$355	\$355
Bonfire Courtyard	170	CLOSED	\$150	\$200	\$95
Drake's Meadow	220	CLOSED	\$350	\$550	\$350
McKenzie Meadow	220	CLOSED	\$175	\$275	\$150

BIG LEAF MEAL SERVICE

Rate

Service Time

Breakfast, adult	\$12.75	7:30-8:30 am
Lunch, adult	\$15.95	12:00-1:00 pm
Dinner, adult	\$25.50	6:00-7:00 pm

As always, kids 4-12 eat for half price

BOOK YOUR EVENT AT SILVER FALLS LODGE & CONFERENCE CENTER!

Please contact us to:

- Check availability
- Schedule a tour
- Receive a custom estimate

Our dedicated Event Coordinators are ready to assist
and help guide you through the planning process!

**For more information, please call (866) 575-8875
or email info@silverfalls lodge.com.**

See you at the falls!



2019 RATES

LODGING

	Beds	Winter	Spring	Summer	Fall
Lodge Room, Individual	Two Twins	\$119	\$134	\$139	\$129
Lodge Room, Group Rate all 6 rooms	Two Twins	\$94	\$114	\$129	\$114
Upper Cabin, Double	One Full Bed	\$89	\$104	\$119	\$104
Upper Cabin, Triple	Three Twins	\$89	\$114	\$124	\$109
Lower Cabin, Raccoon	One Queen	\$94	\$114	\$129	\$109
Lower Cabin, Chickaree	Two Twins	\$94	\$114	\$129	\$109
Calypso Cottage	One Queen, Two Day Beds	\$174	\$189	\$249	\$189

VENUE/MEETING SPACES

Seated Capacity

		Winter	Spring	Summer	Fall
Smith Creek Meeting Hall	up to 80	\$200/100	\$425/325	\$435/335	\$415/315
Upper Smith Creek Meeting Hall	up to 36	\$120/60	\$275/215	\$295/235	\$245/185
Big Leaf Dining Hall; Full Space	up to 120	\$1095	\$1,195	\$2,295	\$1,095
Big Leaf Dining Hall; Creekside	up to 60	\$175	\$375	\$375	\$375
Bonfire Courtyard	170	CLOSED	\$150	\$250	\$110
Drake's Meadow	220	CLOSED	\$335	\$555	\$350
McKenzie Meadow	220	CLOSED	\$180	\$300	\$155

BIG LEAF MEAL SERVICE

Rate 18/19

Service Time

Breakfast, adult	\$13.25	7:30-8:30 am
Lunch, adult	\$16.45	12:00-1:00 pm
Dinner, adult	\$26.00	6:00-7:00 pm

As always, kids 4-12 eat for half price

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- Receive a custom estimate

Our dedicated Event Coordinators are ready to assist
and help guide you through the planning process!

**For more information, please call (866) 575-8875
or email info@silverfalls lodge.com.**

See you at the falls!

CONFERENCE CENTER SITE MAP





2018 Catering Menu

Welcome to Silver Falls Lodge & Conference Center. From breathtaking scenery, to deluxe cabin accommodations and exceptional hospitality, there is no place like Silver Falls for your next event!

Our Executive Chef and professional culinary team are at your service. Whether it's a fun and festive buffet, or an elegant, multi-course dinner under the stars, our team will deliver an event you and your guests will find memorable!

Adrienne Blomgren, General Manager

BIG LEAF MEAL SERVICE

Wonderful for retreats, reunions, or casual dining during your stay, we are pleased to offer a Chef's Choice hot buffet in Big Leaf Dining Hall when 10 or more guests are dining. Child rates are for those 4-12 years of age. If anyone in your group has any food-allergy concerns, please contact your group event coordinator. While gluten-free items may be available, we are not a gluten-free facility.

Breakfast

\$12.75 adults, \$6.25 children

Served 7:30-8:30 am

Daily favorites include fresh fruit, yogurt, oatmeal, bagels & toast with a rotating selection of delicious protein & breakfast entrée offerings such as eggs, hash browns, bacon, pancakes, and biscuits & gravy. Coffee, hot tea and orange juice served.

Lunch

\$15.95 adults, \$8.00 children

Served 12:00-1:00 pm

A great mid-day break from meetings and rainforest excursions. Lunch buffet includes everything from salad through dessert. Coffee, iced tea and lemonade are served.

Dinner

\$25.50 adults, \$12.75 children

Served 6:00-7:00 pm

The perfect way to unwind after a day in the park! Purchase a pint of local craft beer or wine from the bar and relax while you indulge in Northwest-inspired offerings and swap stories from the day's adventures. Dinner Buffets include a protein and vegetarian dish, salads, sides and dessert. Coffee, iced tea and juice are served.



Chef Kirk Veroneau and/or service staff are present throughout each meal service to answer any questions about ingredients and dietary needs.

Big Leaf meal service prices are valid through November 22, 2018.

Please ask your Event Coordinator for 2019 rates if applicable.

APPETIZERS

*Appetizers are served on platters and ordered by the dozen. A minimum order of 2 dozen per item is required.
Hand-passed service available.*

Chilled

Greek Olive Crostini \$20

Crusty Baguette Topped with Sun Dried Tomato
Pesto *vegan*

Balsamic Vegetable Bruschetta \$28

Grilled Fresh Puglise Bread Topped with Roasted
Zucchini, Onion and Peppers drizzled with a Light
Balsamic Glaze *vegetarian*

Caprese Salad Skewers \$21

Layers of Cherry Tomato, Creamy Mozzarella, and
Fresh Basil *GF, vegetarian*

Mini Quiche \$26

An Assortment of Petite Quiche, Lightly Browned in
a Flakey Pastry Shell. Varieties include Quiche
Lorraine, Three Cheese, and Ham & Cheddar
vegetarian

Hot

Stuffed Crimini Mushrooms \$24

White Wine Poached Mushrooms with Dungeness
Crab & Artichoke *GF*

Vegetable Egg Rolls \$24

Carrots, Cabbage, Sprouts, Celery, and Water
Chestnuts Wrapped in a Light and Crispy Shell with
Ponzu Dipping Sauce *vegetarian*

Spanakopita \$28

Spinach and Feta Cheese Wrapped in Pyllo Pastry
and Baked to a Golden Brown *vegetarian*

Chicken Satay \$24

Grilled Chicken Thighs Marinated and Skewered,
Brushed with Whiskey BBQ Sauce *GF*

Wild Mushroom & Chevre Puff Pastries \$32

Goat Cheese and Seasonal Mushrooms Wrapped in
a Light and Flaky Crust *vegetarian*

Bacon and tomato cups \$26

Maple Smoked Bacon, Fresh Local Tomatoes, and
Caramelized Onion in a Puff Pastry Shell

RECEPTION PLATTERS & DISPLAYS

Small platter serves 40, medium serves 55, & large serves 70.

Rackett Ridge Fondue \$60, \$80, \$100

Choice of Rich Red Pepper Romesco, Roasted Garlic & Brie, or Artichoke-Curry Fondue Served with Crostini, Lavosh, Baguette *vegetarian*

Silverton Farmer's Market Crudités \$80, \$100, \$120

Colorful Display of Grilled, Marinated & Raw Seasonal Vegetables with Garden Dill Dip *vegetarian*

Silverton Hills Fruit Platter \$120, \$140, \$160

Fresh Fruit Display Featuring Selections such as Melon, Berries, & Grapes, *Locally Sourced When in Season vegetarian, vegan, GF*

Buck Mountain Breadboard \$80, \$100, \$120

Light & Dark Artisan Breads Served with Home-made Hummus, Cucumber, Olivetta, Red Onion, & Crisp Vegetables *vegetarian*



Brie En Croute \$120, Serves 40

Warm Brie Wrapped in a Golden Pastry Shell, Served with Fresh Fruit & Savory Crackers *vegetarian*

Maple Ridge Antipasto \$150, \$200, \$250

Hearty Mix of Sliced Imported Meats, Assorted Olives, & a Combination of Pickled and Marinated Vegetables

Big Leaf Cheeseboard \$150, \$200, \$250

Elegant Local & Regional Cheeses, Served with Crackers and Baguette *vegetarian*

Barbeque Meatballs \$75, Serves 40

Hand Rolled Beef Meatballs with Choice of Apricot Chipotle Glaze, Whiskey BBQ, or Spicy Peanut Sauce.

Jalapeño & Artichoke Dip \$100, \$150, \$200

Warm Creamy Blend of Grilled Jalapeños, Artichoke Hearts, and Spinach Mixed with Cream Cheese. Served in a Rustic Bread Bowl *vegetarian*



SNACKS & LATE EVENING FAVORITES

*Enhance your event by having snacks delivered to your event space.
Each option serves 12 unless otherwise noted.*

Legacy Muffin Platter \$36

Assorted Large Muffins in Flavors such as Blueberry, Chocolate-Chocolate Chip, and Lemon Poppy Seed *vegetarian*

Oven-Fresh Danish \$36

Warm, Flaky Pastry Crust with a Variety of Fillings such as Cream Cheese, Cinnamon-Apple, and Berry *vegetarian*

Bagel Tray \$26

Assorted Bagels Split and Served Warm with Traditional and Strawberry Cream Cheese *vegetarian*

Howard Creek Cheese & Crackers \$25, Serves 10

Domestic Local Cheeses Served with Savory Crackers *vegetarian*

Mt. Angel Pretzel Tray \$30,

Lightly Salted Soft Pretzels with Trio of Locally Made Mustards *vegetarian*

Perimeter Trail All-Natural Munchie Basket \$40

Individually Wrapped Assortment of Granola Bars, Natural Chips, and Trail Mix

Pacific Northwest Vegetable Tray \$40, Serves 20

Morning Scones \$36

Assortment such as Blueberry, Apple-Cinnamon, White Chocolate Raspberry, and Traditional English, Served with Jam and Butter *vegetarian*

Smith Creek Cinnamon Rolls \$40

Oversized Rolls with Rich Cream Cheese Icing *vegetarian*
A Colorful Display of Crisp Raw Vegetables with Garden Dill Dip *vegetarian, vegan, GF*

Silverton Hills Fruit Platter \$60, Serves 20

Fresh Fruit Display Featuring Selections such as Melon, Berries, & Grapes, *Locally Sourced When in Season vegetarian, vegan, GF*

Lost Creek Cookie Plate \$22

Assortment of Two Dozen Freshly-Baked Cookies, Varieties such as Chocolate Chip, Oatmeal Raisin, Lemon Cooler, & White Chocolate Macadamia Nut *vegetarian*

Deluxe Summer Camp S'mores \$90, Serves 40

Summer Camp Inspired Spread of Graham Crackers, Marshmallows, Hershey's Chocolate, Assorted Mini Chocolates for Stuffing and Rice Crispy Treats for Building *vegetarian*

BOXED MEALS

*A great option for those working through lunch, headed out on a hike, or working on event preparations.
Boxed meals can be ordered in any quantity and will be available for pick up or delivery to your meeting space. Please make arrangements with your event coordinator.*

Trail Breakfast \$8.00

Boxed Breakfasts Feature a Rotating Selection of Hearty items such as a Piece of Fruit, Yogurt, Cheese, Pastry, Protein Bar & Juice.

Trail Lunches \$12

Boxed Lunches include Chips, Fruit, Cookie or Brownie and a Bottled Water

Sandwiches

Grilled Chicken and Pesto Sandwich

Tender Grilled Chicken with Pesto Mayo Topped with Fresh Tomatoes, Roasted Red Pepper, and Parmesan Cheese on Hearty 9-Grain Bread

Turkey Club

Traditional Club with Layers of Thin Turkey, Bacon, Tomato, Spinach, Swiss Cheese with Dijon Mayo on Hearty 9-Grain Bread

Roasted Portobello and Veggie Sandwich

Large Local Portobello Mushrooms Roasted and Served with Spinach and Tomatoes with Red Pepper Hummus on Hearty 9-Grain Bread

Wraps

Spicy Peppercorn Turkey Wrap

Thin Sliced Turkey, Spinach, Cucumbers and Peppers with Jack Cheese and Spicy Peppercorn Sauce Wrapped in a Garlic Herb Tortilla

Honey BBQ Chicken Wrap

Slow Cooked Chicken in a Savory Honey BBQ Sauce with Red Onions, Pepperoncini, and Cheddar Cheese Wrapped in a Mild Chipotle Tortilla

Salads

Buffalo Chicken and Corn Salad

Buffalo Chicken, Roasted Corn, Black Beans and Shredded Cheddar Cheese on a Bed of Romaine Hearts with a Southwest Vinaigrette on the Side

Silver Falls Salad

Chopped Romaine Hearts Topped with Fresh Tomatoes, Cucumber, Mushrooms, Carrots and a Hardboiled Egg with an Avocado Ranch Dressing on the Side

Canyon Pizza Bar \$25.50

Pricing is per guest with a 24 person minimum. Additional charges may apply to groups of less than 24. All pizza buffets come with a choice of 3 pizza selections, a bistro salad, breadsticks, brownies, and a cold beverage station. Pizzas are a traditional 16" crust with a homemade red sauce unless otherwise noted. Gluten-Free crust is available upon request with a \$5.00 additional charge per gluten-free pizza.

- Classic Cheese
- Traditional Pepperoni
- Hawaiian- Pineapple, Black Olive
- Canadian Bacon
- Veggie- Fresh Tomato, Mushroom, Onion, Green Pepper
- Buffalo Chicken- Spicy Buffalo Chicken, Pepperoncini, Blue Cheese, Red Onion
- Margherita- Tomato, Mozzarella, Roasted Garlic, Basil, Olive Oil
- Mediterranean- Spinach, Roasted Red Pepper, Chevre & Mozzarella Cheese, Yogurt White Sauce
- Ultimate- Pepperoni, Sausage, Canadian, Bacon, Black Olive, Mushroom, Green Pepper, Onion
- Greek- Spinach, Feta, Mushroom, Kalamata Olives

SUMMER COOKOUTS

Summer Cookouts are prepared on an open grill in your designated outdoor space. Cookouts are priced per guest. Available to groups of 24 or more. Additional charges may apply to groups less than 24. Beverages not included. For Wedding Receptions, cake service will be provided in lieu of dessert option.

Salad, Side & Entrée Course Options for Summer Cookout Dinners are Featured on the next page.

REUNION \$26

Bistro Salad

Cornbread

Choice of Any ONE Side

Choice of Hamburger, BBQ Chicken Breast,
or Grilled Sausages

Assorted Cookies

Day Tripper \$30

Choice of Any ONE Salad

Cornbread

Choice of Any ONE side

Choice of Any TWO entrees

Brownies

LIGHT SHOW \$34

Choice of Any ONE Salad

Cornbread

Choice of Any TWO Sides

Choice of Any TWO Entrees

Lemon Bars

SUMMER COOKOUT OPTIONS

Cookout Salad Options

Bistro Salad Green Leaf Lettuce with Crisp Veggies, and Choice of Cucumber Ranch, Balsamic Vinaigrette, or Cilantro Honey Mustard Dressing

Grilled Vegetable Salad Marinated Grilled Zucchini, Squash, Onion, Mushrooms & Peppers, Tossed in a Light Balsamic Vinaigrette

Buffalo Salad Penne Pasta Tossed with Local Blue Cheese, Pepperoncini, Black Olives, & Celery in a Tangy Buffalo Dressing

Roasted Corn & Broccoli Salad Roasted Sweet Corn & Red Peppers with Local Broccoli and Sweet Chili Dressing

Fresh Spinach Salad Baby Spinach Tossed, Crisp Bacon, & Local Watermelon, with Spicy Ranch

Cookout Side Dish Options

Vegetarian Baked Beans *Vegetarian*

Western Baked Beans with or without bacon

Cole Slaw Red and Green Cabbage and Carrots in a Sweet Coleslaw Dressing *Vegetarian, GF*

Roasted Potato Salad Roasted Red Potatoes, Parsley and Onion in a Herb Mayo Dressing *Vegetarian, GF*

Corn on the Cob Steamed Cobettes *Vegetarian, GF*

Apple Slaw Red and Green Cabbage, Apples, Onion, Raisins and Carrots in a Honey Lemon Dressing *Vegetarian, GF*

Watermelon Fresh Local Watermelon Available Seasonally *vegetarian, vegan, GF*

Cookout Entrée Options

Hamburgers Fresh Local 4 oz Beef Hamburger Patty *GF*

BBQ Chicken Breast Tender 4 oz Chicken Breast Marinated and Grilled in House Made BBQ Sauce *GF*

Grilled Sausage Fresh Mild 4 oz Italian Sausages *GF*

BBQ Pork Ribs Cajun Seasoned, Slow Cooked Fresh Pork, Great for Sandwiches or Tacos *GF*

Pulled Pork All Beef Short Ribs Braised with Bacon and Red Wine, Cooked in a Dutch Oven and Served with Scotch Ale BBQ Sauce *GF*

Hot Bourbon Chicken Breast Tender Chicken Breast Grilled and Basted in a Spicy Bourbon Sauce *GF*

Grilled Vegetable Skewers Zucchini, Yellow Squash, Onions and Peppers Marinated and Grilled with Fresh Herbs and Olive Oil *vegetarian, vegan, GF*

Grilled Rosemary Pork Tenderloin Grilled Boneless 4 oz Pork Tenderloin Rubbed with Extra Virgin Olive Oil and Fresh Rosemary and Garlic *GF*

Smoked Beef Brisket Slow Smoked Two-Day Briskett *GF*

Jerk Chicken Fresh Brined Chicken Quarters, Grilled with Jerk Seasoning *GF*

Barbeque Tri Tip BBQ Grilled Angus Tri Tip, Sliced Thin & Topped with Silver Falls Spicy Barbeque Sauce *GF*

Sea Salt Salmon Fresh Salmon Rubbed with English Sea Salt, Pan Seared, & Topped with Lemon Citrus Slaw *GF*

CELEBRATION BUFFET DINNERS

Priced per guest. Buffet menu available to parties of 24 or more. Additional charges may apply to groups less than 24. All dinner buffet selections includes one hour of bottomless iced tea, lemonade and water service.

Salad, Side, & Entrée Course Options for Celebration Buffet Dinners are featured on the next page.

SUNLIGHT FALLS \$34

Fresh Baked Bread

Bistro Salad

Choice of Any ONE Side

Choice of ONE Vegetarian, Chicken, or Pork Entrée

DRAKE FALLS \$38

Fresh Baked Bread

Choice of Any ONE Salad

Seasonal Vegetable

Choice of any ONE Additional Side

Choice of ONE Vegetarian Entrée, and

Choice of Any Second Entrée

NORTH FALLS \$42

Fresh Baked Bread

Choice of Any ONE salad

Seasonal Vegetable

Choice of Any TWO Additional Sides

Choice of any TWO Entrees

DOUBLE FALLS \$48

Fresh Baked Bread

Choice of Any TWO Salads

Seasonal Vegetable

Choice of Any TWO Additional Sides

Choice of ONE Vegetarian Entrée, and

Choice of Any TWO Additional Entrées

CELEBRATION BUFFET COURSE OPTIONS

Dinner Salad Options

Bistro Salad Green Leaf Lettuce with Crisp Veggies, Choice of Cucumber Ranch, Balsamic Vinaigrette, or Cilantro Honey Mustard Dressing

Northwest Caesar Romaine Lettuce, Shaved Parmesan, Croutons, Red Onion, & House-Made Northwest Caesar Dressing

Spinach Salad Local Mushrooms, Tomatoes, Dried Cranberries, Sunflower Seeds, Choice of Raspberry Vinaigrette or Sesame Ginger Dressing

Willamette Valley Field Green Salad, Arugula, Endive, Radicchio, and Watercress with Toasted Hazelnuts, Mandarins, Strawberries, Rogue Bleu Cheese Crumbles and Champagne Vinaigrette

Dinner Side Dish Options

Seasonal Vegetables Seasoned and Steamed, Roasted or Baked to Perfection *vegetarian, GF*

Creamy Garlic Mashed Potatoes *vegetarian*

Herb Roasted Fingerling Potatoes *vegetarian*

Silver Falls Wild Rice Super-food Blend of Long Grain Rice and Brown Rice, with Barley and Quinoa *vegetarian*

Rice Pilaf Sautéed Orzo & White Rice, Simmered in Rich Vegetable Stock & Butter *vegetarian*

Dinner Entrée Options

Portobello Mushroom Ravioli with, pesto cream sauce *vegetarian*

Grilled Vegetable Lasagna with Ricotta and Pesto cream sauce *vegetarian*

Grilled Eggplant Parmesan Tender Grilled Eggplant Layered with House made Marinara Sauce and Vegan Cheese's

Traditional Style Vegan Shepherd's Pie with Tempeh and Cheddar-Style Soy Cheese *vegan*

Grilled Rosemary & Garlic Chicken

Seared Chicken Breast with Lavender Honey Glaze

Herb Crusted Pork Loin with Apple Cider Glaze

Ancho Grilled Tri Tip Fresh Tri Tip Dry Rubbed with Ancho, Cilantro and Lime

Seared Tri Tip with Oregon Mushrooms Demi Glaze

Beef Brisket Grilled and Topped with Marion Berry Barbeque Sauce

Black Cat Brisket Tender Brisket slow cooked in Seven Brides Black cat Porter and served with Peppercorn Au Jus.

Baked Hazelnut Crusted Salmon with Orange Zest

Grilled Salmon with Lemon Butter Sauce

Herb Crusted Oven Roasted Prime Rib with Horseradish Cream & Au Jus, *add \$6 per person*

Carving Station \$50

DELECTABLE DESSERTS

Lost Creek Cookie Plate \$22

Assortment of Two Dozen Freshly-Baked cookies, such as Chocolate Chip, Oatmeal Raisin, Lemon Cooler, and White Chocolate Macadamia Nut.

Reception Cupcakes \$24, Per Dozen, Choice of

Chocolate Cake with Chocolate Icing

Yellow Cake with Vanilla Icing

Lemon Cake with Lemon Icing

Chocolate Cake with Peanut Butter Icing

Red Velvet with Cream Cheese Icing

Faussett's Fruit Cobbler \$25, Serves 10

Warm Seasonal Berries with Homemade Crumb Topping & Fresh Whipped Cream

Eaton Cheesecake \$30, Serves 12

New York Style Cheesecake in a Variety Selection of Tuxedo, Berry, & Traditional

Oven-Fresh Danish \$36

Warm, Flaky Pastry Crust with a Variety of Fillings such as Cream Cheese, Cinnamon-Apple, and Berry

Frenchie Falls Petite Dessert Platter \$45, Serves 20

Cream Puffs, Mini Éclairs, Assorted Cookies and Assorted Bars

Smith Creek Cinnamon Rolls \$40

Oversized Rolls Topped with Rich Cream Cheese Icing

Deluxe Summer Camp S'mores \$90, Serves 40 [wedding]

Summer Camp Inspired Spread of Graham Crackers, Marshmallows, Hershey's Chocolate, mini chocolates for stuffing and rice crispy treats for building.

Homesteader Pies \$14, serves 8

2 pie minimum, per type, additional \$2 for Gluten-free

Mixed Oregon Berry, Dutch Apple, Irish Pecan or Chocolate Cream

NON-ALCOHOLIC BEVERAGES

Coffee Service \$18, Per Pot

Freshly-Brewed Allan Brothers Coffee, Served in a 10-12 Cup Air-Pot, Choice of Regular or Decaf

Winter Falls Hot Drink Basket \$15, Serves 12

Selection of Teas, Cocoa, and Apple Cider Mix

Lemonade \$12, Per Gallon

Upgrade to Lavender or Strawberry Lemonade, \$1

Iced Tea \$12, Per Gallon

Bottled Water \$2, Per Bottle

Assorted Soft Drinks & Juices \$2.50, Per Bottle

BEER & WINE

All alcoholic beverages must be served and monitored by OLCC licensed catering staff, no exceptions. No alcoholic beverages will be allowed outside of the designated function spaces. All guests purchasing alcoholic beverages must show valid photo ID. Food must be served during hours of bar service.

We are pleased to offer two different ways to run beer and wine service for your event bar:

- 1. Cash Bar Package** Your guests will have the option to purchase house beer and wine options throughout your event
- 2. Hosted Bar** We will run a tab of all beer and wine consumed during the time your bar is open and invoice these charges post-event. You have the option of adding a cap/threshold to the amount you host. The cap will be predetermined by you. If the cap is met before the scheduled bar closure, we will switch to a cash bar for the duration of bar service. Unless otherwise requested.

House Bar Offerings

Additional wines may be available. For complete list of offerings, please contact your event coordinator

House Red Wine rotating selections include Pinot Noir, Merlot, Cabernet Sauvignon

House White Wine rotating selections include Chardonnay, Pinot Gris, Riesling, Oregon Blossom

Sparkling White Wine Brut Champagne, Korbel

Domestic Beers

Coors, Coors Light, PBR & more

Import & Specialty Beers

Blue Moon, Guinness, Angry Orchard & more

Oregon Craft Beer Pints

Rotating Selections from Local Breweries Such as Seven Brides in Silverton, Gilgamesh in Salem, & Deschutes in Bend

*A service fee of 18% will be applied to all food, beverage & services. All pricing and offerings subject to change.
No outside food or beverage is permitted in event spaces, with the exception of professionally made wedding cake*

Reception Services

Bartending \$25, Per Bartender, Per Hour

We recommend one bartender per 50 guests.

Bar Set Up \$150

Secondary bar or set up outside of dining hall. Bar minimums may apply. Ask your Event Coordinator for details.

Catering Service Staff \$35, Per Server, Per Hour

Two hour minimum. Minimum of 2 servers for the first 50 guests and 1 additional server for every 25 guests after. * Required for all catered events outside of the Conference Center area of the park, with exception to drop-off catering.

Catering Delivery Price Varies By Location

Catering available for pick up, delivery, or full service throughout the park. Delivery and/or set up to McKenzie Meadow and areas outside of the Conference Center will be quoted depending on location and selections. Disposable service ware available for \$0.50 per person. Ask your Event Coordinator for details.

Cake Cutting Service \$2, Per Guest

Includes cutting, plating, service-ware and clean-up for specialty professionally made wedding cakes brought from off-site. Included in our wedding venue packages.

*10" Pastry Box for top layer provided with advance request.

Hand-Passed Appetizer Service \$35, Per Server, Per Hour

One hour minimum. We recommend one server per 25 guests and per 2 hors d'oeuvre selections.

Hand-Passed Toast Service \$1, Per Guest

Choose from our selection of sparkling wines to serve your guests at a predetermined time.

Lot Attendant \$35, Per Attendant, Per Hour

One hour minimum. Attendants will maintain parking lot efficiency and provide direction. Attendants will not enter or operate guest vehicles at any time. * Required for all events of 140 guests or more.



*A service fee of 18% will be applied to all food, beverage & services. All pricing and offerings subject to change.
No outside food or beverage is permitted in event spaces, with the exception of professionally made wedding cake*

Did you know we offer event rentals available throughout
Silver Falls State Park?

Please ask for details.

For more details, to schedule a tour, or
to book an event, please contact our
Events Team.

(866) 575-8875 phone
info@silverfallslodge.com email

www.silverfallslodge.com

Silver Falls Lodge & Conference Center Estimate: Jenni Kistler

ESTIMATE CREATED: 1/29/2019

2018 Fall Rates-valid 9/3/19 thru 11/26/19

* Meal pricing for 2019 may vary as pricing is not available at this time

	*****			Thursday, October 10, 2019			Friday, October 11, 2019		
	Qty	Rate	Total	Qty	Rate	Total	Qty	Rate	Total
LODGING									
Lodge Rooms	0	\$129.00	\$0.00	0	\$129.00	\$0.00	0	\$129.00	\$0.00
Lodge Rooms- full lodge rate	6	\$114.00	\$684.00	18	\$114.00	\$2,052.00	0	\$114.00	\$0.00
Upper Smith- Double	0	\$104.00	\$0.00	0	\$104.00	\$0.00	0	\$104.00	\$0.00
Upper Smith- Triple	0	\$109.00	\$0.00	0	\$109.00	\$0.00	0	\$109.00	\$0.00
Lower Smith Creek Cabins	0	\$109.00	\$0.00	0	\$109.00	\$0.00	0	\$109.00	\$0.00
Calypro Cottage, Suite	0	\$189.00	\$0.00	0	\$189.00	\$0.00	0	\$189.00	\$0.00
			\$684.00			\$2,052.00			\$0.00
									\$2,736.00
									Subtotal
MEETING SPACE									
Smith Creek Hall	0.5	\$315.00	\$157.50	1	\$315.00	\$315.00	0.5	\$315.00	\$157.50
Smith Creek Set-up Fee	1	\$100.00	\$100.00	0	\$100.00	\$0.00	0	\$100.00	\$0.00
Upper Smith Creek Hall	0	\$185.00	\$0.00	0	\$185.00	\$0.00	0	\$185.00	\$0.00
Smith Creek Set-up Fee	0	\$60.00	\$0.00	0	\$60.00	\$0.00	0	\$60.00	\$0.00
			\$257.50			\$315.00			\$157.50
									\$730.00
									Subtotal
FOOD & BEVERAGE									
Breakfast- adult	0	\$13.25	\$0.00	0	\$13.25	\$0.00	0	\$13.25	\$0.00
Lunch- adult	0	\$16.45	\$0.00	0	\$16.45	\$0.00	0	\$16.45	\$0.00
Dinner- adult	0	\$26.00	\$0.00	0	\$26.00	\$0.00	0	\$26.00	\$0.00
			\$0.00			\$0.00			\$0.00
									\$0.00
									Subtotal
CATERING SERVICES									
Coffee Service	0	\$18.00	\$0.00	0	\$18.00	\$0.00	0	\$18.00	\$0.00
Snacks	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00
			\$0.00			\$0.00			\$0.00
									\$0.00
									Services
									Subtotal

Lodging check in time is 3 pm.

Lodging check out time is 11 a.m.

\$0.00	18% Service Fee
\$49.25	Lodging Tax
\$3,515.25	Total Event Estimate

*Meal Services: For your estimate and in order to secure meal services, a minimum of 10 guests are required for

Your deposit will be based on the minimum requirement of 10 guests and cancellation fees will apply as with \$878.81 25% Deposit

Final meal numbers will be due at your Guarantee Date (14 days prior to check in) and will be reflected in your final invoice.

Please note that if meal services are not included in your estimate or added into your final event contract,

Silver Falls Lodge & Conference Center can not guarantee meal service will be available to add at a later time to your event.

We are happy to hold your dates for 48 hours. All holds will automatically be removed if we have not heard from your group within 48 hours.

All reservations are tentative and will be confirmed once a signed contract and 25% event deposit are received, within 2 weeks of reservation.

Thank you for your interest in Silver Falls Lodge & Conference Center. We look forward to hosting your group!