



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

OCCMA Board of Directors Meeting

January 27, 2023 | 10:00 – 11:00 am

Join Zoom Meeting

<https://us02web.zoom.us/j/85837931696?pwd=QldPSVpYOW5NdzlVMjVoUnhSRytQZz09>

Meeting ID: 858 3793 1696 | Passcode: 951530 | Dial-in: +1 253 215 8782

AGENDA

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4. DEI (<i>Mark Shepard</i>).....	-
5. Ethics (<i>Zoe Mombert</i>).....	-
6. ICMA Liaison (<i>Adam Brown</i>).....	-
7. Nominating (<i>Susie Marston</i>).....	-
8. Professional Development (<i>Dan Huff</i>).....	-



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- 9. **Support for Managers** (*Adam Brown*)..... -
- 10. **Northwest Women’s Leadership Academy** (*Rachael Fuller*)..... -
- 11. **Veterans Committee** (*Aaron Palmquist*)..... -
- 12. **Civic Education Committee** (*Zoe Mombert*)..... -
- 13. **Scholarship Committee** (*Adam Brown*)..... -
- M. **Senior Advisor Update** -
- N. **Other** (*President Derickson*) -
- O. **Adjournment** (*President Derickson*) -

* 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 and Retreat

November 17-18, 2022

Oregon Garden Resort | Orchard Ballroom

895 W. Main Street, Silverton, OR 97381

MINUTES

Board Members:

Susie Marston, President – Present

Scott Derickson, President-Elect – Present

Angela Speier, Secretary, LOC – Present

Spencer Nebel, Past President – Present

John Walsh, Director – Present

Dan Huff, Director – Present

Andy Varner, Director – Present (Nov. 17 only)

Rachael Fuller, Director – Present

Adam Brown, Director – Present

Aaron Palmquist, Director – Present

Zoe Mombert, Director – Present

Heidi Bell, Director – Present

Others: Jerry Gilham, Director-Elect; Mark Shepard, Director-Elect (November 18 only); Dave Waffle, Senior Advisor; Dave Kanner, Senior Advisor; David Clyne, Senior Advisor; and Ric Ingham, Senior Advisor

REGULAR BOARD AGENDA

A. Welcome

10:17 am

President Marston called the meeting to order at 10:17 am and introduced the new board members.

B. Consent Calendar

10:17 am

It was moved by Director Palmquist and seconded by Director Brown to approve the consent calendar. Past President Nebel noted that OCCMA is over \$66,000 in the black and asked that this be considered during the scholarship discussion. Director Bell noted the board should market the free counseling services through Canopy for managers in transition. The motion passed unanimously (11-0). [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Palmquist, Fuller, Brown, Bell, and Mombert); 0-No; 0-Abstain; 0-Absent].

C. Approve Contract with the Oregon Latinos in Local Government

10:24 am

Danny Morato, OLLG Board member and the Diversity Supplier with the city of Hillsboro provided an overview of OLLG and introduced the OLLG Board. He reviewed the location of the OLLG membership and noted most members are along I-5. The board is trying to expand their membership statewide and be a valuable resource for the membership. He explained the quarterly Café con Leche events and noted they are hoping to also hold in-person networking events. He requested OCCMA's support in providing sponsorships to attend the LGHN national conference and to provide financial support to the LOC for staffing. Discussion ensued about the different membership levels and which organizations can join, such as counties and special districts. President-Elect Derickson noted the amount of fees paid to the national

chapter should be analyzed at some point to see if it makes sense for Oregon to continue that partnership. He also asked that whoever attends the national conference report back to the board about their experience. He would also like the board to focus on increasing capacity at the local level and share their thoughts on the best way for organizations to do that. The board discussed how to best integrate OLLG into the OCCMA structure. Director Bell encouraged the OLLG board to write quarterly newsletter articles, encouraged additional recruitment efforts through the listserv, and to participate in the LOC's small city network. Ms. Speier provided an overview of the changes to the contract that will expire on June 30, 2024.

It was moved by Director Palmquist and seconded by Director Bell to approve the contract with OLLG. The motion passed unanimously (11-0). [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Palmquist, Fuller, Brown, Bell, and Mombert); 0-No; 0-Abstain; 0-Absent].

D. Letter of Support for Tanya Ange to Serve as President of ICMA

10:54 am

President Marston explained the city managers in Washington County are requesting the OCCMA Board of Directors sign onto a letter of support for Tanya Ange to serve as President of ICMA. President Marston reached out to other eligible candidates who indicated they will not be submitting their candidacy.

It was moved by Director Palmquist and seconded by President-Elect Derickson to support Tanya Ange as ICMA President and authorize President Marston to sign the draft letter included in the meeting packet. Discussion ensued on Ms. Ange's professional background and the difficulty she may face getting appointed, because the current president is from Oregon. The motion passed unanimously (11-0). [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Palmquist, Fuller, Brown, Bell, and Mombert); 0-No; 0-Abstain; 0-Absent].

E. Membership Drive

11:12 am

Ms. Speier explained the discrepancies in the record regarding the surcharge for scholarships. Past President Nebel suggested using the unspent funds from this year for scholarships. The board decided to move forward with applying a 15% surcharge to the dues formula. The revenue raised would go directly to the OCCMA scholarship funding.

It was moved by Director Palmquist and seconded by President-Elect Derickson to approve option 1 for the 2023 dues form. The motion passed unanimously (11-0) [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Palmquist, Fuller, Brown, and Mombert); 0-No; 0-Abstain; 0-Absent].

The board discussed the membership drive materials and provided recommended changes to the letters and form. The board directed staff to work with President-Elect Derickson to finalize the membership drive letters and bolster the section describing the benefits of membership.

F. Venue Options for Future Conferences and Retreats

11:30 am

Ms. Speier reviewed the responses staff received so far in regard to future conference locations and the retreat locations. Staff was more successful at receiving responses for the retreat than for the conference location. The only venue to respond to the RFP for the 2024 summer conference was Sunriver and their food and beverage minimum is about double than what the OCCMA typically spends on this line item.

It was moved by Past President Nebel and seconded by Director Mombert to have staff work with Independence to host the OCCMA retreat for 2023. The motion passed unanimously (11-0) [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Palmquist, Fuller, Brown, and Mombert); 0-No; 0-Abstain; 0-Absent].

It was moved by President-Elect Derickson and seconded by Director Mombert to work with Independence to host the OCCMA retreat in 2024 and 2025 in order to lock in the great rate. The motion passed unanimously (11-0) [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Palmquist, Fuller, Brown, and Mombert); 0-No; 0-Abstain; 0-Absent].

It was moved by Director Palmquist and seconded by Director Fuller to direct staff to negotiate an agreement with Hood River to host the NW Regional Managers Conference in 2024. The motion passed unanimously (11-0) [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Palmquist, Fuller, Brown, and Mombert); 0-No; 0-Abstain; 0-Absent].

G. Filling Senior Advisor Vacancy

11:57 am

President Marston said Nolan Young resigned from his senior advisor position. The senior advisors said the region and language can remain flexible and the territories can be readjusted once someone is appointed.

It was moved by Past President Nebel and seconded by Director Palmquist to declare Senior Advisor Region 8 vacant and direct staff to begin the recruitment process. [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Palmquist, Fuller, Brown, and Mombert); 0-No; 0-Abstain; 0-Absent].

H. Senior Advisor Reports

12:06 pm

Dave Waffle provided an update on the PSU Student Chapter and noted they have 30 members this year. Peter Brandom was hired in Cornelius and Beaverton is interviewing for two Assistant to the City Manager positions.

Dave Kanner reported on a recent trip to central Oregon to visit with managers and noted it has been pretty quiet in southern Oregon.

Ric Ingham has been attending the LCOG monthly meetings. He will be meeting with the new manager in Sweet Home and provided an update on the turnover in John Day.

David Clyne discussed land acknowledgement statements. He provided an update on some of the communities in his region. He asked OCCMA to be involved with the small cities meetings and to help coordinate regional manager meetings without elected officials in attendance. Lastly, he said PSU is trying to start a research program like MSRC in Washington.

The board took a break for lunch at 12:23 pm and returned at 1:24 pm.

President-Elect Derickson provided an update on LOC President Steve Callaway's ask about attending the OCCMA Summer Conference. His feeling is that LOC needs to be more connected with on the ground issues that local governments are dealing with. He will also work to attend the OMA Summer Conference.

President Marston adjourned the OCCMA Board of Directors meeting at 1:30 pm.

RETEAT AGENDA

A. Recognition of Outgoing Director Heidi Bell

1:30 pm

President Marston recognized Director Bell for her service on the board and thanked her for chairing the Communications Committee.

B. 2023 OCCMA Board Calendar

1:36 pm

The board was agreeable to the dates listed in the retreat packet.

C. New Retired Manager Position

1:38 pm

Dave Waffle and Past President Nebel volunteered to work on developing a Retired Manager Corps to promote the ICMA Coaching Program and the ICMA Credentialing Program. President-Elect Derickson volunteered to help participate and the board agreed to add this to the 2023 Work Plan.

D. Committees

1:46 pm

The board reviewed and volunteered to serve as chairs to the committees and made recommendations to President-Elect Derickson for appointment. Director Fuller volunteered to continue serving as the liaison to the OLLG Board of Directors. Director Fuller requested the Nominating Committee start looking at other diversity factors such as gender, community size, and race when making their appointments. The board decided to add this item to the work plan for the Nominating Committee to make a recommendation to the Bylaws Committees.

E. 2023 Work Plan

2:39 pm

President-Elect Derickson lead the board through the 2022 Work Plan and asked the board for their suggested changes for 2023. Director Fuller asked how to get NWWLA and OLLG involved in a meaningful way in the OCCMA Conferences and more integrated into OCCMA.

The board discussed the mission and decided to leave it as is. The board reviewed the strategic goals and decided to amend goal C to reflect recommended language from the DEI Committee. This item will now be moved to goal A and will read: "Cultivate diversity inclusion and a sense of belonging within OCCMA's membership and governance structure."

The board took a break at 3:04 pm and returned at 3:28 pm.

The board also decided to add an additional goal E to read: "Promote civic education and effective local government." The board discussed the importance of promoting local government and the city manager profession in schools and the community. This could be something the Retired Manager Corps group looks at starting.

The board did not have any changes to the core beliefs section of the work plan.

The board discussed the goals related to OCCMA Board of Directors and removed four items that have been completed. The board would also like to look into updating the OCCMA logo and purchasing promotional items. They also added two new goals related to developing a relationship with the Coalition of School Administrators and presenting the OCCMA Toolkit to the LOC Board of Directors.

The board added an action item under the Nominating Committee for them to develop a bylaws amendment for the committee to consider race, gender, tenure and geographical areas served to promote greater diversity on the OCCMA Board of Directors.

The board removed action item C.1 under the Ethics Committee because it was accomplished and created a new action item about educating members about the ethics policy and review complaints in accordance with the policy.

There were no changes to the Support for Managers Committee.

The board removed action item E.2 from the Bylaws Committee and added three additional action items. The first is to review the potential amendment from the Nominating Committee regarding the selection criteria. The board would also like the committee to review the listserv policy as it relates to ethics and to have them look at adding an additional board member.

The board added four action items under the Professional Development Committee and modified G.4 to include collaborating with the DEI Committee to develop sessions at the Summer Conference.

The board concluded this discussion at 5:00 pm and resumed it at 8:40 am on November 18, 2022.

The board discussed the letter that was included in the packet from the DEI Committee and agreed to add their goals into the work plan. The board also added an action item regarding land acknowledgment statements.

The board discussed the Communications Committee action items and decided to remove the listserv policy, because the bylaws committee will add that to their list. There were three new action items added.

Director Fuller suggested adding an action item under the Northwest Women's Leadership Academy and the OLLG to reinforce them helping design a session at the Summer Conference.

Director Mombert provided updated language and additional action items for the Civic Education Ad/Hoc Committee.

Director Brown suggested action items for the Scholarship Committee to explore, including creating a defined program with eligible uses, percentage matches, and rules for selection. He would also like the committee to explore offering scholarships to other ICMA training programs for cities who could not otherwise afford to send their staff to.

The board discussed the development of a Retired Senior Manager Corps in order to promote the ICMA Coaching and Credentialing Programs.

The board also added the Veteran's Committee in order to evaluate the interest in creating a Veteran's in Local Government Affiliate Group.

Past President Nebel requested the work plan become a standing agenda item on future meetings. This will allow the board to continually monitor the progress being made.

The board took a break at 9:31 am and returned at 9:43 am.

F. 2023 OCCMA Proposed Budget

9:43 am

The board reviewed the 2023 proposed budget and recommended the following changes:

- Increase the Roger Jordan Scholarship line item to \$2,500.
- Increase the travel line item for the NW Regional Managers Conference to \$4,000 to allow the senior advisors to attend.
- Increase the line item for marketing/supplies to \$3,000 to explore updating the logo and purchasing marketing supplies.
- Decrease the Charlie Henry line item to \$2,500.

G. Discuss the Proposal to add an Additional Director to the OCCMA Board

9:57 am

Past President Nebel explained his proposal to add an additional director to the OCCMA Board of Directors. By adding an additional member there would be three positions open every year. The board was agreeable to having the Bylaws Committee explore this idea in 2023.

H. Other Business

10:00 am

None.

I. Adjournment

10:01 am

The retreat adjourned at 10:01 am.

APPROVED by the OCCMA Board of Directors on January 27, 2023.

Respectfully submitted by:

/s/Angela Speier, Project & Affiliates Manager

Oregon City/County Management Association

Budget vs. Actuals: OCCMA CY2022

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
3-4000 Conference Income				
3-4300 Fall Conference				
3-4303 Registration Fall Conference	8,550.00	7,500.00	-1,050.00	-14.00 %
Total 3-4300 Fall Conference	8,550.00	7,500.00	-1,050.00	-14.00 %
3-4400 Summer Conference				
3-4404 Registration Summer Conference	33,560.00	40,000.00	6,440.00	16.10 %
3-4407 Sponsorships	31,400.00	25,000.00	-6,400.00	-25.60 %
3-4411 Summer Wells/Jordan Scholarship	5,100.00		-5,100.00	
Total 3-4400 Summer Conference	70,060.00	65,000.00	-5,060.00	-7.78 %
3-4600 NW Women's Academy				
3-4606 NW Women's Leader Summit	13,900.00	13,900.00	0.00	0.00 %
3-4607 NW Women's Academy Donation	1,000.00		-1,000.00	
Total 3-4600 NW Women's Academy	14,900.00	13,900.00	-1,000.00	-7.19 %
Total 3-4000 Conference Income	93,510.00	86,400.00	-7,110.00	-8.23 %
3-4700 General Operations				
3-4701 Dues	50,267.68	45,000.00	-5,267.68	-11.71 %
3-4770 CIS Senior Advisor	2,500.00	2,500.00	0.00	0.00 %
3-4780 ICMA Senior Advisor	509.15	7,000.00	6,490.85	92.73 %
Total 3-4700 General Operations	53,276.83	54,500.00	1,223.17	2.24 %
Oregon Latinos in Local Government				
3-4611 OLLG Dues	15,950.00	21,650.00	5,700.00	26.33 %
Total Oregon Latinos in Local Government	15,950.00	21,650.00	5,700.00	26.33 %
Total Income	\$162,736.83	\$162,550.00	\$ -186.83	-0.11 %
GROSS PROFIT	\$162,736.83	\$162,550.00	\$ -186.83	-0.11 %
Expenses				
3-5100 Conferences				
3-5330 Fall Conference				
3-5334 Food & Beverage Fall	4,940.16	6,000.00	1,059.84	17.66 %
3-5335 Room Rental Fall	297.60	600.00	302.40	50.40 %
3-5339 Speakers Fall	0.00	5,000.00	5,000.00	100.00 %
Total 3-5330 Fall Conference	5,237.76	11,600.00	6,362.24	54.85 %
3-5440 Summer Conference				
3-5441 Activities Summer	480.00	3,000.00	2,520.00	84.00 %
3-5442 Administration Summer	30.00	500.00	470.00	94.00 %
3-5443 Audio/Trade Show Summer	3,285.00	500.00	-2,785.00	-557.00 %
3-5444 Food & Beverage Summer	26,077.20	35,000.00	8,922.80	25.49 %
3-5445 Lodging Summer	804.48	1,000.00	195.52	19.55 %
3-5446 Postage/Printing Summer	246.02	500.00	253.98	50.80 %

Oregon City/County Management Association

Budget vs. Actuals: OCCMA CY2022

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
3-5447 Travel Summer	158.75	300.00	141.25	47.08 %
3-5448 LOC Summer Wells/Jordan Sch	2,835.75	1,000.00	-1,835.75	-183.58 %
3-5450 Speaker Summer	2,978.14	7,500.00	4,521.86	60.29 %
Total 3-5440 Summer Conference	36,895.34	49,300.00	12,404.66	25.16 %
3-5550 NW Regional				
3-5557 NW Travel	798.86		-798.86	
Total 3-5550 NW Regional	798.86		-798.86	
3-5600 NW Women Academy				
3-5601 LOC Admin Svcs NWWLA	2,575.00	2,500.00	-75.00	-3.00 %
3-5602 Other Administration	12,922.89	10,566.00	-2,356.89	-22.31 %
Total 3-5600 NW Women Academy	15,497.89	13,066.00	-2,431.89	-18.61 %
Total 3-5100 Conferences	58,429.85	73,966.00	15,536.15	21.00 %
3-5700 Oregon Latino's in Local Government				
3-5701 LGHN Dues	13,300.00	18,000.00	4,700.00	26.11 %
Total 3-5700 Oregon Latino's in Local Government	13,300.00	18,000.00	4,700.00	26.11 %
3-6000 Operations Expense				
3-6001 LOC Services	28,874.96	31,965.00	3,090.04	9.67 %
3-6016 Board Functions	3,522.30	6,000.00	2,477.70	41.30 %
3-6020 Coaching Program		1,000.00	1,000.00	100.00 %
3-6021 Conference Calls		100.00	100.00	100.00 %
3-6027 Marketing/Supplies	847.85	1,000.00	152.15	15.22 %
3-6033 Miscellaneous	573.38	1,500.00	926.62	61.77 %
3-6034 Miscellaneous Credit Card Exp	2,199.03	3,000.00	800.97	26.70 %
3-6036 National/Committee Travel	4,006.34	8,000.00	3,993.66	49.92 %
3-6039 Newsletter		2,500.00	2,500.00	100.00 %
3-6042 Postage	2.26	400.00	397.74	99.44 %
3-6045 Printing, Fax	364.40	300.00	-64.40	-21.47 %
3-6051 Scholarships Charlie Henry	2,345.52	3,000.00	654.48	21.82 %
3-6054 Senior Advisor	7,562.50	14,000.00	6,437.50	45.98 %
3-6057 Web Support	2,537.40	1,500.00	-1,037.40	-69.16 %
3-6058 Audit		8,000.00	8,000.00	100.00 %
3-6059 Sponsorship of Other Organizations	250.00	2,000.00	1,750.00	87.50 %
3-6060 Managers In Transition	1,500.00	2,500.00	1,000.00	40.00 %
Total 3-6000 Operations Expense	54,585.94	86,765.00	32,179.06	37.09 %
Total Expenses	\$126,315.79	\$178,731.00	\$52,415.21	29.33 %
NET OPERATING INCOME	\$36,421.04	\$ -16,181.00	\$ -52,602.04	325.09 %
NET INCOME	\$36,421.04	\$ -16,181.00	\$ -52,602.04	325.09 %

Oregon City/County Management Association

Transaction List by Vendor

November - December, 2022

DATE	TRANSACTION TYPE	NUM	AMOUNT	MEMO/DESCRIPTION
Canopy				
11/25/2022	Bill Payment (Check)	5287449	-150.00	Invoice no. 116478
12/20/2022	Bill Payment (Check)	5420968	-150.00	Invoice no. 117125
Dave Kanner				
12/02/2022	Bill Payment (Check)	5322666	-270.34	Senior Advisor Reimbursement
Forest Grove				
12/02/2022	Bill Payment (Check)	5323978	-800.00	Refund for NWWLA Cohort
Gervais, City				
12/02/2022	Bill Payment (Check)	5323063	-1,323.94	Payment for President's travel to ICMA Conference
LOC				
12/02/2022	Bill Payment (Check)	5322491	-8,568.82	
12/28/2022	Bill Payment (Check)	5459409	-17,379.56	Combined payment 1187, 1230, 1233
Melio				
12/02/2022	Bill Payment (Check)		-1.50	
12/02/2022	Bill Payment (Check)		-1.50	
12/08/2022	Bill Payment (Check)		-1.50	
12/20/2022	Bill Payment (Check)		-1.50	
12/28/2022	Bill Payment (Check)		-1.50	
SSW Consulting LLC				
11/25/2022	Bill Payment (Check)	5290246	0.00	Voided
11/29/2022	Bill Payment (Check)	3141	-3,200.00	NWWLA SDI Training
The Oregon Garden Resort LLC				
12/08/2022	Bill Payment (Check)	5355302	-3,446.62	Invoice no. 168-1 OCCMA Board Retreat



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: January 20, 2023
Subject: Summary of Contracts Executed on Behalf of OCCMA

On November 17 the board approved the attached contract with the Oregon Latinos in Local Government. Since this contract was executed the OLLG Board of Directors decided to terminate their chapter agreement with the Local Government Hispanic Network. Staff is working on a contract amendment that will come before the OCCMA Board of Directors at the April board meeting.

CONTRACT FOR SERVICES

PREAMBLE

THIS CONTRACT is made and entered into by and between the Oregon City/County Management Association (OCCMA), an unincorporated association of general-purpose local government or council of governments managers and assistants in the State of Oregon, and the Oregon Latinos in Local Government (OLLG), a regional chapter of the Local Government Hispanic Network.

RECITALS

WHEREAS, OCCMA is an unincorporated association of general purpose local government or council of governments managers and assistants in the State of Oregon which serves to: support professional management in local government; promote the exchange of information between members; offer personal support to members; sustain the functions, principles and goals of the International City/County Management Association; and to provide any other service approved by the OCCMA Board of Directors;

WHEREAS, OLLG is a regional chapter of the Local Government Hispanic Network which serves to elevate Hispanic professionals; serve as a resource to all local government managers in communities with significant Hispanic populations; provide opportunities for professional development and awareness of Hispanic/Latino issues within communities; and increase skills to engage Hispanic/Latino communities in local governance;

WHEREAS, on November 17, 2022, the OCCMA Board approved entering into a contract with the OLLG whereby the OCCMA shall provide services as described herein to OLLG;

WHEREAS, on December 12, 2022, the OLLG Board approved entering into a contract with the OCCMA whereby the OCCMA shall provide services as described herein to OLLG.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

Section 1. Scope of Services. The OCCMA agrees to provide the following services to the OLLG.

Section 1.1. Financial Services.

- 1.1.1 Maintain the OLLG's financial records in accordance with generally accepted accounting practices, provide quarterly financial statements, and manage accounts payable/receivable related to the OLLG.
- 1.1.2 Assist the OLLG in the development of an annual budget.

Section 1.2. OLLG Board & Membership Meetings.

1.2.1 Prepare agenda and notices for no more than one virtual Board meeting per month and no more than one membership meeting per calendar year.

1.2.2 Prepare and submit minutes of each meeting.

Section 1.3. Annual Membership Drive.

The OCCMA will assist the OLLG with an annual membership drive to take place in December of each calendar year. The OLLG is responsible for developing the needed membership application forms and invitation letters, while the OCCMA is responsible for distributing the forms and processing the membership applications.

Section 1.4. Events.

The OCCMA will provide registration support for no more than four (4) OLLG annual in-person or virtual events per calendar year; no other support will be provided. OLLG is responsible for any costs associated with such events, including credit card fees incurred by the OCCMA in handling the registrations for the events.

Section 1.5. Administrative Agent.

The OCCMA has secured the services of the League of Oregon Cities (LOC) to act as its administrative agent. The OLLG acknowledges that the work and services provided by the OCCMA under this Contract will more likely than not be provided by the LOC and its staff. The OLLG specifically agrees that any of the work or services to be provided by the OCCMA under this Contract, can instead be provided by the LOC, provided the LOC is acting as the administrative agent for the OCCMA.

Section 1.6. Marketing.

The parties agree that the OCCMA, acting through its administrative agent the LOC, will provide information related to the formation, purpose, and activities of the OLLG via the LOC Bulletin no more than one time per calendar month. Any information shared via the Bulletin is to be wholly prepared by the OLLG and shall be submitted to the LOC in accordance with the LOC's established deadlines.

Section 1.7. Services Specifically Excluded.

Both parties acknowledge that the OCCMA will not provide the OLLG with any of the following services: newsletter production and/or distribution; membership directory compilation and/or distribution; website registration, maintenance and/or postings; listserv development and/or maintenance; support for committees and/or subcommittees; legal assistance; and any

other service or product not specifically and affirmatively acknowledged in Section 1.1 through Section 1.6.

Section 2. Payment for Services. The OCCMA agrees to pay the LOC as follows:

Section 2.1. Payment for Services Described in Section 1. The OCCMA agrees to pay the LOC a fee of Four Thousand Six Hundred and Eighty-Nine Dollars (\$4,689.00) for the term of this Contract. The fee shall be paid in equal quarterly installments of Seven Hundred and Eighty-One Dollars and Fifty Cents (\$781.50).

Section 2.2. Hard Costs. In addition to the flat fee described in Section 2.1, the OLLG shall be financially responsible for the following:

- 2.2.1. Hard costs associated with events including but not limited to: facility rental, catering, equipment rental, platform fees, credit card fees, and liability insurance.
- 2.2.2. Any paper copies made by the OCCMA, or the LOC acting as the OCCMA's administrative agent, shall be billed to the OLLG at a rate of ten (10) cents per page.
- 2.2.3. Any postage paid by the OCCMA, or the LOC acting as the OCCMA's administrative agent, on behalf of the OLLG shall be billed to the OLLG at the actual cost incurred.
- 2.2.4. Any printing costs paid by the OCCMA, or the LOC acting as the OCCMA's administrative agent, on behalf of the OLLG shall be billed to the OLLG at the actual cost incurred.

Section 2.3. Chair Travel Expenses. Within thirty (30) days of travel, the Chair may request reimbursement for travel expenses to attend the Local Government Hispanic Network (LGHN) Biennial Conference and the LGHN Annual Membership Meeting. The Chair may designate a board member to attend the meeting(s) on the Chair's behalf and receive reimbursement from the OCCMA pursuant to this Contract.

- 2.3.1. Travel expenses include the costs of a rental car, or mileage for private automobile travel at current IRS-approved rates, whichever is less; airfare; airport parking; hotel or motel accommodations at an amount that does not exceed the federally established per-diem rate; meal expenses that do not exceed the federally established per-diem rate; and registration fees.

Section 3. General Terms and Conditions.

Section 3.1. Obligations. Neither party is, by virtue of this Contract, a partner or joint venture in connection with activities carried out under this Contract and shall have no obligation with respect to the other party's debts or any other liability or obligation of the

other party of whatever kind or nature except as set forth in Paragraphs 3.2 and 3.3 of this Contract.

Section 3.2. Agency. Neither party is, nor shall be deemed to be, an agent of the other party for any purpose.

Section 3.3. Hold Harmless, Indemnification, Defense. The OCCMA agrees to hold harmless, indemnify, and defend the OLLG, and its officers and employees from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or related to the acts or omissions of the OCCMA or its officers, subcontractors, or agents resulting from the event, or any connection to this Contract. The OLLG agrees to hold harmless, indemnify, and defend the OCCMA and its officers and administrative agent, specifically the LOC, from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or related to the acts or omissions of the OCCMA or its officers, administrative agents, employees, subcontractors, or agents resulting from the event, or any connection to this Contract.

Section 3.4. Termination. This Contract may be terminated by either party by giving written notice to the other party no later than ninety (90) days prior to the proposed termination date. The OCCMA shall be entitled to compensation for the services performed up to the date of termination.

Section 3.5. Applicable Law. This Contract shall be governed and construed in accordance with the laws of the State of Oregon. The parties hereby submit to jurisdiction in Marion County, Oregon and agree that any and all disputes arising out of or related to this Contract shall be litigated exclusively in the Circuit Court for Marion County, Oregon and in no federal court or court of another county or state.

Section 3.6. Changes or Amendments. The parties may agree, in writing, to changes to any provisions of this Contract. However, no change shall be effective until approved, in writing, by a representative of each party.

Section 3.7. Warranties. The persons signing this Contract represent and warrant that such persons have the requisite power and authority to enter into, execute, and deliver the Contract and that the Contract is a valid and legally binding obligation of each respective party.

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Section 4. Effective Date and Term. This Contract shall be effective as of January 1, 2023, and shall be in effect until June 30, 2024, unless sooner terminated by the parties as provided for in this Contract.

The Oregon City/County Management Association



Susie Marston
OCCMA President

11/22/22

Date of Signature

The Oregon Latinos in Local Government



Maricela Guerrero
Chair, OLLG Board of Directors

12/12/22

Date of Signature



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: January 20, 2023
Subject: Discussion and adoption of 2023 Work Plan

On November 17-18 the OCCMA Board of Directors met for their Annual Retreat. During the retreat the board reviewed the 2022 Work Plan and updated it accordingly. The following is an overview of the changes made by the board:

- Updated the strategic goals.
- Removed action items A.2, A.3, A.6, and A.7 and added two action items under the OCCMA Board of Directors, including:
 1. Develop a relationship with the Coalition of School Administrators.
 2. Present the OCCMA Toolkit to the LOC Board of Directors.
- Added an action item under the Nominating Committee to have them develop a bylaws amendment to promote greater diversity in the OCCMA Board of Directors.
- Removed action item C.1 under the Ethics Committee and added an action item relating to educating the members about the ethics policy and reviewing complaints in accordance with the policy.
- Removed action item E.2 under the Bylaws Committee and added three additional action items to include reviewing the potential amendment from the Nominating Committee, review the listserv policy, and amend the bylaws to include an additional board member.
- Replaced action item F.1 and directed the Audit Committee to review the policy annex and ensure the policies are matching current practices.
- Modified action item G.4 to collaborate with the DEI Committee to develop sessions and added four action items under the Professional Development Committee:
 1. Collaborate with OLLG and NWWLA to develop sessions for the Summer Conference.
 2. Begin planning the 2024 NW Regional Managers Conference.
 3. Solicit ideas for workshop and conference session topics from the membership.
 4. Add professional reading recommendations to the website.
- The board requested including the goals provided by the DEI Committee into the work plan and added an action item for the committee to explore land acknowledgments at conferences and board meetings if meaningful to the tribe.
- Under the Communications Committee the board removed action item I.2 regarding the listserv policy and gave that to the Bylaws Committee to work on. There were three action items added related to making the Communications Committee a standing committee, promoting the toolkit and the new ICMA dues structure, and lastly, to define whether this committees purpose is for inward or outward communication.
- The board added an action item under the Northwest Women's Leadership Academy and the Oregon Latinos in Local Government to ensure they work with the Professional Development to design a session at the summer conference.
- The board approved modifying the action item under the Civic Education Committee and adding four additional items related to promoting the toolkit.

- The board added the Veteran's Committee to the work plan to evaluate the interest in creating a Veteran's in Local Government Affiliate Group.

Attachment:

1. 2023 Work Plan

Recommended Motion

I move to adopt the 2023 OCCMA Board of Directors Work Plan.



2023 WORK 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:

- A. Cultivate diversity inclusion and a sense of belonging within OCCMA's membership and governance structure.
- B. Provide professional development opportunities to our members.
- C. Support our members in the profession.
- D. Promote and expand membership.
- E. Promote civic education and effective local government.

OCCMA carries out its Mission through programs and special activities conducted by the Board and a number of standing committees.

CORE BELIEFS

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;
7. LEADERSHIP: developing leadership capacity and attracting and developing future generations of leaders; and
8. CIVILITY: promote social interactions in which people demonstrate and maintain respect for one another even when they disagree.

WORK PLAN

OCCMA carries out its Mission through programs, support services, and special activities conducted by the Board and a number of standing and ad hoc committees, with administrative support from the League of Oregon Cities. On January 27, 2023 the Board of Directors adopted a work plan for 2023. The letters in parentheses reference the goals(s) related to that work item. The 2023 OCCMA Work Plan is as follows:

A. OCCMA Board

A.1 Promote the council/manager form of government by creating a League of Oregon Cities conference workshop or program on the council/manager form of government. (C).

A.2 Conduct an inventory of existing regional manager meetings and explore establishing regional meetings in parts of the state that are currently not served by regional manager groups and look at possibly utilizing the small cities network to assist with this effort (C).

A.3 Develop and provide OCCMA branded items for use in promoting the benefits and membership in OCCMA. (D).

A.4 Develop a relationship with the Oregon Association of Chiefs of Police (OACP). (C).

A.5 Develop a relationship with the Coalition of School Administrators to help with the implementation of SB 513. SB 513 was approved during the 2021 legislative session requires a half-credit course on civics to get a diploma. (E).

A.6 Present the OCCMA Toolkit to the LOC Board of Directors. (E).

B. Nominating Committee

B.1 Recruit a diverse slate of candidates for the Board and president-elect reflective of the OCCMA community. (A).

B.2 Develop a bylaws amendment to ensure the Nominating Committee considers the following factors when they are recruiting and considering appointments to the board:

- Race;
- Gender;
- Tenure;
- Size of communities served; and
- Geographic areas served throughout their career. (A).

C. Ethics Committee

C.1 Educate members about the ethics policy and review complaints in accordance with the policy. (C).

D. Support for Managers Committee

D.1 Regularly promote senior advisor services and encourage members and non-members to avail themselves of these services. (C).

D.2 Welcome newly appointed managers to the Association with a welcome package. (C, D).

E. Bylaws Committee

E.1 Develop written guidelines for scheduling billing and collection of dues by OCCMA. (C).

E.2 Review the potential amendment from the Nominating Committee to amend the selection criteria to the board. (A).

E.3 Review the listserv policy as it relates to ethics and make recommended amendments. (C).

E.4 Amend the bylaws to include an additional director to the OCCMA Board of Directors. (A).

F. Audit Committee

F.1 Review the policy annex to ensure policies are matching practices. (D).

G. Professional Development Committee

G.1 Utilize the PDC guidelines as a basis for conference planning in 2023, and review and revise the policy guidelines to reflect operational best practices for future conference planning. (B).

G.2 Provide an opportunity at the conference to promote ethical local government management based on the ICMA Code of Ethics and Oregon Government Ethics. (B).

G.3 Work with county managers to consider the development of a proposed county track of training opportunities at the conferences. (B).

G.4 Collaborate with the DEI Committee to develop sessions and focus on the utilization of diverse and inclusive professionals to present at our conferences and engage with OCCMA. (A,B).

G.5 Work with the ICMA Student Chapter at PSU to bolster student membership in OCCMA. (B).

G.6 Collaborate with OLLG and NWWLA to develop sessions for the OCCMA Summer Conference. (A,B).

G.7 Begin planning the 2024 NW Regional Managers Conference. (B).

G.8 Solicit ideas for workshop and conference session topics from the OCCMA membership. (B).

G.9 Add professional reading recommendations to the website. (B,C).

H. Diversity, Equity, and Inclusion Committee (ad hoc)

H.1 Clarify and re-commit to including DEI topics at every conference and newsletter and work to spotlight the equity lens in every topic. (A, B).

H.2 Data collection – collect current demographic information about OCCMA membership and beyond. What are the demographics of Oregon city managers, assistants and potentially city recorders and where are they and their organizations in leading DEI. This could be a combined research and survey project that looks at basic demographics and asks a few simple questions about leadership in this work. An example could be from Santa Clara County and a project that was presented at ICMA as part of the Equity cohort's final presentation. There could also be an opportunity to collaborate or utilize ELGL diversity dashboard. (A).

H.3 Listening session follow up – Based on what we learn from the survey, offer a couple of listening session drop ins to better understand and support our membership. (A).

H.4 Highlight and build on work of other state associations – Recognize that many local government staff are participating in associations that are doing excellent work on diversity, equity and inclusion. The committee would like to engage with a few of those to see where it can support and not re-create existing resources. A good example is the Oregon Recreation and Parks Association. (A).

H.5 Cultivate a welcoming and sense of belonging in profession and at our events – Consider looking at the COG's around the state and how they are the front door for OCCMA and new and emerging leaders. Continue more structured dinners and social activities at OCCMA events. (A).

H.6 Encourage recruitment of more diverse senior advisors. Go beyond call for applications to direct calls and asks. (A).

H.7 To explore and help facilitate land acknowledgement statements for conferences and board meeting if meaningful to the tribe. (A).

I. Communications Committee (ad hoc)

I.1 Produce a quarterly newsletter with articles on ethics, promotion of professional development opportunities, and diversity, equity and inclusion initiation opportunities for the profession, including a list of regional managers' meetings and contacts for those groups. Use the newsletter and other media to promote positive images of city events and other creative ways to bring communities together (B,C).

I.2 Review the content and design of the OCCMA website. (C).

I.3 Consider making the Communications Committee a formal standing committee. (B).

I.4 Promote the Civic Education Toolkit and the ICMA Dues Structure. (E).

I.5 Define the purpose of the Communications Committee and whether it should be focusing on inward or outward communication. (E).

J. Northwest Women’s Leadership Academy (ad hoc)

J.1 Continue to support and grow the relationship with NWWLA. (A, B, D).

J.2 Work with the Professional Development Committee to design a session at the summer conference. (B).

K. Oregon Latinos in Local Government (OLLG)

K.1 Build the relationship with OLLG and evaluate other opportunities to engage with OCCMA. (A, B, D).

K.2 Work with the Professional Development Committee to design a session at the summer conference. (B).

L. Civic Education Committee (ad/hoc)

L.1 Update tools, resources, and information in the Civic Education Toolkit for OCCMA members when they are educating newly elected officials, the community (i.e. chamber of commerce and civic classes), and future local government employees about local government and what city managers do. (C,E).

L.2 Develop a presentation guide to promote the Civic Education Toolkit to OCCMA members. (C,E).

L.3 Develop a presentation template for OCCMA members to share the Civic Education Toolkit with local schools, civic groups, and future local government leaders. (C,E).

L.4 Develop and promote civics with local schools. (C,E).

L.5 Survey members to see how the committee can improve the Civic Education Toolkit. (C,E).

M. Scholarship Committee

M.1 Create a defined scholarship program with eligible uses, percentage matches, and rules for selection. (A,B).

M.2 Explore the expansion of the scholarship program to allow funds to be used for ICMA training programs. (A,B).

M.3 Promote the scholarships for NWWLA and OLLG members to attend OCCMA conferences. (A,B).

N. Develop a Retired Senior Manager Corp.

N.1 To promote the ICMA Coaching and Credentialing Programs. (C).

O. Veteran’s Committee (ad/hoc)

O.1 To evaluate the interest in creating a Veteran’s in Local Government Affiliate Group. (C).



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: January 21, 2023
Subject: Adopt 2023 Budget

On November 18, 2023 the OCCMA Board of Directors discussed the proposed 2023 budget. The board asked staff to make the following adjustments:

- Increase the Roger Jordan Scholarship line item to \$2,500.
- Increase the travel line item for the NW Regional Managers Conference to \$4,000 to allow the senior advisors to attend.
- Increase the line item for marketing/supplies to \$3,000 to explore updating the logo and purchasing marketing supplies.
- Decrease the Charlie Henry line item to \$2,500.

In addition to the changes listed above, staff also added a line item 3-6056 to reflect the cost of hosting the OCCMA listserv.

Attachment:

1. 2023 OCCMA Adjusted Budget

Recommended Motion

I move to adopt the 2023 OCCMA Annual Budget.



OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2023 Budget - Proposed

	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 Year End	2023 PROPOSED BUDGET	ADJ 2023 PROPOSED BUDGET	2023 Approved BUDGET
Conference Income							
<i>Fall Conference Registrations</i>							
3-4303 · Registration	1,475		7,500	8,550	7,500		
Total Fall Conference	1,475	0	7,500	8,550	7,500	0	0
<i>Spring Conference Registrations</i>							
3-4351 · Registration	0		0	0	2,800		
Total Spring Conference	0	0	0	0	2,800	0	0
<i>Summer Conference</i>							
3-4404 · Registration	4,875	31,915	40,000	33,560	35,000		
3-4407 · Sponsorships	8,400	21,400	25,000	31,400	25,000		
3-4411 · Roger Jordan Scholarship	0	1,500	0	5,100	0		
3-4420 · Activity Fee	0		0	0	1,000		
Total Summer Conference	13,275	54,815	65,000	70,060	61,000	0	0
<i>NW Regional Conference</i>							
3-4501 · Registration	0	0	0	0	0		
3-4505 · Sponsorships	0	0	0	0	0		
Total NW Regional Conference	0	0	0	0	0	0	0
Total · Conferences	13,275	54,815	72,500	78,610	71,300	0	0
<i>NW Women's Leadership Academy</i>							
3-4606 · Registration	0	6,850	13,900	14,700	16,000		
3-4607 · Sponsorship	0	650	0	0			
3-4610 · Scholarship	0	0	0	1,000	0		
Total NW Women's Leadership Academy	0	7,500	13,900	15,700	16,000	0	0
<i>Oregon Latino's in Local Government</i>							
3-4608 · Dues	0	0	21,650	15,950	16,000		
Total Oregon Latino's in Local Govt	0	0	21,650	15,950	16,000	0	0
General Operations Income							
3-4701 · Dues	40,978	47,074	45,000	50,268	50,000		
3-4702 · Dues Surcharge Scholarships					5,000		
3-4703 · Dues Surcharge	6,094	0	0	0	0		
3-4760 · Board Retreat Meetings	928	3,030	0	0	0		
3-4770 · CIS Senior Advisor	0	2,500	2,500	2,500	2,500		
3-4780 · ICMA Senior Advisor	629	2,409	7,000	509	5,000		
3-4785 · Charlie Henry Scholarship			5,000	1,954	0		
Total General Operations Income	48,630	55,013	59,500	55,230	62,500	0	0
Total Income	61,905	117,328	167,550	165,490	165,800	0	0

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION

2023 Budget - Proposed

		2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 Year End	2023 PROPOSED BUDGET	ADJ 2023 PROPOSED BUDGET	2023 Approved BUDGET
EXPENSE								
Conference Expense								
<i>Fall Workshop</i>								
3-5334	· Food & Beverage Fall	0	0	6,000	4,940	6,000		
3-5335	· Room Rental Fall	500	0	600	298	600		
3-5338	· Administration Fall	0	0	0	0	0		
3-5339	· Speakers Fall	0	0	5,000	0	2,500		
Total · Fall Conference		500	0	11,600	5,238	9,100	0	0
<i>Spring Workshop</i>								
3-5361	· Food & Beverage Spring	0	0	0	0	2,000		
3-5362	· Room Rental Spring	0	0	0	0	600		
3-5363	· Administration Spring	0	0	0	0	0		
3-5364	· Speakers Spring	0	0	0	0	1,000		
Total · Spring Conference		0	0	0	0	3,600	0	0
<i>Summer Conference</i>								
3-5441	· Activities Summer	0	0	3,000	480	3,000		
3-5442	· Administration Summer	8,272	0	500	30	500		
3-5443	· A/V & Trade Show Summer	0	0	500	3,285	3,500		
3-5444	· Food & Beverage Summer	0	19,317	35,000	26,077	35,000		
3-5445	· Lodging Summer	0	0	1,000	804	2,000		
3-5446	· Postage/Printing Summer	324	510	500	246	500		
3-5447	· Travel Summer	0	164	300	159	500		
3-5448	· Roger Jordan Scholarship	0	906	1,000	2,836	2,500		
3-5450	· Speaker Summer	0	850	7,500	2,978	7,500		
Total · Summer Conference		8,596	21,747	49,300	36,895	55,000	0	0
<i>NW Regional</i>								
3-5552	· Administration	0	0	0	0	0		
3-5554	· Food & Beverage	0	0	0	0	0		
3-5556	· Postage/Printing	0	0	0	0	0		
3-5557	· Travel	0	0	0	799	4,000		
3-5559	· Speaker	0	0	0	0	0		
Total · NW Regional		0	0	0	799	4,000	0	0
<i>NW Women's Leadership Academy</i>								
3-5601	· LOC Administration- OCCMA contribution	0	2,500	2,500	2,575	2,575		
3-5602	· Other Administration	0	8,892	10,566	12,923	9,600		
3-5603	· A/V & Room	0	0	0	0	0		
3-5604	· Speaker	0	0	0	0	1,000		
3-5605	· Food & Beverage	0	0	0	0	6,000		
3-5606	· Miscellaneous	0	0	0	0	0		
Total · NW Women's Leadership Academy		0	11,392	13,066	15,498	19,175	0	0
<i>Oregon Latino's in Local Government</i>								
3-5703	· LOC Administration- OCCMA contribution	0	0	0	0	3,126		
3-5701	· LGHN Dues	0	0	18,000	13,300	13,300		
3-5702	· Meetings & Events	0	0	2,500	0	2,650		
3-5704	· Travel	0	0	0	0	2,000		
Total Oregon Latino's in Local Government		0	0	20,500	13,300	21,076	0	0

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2023 Budget - Proposed

	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 Year End	2023 PROPOSED BUDGET	ADJ 2023 PROPOSED BUDGET	2023 Approved BUDGET
General Operations Expenses							
3-6001 · LOC Services	25,750	25,781	31,965	28,875	26,523		
3-6016 · Board Functions	0	3,232	6,000	3,522	6,000		
3-6019 · ICMA Executive Officers Membership	0	0	2,000	0	2,000		
3-6020 · ICMA Coaching Program	0	2,850	1,000	0	1,000		
3-6021 · Conference Calls	0	0	100	0	100		
3-6027 · Marketing/Supplies	0	572	1,000	848	3,000		
3-6033 · Miscellaneous	250	1,082	1,500	573	1,500		
3-6034 · Miscellaneous - Credit Card Exp	825	2,893	3,000	2,199	3,000		
3-6035 · Insurance/LOC Business Partnership		0	0	0	750		
3-6036 · National/Committee Travel	0	2,500	8,000	4,006	8,000		
3-6039 · Newsletter	1,401	0	2,500	0	2,500		
3-6042 · Postage	152	0	400	2	400		
3-6045 · Printing, Fax	0	0	300	364	300		
3-6051 · Scholarships Charlie Henry	0	0	3,000	2,346	2,500		
3-6054 · Senior Advisor	2,451	4,974	14,000	7,563	14,000		
3-6056 · Listerv					750		
3-6057 · Web Support	0	972	1,500	2,537	1,500		
3-6058 · Audit	0	0	8,000	0	8,000		
3-6059 · Sponsorship of Other Organizations	0	0	2,000	250	2,000		
3-6060 · Managers In Transition	0	0	2,500	1,500	2,500		
· Host Committee Account Transfer	0	81,901	0	0	0		
Total General Operations Expenses	30,829	126,758	88,765	54,586	86,323	0	0
Total Expenses	39,425	159,896	183,231	126,316	198,274	0	0
Net Income (Loss)	22,479	(42,568)	(15,681)	39,175	(32,474)	-	-
Fund Balance, beginning year	205,185	227,664	185,096	185,096	224,271		
Net Income (Loss)	22,479	(42,568)	(15,681)	39,175	(32,474)	0	0
Fund Balance, end of year	227,664	185,096	169,415	224,271	191,797	0	0

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2023 Budget - Proposed

	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 Year End	2023 PROPOSED BUDGET	ADJ 2023 PROPOSED BUDGET	2023 Approved BUDGET
Beginning Cash							
Beginning Cash - Operations	110,256	180,728	178,906	178,906	204,954		
Beginning Cash - NWWLA	0	0	6,190	6,190	8,840		
Beginning Cash - 2021 ICMA Conference	89,307	81,901	0	0	0		
Beginning Cash - OLLG	0	0	0	0	2,650		
Beginning Cash - RJ Scholarship	5,622	4,968	5,562	5,562	7,827		
Beginning Cash - Charlie Henry Scholarship	0	0	0	0	0		
Total Beginning Cash	205,185	267,597	190,658	190,658	224,271	0	0
Transfers							
· Operating to NWWLA	0	6,190	3,334	2,777	6,400		
· Operating to ICMA 2021	7,406	81,901	0	0	0		
· Operating to OLLG	0	0	1,150	2,650	(1,950)		
· Operating to RJ Scholarship	0	594	(1,000)	2,264	0		
· Operating to Charlie Henry Scholarship	0	0	0	0	0		
Total Transfers	7,406	88,685	3,484	7,691	4,450	0	0
Ending Cash							
· Ending Cash Balance - Operations /Unrestricted	180,728	178,906	158,741	204,954	174,430		
· Ending Cash Balance - NWWLA		6,190	9,524	8,840	6,890		
· Ending Cash Balance - ICMA 2021	81,901	0	0	0	0		
· Ending Cash Balance - OLLG		0	1,150	2,650	2,650		
· Ending Cash Balance - RJ Scholarship	4,968	5,562	0	7,827	7,827		
· Ending Cash Balance - Charlie Henry	0	0	0	0	0		
Total Ending Cash OCCMA	185,696	185,096	169,415	224,271	191,797	0	0



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: January 23, 2023
Subject: Senior Advisor Vacancy

On November 17, 2022 the board declared a vacancy in Senior Advisor Region 8 due to the resignation of Nolan Young. Staff opened the recruitment on January 2, 2023 asking for statements of interest and resumes. Staff received a statement of interest and resume from Rob Drake.

Article 8, Section 2 of the OCCMA Bylaws Policy Annex lists the qualifications that must be met for the role:

1. A resident of Oregon at the time of appointment.
2. At least ten years' experience as an appointed chief administrative officer (CAO) and/or an assistant/deputy CAO in local government.
3. Recognition as a respected manager in Oregon and/or another state.
4. A willingness to participate in the program for at least nine months each year throughout the duration of the appointment.
5. A current member of OCCMA and ICMA at time of appointment and to maintain such memberships during service as Senior Advisor.
6. A commitment to follow the outline of responsibilities for Senior Advisors and the ICMA Senior Advisor Program Guidelines and Manual.
7. Have an active phone number and email address.
8. Substantially retired and/or not engaged in a business that could create a conflict of interest.

Initial appointments shall be made jointly by the President of OCCMA, with Board concurrence, and the Executive Director of the ICMA.

Attachment:

1. Rob Drake's statement of interest and resume

Recommended Motion:

I nominate Rob Drake to serve as an OCCMA Senior Advisor for Region 8 and direct staff to forward his statement of interest and resume to ICMA for approval.

From: [ROBERT DRAKE](#)
To: [Angela Speier](#)
Subject: Senior Advisor Region 8
Date: Wednesday, January 4, 2023 8:43:46 AM
Attachments: [Rob Drake Professional Resume.docx](#)

Happy New Year, Angela!

Please see my attached professional resume to accompany my e-mail of interest to serve in the OCCMA/ICMA Senior Advisor Region 8 position. This resume has recently been revised to reflect needed updating and my retirement from the City of Cornelius.

I am quite excited to participate in the program and represent Region 8. My dad's family are farmers from Heppner in eastern Oregon. We last visited the wheat ranch over the Labor Day Weekend in September for the Drake Family Reunion. I am familiar with the region and would look forward to working with the City Managers and helping support them to succeed!

My membership in the OCCMA and ICMA dates back approximately to my first elective office in Beaverton in 1993. I am a current member of the ICMA.

I have read and understand the requirements, qualifications and time commitment to be a Senior Advisor. This would be a welcomed opportunity to support our member cities, their city managers and communities! It has been a true honor to serve with the city managers and learn from each during my 30-year municipal career. I am familiar and worked with the current pool of Senior Advisors. They are an outstanding group of professionals.

Thank you for the opportunity to participate and help strengthen our team of City Managers and professionals. I look forward to hearing back from you.

Best regards, Rob

Rob Drake
Retired City Manager

Rob Drake

[REDACTED] Beaverton, OR 97007
503-781-3160 drarej@comcast.net

QUALIFICATIONS AND STRENGTHS

Diligent professional City Manager with extensive background, expertise and leadership for multiple public service agencies and private industry positions at senior management level. Served over ten years as City Manager for City of Cornelius, receiving “outstanding” yearly reviews from Mayor and City Council. Previously, I served six-month Interim City Manager contracts for the Cities of Tillamook and Carlton from 2010-12. I served successfully 16 years as Mayor/CEO for City of Beaverton from 1993-2008.

My background also includes direct management of operations, senior-level financial management, budget preparation and oversight for multiple private industry companies and four cities at senior management and CEO levels. I have done extensive human resource hiring, training, creative problem-solving, short and long-range goals and plans, developed policies, created community relations plans, and quality customer service development and implementation. Served on multiple non-profit boards of directors. I have extensive local, regional, state and federal lobbying experience.

I have a positive outlook, attention to detail, customer service emphasis, collaborative style, strong ethical and personal values, high energy, effective communications style, and successfully managed many complex issues while also with a good sense of humor.

PROFESSIONAL EXPERIENCE

City Manager, City of Cornelius – Cornelius, OR – February 2012 – October 2022 (retired)

Responsible for management of full-service city of nearly 14,500 residents. Duties include management oversight for Police, Fire, Public Works, Engineering, Community Development, CIP, Transportation, Finance, City Recorder and City Library. The annual budget is \$57 million and 59 employees.

Formed and added numerous community events previously not provided in Cornelius, including the Community Clean-up Day, Holiday Tree Lighting, Flicks in the Park, Concerts in the Park, Ice Cream Social, Spanish-speaking Town Halls (Cornelius is 52% Latino), Community Thanksgiving Dinner and joint sponsorship with two veterans groups of the Veterans Day Celebration in Veterans Memorial Park. Five years ago, we adopted an ordinance to form the Cornelius Youth Advisory Council (YAC). It is doing very well and the members have continued a strong participation in multiple community events.

In 2019, Cornelius received the ‘All-America City Award’ from the National Civic Foundation for our work in disbanding our former police department and contracting with the Washington County Sheriff in 2014, the adoption of a new Downtown Plan and formation of an Urban

Renewal District, and the funding and construction of a new city library with 45-units of affordable senior housing on the top two floors and completed in FY 2018-19.

We have received the Government Finance Officers Association (GFOA) top two awards the last ten years, including the prestigious Certificate of Achievement for Excellence in Financial Reporting and Distinguished Budget Preparation Award. Our independent, outside auditor has awarded City of Cornelius an “unqualified clean opinion” for our finances ten-years in a row. The City also prepares the PAFR (Popular Annual Finance Report) in English and Spanish to provide the Latino community additional information about how we spend their tax monies. The PAFR has received multiple awards from the GFOA.

In 2013, we reformed our Economic Development Commission (EDC) which had been inactive since 2010. In addition, the City Council approved a new Economic Development Plan in December 2014. We have been awarded approximately \$20 million in combined grants during my ten-year tenure in Cornelius.

Interim City Manager – City of Carlton – Carlton, OR - Aug. 2011 - January 2012

Responsible for 6-month Interim City Manager contract and helped facilitate hiring regular City Manager for full-service city in Yamhill County. We were awarded about \$500,000 in grants.

Interim City Manager – City of Tillamook – Tillamook, OR – Aug. 2010 - January 2011

Responsible for 6-month Interim City Manager contract and helped facilitate hiring regular City Manager for full-service city in Tillamook County. We were awarded over \$1 million in grants.

Mayor/CEO, City of Beaverton – Beaverton, OR – January 1993 - December 2008

Served as elected full-time Mayor/CEO for the City of Beaverton for 16 years. The city previously had a strong mayor form of government that designates the Mayor as CEO. Beaverton is a full-service city. The population was 87,500 with an annual budget of \$170 million at that time. City services included Police, Fire, Finance, Public Works, Engineering CIP, Community Development, Transportation, Building Dept., City Library, City Recorder, Municipal Court and Neighborhood Office. Approximately 470 employees worked for the City of Beaverton.

For each year I served as Mayor, the City received the prestigious Government Finance Officers Association (GFOA) top two awards: The Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award. In each of my 16 years of service as Mayor, we received a “clean opinion” from our outside, independent auditor.

During my tenure we received the ‘Top-100 Best Places to Live Award’ by *Money* magazine in 2007 and ‘*All-America City Finalist Award*’ in 2006.

While serving as Mayor, we introduced Picnics in the Park, Flicks in the Park, Annual Holiday Tree Lighting, Walks with the Mayor, co-produced the Taste of Beaverton with the Beaverton

Area Chamber of Commerce, introduced the National Night Out Against Crime event, co-introduced and supported the Beaverton Farmers Market, doubled square footage in the Community Center, and built the new 72,000 sq. ft. City Library. I formed the Mayors Youth Advisory Board and co-founded the Regional Emergency Management Group (REMG).

Developed strong expertise in working with local government and statewide elected officials, local businesses, legislators and testifying before legislative committees.

Education

Psychology & Law Enforcement – BS 1971 - Portland State University

Awards and Memberships

‘All-America City Award’ while serving as Cornelius City Manager	2019
‘Hometown Hero’ Award – Forest Grove News Times	2019
The City Received the ‘Helen & Alan Berg Good Governance Award’ – League Of Oregon Cities	2019
The City Received the Oregon Chapter American Planning Assn. ‘Public Involvement Award’ for the New Downtown Plan & Urban Renewal Plan	2019
‘Volunteer of the Year’ Award – Cornelius Boosters Club	2016
James C. Richards Memorial Award – League of Oregon Cities	2008
Service to Portland State University Award	2005
President, League of Oregon Cities	2003
Leadership Award of Merit – Oregon Mayors Association	2003
Community Housing Fund of Wash. County – Board Member	2009-present
Beaverton School District Audit Committee Chairman	2010-present

Professional References

Debby Roth, City Recorder - City of Cornelius	503-992-5305
Dave Bishop, Retired Beaverton Police Chief	503-793-1725
Suzanne Weber, Ore. State Representative & Former Tillamook Mayor	503-300-4493
Dr. Phillip Cooper, PhD – Portland St. Univ. MPA Advisor – prefers that initial contact be e-mail at pcooper@pdx.edu	



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Melissa Dablow, LOC Events and Operations Coordinator
Date: January 21, 2023
Subject: Contract with The Independence Hotel for OCCMA Board Retreat 2023-2025

The OCCMA Board of Directors selected The Independence Hotel as the location for the 2023-2025 Board Retreats in a motion that passed unanimously at November 17-18, 2022 OCCMA Board of Directors Meeting and Retreat.

Melissa Dablow, LOC Events and Operations Coordinator and Angela Speier, LOC Project & Affiliates Manager visited the property in December of 2022 and have subsequently initiated contracts for Board review and approval with the Independence for the following dates:

OCCMA Board Retreat 2023
November 16-17, 2023

OCCMA Board Retreat 2024
November 21-22, 2024

OCCMA Board Retreat 2025
November 20-21, 2025

THE INDEPENDENCE

— A TRACE HOTEL —

Thank you for choosing The Independence! We look forward to hosting you.

Please review, sign, and return within 3 business days.

CUTOFF DATE:

10/18/2023

Organization	The Oregon City/County Managers Association	Address	1201 Court St. NE, Suite 200
Display As	OCCMA Board Retreat 2023	City	Oregon
Contact	Melissa Dablow	State	Salem
Phone	971-428-7984	Zip	97301
Email	mdablow@orcities.org	Secondary Phone	503-588-6550

Room Block Details (2023)

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Mon	Tue	Wed
Date			15-Nov	16-Nov	17-Nov					
# rooms			5	20	c/o					

Rates (Does not include 10.5% Lodging Tax) & Event Space

Room Type**	Amount	Rate*	Total	Event Space	Date	Rental	Fee
Deluxe Rooms	25	\$98	\$2,450	River A & B	16-Nov	Full Day	\$460
** Includes three ADA Rooms				River A & B	17-Nov	Half Day	\$280
*Current GOV rate, subject to change				Catering/Events: Menus sent for Civic Center and Territory			

Method of Booking / Billing Instructions

Individual		Individual Pays Own	
Rooming List	X	Incidentals	X
Online Code	N/A	Rm + Tax only	
Menu Selections	Final selections due by 11/1/23	Master Account	
Attrition Rate	80%	Catering/Events	X
		Hotel Rm + Tax	X

Territory Reservations

11/16 - Dinner: Atrium reservation for 25 people, will preselect from a limited menu or order a banquet buffet + 18% gratuity.

Terms and Conditions

Cutoff Date: Rooms not reserved prior to the agreed upon cutoff date will be released back into general inventory, and the contracted rate will not be available. Client responsible for 80% of contracted room revenue at time of cut off.

Cancellation Policy: Room block can be cancelled 45 days prior to the arrival of the first guest for no penalty. If cancelled after cut off, client will be responsible for paying for one night room and tax for all rooms contracted and half F/B minimum.

COVID-19: The hotel, Territory and Civic Center take every precaution, and follows all state and CDC guidelines to help prevent the spread of COVID-19. If a guest in your party contracts COVID-19 due to an outside event; the hotel will not be held liable. Any room blocks booked after July 1, 2020 may not be eligible for a refund due to COVID-19.

Contract Agreement: Rooms & event space will not be taken out of inventory until a signed contract is received. Once countersigned is received, the group/event will be considered definite and attendees will be able to start booking via rooming list.

Authorized Signature _____ Date _____

Hotel Representative/Title/Date: _____

THE INDEPENDENCE

— A TRACE HOTEL —

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CUTOFF DATE:

10/23/2024

Organization	The Oregon City/County Managers Association	Address	1201 Court St. NE, Suite 200
Display As	OCCMA Board Retreat 2024	City	Oregon
Contact	Melissa Dablow	State	Salem
Phone	971-428-7984	Zip	97301
Email	mdablow@orcities.org	Secondary Phone	503-588-6550

Room Block Details (2024)

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Mon	Tue	Wed
Date			20-Nov	21-Nov	22-Nov					
# rooms			5	20	c/o					

Rates (Does not include 10.5% Lodging Tax) & Event Space

Room Type**	Amount	Rate*	Total	Event Space	Date	Rental	Fee
Deluxe Rooms	25	\$98	\$2,450	River A & B	21-Nov	Full Day	\$460
** Includes three ADA Rooms				River A & B	22-Nov	Half Day	\$280
*Current GOV rate, subject to change				Catering/Events: Menus sent for Civic Center and Territory			

Method of Booking / Billing Instructions

Individual		Individual Pays Own	
Rooming List	X	Incidentals	X
Online Code	N/A	Rm + Tax only	
Menu Selections	Final selections due by 11/6/24	Master Account	
Attrition Rate	80%	Catering/Events	X
		Hotel Rm + Tax	X

Territory Reservations

11/21 - Dinner: Atrium reservation for 25 people, will preselect from a limited menu or order a banquet buffet + 18% gratuity.

Terms and Conditions

Cutoff Date: Rooms not reserved prior to the agreed upon cutoff date will be released back into general inventory, and the contracted rate will not be available. Client responsible for 80% of contracted room revenue at time of cut off.

Cancellation Policy: Room block can be cancelled 45 days prior to the arrival of the first guest for no penalty. If cancelled after cut off, client will be responsible for paying for one night room and tax for all rooms contracted and half F/B minimum.

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Hotel Representative/Title/Date: _____

THE INDEPENDENCE

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CUTOFF DATE:

10/22/2025

Organization	The Oregon City/County Managers Association	Address	1201 Court St. NE, Suite 200
Display As	OCCMA Board Retreat 2025	City	Oregon
Contact	Melissa Dablow	State	Salem
Phone	971-428-7984	Zip	97301
Email	mdablow@orcities.org	Secondary Phone	503-588-6550

Room Block Details (2025)

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Mon	Tue	Wed
Date			19-Nov	20-Nov	21-Nov					
# rooms			5	20	c/o					

Rates (Does not include 10.5% Lodging Tax) & Event Space

Room Type**	Amount	Rate*	Total	Event Space	Date	Rental	Fee
Deluxe Rooms	25	\$98	\$2,450	River A & B	20-Nov	Full Day	\$460
** Includes three ADA Rooms				River A & B	21-Nov	Half Day	\$280
*Current GOV rate, subject to change				Catering/Events: Menus sent for Civic Center and Territory			

Method of Booking / Billing Instructions

Individual		Individual Pays Own	
Rooming List	X	Incidentals	X
Online Code	N/A	Rm + Tax only	
Menu Selections	Final selections due by 11/5/25	Master Account	
Attrition Rate	80%	Catering/Events	X
		Hotel Rm + Tax	X

Territory Reservations

11/20 - Dinner: Atrium reservation for 25 people, will preselect from a limited menu or order a banquet buffet + 18% gratuity.

Terms and Conditions

Cutoff Date: Rooms not reserved prior to the agreed upon cutoff date will be released back into general inventory, and the contracted rate will not be available. Client responsible for 80% of contracted room revenue at time of cut off.

Cancellation Policy: Room block can be cancelled 45 days prior to the arrival of the first guest for no penalty. If cancelled after cut off, client will be responsible for paying for one night room and tax for all rooms contracted and half F/B minimum.

COVID-19: The hotel, Territory and Civic Center take every precaution, and follows all state and CDC guidelines to help prevent the spread of COVID-19. If a guest in your party contracts COVID-19 due to an outside event; the hotel will not be held liable. Any room blocks booked after July 1, 2020 may not be eligible for a refund due to COVID-19.

Contract Agreement: Rooms & event space will not be taken out of inventory until a signed contract is received. Once countersigned is received, the group/event will be considered definite and attendees will be able to start booking via rooming list.

Authorized Signature _____ Date _____

Hotel Representative/Title/Date: _____



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Melissa Dablow, LOC Events and Operations Coordinator
Date: January 21, 2023
Subject: Proposals to Host the NW Regional Managers Conference

OCCMA is responsible for hosting the Northwest Regional Managers Conference in 2024.

LOC staff sent the retreat scope to venues in Mt. Hood, Seaside, and metro areas. Proposals were received from Hood River Inn and Seaside Convention Center, subsequently Hood River Inn has submitted a contract for review. NWRM was held in Hood River in 2019.

In making the venue selection, note that a proposal from Hood River was also submitted for the 2024 OCCMA Summer Conference.

Venue	Dates	Room Rental	Food & Beverage Minimum	Hotel Rates
Hood River Inn	March 19-22, 2024	\$5,100 Total	\$24,000 2019 total F&B: \$25,000+	\$109-\$159 + Tax
Seaside Civic & Convention Center	March 26-29, 2024	\$1,000 Day	N/A	Per Diem-\$230 + Tax

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



MW Region Managers Conference

Dear Melissa:

Thanks so much for your interest in the Best Western Hood River Inn. We'd love to have you all back with us in the beautiful Columbia River Gorge and look forward to your favorable response to this information. At this time, we can accommodate the conference for the week of March 18th, 2024. Other dates may also be available if you have a different preference. As a reminder, the last week of the month is spring break for Oregon, and the first week of April is spring break for Washington.

In the last two years our new conference center was completed. Based on the agenda you provided the NW Region conference would work well there. We have made a significant investment in audio visual and can even do hybrid meetings on the large screen with the installed cameras. Vendor tables can now be placed outside the Gorge Room in our new Atrium Lobby for close proximity to attendees. You can be sure you will be pleased.

Banquet and Meeting Space For The Annual Conference

We would plan for your general sessions and meals to take place in our newly remodeled Gorge Room at round tables. Based on your agenda, meeting rental would be reduced to a one-time set-up fee of \$1500.00 for the Gorge Room.

Up to 12 vendor tables can be placed in the Atrium Lobby while still using part of it for registration. Vendor tables are \$60 each for the run of the conference.

The conference would require the meals listed on your agenda, (three breakfasts, three lunches and two dinners) resulting in a food and beverage requirement of \$24,000 not including service charge. Please be advised that all AV is provided by us in the Conference Center. See attached pricing.

Overnight Guest Rooms

Guest room rates can be confirmed one year in advance. To give you an idea were the conference happening in March of 2023 rates would be:

\$119.00 single or double for a limited number of economy rooms (up to 20)
\$139.00 single or double for standard non-view rooms.
\$169.00 single or double for river view rooms.

Area tax is 9.5%. Please note rooms with two beds are \$10 more in each price category. These special group rates do not include breakfast and weekend rates will be higher.

We can offer a complimentary suite for the president for three nights. And a complimentary room for the event lead.

Riverside Restaurant and Lounge

Riverside, is the only Hood River restaurant situated on the edge of the Columbia River, And offers panoramic views of the Gorge. Chef Mark DeResta and his staff prepare meals using fresh, all natural often locally sourced ingredients. We are the place to be in the Gorge for sampling the wines and beers our area is known for. This is not your typical hotel restaurant.

The same wonderful staff also prepares our banquet meals in the brand new full-service kitchen in the conference center.

Extras

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

Melissa, do let me know if you have additional questions or concerns or would like me to hold space on a tentative basis. And if you'd like to see it in person prior to this August, let me know if you have a convenient time to visit.

Sincerely

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



CONTRACT
OCCMA NW Region Managers Conference / # 3918-1
 Best Western PLUS Hood River Inn
 1108 East Marina Way
 Hood River, OR 97031
Sales Manager: Susan Lutton, CHSE
 Email: susanlutton@hoodriverinn.com
 P: (503) 282-2997

Primary Contact	Address	Email Address	Telephone
Melissa Dablow	1201 Court St. NE, Suite 200	mdablow@orcities.org	W: (503) 588-6550 M: (971) 428-7984

GROUP NAME:	OCCMA NW Region Managers Conference	GROUP ID#	
GUEST ROOM BLOCK			

A room block has been set aside for . We are holding the following rooms at the rates shown below:

Room Type	03/19/2024	03/20/2024	03/21/2024
Economy Queen	5 \$109 Single/\$109 Double	10 \$109 Single/\$109 Double	10 \$109 Single/\$109 Double
Exec Economy Queen		6 \$129 Single/\$129 Double	6 \$129 Single/\$129 Double
Exec. Non View King		6 \$159 Single/\$159 Double	6 \$159 Single/\$159 Double
Exec. Riverview King	5 \$199 Single/\$199 Double	5 \$199 Single/\$199 Double	5 \$199 Single/\$199 Double
Non View 2 Queen Upper	15 \$139 Single/\$139 Double	15 \$139 Single/\$139 Double	15 \$139 Single/\$139 Double
Non View King	15 \$129 Single/\$129 Double	15 \$129 Single/\$129 Double	15 \$129 Single/\$129 Double
River Jr. Suite King	1 \$249 Single/\$249 Double	1 \$249 Single/\$249 Double	1 \$249 Single/\$249 Double
River Queen Suite & TV	1 \$249 Single/\$249 Double	1 \$249 Single/\$249 Double	1 \$249 Single/\$249 Double
Riverview 2 Queen	15 \$169 Single/\$169 Double	18 \$169 Single/\$169 Double	18 \$169 Single/\$169 Double
Riverview King	15 \$159 Single/\$159 Double	20 \$159 Single/\$159 Double	20 \$159 Single/\$159 Double
Riverview Queen	3 \$159 Single/\$159 Double	3 \$159 Single/\$159 Double	3 \$159 Single/\$159 Double
Total	75	100	100

- Rates Listed are for two people per room. Additional rate per person is \$15.00
- All rates are subject to applicable tax (currently at 9.5%).
- Rates listed are net non-commissionable.
- Client has agreed to book their rooms via: Individual & Rooming List
- Please note check-in time is 4:00pm and check-out is 11:00am.

CUT-OFF DATE

All rooms must be reserved by the room release date of: **02/22/2024**

- If you are providing a rooming list, please email it by the room release date above.

- For individual reservations please have your guests call the hotel directly to make their group room reservation at 1-800-828-7873. They should identify themselves as a member of the group.
- Guest rooms remaining in the block after the room release date will be released for sale to the general public.
- Reservations received after the room release date will be subject to availability and current market rate. Please communicate this information to your attendees.
- Individual rooms may cancel up to 24 hours prior to arrival. Should any individual cancel after 24 hours the individual or the group will be charged 1 night at the group rate plus tax.

VALUE ADDED EXTRAS

- Complimentary Parking
- Complimentary Wireless Internet
- Complimentary Fitness Center with indoor sauna, indoor and outdoor hot tub and pool
- Complimentary Business Center
- Please note, your special group rates *do not include breakfast*
- A complimentary suite will be provided the Board President for three nights.
- A complimentary standard room will be provide the event lead for three nights.

EVENTS

Based on the guest room and food and beverage requirements you have requested; we are currently holding function space for your program as noted below:

OCCMA NW Region Managers Conference						
Date	Time	Location	Function	Setup	#	Room Rental
Tuesday, March 19, 2024	2:00PM-5:00PM	Gorge Room	Meeting	Rounds	150	\$1,500.00 One time set-up fee
Tuesday, March 19, 2024	1:00PM - 5:00 PM	Trillium	Vendors or Break-outs	TBD	150	\$900.00
Tuesday, March 19, 2024	1:00 PM - 9:00 PM	Gorge Atrium	Set-up	TBD	12	\$0.00
Tuesday, March 19, 2024	2:00 PM - 5:00 PM	Gorge Room	Meeting	Rounds	150	\$0.00
Tuesday, March 19, 2024	4:00 PM - 5:00 PM	Gorge Atrium	Registration	2 Tables	150	\$0.00
Tuesday, March 19, 2024	5:00 PM - 6:30 PM	Gorge Room / Gorge Atrium	Reception	TBA	150	\$0.00
Wednesday, March 20, 2024	7:00 AM - 8:00 AM	Gorge Room	Breakfast	Rounds	150	\$0.00
Wednesday, March 20, 2024	7:00 AM - 5:00 PM	Gorge Atrium	Registration	As set	150	\$0.00
Wednesday, March 20, 2024	8:00 AM - 5:00 PM	Gorge Room	General Session	Rounds	150	\$0.00
Wednesday, March 20, 2024	8:00 AM - 5:00 PM	Trillium Room	Vendor or Break-outs	TBD	150	\$900.00
Wednesday, March 20, 2024	12:00 PM - 1:00 PM	Gorge Room	Lunch	Rounds	150	\$0.00
Wednesday, March 20, 2024	6:00 PM - 9:00 PM	Gorge Room / Gorge Atrium	Reception	Rounds	150	\$0.00
Wednesday, March 20, 2024	7:00 PM - 9:00 PM	Gorge Room	Dinner	Rounds	150	\$0.00

Thursday, March 21, 2024	7:00 AM - 8:00 AM	Gorge Room	Breakfast	Rounds	150	\$0.00
Thursday, March 21, 2024	7:00 AM - 5:00 PM	Gorge Atrium	Registration	As set	150	\$0.00
Thursday, March 21, 2024	8:00 AM - 5:00 PM	Gorge Room	Meeting	Rounds	150	\$0.00
Thursday, March 21, 2024	8:00 AM - 5:00 PM	Trillium Room	Vendors or Break-outs	TBD	150	\$900.00
Thursday, March 21, 2024	12:00 PM - 1:00 PM	Gorge Room	Lunch	Rounds	150	\$0.00
Thursday, March 21, 2024	5:00 PM - 6:30 PM	Gorge Room / Gorge Atrium	Reception	TBA	150	\$0.00
Thursday, March 21, 2024	7:00 PM - 9:00 PM	Gorge Room	Dinner	Rounds	150	\$0.00
Friday, March 22, 2024	7:00 AM - 8:00 AM	Shoreline Room	Breakfast	Rounds	60	\$0.00
Friday, March 22, 2024	7:00 AM - 12:00 PM	Trillium West	Meeting	Hollow Square	20	\$450.00
Friday, March 22, 2024	7:00 AM - 12:00 PM	Trillium East	Meeting	Rounds	40	\$450.00
Friday, March 22, 2024	7:00 AM - 12:00 PM	Gorge Atrium	Registration	As Set	150	\$0.00
Friday, March 22, 2024	12:00 PM - 1:00 PM	Shoreline Room	Lunch	Rounds	60	\$0.00

1. Please be advised that the stated room rentals are based on a one-time set of the meeting room. Complete resets are subject to an additional labor charge.
2. Please review to ensure that the agenda above includes all space necessary to accommodate set-up and break-down times, audio visual needs, food and beverage functions, head tables, displays or similar. Should you wish to add a function beyond that listed in the agenda above, please advise us as soon as possible so that we may attempt to secure it for your use. Space not listed will be made available for sale to other groups and events.
3. Functions must begin and end at the times specified. Additional set-up or break down time may be subject to additional charges.
4. Meetings rooms are not held on a 24-hour basis unless contracted. Additional charges will apply.
5. To help determine your audio-visual needs and budget an AV list is attached. Please use it as a tool in planning your conference and discuss intensive AV needs with your planner as they may affect the meeting rooms you are assigned.
6. We reserve the right to assign an alternate meeting room if attendance levels are lower than contracted.
7. Vendor Tables are provided at \$60 each.

FOOD & BEVERAGE MINIMUMS

This event requires a food and beverage purchase of \$24,000. Please keep this in mind when making decisions about your menus and quantities.

Banquet menu pricing is confirmed six months in advance of your event. Prior to costing out your banquet meals, please contact your sales and catering representative for current menus.

CANCELLATION

This agreement will generate revenue for the hotel from a variety of sources including guest rooms, meeting rooms, banquet food and beverage and other ancillary services. If the group cancels or otherwise does not fulfil its agreed upon commitments, the hotel will suffer damages. The cancellation provisions provide for liquidated damages as a reasonable minimum estimate of the hotel's losses and do not constitute a penalty of any kind.

In the event of a group cancellation the following will be due:

Notice of Cancellation Prior to Group's Arrival	% Of Estimated Meeting Room Rental, Food and Beverage Minimum, and Guest Room Revenue
From Signature of Agreement to 12 months prior to event date	10 %
9 to 12 months prior to event date	20%
6 to 9 months prior to event date	30%
3 to 6 months prior to event date	50%
30 days to 3 months prior to event date	70%
14 to 30 days prior to event date	80%
14 to 0 days prior to event date	100%

CANCELLATION ROOM RATES

Gorge Room	\$1500	Mountainview Room	\$250
Columbia Room	\$600	Hood and Adams Room	\$150
Riverview Room	\$600	Shoreline Room	\$500
Trillium Room	\$900 (East \$550, West \$350)	Shoreline Rm/Deck/Patio	\$2000

FORCE MAJEURE

If acts of God or government authorities, natural disasters, pandemics or other emergencies beyond our reasonable control make it impossible to hold this event, either party may terminate this agreement with written notice without liability.

BILLING & PAYMENT

- Master Account Payment:** It is agreed that payment of the organization's master account shall be made upon completion of scheduled function(s) unless previous direct bill arrangements have been made with hotel representative. Failure to pay account upon completion of event(s) without previous arrangement will be subject to an immediate service charge.
- Credit Terms:** All billing requests must be supported by an approved credit application. If previous arrangements have been made for credit privileges, those accounts are due in full within 30 days. If not paid in 30 days, these accounts will be subject to a service charge at the rate of 18% APR.
- Credit Card Authorization:** With an approved credit card authorization form, charges will be applied to the credit card on file for the event.

GUEST ROOM POLICIES

- Rooms Blocked:** This document lists the number of guest rooms blocked for your organization/group by room type and date. In the event that your organization/group requires more guest rooms than listed, it will be subject to availability at the time the hotel is notified of the additional requirements.
- Cut-off Date:** The cut-off date is the last date that the Best Western Plus Hood River Inn assures the block of guest rooms. All rooms that remain in the block at 5:00PM on the cut-off date are automatically returned to the Best Western Plus Hood

River Inn for sale to the general public. Rooming lists or individual reservations received after the cut-off date will be on a space available basis. **Following the room release date, guest rooms are subject to availability AND current market rate.**

3. Reservation Policy: All individual reservations made with the hotel require a credit card for guarantee purposes.
4. Guaranteed No-show: With a guest room reservation held on a guaranteed payment basis, the company, individual or organization who has guaranteed the reservation will be held responsible for payment of the first night only. Guaranteed reservations are held (without occupancy) for one night only and not for the entire length of stay.
5. Credit Requirements: Credit information consisting of a major credit card accepted by the hotel will be required upon check-in of all guests, unless payment of all charges has been guaranteed by the organization or paying by cash in advance.
6. Check in/Check out Times: Check in time is 4:00PM on the day of arrival. Check out time is 12:00 noon on day of departure.
7. Loss of Property: The Best Western Plus Hood River Inn cannot be responsible for loss or damage to items left in hotel prior to, during or following an event.
8. Return Agreement date: If this agreement is not signed and returned to the Best Western Plus Hood River Inn by the date below, the hotel reserves the right to release all meeting space and guestrooms reserved by this agreement.

BANQUET POLICIES

1. Menu Selections: We require your group menu selections and anticipated number of attendees at least two weeks prior to your function to allow time for proper ordering. Please refer to our current menus for requirements and available options. You may increase your attendance up to 72 hours prior to your event.
2. Service Charge: A 20% service charge will apply to all food and beverage and audio-visual charges.
3. 5% Overage: We are prepared to serve 5% over your guarantee for your party. We will bill for the number of guests guaranteed in the event a lower number is served. Should you exceed your guarantee, we will bill for the exact number served. No unconsumed food and beverage can be taken from event.
4. Guarantee: The hotel requires a guaranteed number of guests for each food function at least 72 hours in advance of each function. This guaranteed number is what you will be charged for and is not subject to reduction. If the hotel is not notified prior to the 72-hour cutoff, the original estimated figure will automatically become the guarantee. Special menu selections may need additional time.
5. Banquet Bars: Banquet bars are either hosted or no host. If the amount of sales exceeds \$475.00 for the event, there will be no bartender fee. However, if the sales minimum is not met, a bartender fee of \$50.00 per hour will be added to your bill. Hosted bars are charged a 20% service charge in addition to the total bill. Bar Service will not exceed 3 hours.

A Note Regarding Alcohol: In the interest of our guests' safety, we follow this policy to promote the responsible use of alcoholic beverages: Our servers and managers are trained to be alert for signs of intoxication and advise our guests when switching to non-alcoholic refreshments becomes necessary. They are trained to make these decisions and are completely supported by management. If we must refuse service, please remember it is for the safety of our guests and community.

6. Outside Food & Beverage: The Best Western Plus Hood River Inn does not allow outside food or beverage to be brought into any public space and/or meeting/banquet room at the hotel.
7. Loss of Property: The Best Western Plus Hood River Inn cannot be responsible for loss or damage to items left in hotel prior to, during or following an event.
8. Damage: Client agrees to be responsible for any damages done to premises during the period of time the meeting/banquet rooms are under their control or under the control of any independent contractor hired by them.
9. Time sensitive food items such as, but not limited to, dairy, eggs and meat/fish may not be left out for more than a two hour time period per Oregon health Department regulations. Non-time sensitive food items may be left out providing they are presentable and there has been no cross contamination. All remaining food items must be immediately disposed of in order to comply with Oregon Health Department regulations.

ACCEPTANCE

The person signing this contract represent that they are authorized to sign and enter into this contract. The contract is not valid until signed by an authorized representative of the hotel.

Accepted on behalf of the group:

Name: _____

Signature: _____

Title: _____

Date: _____

Accepted on behalf of the hotel:

Hotel Representative:

Name: Susan Lutton, CHSE

Signature: _____

Title: Business Development Director

Date: 12/14/2022

THIS AGREEMENT MUST BE SIGNED AND RETURNED BY: **02/01/2023**



Request For Proposal Supplier & Contact:

Seaside Civic & Convention Center

Tina Eilers, Director of Sales

(503) 738-8585; teilers@seasideconvention.com

www.seasideconvention.com

Proposed Conference Dates:

Northwest Regional Managers Conference 2024

March 26-29, 2024 (dates have been placed on a tentative hold for this event)

Rental Fee:

2024: \$1,000.00/day = 16/hrs consecutive usage per day, \$75.00/hr or fraction of an hr thereafter

**This is a full building rental with exclusive usage of all meeting rooms, pre-function and lobby spaces*

Deposits:

1. ½ of rental fee due upon signing of contract
2. Final invoice issued post-event

Included In Rental Fee:

- A. Standard facility/conference room set-up and strike, changeovers, and housekeeping services
- B. Basic sound, lighting, audio visual equipment, multimedia projectors, high speed fiber-optic wireless internet, heating, custodial services, parking, HVAC services and 250 black and white copies
- C. Such equipment including, but not limited to, stage, risers, chairs and tables

Current Additional Fees (subject to change):

- A. Non-catering Linens: \$10.00/linen
- B. Table Skirts: \$5.00/skirt
- C. Vendor Booth: \$25.00/booth (includes 8'x10/ pipe & drape, bare 8' table, 2 chairs)
**please note, if you do not need pipe and drape for vendor booths there is no fee as tables and chairs are included in cost of rental*
- D. Electrical Drop to Vendor Booth: \$20.00/vendor

Additional Equipment:

See attached Equipment List for details on complimentary equipment provided with rental, along with a section that outlines additional equipment provided for a nominal fee. Quantities of equipment available may vary slightly depending on current inventory, purpose of this list is to give a general idea of what is available.

Accessibility:

Our recently renovated convention center has adequate accessibility for those with mobility limitations. In addition to wheelchair accessible restrooms, we have 2 elevators that access the upper-level meeting rooms. With being a smaller convention center, it is also easier to travel from one meeting room to another.



Meeting Space: (24,600 sq ft meeting space, 16 breakout rooms, 8,900 sq ft prefunction/lobby space)

Here are samples of our how our meeting space can be utilized for your event. For full meeting space breakout details, please visit the "Facility" tab on our website: <https://seasideconvention.com/floor-plan/>

Business Center: We have a business center located in our NE Lobby. It serves well as a registration area and is equipped with a printer, computer, landline phone if needed, etc.

Prefunction/Lobby: Provides space for 15-19 table-top displays, highly visible area for attendees as they come and go.

Pacific Room: Our largest meeting space with a stage. Can easily accommodate 150+ at crescent-rounds (we have full rounds that can seat 5-6 in half-round style seating). Equipped with 2 projectors and screens, along with sound for presentations. Can accommodate if you would like to have a keynote speaker attached to a meal. *This room is also equipped with 5 or 6 assisted listening devices for those who may have a difficult time hearing in a larger meeting room.* **Some groups like to place some of their vendors along the back/sides of this room as well.

Necanicum Room: Can function as one large room, or 2 separate rooms with airwall closed. Ideal for meals and/or 2 additional break-out rooms that can each seat up to 225 theater style or 172 each classroom style. Room has built-in AV. Room does not have a stage, but risers can be set-up. Please note that with risers, seating numbers will go down some depending on the configuration.

Riverside Room: Can function as one large room, or 3 separate rooms with airwalls closed. Ideal for breakout space(s). When separated into 3 breakout rooms, two of the breakouts can each seat 72 theater style and the third room can seat 114 theater style. *Separated breakouts also ideal for WCMA and OCCMA Board meetings on Friday.* Can seat 192 classroom style as one large room. Room has built-in AV.

Seaside Room: Can seat 120 theater style or 80 classroom style. Can also divide down into 3 separate spaces with airwalls. 3 built-in projectors, sound can be set-up as needed.

Sunrise Room: Smaller space, ideal for board meeting or group of 20 classroom or 36 theater style.

Sunset Room: Fixed board table with seating for 8.

Seamist Room: The Seamist room is located just off the west end of the prefunction area. It serves as a perfect small, private room for staff. In addition, it is a lockable room if needed for security of items left in there by staff.

Catering:

Our exclusive contracted caterer is Oregon Fine Foods. Clients work directly with ORFF in the planning of Food & Beverage needs for their event. All invoicing for F&B is submitted to SCCC by ORFF, with the client receiving one invoice from SCCC covering the full event. Please see attached Food & Beverage menu from ORFF.



Catering menu remains similar from year-to-year and is typically updated annually to reflect any changes or pricing adjustments.

There is not a food and beverage minimum related to building rental. However, when utilizing the catering services of Oregon Fine Foods, they may have minimums related to number of people, bar and concession services. Please refer to the "Service Information" located at the beginning of the attached menu for details relating to minimums. The menu also contains current pricing. In addition, the attached menu is located on our website for your reference. <https://seasideconvention.com/catering/>

Parking:

The majority of hotels that event attendees utilize are within an easy 1-3 block walking distance of SCCC. A significant number of people leave their vehicles at their hotel and walk to SCCC for their event. For those who prefer to drive, there is a large public parking lot to the west of SCCC, street parking, and a smaller public parking lot to the north of SCCC that all currently provide free parking.

Lodging:

Although there are approximately 405 lodging rooms within one block of our facility, with an additional 482 within a 2-4 block range, the Seaside Civic & Convention Center is a stand-alone meeting facility. We do not have an affiliated hotel. Clients renting SCCC work directly with local hotels to arrange lodging details. To view lodging options, please visit the "Amenities" tab on our website, then click "Places to Stay". Hotels can then be sorted according to distance from the Convention Center. <https://seasideconvention.com/places-to-stay/>

Hotels located within approximately 1-block:

Inn At Seaside
Saltline
Holiday Inn Express & Suites
Rivertide Suites
Kathrn Riverfront Inn
Ashore
Hillcrest Inn

Hotels located within approximately 3-4 blocks:

River Inn At Seaside
The Seashore Inn on the Beach
Ocean Front Motel
Ebb Tide
Hi-Tide Oceanfront Inn
Best Western Plus Ocean View Resort
Shilo Inn Suites Hotel Seaside Oceanfront
Inn At The Prom

An RFP request was issued to local hotels for your event, I have attached the responses received. Please contact hotels directly to follow up on RFP details. In addition, please reach out to any other hotels that look like a good fit for your event! If a hotel did not respond to the RFP request, it may be that they are still interested in providing room space.



Concessions:

1. [Please see Lodging RFP responses for any room-related concession requests](#)

2. [Complimentary meeting space use for negotiated food & beverage minimum:](#)

Unfortunately, we are not able to offer complimentary meeting space. Our meeting space prices are tailored to be lower in cost, as our facility is subsidized by lodging tax dollars. In addition, all of our catering is performed through a contracted catering company and is not managed by the Seaside Civic & Convention Center. In light of this, all meeting space pricing is freestanding, separate from food & beverage services.

3. [Option to use government per diem menu:](#)

Oregon Fine Foods offers a limited per diem menu of a small subset of items to attendees who qualify for per diem rates. ORFF per diem menu items/pricing will be determined closer to event. Per diem menu will be offered at per diem rates that are current at the time of the conference. The service fee is factored in to the per diem price for any items ordered off the per diem menu. Please see attached sample per diem menu at end of regular menu.

4. [Locked in service charge rate:](#)

If per diem menu is used, the service fee would not apply as the per diem rate will be all inclusive. For food & beverage services ordered off the regular menu, service fee will be guaranteed to not exceed 20%.

5. [Not to exceed menu price increase:](#)

Menu pricing is consistent with all events renting the Seaside Civic & Convention Center.

6. [Complimentary standard wi-fi/negotiated, fixed rate for enhanced wi-fi:](#)

High speed fiber optic wi-fi is offered complimentary to all event organizers and attendees. Upload/download speeds are 300Mbps.

7. [Complimentary use of electronic signage:](#)

SCCC has 1 large reader board outside the building. We post the current event taking place at SCCC on any given day. We have several digital signs on the interior of our building. A few of them are dedicated to wayfinding, but there are others dedicated for use by our client. Incoming event coordinators work with our staff on digital signage content, and generally send the information ahead of time for our staff to post. Use of this signage is complimentary.

8. [Locked in parking rate:](#)

SCCC does not have an affiliated parking lot, and therefore no parking fees. Most attendees who are staying in local hotels are within walking distance and oftentimes leave their vehicles at the hotel. For those who would like to drive, there is a large public parking lot to the west of our building, along with several street parking spaces across the street from our NE Entrance. The public parking in Seaside currently has no fee.



The Fun Stuff!:

Located just 2 blocks from the Pacific Ocean, we describe our venue as the spot "Where Work Meets Play"! *Seaside is an ideal destination for the broad spectrum of ages that span the attendees of NWRMC.* The beach at Seaside offers opportunities for clamming, crabbing, surfing, and hosting bonfires. Our local coastal community is perfect for hiking, biking, kayaking, golfing, shopping, or taking a helicopter tour over the north Oregon coast! If you prefer more of a challenge, a local adventure park has 2 different locations that offer zip-lining and challenge courses. In addition to the catering services offered by Oregon Fine Foods, there are several restaurants and breweries within a 5-minute walk of SCCC. Many of our clients find themselves returning to Seaside for a family vacation at other times during the year.

I recommend visiting the Seaside Visitors Bureau website as an introduction to the area!

<https://www.seasideor.com/>

Please feel free to reach out if you have any questions, we would be happy to be a part of the process of bringing the NW Regional Managers to Seaside!!



EQUIPMENT CHART

THE FOLLOWING EQUIPMENT IS PROVIDED AT NO COST

Approved tape for walls & other surfaces

Copies: Black & White (up to 250)

Dry Erase / Flip Chart Board (11)

Free High-Speed WiFi

4' x 6' Magnetic Dry Erase/Message Board (2)

Microphones, Stands, and Stage Equipment

- There is an ample supply of microphones for most applications and events that are conducted in various breakout spaces. For more detailed information concerning facility multimedia systems and Pacific Rm. Audio & Stage Lighting system specifications [click here](#). For light plot, [click here](#).
 - Risers, 6' x 8'; selectable height (8)
 - Risers, 3' x 8' x 6" (8)
 - One additional 6' x 8' riser is available for Pacific Rm. stage use only.

Multimedia & Audio-Visual

- 46" Flat HDTV Monitor, portable (6)
- Ceiling-mounted projector/screen
 - All installed A/V systems have been professionally engineered & installed to ensure adequate room coverage.
 - Pacific Room – (2)
 - Necanicum Room(s) – (4)
 - Seaside Room(s) – (3)
 - Riverside Rooms – (3)
- Media Disc Player; Blu-Ray, DVD, CD, Stream – (2)
- Wall mounted digital displays
 - Seamist Room (86")
 - Sunset Conference Room (75")

Pianos

- Yamaha Baby Grand (1) Pacific Rm. stage only
 - Additional charges apply for tuning services.
- Roland HP-508 Digital Piano (1) All other spaces

Registration Area / Business Ctr.

Currently equipped with HP OfficeJet Pro 8720 (copy, print, scan), telephone, and network connections for client convenience.

Sound Shell Towers (5)

Standard Easels (13)

Tables

- 8' x 30" (225)
- 6' x 30" (20)
- 8' x 18" Classroom (145)
- 6' x 18" Classroom (16)
- 72" Round (85)
- Bistro Tables; 30" round (15)

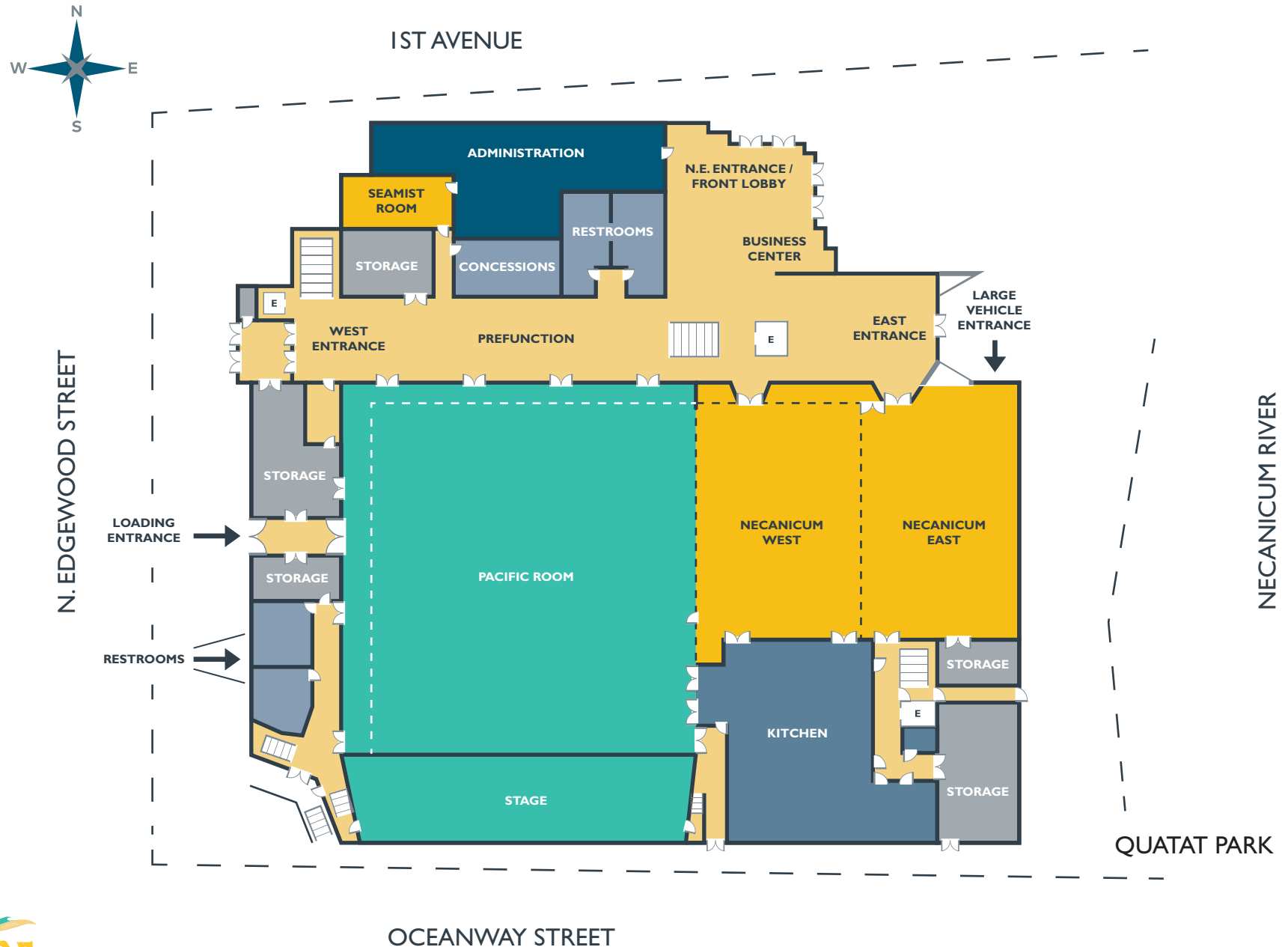
THE FOLLOWING EQUIPMENT & SERVICES ARE PROVIDED FOR A NOMINAL FEE

- Scissor Lift (Liability waiver & training \$100/ Event required)
- Vendor Booth \$25.00/ Booth
 - 8' x 10' Pipe & Drape, Bare 8' Table, 2 Chairs
- Electrical Power – 120 volts/booth \$20.00/vendor
- Static IP Address \$100.00 ea./event
- Cloth Table Linens (non-catered) \$10.00 ea.*
- Table Skirt (Black Only) \$5.00 ea.
- Licensed Event Security, hourly By Request

*Linen prices subject to change without notice.

SEASIDE CIVIC AND CONVENTION CENTER

MAIN LEVEL FLOOR PLAN

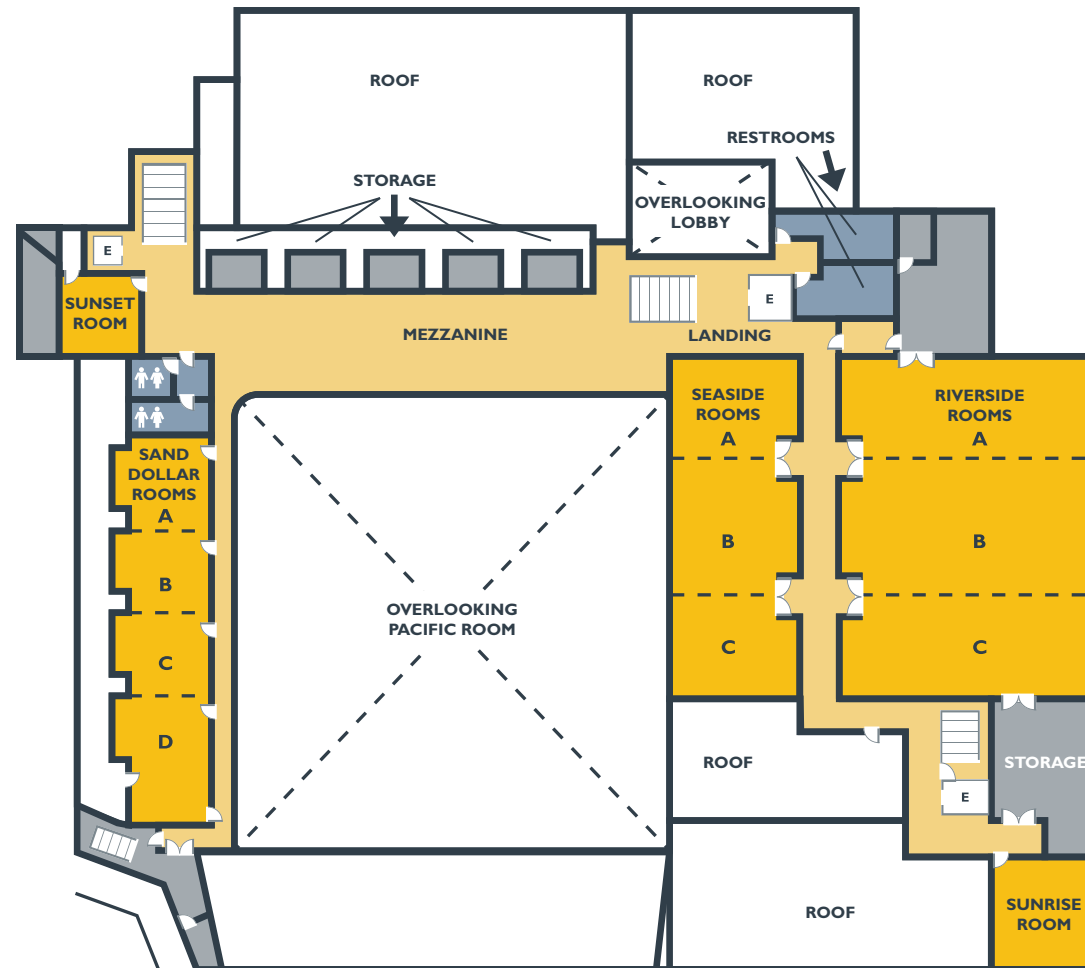


CIVIC AND CONVENTION CENTER

Room (Main Level)	Dimensions	Sq. Footage	Ceiling	Theater	Classroom	Rounds of 10x	Reception	Exhibit Booths (8' x 10')
Pacific Room	105' x 100'	10,500	18'	950	400	530	750	72
Necanicum West/East	90' x 67'	6,030	12'	450	336	350	450	46
Necanicum West	67' x 44'	2,948	12'	225	172	150	230	22
Necanicum East	67' x 46'	3,082	12'	225	180	160	245	23
Pacific + Necanicum	/	16,530	18'/12'	1450	736	880	1,200	118
Seamist Room	15' x 31'	465	9'	35	20	20	30	/
Stage	20' x 65'	1,300	12'	/	/	/	/	/
Front Lobby	43' x '37	1,591	15'	/	/	/	110	/
Prefunction	181' x 24'	4,344	8'	/	/	/	310	/

SEASIDE CIVIC AND CONVENTION CENTER

UPPER LEVEL FLOOR PLAN



Room (Upper Level)	Dimensions	Sq. Footage	Ceiling	Theater	Classroom	Rounds of 10x	Reception	Exhibit Booths (8' x 10')	Boardroom Square
Seaside ABC	71' x 27'	1,917	10'	120	80	100	100	/	
Seaside A	21' x 27'	567	10'	40	24	30	35	/	
Seaside B	29' x 27'	783	10'	55	32	30	40	/	
Seaside C	21' x 27'	567	10'	40	24	30	35	/	
Riverside ABC	74' x 50'	3,700	10'	300	192	210	250	23	
Riverside A	22' x 50'	1,100	10'	72	36	50	75	/	
Riverside B	30' x 50'	1,500	10'	114	64	80	100	/	
Riverside C	22' x 50'	1,100	10'	72	36	50	75	/	
Sunrise Room	22' x 24'	528	10'	36	20	30	35	/	
Sunset Room	17' x 15'	255	10'	Fixed	Fixed	Fixed	Fixed	Fixed	Board Table/8
Mezzanine	80' x 20'	1,680	7'-8'	/	/	/	100	/	
Sand Dollar ABCD	69' x 17'	1,173	10'	80	64	80	100	7	
Sand Dollar A	17' x 17'	289	10'	20	16	20	25	/	
Sand Dollar B	16' x 17'	272	10'	20	16	20	25	/	
Sand Dollar C	16' x 17'	272	10'	20	16	20	25	/	
Sand Dollar D	20' x 17'	340	10'	20	16	20	25	/	



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Melissa Dablow, LOC Events and Operations Coordinator
Date: January 21, 2023
Subject: Proposals to Host the OCCMA Summer Conference

In October and November, Melissa Dablow, LOC Events and Operations Coordinator sent the OCCMA Summer Conference scope to multiple venues including but not limited to; Eagle Crest, Riverhouse, Black Butte Ranch, Sun River, Bravada, Prong Horn, Seaside Convention Center, Ashland Springs, Hood River Inn and Running Y in Klamath Falls. Proposals were received from Hood River Inn, Seaside Convention Center, and Sun River.

In making the venue selection, note that proposals from both venues were also submitted from Seaside Convention Center and Hood River Inn for the 2024 NWRM Summer Conference.

Staff requested that Sun River consider lowering the Food & Beverage minimum, they were unable to do so.

Venue	Dates	Room Rental	Food & Beverage Minimum 2022 total F&B: \$26,000+/-	Hotel Rates
Hood River Inn	June 25-28, 2024	\$1500	\$22,000	\$189-\$240 + Tax
Sunriver Resort	June 25-28, 2024	\$350 Day	\$50,000	\$279-\$449 + Tax
Seaside Civic & Convention Center	July 15-18, 2025 July 7-10, 2026	2025-\$1,000 Day 2026-\$1,200 Day	N/A	2025-Per Diem (TBA)-\$389 2026-Per Diem (TBA)-\$407 +Tax

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



OCCMA Conference

Dear Melissa:

Thanks so much for your interest in the Best Western Hood River Inn for the OCCMA Conference. At this time, we can accommodate the conference for the week June 24th, 2024.

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

Guest Room Rates

We do currently have your preferred dates in June for 2024. In order for us to accommodate the City/County Managers we would need to have the room block begin on Monday with peak nights of Tuesday and Wednesday. We cannot confirm rates until one year in advance but to give you an idea, if the conference was happening in 2023 mid-week room rates would be:

\$189 for a limited number of economy rooms

\$215 for non-view rooms with one king bed

\$240 for river-view rooms with one king bed

Area tax is 9.5% and these rates do not include breakfast. Rooms with two beds are \$10 more for each price category. Just for your information rates in May would be approximately \$40 less per night.

We could block up to 110 rooms per night and this would be a mix of rooms and room types which may be more than listed above (as an example for our executive floor, or suites).

Banquet and Meeting Space

We would plan for your general sessions, meals and largest break-out to take place in our newly remodeled Gorge Room. Based on your agenda, meeting rental would be reduced to a one-time set-up fee of \$1500.00 for the Gorge Room.

The conference requires the meals listed on your agenda, three breakfasts, two lunches and would also require a dinner. This would result in a food and beverage minimum requirement of \$22,000 not including service charge.

Vendor tables would be placed in the Trillium East. Room rental for that space would be reduced to \$500 per day for the three day period. Should you be able to utilize our Atrium Lobby for vendor space that space can be provided at no charge. However, the vendor tables would need to be limited. Registration and buffet tables do occupy some of that space. You could also use the perimeter of the Gorge Room at no extra charge. Draped vendor tables are provided at \$50 each.

Additional break-out space can be provided at a reduced room rental. See attached facility map. \$500 per day for Trillium (if you don't utilize it for vendors), and \$400 per day for our Columbia Room.

I have attached our current banquet menus. We do feel they offer a good value. Unfortunately, because Hood River is part of the "federal standard rate" for per diem, we are unable to match this very low pricing.

Riverside Restaurant and Lounge

Riverside, the only Hood River restaurant situated on the edge of the Columbia River, offers panoramic views of the Gorge. Chef Mark DeResta and his staff prepare meals using fresh, all natural often locally sourced ingredients. The same wonderful staff also prepares our banquet meals. We are the place to be in the Gorge for sampling the wines and beers our area is known for. This is not your typical hotel restaurant.

Extras

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

Do let me know if you have additional questions. And thanks so much for this opportunity.

Sincerely,

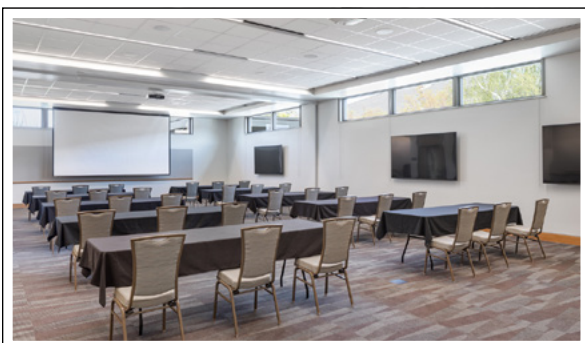
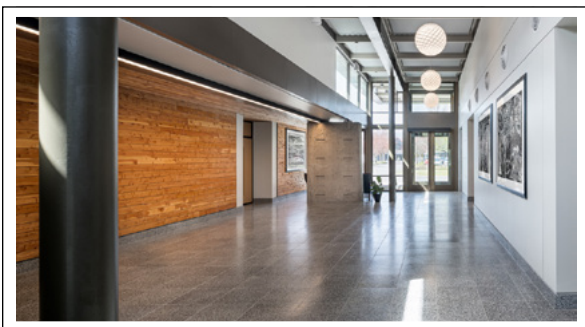
Susan Lutton
Business Development Director
Best Western Plus Hood River Inn
503-282-2997



THE COLUMBIA GORGE CONFERENCE CENTER



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



Room	Theater Receptions	Conf. Style	Class Room	U-Shape	Meal	Square Feet	Dimensions
Gorge Room	325	44*	180	60	275	4400	67'x 66'
Trillium Room	179	48*	100	57*	128	1890	62'x31'
Trillium East	112	28	60	35	80	1260	41'x31'
Trillium West	61	24	32	23	40	630	21'x31'
The Atrium	N/A	N/A	N/A	N/A	N/A	1220	45'x21'

* Indicates Not Recommended—Due to the layout of the rooms, these sets are rather large and are not suitable for meetings.



GROUP PROPOSAL FOR OREGON CITY/COUNTY MANAGERS ASSOCIATION

Sunriver at a glance

The all-encompassing, all-seasons, 3,300 acre resort

Located just 15 miles south of Bend in the heart of Central Oregon, Sunriver Resort is an all-seasons, activity-rich 3,300-acre getaway destination and conference center. Sunriver Resort is resplendent with natural beauty and endless activities, including world-renowned golf, award-winning spa, eleven restaurants and more.



30

Inbound flights
daily from eight
different cities



15

Miles from Bend,
Oregon



245

Guest rooms



300+

Homes and
condos



63

Holes of golf



44,000

Square feet of
meeting and
banquet space



45

Miles of paved
bike paths



11

Restaurants on
property



300

Days of
sunshine



Endless

Adventure

[Explore Sunriver Resort](#)



Welcome



Dear Melissa,

Thank you for considering Sunriver Resort for your 2024 Oregon City/County Managers Association Summer Conference.

We appreciate being given the opportunity to showcase our unique and breathtaking destination.

While this proposal provides you with an overview of our resort and services, we feel the adjacent, unique points make us the ideal destination for your meeting.

Once again, thank you for considering Sunriver Resort. We look forward to reviewing this proposal in more detail with you.

Ashley Scannell

National Sales Manager



PARTNERSHIP

We take pride in working together to tailor and execute to your budget, group size and meeting goals.

SERVICE

End-to-end service is what you can expect. We're a dedicated team of meeting and event specialists that exists to serve your every need.

FLEXIBILITY

From small and intimate to large and elaborate, we have flexible spaces, staff and services.

ALL-ENCOMPASSING

Golf, pools, spa, dining, recreation... all on site. And we're investing \$40 million in new and updated facilities.

ROAM

Did we mention the sheer size of Sunriver Resort? There's ample space to escape and roam within nature on property.

LOCATION

Sunny skies, snowy peaks, the vibrant city of Bend, and the high-desert playground of the Deschutes National Forest epitomize the beauty of our location.

Tailored to you

We are pleased to offer the following rates to your group



June 25 – 28, 2024	Tues 6/25	Wed 6/26	Thurs 6/27	Fri 6/28
Room Block	75	125	125	Check-Out
Total	75	125	125	=325

Rates vary by week	
Lodge Village Guestroom	\$279.00
Lodge Village Suite	\$449.00
River Lodge Executive Guestroom	\$399.00

As a convenience to our guests, we have combined our most widely used guest services into the resort fee, which includes:

- ◇ High Speed Wi-Fi throughout the Resort (including meeting space)
- ◇ Complimentary Parking
- ◇ Shuttle Service throughout the Resort
- ◇ Daily Newspaper in the Lodge lobby
- ◇ Access to Sage Springs Club & Spa
- ◇ Access to Crosswater and Caldera Springs

These rates do not include tax and assessments, which are currently 9.5%, and a Resort Fee, which is currently 17.5% per room, per night. The Resort Fee is also subject to a 1.5% sales tax. An Oregon State surcharge will be applied to all charges in the amount of 0.57%. Rates are valid for two weeks from today's date.

Re-imagine meeting benefits

Based on your program, we would like to offer the following inclusions and benefits

- ◇ Two (2) complimentary upgrades at the Group Rate
- ◇ Two (2) complimentary VIP amenities, Resort Choice
- ◇ Reduced Meeting Room Rental of \$350/day
- ◇ 20% Discount on all in-house a/v
- ◇ F&B Minimum of \$50,000.00



Resort Fee

Included in the Nightly Resort Fee:

- ◇ Wireless Internet (Lodging Accommodations and Meeting Space)
- ◇ Access to Sage Springs Club & Spa
- ◇ Complimentary access to The Cove (indoor aquatic facility)
- ◇ Access to Resort swimming pools and hot tubs
- ◇ Access to Crosswater and Caldera Links
- ◇ 24-Hour intra-Resort shuttle service
- ◇ Complimentary self-parking
- ◇ In-room coffee

Comfort meets luxury

At a variety of rooms, suites, condos and homes



LODGE VILLAGE ROOMS

330 sq ft, stone gas fireplace, private balcony, mini refrigerator, mountain and golf course views, one king or two queen beds.



LODGE VILLAGE SUITES

990 sq ft, stone gas fireplace, private balcony, mountain and golf course views, continental kitchen and open loft, one king or two queen beds.



RIVER LODGE EXECUTIVE ROOMS

498-873 sq ft, stone gas fireplace, private balcony, soaking tub, mini refrigerator, cotton robes, mountain and golf course views, one king or two queen beds. Also features our Presidential and Parlor Suites.

[Learn more](#)



Comfort meets luxury

At a variety of rooms, suites, condos and homes



TENNIS VILLAGE CONDOS

1582 sq ft, two bedrooms, two bathrooms, stone gas fireplace, private deck, full kitchen, dining room, living room. Located next to Sage Springs Club & Spa.



WILDFLOWER CONDOS

1368 sq ft, two bedrooms, two bathrooms, full kitchen, dining room and living room. Located within easy access to the walking paths that lead directly to the meeting space.



FREMONT TOWNHOUSE

2200 sq ft, three bedroom, 3.5 bath luxury townhouse, stone gas fireplace, private balcony with hot tub, full kitchen, dining room, living room and upscale furnishings. Located in the heart of Sunriver close to the Village Mall.



HOMES AND CONDOS

Over 250 unique, beautifully designed and tastefully furnished homes ranging from two to seven bedrooms.

[Learn more](#)

Spacious meets spectacular

At the largest resort conference center in the northwest

- ◇ 44,600 square feet of flexible meeting and banquet space, indoors and out
- ◇ Additional 18,000 square foot exhibit/event hall
- ◇ Over 19,500 square feet of outdoor meeting space with sweeping views of the Cascade Mountain Range
- ◇ 16 meeting rooms featuring 14 with natural light
- ◇ Tenured Convention, Banquet and Culinary Team
- ◇ On-site audio-visual and IT departments
- ◇ Dedicated meeting concierge
- ◇ Full-service business center
- ◇ 1 GB wireless internet included in all meeting spaces
- ◇ Interactive Readerboards throughout the resort
- ◇ Swipe entry locking meeting room doors

[Learn more](#)



Agenda

Here are the details of your program



Date	Start Time	End Time	Name	Space	Space Layout	Space Rental Price	Total Attendees
Tuesday, June 25, 2024	11:00 AM	1:00 PM	Registration Client Set-up	Homestead Gallery	Registration		2
	11:00 AM	1:00 PM	Exhibitor Set-up	Homestead 2+3	Exhibits		20
	1:00 PM	5:00 PM	Registration	Homestead Gallery	Registration		2
	2:00 PM	5:00 PM	Afternoon Workshop	Homestead 1	Crescent Rounds	\$350.00	150
	5:00 PM	6:30 PM	Tradeshow Reception	Homestead 2+3	Existing		150
Wednesday, June 26, 2024	12:00 AM	11:59 PM	Registration	Homestead Gallery	Registration		2
	12:00 AM	11:59 PM	Tradeshow	Homestead 2+3	Exhibits		20
	7:00 AM	9:00 AM	Breakfast	Homestead 2+3	Existing		150
	7:00 AM	5:00 PM	General Session	Homestead 1	Crescent Rounds	\$350.00	150
	12:00 PM	1:30 PM	Lunch	Homestead 2+3	Existing		150
	6:00 PM	7:00 PM	Reception	Homestead Lawn	Cocktail		150
Thursday, June 27, 2024	12:00 AM	11:59 PM	Registration	Homestead Gallery	Registration		2
	7:00 AM	9:00 AM	Breakfast	Homestead 2+3	Existing		150
	7:00 AM	5:00 PM	General Session	Homestead 1	Crescent Rounds	\$350.00	150
	12:00 PM	1:30 PM	Lunch	Homestead 2+3	Existing		150
	6:00 PM	7:00 PM	Reception	Homestead Lawn	Cocktail		150
Friday, June 28, 2024	12:15 AM	12:00 PM	Registration	Homestead Gallery	Registration		2
	7:00 AM	9:00 AM	Breakfast	Homestead 2+3	Existing		150
	7:00 AM	12:00 PM	General Session	Homestead 1	Crescent Rounds	\$350.00	150
	8:00 AM	12:00 PM	OCCMA Board Meeting	Heritage 1+2	U-Shape	\$350.00	20

From intimate to magnificent

Choose from stunning indoor facilities or breathtaking outdoor venues



THE HOMESTEAD BALLROOM



THE HISTORIC GREAT HALL



THE HERITAGE ROOM



THE LANDMARK ROOM



THE FIRESIDE ROOM



THE RIVER LODGE GALLERIES



THE ABBOT ROOM



THE VANDEVERT AND FREMONT ROOMS



THE HEARTH ROOM



THE LAKE HOUSE



BESSON COMMONS



MT. BACHELOR LAWN



THE BACKYARD



THE HOMESTEAD LAWN



THE COVE YARD

[Meeting rooms](#)



From intimate to magnificent

Choose from stunning indoor facilities or breathtaking outdoor venues

[Meeting rooms](#)



The Cove Aquatic Center

The new year-round aquatic center

Featuring an expanded aquatic experience, The Cove now features a year-round aquatic complex.. The new 10,000 square-foot Aquatic Center features an indoor pool, large hot tub, water slide, meandering eddy, poolside bar and a 10,000 square-foot outdoor event lawn.

The outdoor Cove features a zero-entry pool, hot tub, splash pad, Paulina Plunge water slide, The Spotted Frog café, private cabanas and lounge chairs to enjoy the sweeping mountain views and 300 days of sunshine.

[The Cove Aquatic Center](#)



Work meets play

Activities geared towards groups of all kinds

ON-SITE

- ◇ The Sunriver Marina featuring kayaking, canoeing, rafting and stand-up paddleboarding
- ◇ 45 miles of paved bike trails with bikes available to rent through the Bike Barn
- ◇ Trail rides and pony rides through the Sunriver Stables
- ◇ The Cove with three private cabanas and indoor/outdoor pools and waterslides
- ◇ 15-treatment room spa
- ◇ Sage Springs Club with daily fitness classes
- ◇ Sunriver Sandlot with programing for kids
- ◇ Sunriver Nature Center and Observatory
- ◇ Sunriver Village shops and restaurants
- ◇ Full service recreation department

IN THE AREA

- ◇ Cave and volcano tours
- ◇ Fly fishing and spin fishing
- ◇ Paintball
- ◇ Mountain bike tours
- ◇ Rock climbing
- ◇ ATV tours
- ◇ Whitewater rafting
- ◇ Brewery and distillery tours
- ◇ High Desert Museum and Lava Lands Visitor Center
- ◇ Crater Lake National Park
- ◇ Concerts at Les Schwab Amphitheater
- ◇ Shopping at local owned Businesses in Downtown Bend

[Group recreation](#)



A golfer's paradise

One destination, four distinct courses



CROSSWATER

Design by Bob Cupp and honored by Golf Digest as one of "America's 100 Greatest Courses."



MEADOWS

Designed by John Fought, the course features tremendous variety within its 18 holes, seven of which border the meandering Sun River.



WOODLANDS

Designed by Robert Trent Jones Jr., Woodlands features dense forests of Ponderosa and Lodgepole Pine, outcroppings of lava rock and an abundance of water.



CALDERA LINKS

Family-friendly 9-hole course that makes the game of golf approachable and enjoyable.

[Golf at Sunriver Resort](#)



Authentic cuisine Spectacular settings

Eleven dining options for every occasion and craving

THE LODGE KITCHEN

A lively restaurant and gathering place offering satisfying American fare and spectacular views
- Available year-round for breakfast, lunch and dinner

OWL'S NEST

A favorite bar to kick back and let loose, with incredible views, great drinks and crave-worthy tavern food.
- Available year-round for dinner, seasonally for lunch

THE LIVING ROOM

Central hub for your lobby libations.
- Available seasonally

THE GRILLE AT CROSSWATER

Amidst a memorable setting reflective of the region, The Grille at Crosswater emulates the feel of a true northwest family dining room.
- Available year-round for dinner, seasonally for lunch

ZEPPA BISTRO

Unwind with an Italian Soda or a glass of vino and a fresh salad, panini or brick-oven fired pizza.
- Available during the summer

MERCHANT TRADER CAFE

Coffee, morning pastries, and noontime sandwiches.
- Available April to October

STARBUCKS

Coffee, espresso, smoothies and teas.
- Available year-round

THE BACKYARD

16 regional brews on tap, a variety of wines and amazing mount views that are kid and dog-friendly.
- Available during the summer

THE SPOTTED FROG

A menu of delicious poolside fare includes healthy options as well as vacation-worthy indulgences and a full bar.
- Available during the summer

MCDIVOT'S CAFE

McDivot's Cafe: A great place to meet for patio dining featuring delicious and causal dining for breakfast, lunch and dinner.
- Available April to October

P.E.A.K. FOOD TRUCK

Summertime classics.
- Available during the summer

[Dining at Sunriver Resort](#)



Easy to find Hard to leave

A high desert oasis accessible from several hubs in the western US

- ◇ 30 direct flights to Redmond Municipal Airport (RDM) from Seattle, Portland, San Francisco, Los Angeles, San Diego, Las Vegas, Phoenix, Salt Lake City, Denver, and Chicago
- ◇ 40 minute drive from Redmond Municipal Airport (RDM) to Sunriver
- ◇ Scenic, three-hour drive from Portland, Oregon and the Portland International Airport (PDX)
- ◇ Sunriver airport welcomes private aircraft up to a Gulfstream V
- ◇ Uber and Lyft available
- ◇ Airport transfers available upon request



[Directions](#)

Don't just take our word for it

We take pride in what our guests have to say

"The hotel is luxurious, the service is amazing, the activities are endless, and I cannot wait to go back again."

- Timothy Arnold, CMP, CMM | HPN Global

"The entire hotel team - from the General Manager to the housekeepers - were fully engaged to help make our program a huge success. There's a special charm about the staff, the hotel, and surrounding area that made our incentive earn top remarks from all of our guests. I can't wait to have another program at Sunriver."

- Justin Aarsvold | Maritz Global Events

"The staff, the guest rooms and meeting spaces, the food, the activities – all exceeded my expectations."

- Melissa Oakley | Pernod Ricard

"I cannot rave enough about the entire staff. They are some of the friendliest, hardest working and professional people of any I have ever collaborated with."

- Linda Peppler | Oregon Office of Rural Health

"If you're looking for a little slice of paradise, make the trip – you won't be disappointed!"

- Jomy Tan | Delta Dental Plans Association



AAA Four Diamond
Award

**Oregon
Business**

100 Best Fan-Favorite
Destinations in Oregon

Golf Digest

Top 100 Golf Courses

northwest
meetings + events

Best Hotel with
Meeting/Event Space

Best Convention
Conference Venue

Smartmeetings

Platinum Choice
Award Winner



See you soon

Contact us

Group Sales: 1-800-386-1927

17600 Center Dr., Sunriver, OR 97707

sunriver-resort.com





Request For Proposal Supplier & Contact:

Seaside Civic & Convention Center

Tina Eilers, Director of Sales

(503) 738-8585; teilers@seasideconvention.com

www.seasideconvention.com

Proposed Conference Dates:

Oregon City/County Managers Assn Summer Conference 2025

July 15-18, 2025 (dates have been placed on a tentative hold for this event) (preferred dates not available)

Oregon City/County Managers Assn Summer Conference 2026

July 7-10, 2026 (dates have been placed on a tentative hold for this event)

Rental Fee:

2025: \$1,000.00/day = 16/hrs consecutive usage per day, \$75.00/hr or fraction of an hr thereafter

**This is a full building rental with exclusive usage of all meeting rooms, pre-function and lobby spaces*

2026: \$1,200.00/day = 16/hrs consecutive usage per day, \$75.00/hr or fraction of an hr thereafter

**This is a full building rental with exclusive usage of all meeting rooms, pre-function and lobby spaces*

Deposits:

1. ½ of rental fee due upon signing of contract
2. Final invoice issued post-event

Included In Rental Fee:

- A. Standard facility/conference room set-up and strike, changeovers, and housekeeping services
- B. Basic sound, lighting, audio visual equipment, multimedia projectors, high speed fiber-optic wireless internet, heating, custodial services, parking, HVAC services and 250 black and white copies
- C. Such equipment including, but not limited to, stage, risers, chairs and tables

Current Additional Fees (subject to change):

- A. Non-catering Linens: \$10.00/linen
- B. Table Skirts: \$5.00/skirt
- C. Vendor Booth: \$25.00/booth (includes 8'x10/ pipe & drape, bare 8' table, 2 chairs)
**please note, if you do not need pipe and drape for vendor booths there is no fee as tables and chairs are included in cost of rental*
- D. Electrical Drop to Vendor Booth: \$20.00/vendor

Additional Equipment:

See attached Equipment List for details on complimentary equipment provided with rental, along with a section that outlines additional equipment provided for a nominal fee. Quantities of equipment available may vary slightly depending on current inventory, purpose of this list is to give a general idea of what is available.



Accessibility:

Our recently renovated convention center has adequate accessibility for those with mobility limitations. In addition to wheelchair accessible restrooms, we have 2 elevators that access the upper-level meeting rooms. With being a smaller convention center, it is also easier to travel from one meeting room to another.

Meeting Space: (24,600 sq ft meeting space, 16 breakout rooms, 8,900 sq ft prefunction/lobby space)

Here are samples of our how our meeting space can be utilized for your event. For full meeting space breakout details, please visit the "Facility" tab on our website: <https://seasideconvention.com/floor-plan/>

Business Center: We have a business center located in our NE Lobby. It serves well as a registration area and is equipped with a printer, computer, landline phone if needed, etc.

Prefunction/Lobby: Provides space for 15-19 table-top displays, highly visible area for attendees as they come and go.

Pacific Room: Our largest meeting space with a stage. Can easily accommodate 175+ at crescent-rounds (we have full rounds that can seat 5-6 in half-round style seating). Equipped with 2 projectors and screens, along with sound for presentations. Can accommodate if you would like to have a keynote speaker attached to a meal. *This room is also equipped with 5 or 6 assisted listening devices for those who may have a difficult time hearing in a larger meeting room.* **Some groups like to place some of their vendors along the back/sides of this room as well.

Necanicum Room: Can function as one large room, or 2 separate rooms with airwall closed. Ideal for meals and/or 2 additional break-out rooms that can each seat up to 225 theater style or 172 each classroom style. Room has built-in AV. Room does not have a stage, but risers can be set-up. Please note that with risers, seating numbers will go down some depending on the configuration.

Riverside Room: Can function as one large room, or 3 separate rooms with airwalls closed. Ideal for breakout space(s). When separated into 3 breakout rooms, two of the breakouts can each seat 72 theater style and the third room can seat 114 theater style. Can seat 192 classroom style as one large room. Room has built-in AV.

Seaside Room: Can seat 120 theater style or 80 classroom style. Can also divide down into 3 separate spaces with airwalls. 3 built-in projectors, sound can be set-up as needed.

Sunrise Room: Smaller space, ideal for board meeting or group of 20 classroom or 36 theater style.

Sunset Room: Fixed board table with seating for 8.

Seamist Room: The Seamist room is located just off the west end of the prefunction area. It serves as a perfect small, private room for staff. In addition, it is a lockable room if needed for security of items left in there by staff.



Catering:

Our exclusive contracted caterer is Oregon Fine Foods. Clients work directly with ORFF in the planning of Food & Beverage needs for their event. All invoicing for F&B is submitted to SCCC by ORFF, with the client receiving one invoice from SCCC covering the full event. Please see attached Food & Beverage menu from ORFF. Catering menu remains similar from year-to-year and is typically updated annually to reflect any changes or pricing adjustments.

There is not a food and beverage minimum related to building rental. However, when utilizing the catering services of Oregon Fine Foods, they may have minimums related to number of people, bar and concession services. Please refer to the "Service Information" located at the beginning of the attached menu for details relating to minimums. The menu also contains current pricing. In addition, the attached menu is located on our website for your reference. <https://seasideconvention.com/catering/>

Parking:

The majority of hotels that event attendees utilize are within an easy 1-3 block walking distance of SCCC. A significant number of people leave their vehicles at their hotel and walk to SCCC for their event. For those who prefer to drive, there is a large public parking lot to the west of SCCC, street parking, and a smaller public parking lot to the north of SCCC that all currently provide free parking.

Lodging:

Although there are approximately 405 lodging rooms within one block of our facility, with an additional 482 within a 2-4 block range, the Seaside Civic & Convention Center is a stand-alone meeting facility. We do not have an affiliated hotel. Clients renting SCCC work directly with local hotels to arrange lodging details. To view lodging options, please visit the "Amenities" tab on our website, then click "Places to Stay". Hotels can then be sorted according to distance from the Convention Center. <https://seasideconvention.com/places-to-stay/>

Hotels located within approximately 1-block:

Inn At Seaside
Saltline
Holiday Inn Express & Suites
Rivertide Suites
Kathrn Riverfront Inn
Ashore
Hillcrest Inn

Hotels located within approximately 3-4 blocks:

River Inn At Seaside
The Seashore Inn on the Beach
Ocean Front Motel
Ebb Tide
Hi-Tide Oceanfront Inn
Best Western Plus Ocean View Resort
Shilo Inn Suites Hotel Seaside Oceanfront
Inn At The Prom

An RFP request was issued to local hotels for your event, I have attached the responses received. Please contact hotels directly to follow up on RFP details. In addition, please reach out to any other hotels that look like a good fit for your event! If a hotel did not respond to the RFP request, it may be that they are still interested in providing room space, but are hesitant to quote a room rate this far out from the event given that the OR City/County Managers Assn Summer Conference takes place during the peak of summer tourism in Seaside.



Concessions:

1. [Please see Lodging RFP responses for any room-related concession requests](#)

2. [Complimentary meeting space use for negotiated food & beverage minimum:](#)

Unfortunately, we are not able to offer complimentary meeting space. Our meeting space prices are tailored to be lower in cost, as our facility is subsidized by lodging tax dollars. In addition, all of our catering is performed through a contracted catering company and is not managed by the Seaside Civic & Convention Center. In light of this, all meeting space pricing is freestanding, separate from food & beverage services.

3. [Option to use government per diem menu:](#)

Oregon Fine Foods offers a limited per diem menu of a small subset of items to attendees who qualify for per diem rates. ORFF per diem menu items/pricing will be determined closer to event. Per diem menu will be offered at per diem rates that are current at the time of the conference. The service fee is factored in to the per diem price for any items ordered off the per diem menu. Please see attached sample per diem menu at end of regular menu.

4. [Locked in service charge rate:](#)

If per diem menu is used, the service fee would not apply as the per diem rate will be all inclusive. For food & beverage services ordered off the regular menu, service fee will be guaranteed to not exceed 20%.

5. [Not to exceed menu price increase:](#)

Menu pricing is consistent with all events renting the Seaside Civic & Convention Center.

6. [Complimentary standard wi-fi/negotiated, fixed rate for enhanced wi-fi:](#)

High speed fiber optic wi-fi is offered complimentary to all event organizers and attendees. Upload/download speeds are 300Mbps.

7. [Complimentary use of electronic signage:](#)

SCCC has 1 large reader board outside the building. We post the current event taking place at SCCC on any given day. We have several digital signs on the interior of our building. A few of them are dedicated to wayfinding, but there are others dedicated for use by our client. Incoming event coordinators work with our staff on digital signage content, and generally send the information ahead of time for our staff to post. Use of this signage is complimentary.

8. [Locked in parking rate:](#)

SCCC does not have an affiliated parking lot, and therefore no parking fees. Most attendees who are staying in local hotels are within walking distance and oftentimes leave their vehicles at the hotel. For those who would like to drive, there is a large public parking lot to the west of our building, along with several street parking spaces across the street from our NE Entrance. The public parking in Seaside currently has no fee.



The Fun Stuff!:

Located just 2 blocks from the Pacific Ocean, we describe our venue as the spot "Where Work Meets Play"! *Seaside is an ideal destination for the broad spectrum of ages that span the attendees of OCCMA.* The beach at Seaside offers opportunities for clamming, crabbing, surfing, and hosting bonfires. Our local coastal community is perfect for hiking, biking, kayaking, golfing, shopping, or taking a helicopter tour over the north Oregon coast! If you prefer more of a challenge, a local adventure park has 2 different locations that offer zip-lining and challenge courses. In addition to the catering services offered by Oregon Fine Foods, there are several restaurants and breweries within a 5-minute walk of SCCC. Many of our clients find themselves returning to Seaside for a family vacation at other times during the year.

I recommend visiting the Seaside Visitors Bureau website as an introduction to the area!

<https://www.seasideor.com/>

Please feel free to reach out if you have any questions, we would be happy to be a part of the process of bringing the Oregon City/County Managers Association to Seaside!!





EQUIPMENT CHART

THE FOLLOWING EQUIPMENT IS PROVIDED AT NO COST

Approved tape for walls & other surfaces

Copies: Black & White (up to 250)

Dry Erase / Flip Chart Board (11)

Free High-Speed WiFi

4' x 6' Magnetic Dry Erase/Message Board (2)

Microphones, Stands, and Stage Equipment

- There is an ample supply of microphones for most applications and events that are conducted in various breakout spaces. For more detailed information concerning facility multimedia systems and Pacific Rm. Audio & Stage Lighting system specifications [click here](#). For light plot, [click here](#).
 - Risers, 6' x 8'; selectable height (8)
 - Risers, 3' x 8' x 6" (8)
 - One additional 6' x 8' riser is available for Pacific Rm. stage use only.

Multimedia & Audio-Visual

- 46" Flat HDTV Monitor, portable (6)
- Ceiling-mounted projector/screen
 - All installed A/V systems have been professionally engineered & installed to ensure adequate room coverage.
 - Pacific Room – (2)
 - Necanicum Room(s) – (4)
 - Seaside Room(s) – (3)
 - Riverside Rooms – (3)
- Media Disc Player; Blu-Ray, DVD, CD, Stream – (2)
- Wall mounted digital displays
 - Seamist Room (86")
 - Sunset Conference Room (75")

Pianos

- Yamaha Baby Grand (1) Pacific Rm. stage only
 - Additional charges apply for tuning services.
- Roland HP-508 Digital Piano (1) All other spaces

Registration Area / Business Ctr.

Currently equipped with HP OfficeJet Pro 8720 (copy, print, scan), telephone, and network connections for client convenience.

Sound Shell Towers (5)

Standard Easels (13)

Tables

- 8' x 30" (225)
- 6' x 30" (20)
- 8' x 18" Classroom (145)
- 6' x 18" Classroom (16)
- 72" Round (85)
- Bistro Tables; 30" round (15)

THE FOLLOWING EQUIPMENT & SERVICES ARE PROVIDED FOR A NOMINAL FEE

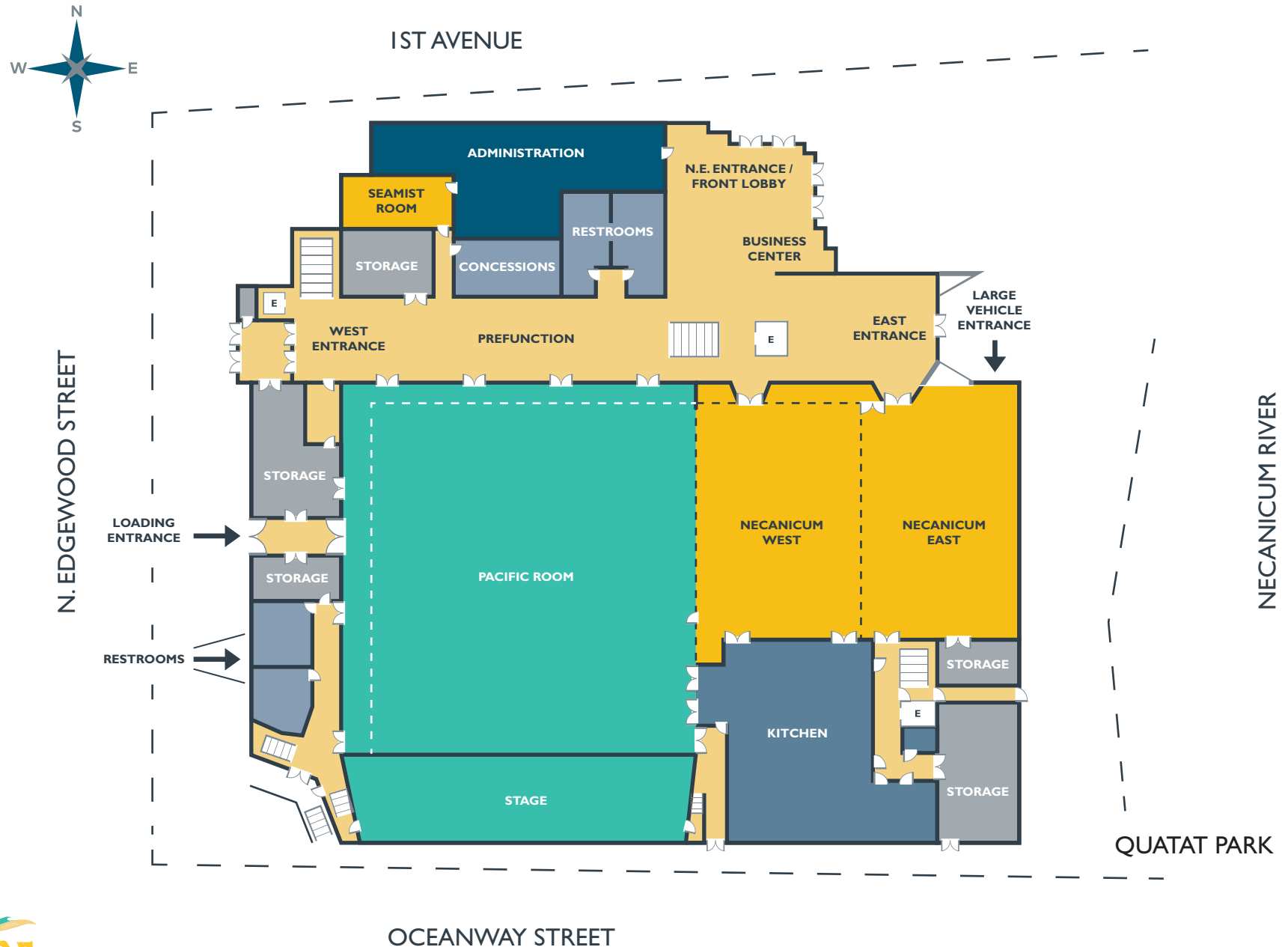
- Scissor Lift (Liability waiver & training required) **\$100/ Event**
- Vendor Booth **\$25.00/ Booth**
 - 8' x 10' Pipe & Drape, Bare 8' Table, 2 Chairs
- Electrical Power – 120 volts/booth **\$20.00/vendor**
- Static IP Address **\$100.00 ea./event**
- Cloth Table Linens (non-catered) **\$10.00 ea.***
- Table Skirt (Black Only) **\$5.00 ea.**
- Licensed Event Security, hourly **By Request**

*Linen prices subject to change without notice.

Rev. 1.0 March 2021

SEASIDE CIVIC AND CONVENTION CENTER

MAIN LEVEL FLOOR PLAN

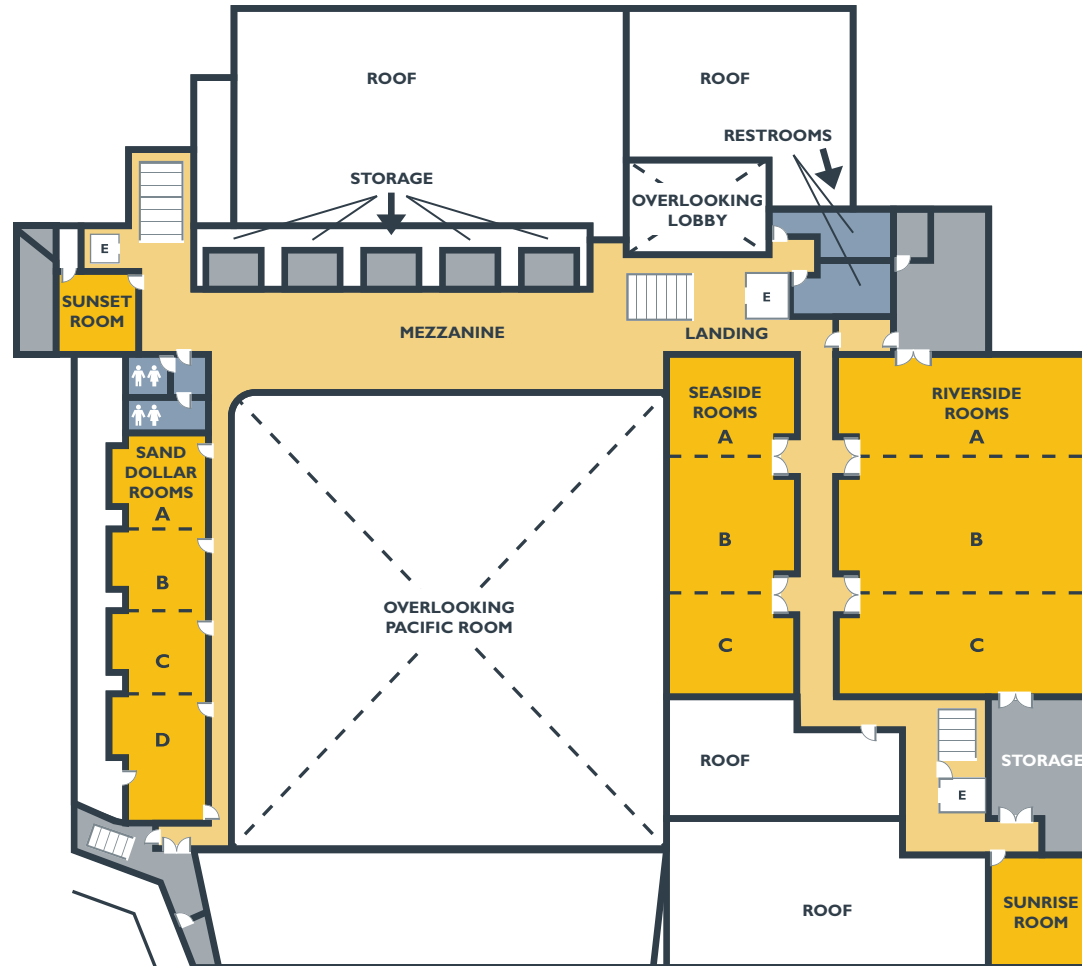


CIVIC AND CONVENTION CENTER

Room (Main Level)	Dimensions	Sq. Footage	Ceiling	Theater	Classroom	Rounds of 10x	Reception	Exhibit Booths (8' x 10')
Pacific Room	105' x 100'	10,500	18'	950	400	530	750	72
Necanicum West/East	90' x 67'	6,030	12'	450	336	350	450	46
Necanicum West	67' x 44'	2,948	12'	225	172	150	230	22
Necanicum East	67' x 46'	3,082	12'	225	180	160	245	23
Pacific + Necanicum	/	16,530	18'/12'	1450	736	880	1,200	118
Seamist Room	15' x 31'	465	9'	35	20	20	30	/
Stage	20' x 65'	1,300	12'	/	/	/	/	/
Front Lobby	43' x '37	1,591	15'	/	/	/	110	/
Prefunction	181' x 24'	4,344	8'	/	/	/	310	/

SEASIDE CIVIC AND CONVENTION CENTER

UPPER LEVEL FLOOR PLAN



Room (Upper Level)	Dimensions	Sq. Footage	Ceiling	Theater	Classroom	Rounds of 10x	Reception	Exhibit Booths (8' x 10')	Boardroom Square
Seaside ABC	71' x 27'	1,917	10'	120	80	100	100	/	
Seaside A	21' x 27'	567	10'	40	24	30	35	/	
Seaside B	29' x 27'	783	10'	55	32	30	40	/	
Seaside C	21' x 27'	567	10'	40	24	30	35	/	
Riverside ABC	74' x 50'	3,700	10'	300	192	210	250	23	
Riverside A	22' x 50'	1,100	10'	72	36	50	75	/	
Riverside B	30' x 50'	1,500	10'	114	64	80	100	/	
Riverside C	22' x 50'	1,100	10'	72	36	50	75	/	
Sunrise Room	22' x 24'	528	10'	36	20	30	35	/	
Sunset Room	17' x 15'	255	10'	Fixed	Fixed	Fixed	Fixed	Fixed	Board Table/8
Mezzanine	80' x 20'	1,680	7'-8'	/	/	/	100	/	
Sand Dollar ABCD	69' x 17'	1,173	10'	80	64	80	100	7	
Sand Dollar A	17' x 17'	289	10'	20	16	20	25	/	
Sand Dollar B	16' x 17'	272	10'	20	16	20	25	/	
Sand Dollar C	16' x 17'	272	10'	20	16	20	25	/	
Sand Dollar D	20' x 17'	340	10'	20	16	20	25	/	



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: January 21, 2023
Subject: Membership Report

Membership in OCCMA runs on a calendar year (January through December), with a pro-rated membership being allowed after July 1st. Membership applications were made available on December 20, 2022 and were emailed to all chief administrative officers (CAOs) and current OCCMA members. The notice of the opening of registration was also posted on the OCCMA listserv.

Staff has sent one follow up email to members who have not renewed, as well as to CAO's who have not signed up, and posted a reminder on the OCCMA listserv. A registration reminder has also been published in the weekly LOC Bulletin. Staff will continue to push reminder emails encouraging members to renew.

As of Monday, January 23, OCCMA has received 120 applications for membership. The specific breakdown between membership classifications and how it is comparing to 2022 membership totals is below.

	2022	2023	Difference
Active	198	59	-139
Affiliate	21	9	-12
Cooperating	7	4	-3
Honorary	2	2	-
Lifetime	39	39	-
Retired	15	3	-12
Student	9	2	-7
Managers in Transition	2	2	-
Total	293	120	-173

Staff will plan to provide the board with an updated membership report in March.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: January 23, 2023
Subject: 2023 Committee Rosters

In October, staff began soliciting for volunteers to serve on OCCMA committees in 2023. On November 17, 2022 the board reviewed the list of members who volunteered. As part of the review process, board members volunteered to serve as chairs and liaisons to the committees.

President Derickson made committee appointments on December 12, 2022, in accordance with Article 9, Sections 1 and 2 of the OCCMA Bylaws which gives the President the authority to make appointments to all standing and ad/hoc committees. The committee chairs have been sent the rosters of their committees and meetings are beginning to be scheduled.

Attachment:

1. 2023 OCCMA Committee Rosters

Recommended Motion

There is no motion needed.



OCCMA

**Oregon City/County
Management Association**

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2023 OCCMA Committees

Standing Committees

Audit

Dan Huff, Chair	City Manager	Molalla
John Walsh	City Administrator	St. Helens
Zoe Mombert	Assistant to the City Manager	Wilsonville

Bylaws & Policy

Aaron Palmquist, Chair	City Manager	Irrigon
Spencer Nebel	City Manager	Newport
Robb Corbett	City Manager	Pendleton
Rodger Craddick	City Manager	Coos Bay
Lonnie Rainville	City Administrator	Myrtle Creek
Justin Hogue	Deputy County Administrator/Business Services Director	Yamhill County
Jesse VanderZanden	City Manager	Forest Grove
Cole Haselip	Management Analyst	Veneta
Kenna West	City Manager	Independence

Ethics

Zoe Mombert, Chair	Assistant to the City Manager	Wilsonville
Spencer Nebel	City Manager	Newport
David Clyne	Senior Advisor	OCCMA
Keith Campbell	City Manager	Sherwood
Rodger Craddick	City Manager	Coos Bay
Cole Haselip	Management Analyst	Veneta
David Milliron	City Administrator	North Bend
Gary Milliman	Senior Advisor	OCCMA
Martha Bennett	City Manager	Lake Oswego

Nominating

Susie Marston, Chair	City Manager	Gervais
Justin Hogue	Deputy County Administrator/Business Services Director	Yamhill County
Sherilyn Lombos	City Manager	Tualatin
Rachael Fuller	Assistant County Administrator	Washington County
Spencer Nebel	City Manager	Newport

Professional Development

Dan Huff, Chair	City Manager	Molalla
Masami Nishishiba	Department Chair	PSU
Eileen Stein	Manager in Transition	
Aaron Palmquist	City Manager	Irrigon
Stephanie Betteridge	Chief Innovation Officer/Assistant City Manager	Bend
Jesse VanderZanden	City Manager	Forest Grove
Nina Vetter	City Manager	Gresham
Phillip Cooper	Professor	PSU
Sherilyn Lombos	City Manager	Tualatin
Nick Lelack	County Administrator	Deschutes County
David Milliron	City Administrator	North Bend
Ann Ober	City Manager	Milwaukie
Jerry Gillham	City Manager	Sutherlin
Sara Singer Wilson	Principal/Owner	SSW Consulting
Ashley Sonoff	Associate	SSW Consulting
Robb Corbett	City Manager	Pendleton
Doug Wiggins	City Administrator/City Recorder	Union
Kevin Greenwood	Executive Director	Port of Hood River

Support for Managers

Adam Brown, Chair	City Manager	Keizer
Michael Thomas	City Administrator	Amity
Scott Dadson	Executive Director	MWVCOG
Sherilyn Lombos	City Manager	Tualatin
Nina Vetter	City Manager	Gresham
Dan Bartlett	Senior Advisor	OCCMA
David Clyne	Senior Advisor	OCCMA
Dave Kanner	Senior Advisor	OCCMA
Gary Milliman	Senior Advisor	OCCMA
Sheila Ritz	Senior Advisor	OCCMA
Dave Waffle	Senior Advisor	OCCMA
Ric Ingham	Senior Advisor	OCCMA
Vacant	Senior Advisor	OCCMA
Pam Brangaccio	ICMA Senior Advisor Program Coordinator	ICMA
Patricia Martel	West Coast Regional Director	ICMA

Scholarship

Adam Brown, Chair	City Manager	Keizer
Lonnie Rainville	City Administrator	Myrtle Creek
Sabrina Cotta	Deputy City Manager	Ashland
Kelsey Lewis	Grants and Program Manager	Wilsonville (SMART)
Robin Fournier	City Manager	Scotts Mills
Roger Jordan	Senior Advisor Emeritus	OCCMA
Chris Workman	City Manager	Philomath

Ad Hoc Committees

Diversity, Equity, and Inclusion

Mark Shepard, Chair	City Manager	Corvallis
Sabrina Cotta	Deputy City Manager	Ashland
David Clyne	Senior Advisor	OCCMA
Martha Bennett	City Manager	Lake Oswego
Masami Nishishiba	Professor	PSU
Cole Haselip	Management Analyst	Veneta
Megan George	Deputy City Manager	Tualatin
Eileen Stein	Manager in Transition	
Kelsey Lewis	Grants and Program Manager	Wilsonville (SMART)
Stephanie Betteridge	Chief Innovation Officer/Assistant City Manager	Bend
Corey Falls	Deputy City Manager	Gresham
Robin Fournier	City Manager	Scotts Mills

Communications

Andy Varner, Chair	City Manager	North Plains
Jesse VanderZanden	City Manager	Forest Grove
Whitney Hale	Deputy County Administrator	Deschutes County
Gary Milliman	Senior Advisor	OCCMA
David Milliron	City Administrator	North Bend
Scott Dadson	Executive Director	MWVCOG
Jenny Haruyama	City Manager	Beaverton

Civic Education

Zoe Mombert, Chair	Assistant to the City Manager	Wilsonville
Scott Dadson	Executive Director	MWVCOG
Eileen Stein	Manager in Transition	
Erik Kropp	Deputy County Administrator	Deschutes County
Dan Huff	City Manager	Molalla
Jenny Haruyama	City Manager	Beaverton
Ric Ingham	Senior Advisor	OCCMA

Veterans

Aaron Palmquist, Chair	City Manager	Irrigon
Sabrina Cotta	Deputy City Manager	Ashland
Michael Thomas	City Administrator	Amity
Eric Underwood	City Manager	Donald
Jerry Gillham	City Manager	Sutherlin
Peter Troedsson	City Manager	Albany

NWWLA Steering Committee

Alissa Angelo	Interim City Manager	Stayton
Martha Bennett	City Manager	Lake Oswego
Nina Vetter	City Manager	Gresham
Sherilyn Lombos	City Manager	Tualatin
Andi Howell	Transit Director	Sandy
Liz Newton	Councilor	Tigard
Jessica Harper	Livability Manager	Gresham
Sarah Medary	City Manager	Eugene
Aquilla Hurd-Ravich	Community Development Director	Oregon City
Jenny Haruyama	City Manager	Beaverton
Simone Brooks	Assistant City Manager	Hillsboro
Stephanie Betteridge	Chief Innovation Officer	Bend

NWWLA Leadership Team

Megan Phelan, Chair	Assistant City Manager	Lake Oswego
Rachael Fuller	Assistant County Administrator	Washington County
Megan George	Deputy City Manager	Tualatin
Chris Bailey	Public Works Director	Albany
Kari Duncan	Director	Rockwood Water People's Utility District
Emily Robertson	Policy and Administration Manager	MCDD
Sara Singer Wilson	Consultant	SSW Consulting

Retired Managers Corps

Dave Waffle, Chair	Senior Advisor	OCCMA
Spencer Nebel	City Manager	Newport