



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

## OCCMA Board of Directors Meeting

April 25, 2023 | 11:00 am – 12:00 pm

Seaside Civic & Convention Center | 415 First Avenue, Seaside OR 97138 |  
Seaside Room A/B

Zoom Option

<https://us02web.zoom.us/j/83809359638?pwd=a2FjVGVEVGZ1L0g3WXh4bTNHOGdKUT09>

Meeting ID: 838 0935 9638 | Passcode: 442746 | Dial-in: +1 (253) 215-8782

### AGENDA

<b>A. Welcome (President Derickson).....</b>	<b>-</b>
1. Agenda (Additions).....	-
2. President's Report (President Derickson).....	-
<b>B. Consent Calendar* (President Derickson) .....</b>	<b>-</b>
1. Minutes of January 27, 2023 Board Meeting.....	03
2. Budget vs Actuals.....	07
3. Transactions by Vendor.....	10
4. Summary of all Contracts Executed on Behalf of OCCMA.....	12
<b>C. Approve Contract with Seaside Civic &amp; Convention Center for 2024 NW Regional Managers Conference* (President Derickson).....</b>	<b>16</b>
<b>D. Approve Contract with Best Western Hood River Inn for 2024 OCCMA Summer Conference* (President Derickson).....</b>	<b>22</b>
<b>E. Review Proposals to Host OCCMA 2025 &amp; 2026 Summer Conferences* (Angela Speier).....</b>	<b>29</b>
<b>F. Approve OLLG Contract Amendment* (Angela Speier).....</b>	<b>206</b>
<b>G. Review Survey Results and Recommendation from Veterans Committee* (Aaron Palmquist).....</b>	<b>218</b>
<b>H. Senior Advisor Vacancy* (President Derickson).....</b>	<b>-</b>
<b>I. Membership Report (Angela Speier).....</b>	<b>248</b>
<b>J. Oregon/Washington Dinner at ICMA Annual Conference (Angela Speier).....</b>	<b>249</b>
<b>K. Registration Cost for OCCMA Summer Conference (Angela Speier).....</b>	<b>250</b>
<b>L. Committees</b>	
❖ <b>Reports and Action Items</b>	
1. Audit (Dan Huff).....	-
2. Bylaws (Aaron Palmquist).....	-
3. Communications (Andy Varner).....	251



# OCCMA

## Oregon City/County Management Association

A State Affiliate of **ICMA**

4. DEI (Mark Shepard).....	-
5. Ethics (Zoe Mombert).....	-
6. ICMA Liaison (Adam Brown).....	-
7. Nominating (Susie Marston).....	-
8. Professional Development (Dan Huff).....	-
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).....	252
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

January 27, 2023 | 10:00 am – 11:00 am

Virtual

### MINUTES

#### **Board Members:**

Scott Derickson, President – Present

Dan Huff, President-Elect – Present

Susie Marston, Past President – Present

Angela Speier, Secretary, LOC – Present

John Walsh, Director – Present

Andy Varner, Director – Present

Rachael Fuller, Director – Present

Adam Brown, Director – Present

Aaron Palmquist, Director – Present

Zoe Mombert, Director – Present

Mark Shepard, Director – Present

Jerry Gillham, Director – Present

**Others:** Sheila Ritz, Senior Advisor; Ric Ingham, Senior Advisor; Gary Milliman, Senior Advisor; David Clyne, Senior Advisor; and Dave Waffle, Senior Advisor

#### **A. Welcome**

**10:02 am**

President Derickson welcomed members to the meeting. He discussed the recent law enforcement event that happened in Tennessee and said he will be writing an article about the importance of policing in communities. He would like to see this event used as a tool to evaluate what managers can do to ensure this type of event does not happen in Oregon. He discussed how some people might use this event to try and show work around diversity and inclusion does not matter because of the racial makeup of the police officers involved.

#### **B. Consent Calendar**

**10:10 am**

It was moved by President-Elect Huff and seconded by Director Shepard to approve the consent calendar. There was no discussion and the motion passed unanimously (11-0). [11-Yes (Derickson, Huff, Marston, Walsh, Varner, Palmquist, Fuller, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 0-Absent].

#### **C. Discussion and Adoption of 2023 Work Plan**

**10:11 am**

President Derickson provided an overview of the process the board took to update the work plan during the November retreat. Director Shepard asked for clarity on the DEI Committee goals since he was unable to attend the day those were discussed.

It was moved by Past President Marston and seconded by Director Mombert to adopt the 2023 OCCMA Board of Directors Work Plan. There was no discussion and the motion passed unanimously (11-0). [11-Yes (Derickson, Huff, Marston, Walsh, Varner, Palmquist, Fuller, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 0-Absent].

**D. Adopt 2023 Budget****10:14 am**

President Derickson reviewed the changes the board discussed to the budget in November. President Derickson suggested increasing the Summer Conference Sponsorships line item (3-4407) to \$30,000. The board was agreeable to that change.

It was moved by Director Gillham and seconded by Director Mombert to approve the OCCMA 2023 Annual Budget with the modification to add \$5,000 to line item (3-4407). There was no discussion and the motion passed unanimously (11-0). [11-Yes (Derickson, Huff, Marston, Walsh, Varner, Palmquist, Fuller, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 0-Absent].

**E. Senior Advisor Vacancy****10:17 am**

President Derickson explained Rob Drake applied to serve as the Region 8 Senior Advisor. The board discussed Mr. Drake's application and it was noted that he has joined ICMA as a retired manager.

It was moved by President-Elect Huff and seconded by Director Gillham to 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. There was no discussion and the motion passed unanimously (11-0). [11-Yes (Derickson, Huff, Marston, Walsh, Varner, Palmquist, Fuller, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 0-Absent].

**F. Approve Contract with Independence for OCCMA Board Retreats****10:21 am**

President Derickson said this item was discussed during the retreat in November.

It was moved by Director Palmquist and seconded by Director Varner to approve the contracts with the Independence Hotel for the 2023, 2024, and 2025 OCCMA Board Retreats. There was no discussion and the motion passed unanimously (11-0). [11-Yes (Derickson, Huff, Marston, Walsh, Varner, Palmquist, Fuller, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 0-Absent].

**G. Review Proposals to Host the NW Regional Managers Conference****10:24 am**

The board reviewed the proposals received from Hood River Inn and the Seaside Civic & Convention Center. The board discussed the distance from the airport for both locations as a potential concern. The board directed staff to work with the Seaside Civic & Convention Center to host the NW Regional Managers Conference in 2024.

**H. Review Proposals to Host Future OCCMA Summer Conferences****10:31 am**

The board directed staff to work with the Best Western Hood River Inn to finalize a contract for the 2024 OCCMA Summer Conference. Staff will reissue the RFP statewide for the 2025 and 2026 conferences and bring those back for the board to review during the April 25 meeting. Director Fuller suggested the board communicate with the membership about why the 2024 conference will not be held in Central Oregon. The main reason is the cost, but it also allows members to visit more cities in Oregon.

**I. Membership Report****10:34 am**

Angela Speier provided an update on the membership report and noted that numbers are down this year. Members discussed the need to do additional follow-up on the listserv and the move to a strictly online

format could also be causing the lower membership numbers. Director Palmquist suggested still attaching the pdf fillable form when soliciting for OCCMA membership.

#### **J. 2023 Committee Rosters**

**10:40 am**

President Derickson reviewed the committee rosters and noted Roger Jordan has been added to the Scholarship Committee.

#### **K. Oregon Latinos in Local Government Update**

**10:41 am**

Director Fuller provided an update on OLLG voting to terminate their contract with LGHN due to the lack of seeing a value to the members. Angela Speier provided an update on the recently adopted OLLG dues structure and noted the board decided to waive the 2023 dues for current members. President Derickson has talked to Maricela Guerrero, OLLG Chair about hiring a consultant to do a goal setting session with the OLLG Board of Directors. He indicated the city of Woodburn would be willing to help sponsor the facilitation.

#### **L. Committees**

**10:45 am**

##### **1. Audit**

Nothing new to report.

##### **2. Bylaws**

Director Palmquist said a meeting has been scheduled.

##### **3. Communications**

Director Varner provided an update on the first meeting of the Communications Committee. He said the board can send ideas for future newsletter articles to him.

##### **4. DEI**

Director Shepard said he has a doodle poll out and they will likely be meeting on February 15. He said the committee will be reviewing the work plan and developing their plan to move the items forward.

##### **5. Ethics**

Director Mombert reported the committee received a welcome email and they have not had a reason to meet.

##### **6. ICMA Liaison**

Director Brown encouraged board members to sign up for the NW Regional Managers Conference in Fairbanks. He is currently in Austin, Texas for an ICMA Conference Planning Committee meeting. Lastly, the YSEALI Program is organizing their spring and fall cohorts and encouraged members to get more information through the ICMA website.

##### **7. Nominating**

Past President Marston sent a welcome email to the committee and said a meeting will be scheduled soon to discuss their recommended bylaws amendment to promote more diversity on the OCCMA Board of Directors.

## 8. Professional Development

President-Elect Huff said the Professional Development Committee met a couple weeks ago. He has started soliciting for sponsorships for the summer conference. He also provided an update on the Managers Workshop that will be held in conjunction with the LOC Spring Conference. This session will focus on how cities are addressing homelessness, opioids, and the mental health crisis. The board discussed their frustration with the state's implementation of Ballot Measure 110 and the unfunded mandate that has fallen on cities to deal with.

## 9. Support for Managers

Director Brown said the committee continues to meet monthly.

## 10. Northwest Women's Leadership Academy

Director Fuller said the next NWWLA cohort session will be held in March in Beaverton.

## 11. Veterans Committee

Director Palmquist said a meeting has been scheduled and a survey is forthcoming to the membership.

## 12. Civic Education Committee

Director Mombert said the committee has a meeting scheduled on Tuesday and reviewed the agenda. She is hopeful the committee will get another intern through PSU.

## 13. Scholarship Committee

Director Brown said a welcome email was sent and a meeting will be scheduled in February.

## M. Senior Advisor Update

11:00 am

Dave Waffle, Gary Milliman, and Ric Ingham provided an update on their regions.

## N. Other

11:02 am

None.

## O. Adjournment

11:03 am

President Derickson adjourned the meeting at 11:03 am.

**APPROVED** by the OCCMA Board of Directors on April 25, 2023.

Respectfully submitted by:

/s/Angela Speier, Project & Affiliates Manager



# Oregon City/County Management Association

## Budget vs. Actuals FY23

January - February, 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
3-4000 Conference Income			
3-4300 Fall Conference			
3-4303 Registration Fall Conference		7,500.00	7,500.00
<b>Total 3-4300 Fall Conference</b>		<b>7,500.00</b>	<b>7,500.00</b>
3-4350 Spring Conference			
3-4351 Spring Conference Registration		2,800.00	2,800.00
<b>Total 3-4350 Spring Conference</b>		<b>2,800.00</b>	<b>2,800.00</b>
3-4400 Summer Conference			
3-4104 Registration Summer Conference		35,000.00	35,000.00
3-4407 Sponsorships		25,000.00	25,000.00
3-4410 LOC Contribution - Jordan/Wells		2,000.00	2,000.00
3-4420 Activity Fee		1,000.00	1,000.00
<b>Total 3-4400 Summer Conference</b>		<b>63,000.00</b>	<b>63,000.00</b>
3-4600 NW Women's Academy			
3-4606 NW Women's Leader Summit	15,050.00	16,000.00	950.00
<b>Total 3-4600 NW Women's Academy</b>	<b>15,050.00</b>	<b>16,000.00</b>	<b>950.00</b>
<b>Total 3-4000 Conference Income</b>	<b>15,050.00</b>	<b>89,300.00</b>	<b>74,250.00</b>
3-4700 General Operations			
3-4001 Dues	35,179.56	50,000.00	14,820.44
3-4702 Dues Surcharge Scholarship(s)		5,000.00	5,000.00
3-4770 CIS Senior Advisor		2,500.00	2,500.00
3-4780 ICMA Senior Advisor	2,205.19	5,000.00	2,794.81
3-4785 Charlie Henry Scholarship		3,000.00	3,000.00
<b>Total 3-4700 General Operations</b>	<b>37,384.75</b>	<b>65,500.00</b>	<b>28,115.25</b>
Oregon Latinos in Local Government			
3-4611 OLLG Dues		16,000.00	16,000.00
<b>Total Oregon Latinos in Local Government</b>		<b>16,000.00</b>	<b>16,000.00</b>
<b>Total Income</b>	<b>\$52,434.75</b>	<b>\$170,800.00</b>	<b>\$118,365.25</b>
GROSS PROFIT	<b>\$52,434.75</b>	<b>\$170,800.00</b>	<b>\$118,365.25</b>
Expenses			
3-5100 Conferences			
3-5330 Fall Conference			
3-5334 Food & Beverage Fall		6,000.00	6,000.00
3-5335 Room Rental Fall		600.00	600.00
3-5339 Speakers Fall		2,500.00	2,500.00
<b>Total 3-5330 Fall Conference</b>		<b>9,100.00</b>	<b>9,100.00</b>
3-5360 Spring Workshop			



# Oregon City/County Management Association

## Budget vs. Actuals FY23

January - February, 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
3-5361 Food & Beverage -Spring		2,000.00	2,000.00
3-5362 Room Rental - Spring		600.00	600.00
3-5364 Speaker(s) - Spring		1,000.00	1,000.00
<b>Total 3-5360 Spring Workshop</b>		<b>3,600.00</b>	<b>3,600.00</b>
3-5440 Summer Conference			
3-5441 Activities Summer		3,000.00	3,000.00
3-5442 Administration Summer		500.00	500.00
3-5443 Audio/Trade Show Summer		3,500.00	3,500.00
3-5444 Food & Beverage Summer		35,000.00	35,000.00
3-5445 Lodging Summer		2,000.00	2,000.00
3-5446 Postage/Printing Summer		500.00	500.00
3-5447 Travel Summer		500.00	500.00
3-5449 Summer Wells/Jordan Scholarship		2,500.00	2,500.00
3-5450 Speaker Summer		7,500.00	7,500.00
<b>Total 3-5440 Summer Conference</b>		<b>55,000.00</b>	<b>55,000.00</b>
3-5550 NW Regional			
3-5557 NW Travel		4,000.00	4,000.00
<b>Total 3-5550 NW Regional</b>		<b>4,000.00</b>	<b>4,000.00</b>
3-5600 NW Women Academy			
3-5601 LOC Admin Svcs NWWLA		2,575.00	2,575.00
3-5602 Other Administration	956.33	9,600.00	8,643.67
3-5605 NW Women Food & Beverage		6,000.00	6,000.00
3-5606 Miscellaneous		1,000.00	1,000.00
<b>Total 3-5600 NW Women Academy</b>	<b>956.33</b>	<b>19,175.00</b>	<b>18,218.67</b>
<b>Total 3-5100 Conferences</b>	<b>956.33</b>	<b>90,875.00</b>	<b>89,918.67</b>
3-5700 Oregon Latino's in Local Government			
3-5701 LGHN Dues		13,300.00	13,300.00
3-5702 Meetings & Events		2,650.00	2,650.00
3-5703 LOC Admin Services- LGHN		3,126.00	3,126.00
3-5704 Travel - LGHN		2,000.00	2,000.00
<b>Total 3-5700 Oregon Latino's in Local Government</b>		<b>21,076.00</b>	<b>21,076.00</b>
3-6000 Operations Expense			
3-6001 LOC Services		26,523.00	26,523.00
3-6016 Board Functions		6,000.00	6,000.00
3-6018 ICMA Membership- Executive		2,000.00	2,000.00
3-6020 Coaching Program		1,000.00	1,000.00
3-6021 Conference Calls		100.00	100.00
3-6027 Marketing/Supplies		3,000.00	3,000.00
3-6033 Miscellaneous		1,500.00	1,500.00



# Oregon City/County Management Association

## Budget vs. Actuals FY23

January - February, 2023

		TOTAL	
	ACTUAL	BUDGET	REMAINING
3-6034 Miscellaneous Credit Card Exp	-106.21	3,000.00	3,106.21
3-6035 Insurance		750.00	750.00
3-6036 National/Committee Travel		8,000.00	8,000.00
3-6039 Newsletter		2,500.00	2,500.00
3-6042 Postage		400.00	400.00
3-6045 Printing, Fax		300.00	300.00
3-6051 Scholarships Charlie Henry		500.00	500.00
3-6054 Senior Advisor	361.70	14,000.00	13,638.30
3-6057 Web Support		1,500.00	1,500.00
3-6058 Audit		8,000.00	8,000.00
3-6059 Sponsorship of Other Organizations		2,000.00	2,000.00
3-6060 Managers In Transition	300.00	2,500.00	2,200.00
<b>Total 3-6000 Operations Expense</b>	<b>555.49</b>	<b>83,573.00</b>	<b>83,017.51</b>
Melio Credit card fee	13.50		-13.50
<b>Total Expenses</b>	<b>\$1,525.32</b>	<b>\$195,524.00</b>	<b>\$193,998.68</b>
<b>NET OPERATING INCOME</b>	<b>\$50,909.43</b>	<b>\$ -24,724.00</b>	<b>\$ -75,633.43</b>
<b>NET INCOME</b>	<b>\$50,909.43</b>	<b>\$ -24,724.00</b>	<b>\$ -75,633.43</b>



# Oregon City/County Management Association

## Transaction List by Vendor

January - March, 2023

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Canopy						
01/24/2023	Bill Payment (Check)	5591584	Yes	MIT Counseling Services	3-1001 Checking	-150.00
02/14/2023	Bill Payment (Check)	5693559	Yes		3-1001 Checking	-150.00
03/17/2023	Bill Payment (Check)		Yes		3-1001 Checking	-150.00
03/27/2023	Bill Payment (Check)		Yes		3-1001 Checking	-150.00
Dave Kanner						
01/24/2023	Bill Payment (Check)	5589108	Yes	Senior Advisory Quarterly Reimbursement	3-1001 Checking	-337.50
Dave Waffle						
01/24/2023	Bill Payment (Check)	5591760	Yes	Senior Advisory Quarterly Reimbursement	3-1001 Checking	-507.65
David Clyne						
01/24/2023	Bill Payment (Check)	5590102	Yes	Senior Advisory Quarterly Reimbursement	3-1001 Checking	-35.00
Hood River						
01/24/2023	Bill Payment (Check)	5590848	Yes	Port of Hood River Pro-rated Dues	3-1001 Checking	-163.95
03/31/2023	Bill Payment (Check)		Yes	City of Hood River Dues overpayment	3-1001 Checking	-38.34
ICMA						
01/24/2023	Bill Payment (Check)		Yes	Past President ICMA Membership Dues	3-1001 Checking	-544.99
LOC						
01/24/2023	Bill Payment (Check)	5590965	Yes	Listserv, printing costs, Spring Conference Registration for OLLG board member	3-1001 Checking	-920.29
Melio						
01/25/2023	Bill Payment (Check)		Yes	Check Fees	3-1001 Checking	-1.50
01/25/2023	Bill Payment (Check)		Yes		3-1001 Checking	-1.50
01/25/2023	Bill Payment (Check)		Yes		3-1001 Checking	-1.50
01/25/2023	Bill Payment (Check)		Yes		3-1001 Checking	-1.50
01/25/2023	Bill Payment (Check)		Yes		3-1001 Checking	-1.50
01/25/2023	Bill Payment (Check)		Yes		3-1001 Checking	-1.50
01/25/2023	Bill Payment (Check)		Yes		3-1001 Checking	-1.50
01/25/2023	Bill Payment (Check)		Yes		3-1001 Checking	-1.50
02/01/2023	Bill Payment (Check)		Yes		3-1001 Checking	-1.50
Randi Heuberger						
01/24/2023	Bill Payment (Check)	5588672	Yes	Reimbursement for NWWLA Session - Coffee Purchase	3-1001 Checking	-42.00

Ric Ingham





# Oregon City/County Management Association

## Transaction List by Vendor

January - September, 2023

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/01/2023	Bill Payment (Check)	5629201	Yes	Senior Advisor Reimbursement	3-1001 Checking	-221.88
Sheila Ritz						
01/24/2023	Bill Payment (Check)	5587409	Yes	Senior Advisor Reimbursement	3-1001 Checking	-104.82
04/07/2023	Bill Payment (Check)		Yes		3-1001 Checking	-104.82
SSW Consulting LLC						
01/24/2023	Bill Payment (Check)	5590035	Yes	NWWLA Session Facilitation	3-1001 Checking	-924.33
TsaiComms LLC						
03/24/2023	Bill Payment (Check)		Yes	NWWLA DEI Trainer	3-1001 Checking	-2,000.00
Warrenton						
01/24/2023	Bill Payment (Check)	5586104	Yes	Pro-Rated Dues Refund	3-1001 Checking	-118.19



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, Project & Affiliates Manager  
**Date:** April 13, 2023  
**Subject:** Summary of Contracts Executed on Behalf of OCCMA

---

On January 27, 2023 the board approved the attached contracts with The Independence Hotel for the 2023, 2024, and 2025 Board of Directors Retreats.

# 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	<a href="mailto:mdablow@orcities.org">mdablow@orcities.org</a>	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.

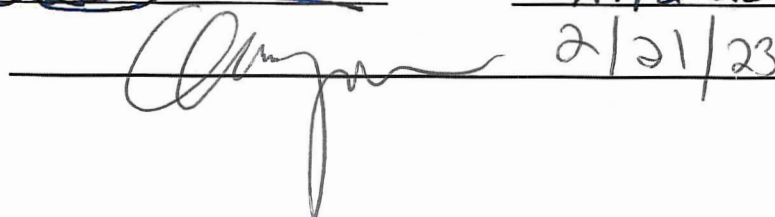
Authorized Signature



Date

2/17/2023

Hotel Representative/Title/Date:



# 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: 10/23/2024

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	<a href="mailto:mdablow@orcities.org">mdablow@orcities.org</a>	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.

**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: 2/17/2023

Hotel Representative/Title/Date:  2/21/23



# 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: 10/22/2025

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	<a href="mailto:mdablow@orcities.org">mdablow@orcities.org</a>	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: 3/17/2023

Hotel Representative/Title/Date:  2/21/23



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, Project and Affiliates Manager  
**Date:** April 18, 2023  
**Subject:** Approve Contract with Seaside Civic & Convention Center for 2024 NW Regional Managers Conference

---

At the January 27 Board of Directors meeting the board authorized staff to work with the Seaside Civic & Convention Center to develop a contract for the 2024 NW Regional Managers Conference taking place March 26-29, 2024. The contract is attached for the board's review, a few items to note are:

- The room rental fee is \$1,000 per day.
- There is a \$2,000 deposit due with the signed contract.
- There is no food and beverage minimum.
- While there is not a hotel attached to the venue staff anticipates being able to secure group room rates ranging from \$131-\$210.

**Attachment:**

1. Contract with the Seaside Civic & Convention Center

**Recommended Motion**

I move to authorize LOC staff to execute the contract with the Seaside Civic & Convention Center and authorize the deposit to be paid from the operations/unrestricted cash balance.

**SEASIDE CIVIC & CONVENTION CENTER  
LICENSE AGREEMENT  
(STANDARD, F&B SERVICE FEE ADJUSTMENT)**

This agreement is made and entered into by and between the Seaside Civic and Convention Center, hereinafter referred to as "THE CENTER" whose address is 415 First Avenue, Seaside, Oregon 97138, and **OR City County Management Association** hereafter referred to as "LICENSEE".

AUTHORIZED REPRESENTATIVE: Lisa Trevino

ADDRESS/CITY/STATE/ZIP CODE: 1201 Court Street Suite 200, Salem, OR 97301

DAYTIME PHONE: (503) 540-6599 (Angela Speier, Event Contact) EMAIL: [aspeier@orcities.org](mailto:aspeier@orcities.org) (Angela)

NAME OF EVENT: Northwest Regional Managers Conference 2024

EVENT DATE(S): March 26-29, 2024

ESTIMATED ATTENDANCE: 125-150

EVENT WEBSITE: [www.occma.org/NW-Regional-Conference](http://www.occma.org/NW-Regional-Conference)

PUBLIC EVENT: ☒ NO ☐ YES

ROOM USAGE: All Public Spaces

TYPE OF EVENT: Conference

The City of Seaside owns and manages the Seaside Civic and Convention Center, and the LICENSEE desires a temporary non-assignable right to use and occupy a portion of the premises of the Center.

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE FOLLOWING, PROMISES, COVENANTS AND CONDITIONS, THE PARTIES AGREE AS FOLLOWS:

- A. **FACILITY USE SCHEDULE:** The term of this agreement is from **12:00PM to 11:59PM on day one, 6:00AM to 10:00PM on days two and three, and 6:00AM to 3:00PM on day four** that facilities are to be provided by the CENTER, unless additional time is authorized in advance.
- B. **OVERTIME:** LICENSEE shall pay to the Center an additional use fee in the sum of \$75.00 for each hour (will be prorated in ¼ hr increments) for the extension of said Event on the premises by LICENSEE, its patrons or customers **AFTER SIXTEEN (16) CONSECUTIVE HOURS EACH DAY.**

**PAYMENT SCHEDULE**

**RENTAL FEES:** \$1,000.00/day

Payment shall be made in the following manner and on the basis and terms set forth below: Check, Cash, cashier's, credit card (*Note: 3% transaction fee will apply to all credit card payments*) or money order made payable to the "City of Seaside".

**RENTAL DEPOSIT OF \$2,000.00 and SIGNED LICENSE AGREEMENT DUE:** May 2, 2023

Failure to make advance rental deposits as outlined above shall constitute immediate breach of this agreement by LICENSEE. In the event of such failure to make advance payments as required, it is agreed that the Center may, at its sole discretion, cancel this event and retain all deposits received for rental and apply such amounts to the amounts due and owing to Center and all remedies available to it as pursuant in Paragraph 14. The Center will credit deposits paid against the costs of the event at the time the Center prepares a final

invoice for the event. LICENSEE shall pay other event or service costs and the balance of the facility rental charge, if any, immediately on receipt of the Center invoice. Interest will be assessed and paid at one and one-half per cent (1.5%) per month on all balances due after thirty (30) days from the date of billing. It is further understood and agreed that the failure to make rental deposits and to meet all obligations under the terms of this agreement, shall result in the termination of all future scheduled events.

### **SERVICES TO BE PROVIDED BY THE CENTER AT CENTER'S EXPENSE**

- A. Standard facility set-up and strike, changeovers, and housekeeping services.
- B. Basic Sound, lighting, audio visual equipment, multimedia projector, 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.

### **SERVICES TO BE PROVIDED BY THE CENTER AT LICENSEE'S EXPENSE**

- A. Security, static IP address, scissor-lift, exhibitor table/linens/skirts, follow-spot, excessive electrical needs and pipe and drape services, duplicating of material exceeding 250 black and white copies, all color copies.
- B. The CENTER, or its designee, will furnish additional services to LICENSEE such as labor, audio-visual, sound, lighting, equipment materials (to the extent of the existing inventory), and technicians, at LICENSEE'S request. All charges arising from such services shall be charged to LICENSEE by Center or its designee at the prevailing rate for such additional services.
- C. Unless otherwise authorized by the General Manager, all plumbing, electrical or carpenter's work required to be done on the premises of Center in connection with LICENSEE's use thereof, and all electrical current or domestic gas required for the LICENSEE's use (excepting normal heating and lighting) shall be done or furnished by the Center or approved representative. For such, LICENSEE shall pay the Center based on the current rates in effect for the facility.

1. **AUTHORIZED AREA AND TERMS:** Center reserves the right to control all Lobby and Common Area(s) and will permit LICENSEE to use those areas of the Lobby and Common Area(s) as is deemed appropriate for the event. The kitchen, administrative and storage areas of the Center are for the exclusive use of Center staff. Access to these areas will be granted if deemed necessary by the Center General Manager. Center shall have the right to use, or permit to be used, any portion of the Center that is not granted to the LICENSEE under this agreement. This right shall be subject to Center General Manager's prudent business judgment. **In the event of a disagreement on the best use of the building, the decisions of Center General Manager shall be final.**

2. **DEFACEMENT OF FACILITY:** It is understood and agreed that the Center licenses to LICENSEE the authorized area in the Facility "as is" and that the LICENSEE will make, at its own expense, all changes, alterations, installations and decorations therein that are previously agreed to by the Center, and the LICENSEE will restore, at its own expense, the Facility to the same condition in which it existed prior to any alterations. LICENSEE shall be responsible for any costs to repair or replace property at the Center damaged or lost during the term of this Agreement. Ordinary wear and tear, or by other cause beyond control of LICENSEE is accepted.

3. **INDEMNITY:** LICENSEE agrees to indemnify and hold harmless the City of Seaside, its employees and agents, against any and all claims, demands, causes of action, costs and liabilities, in law, or in equity, directly or indirectly resulting from or caused by LICENSEE's use and occupation of the facilities herein above described whether such use is authorized or not, or for any act or omission of LICENSEE, or any of its officers, agents, employees, guests, patrons, or invitees, and the LICENSEE shall, at its sole risk and expense, defend such suits, actions, or other legal proceedings arising from LICENSEE'S use, occupation, act or omission which may be instituted against the City of Seaside, its employees or agents; in any such suit, action or legal proceedings arising from LICENSEE's use, occupation, act or omission; and LICENSEE shall pay for any and all damages to the facility described, normal wear and tear excepted, caused by LICENSEE, its officers, agents, employees, guests, patrons and invitees; provided, however, that this paragraph shall not indemnify the City, its employees, agents for any claim, liability or damage arising or resulting from the negligent acts of the City, its agents and employees.



4. **INSURANCE:** LICENSEE shall maintain in full force and effect during LICENSEE's use and occupation of the facilities as herein provided and any extension thereof, at LICENSEE's expense, bodily injury, liability, and property damage insurance. **In addition to LICENSEE, the City of Seaside and its employees and agents thereof shall be named as additional insured.** For meetings consisting between 40-100 attendees the policy shall not be less than five hundred thousand dollars (\$500,000.00). Meetings exceeding 100+ attendees shall provide coverage in the amount of one million dollars (\$1,000,000.00) single limit covering bodily injury, personal liability and property damage (for damage to property of City of Seaside) arising out of or in any way connected with LICENSEE's agreement. LICENSEE shall furnish the Center General Manager a copy of the policy or certificate of insurance to be in full force and effect during the term of this agreement. This policy is due thirty (30) days prior to occupancy. LICENSEE shall not be required to provide insurance coverage of meetings up to 40 attendees unless catering and/or alcoholic beverages are served. In this case LICENSEE shall provide coverage in the amount of five hundred thousand dollars (\$500,000.00) Note: All usage, regardless of number of attendees, involving the Pacific, Necanicum or combination of either must provide one million dollars (\$1,000,000.00) insurance coverage.

5. **COMPLIANCE WITH LAWS:** LICENSEE shall, at its own expense, promptly comply and cause its employees, agents, contractors, exhibitors, patrons and invitees to comply with all laws, ordinances, orders, rules, regulations and requirements of all federal, state, county and city governments, commissions, and officers, whenever applicable, all rules and regulations of the City of Seaside Police and Fire Department, and all policies, rules and regulations established by the City of Seaside for the use of the Center. Such compliance shall also include all arrangements necessary for compliance with the American with Disabilities Act (ADA) requirements.

6. **PUBLIC HEALTH AND SAFETY:** LICENSEE agrees not to bring into the Center, any material, substance, equipment, object, or activity which is likely to cause damage to the Center, endanger the life or cause bodily injury to any person in the Center, or which is likely to constitute a hazard without the prior written approval of the Center General Manager and appropriate authorities of the City of Seaside. LICENSEE must ensure that its employees, agents, contractors, exhibitors, patrons and invitees comply with such restrictions. LICENSEE will not permit entrance by persons inside any area of the Center in excess of established capacity for such area. LICENSEE shall not permit any live animal, reptile, fish or bird to enter and remain in the Center unless approved in writing by the Center General Manager, with exception of the American with Disabilities Act (ADA) service animal provisions. All such animals so admitted must remain on a leash at all times.

7. **ASSIGNMENT:** No assignment of this agreement shall be made by LICENSEE without prior written consent of the Center General Manager.

8. **STORAGE:** In the receipt, handling, care or custody of property of any kind shipped or otherwise delivered to the premises either prior to, during or after using the facility by any LICENSEE hereunder, the Center and its employees shall act solely for the accommodation of the LICENSEE, and neither the Center nor its employees shall be liable for any loss, damage or injury to property. Items may be delivered no sooner than seventy-two (72) hours prior to occupancy. A storage fee of \$100.00/day will commence for all items left beyond forty-eight (48) hours of conclusion of occupancy.

9. **OBSTRUCTIONS:** LICENSEE shall not do, or permit to be done, anything which may interfere with the effectiveness or accessibility of utility, heating, ventilating, or air conditioning systems or portions thereof in the Center, nor do, or permit to be done, anything which may interfere with free access and passage thereof, or to the public areas adjacent thereto, or to the street or sidewalks adjoining.

10. **SCHEDULING:** Unless otherwise specified in writing, the Center General Manager shall be privileged to schedule other similar events both before and after the date of this contract without notice to LICENSEE.

11. **COPYRIGHT INFRINGEMENT:** The LICENSEE represents and warrants that all copyrighted music will be performed or produced, with the express permission from the copyright owner or through a music license from a designated Performing Rights Organization including, but not limited to ASCAP, BMI or SESAC. The LICENSEE represents and warrants that all obligations under the copyright license shall be performed or completed by the LICENSEE. The LICENSEE agrees to defend, hold harmless and indemnify the Center for any and all liability, claims, costs, action expenses including legal fees that may arise out of or from a copyright license agreement or copyright license agreement or copyright infringement lawsuit or both or any representation or warranty made herein.

12. OCCUPANCY INTERRUPTIONS: In case the Center or any part thereof shall be destroyed or damaged by fire or any other cause, or if any casualty or unforeseen occurrence, labor disputes, war or acts of military authorities shall render the fulfillment of this contract difficult or impossible of performance, this rental agreement shall be at once canceled. The Center shall not, in any case, be held liable or responsible to LICENSEE for any damage caused by the cancellation and the Center shall be relieved from any further liability by reason of this agreement, and no claims or compensation of damage shall be made against the Center by LICENSEE. Any refund for the unused portion of the agreement shall, under such circumstances be refunded to LICENSEE.

13. DEFAULT: Should the LICENSEE default in the performance of any of the terms and conditions of this license, the Center at its option, may terminate the same. LICENSEE shall be liable for the full amount of the fee provided herein. Any deposit made by LICENSEE to the Center shall be retained by the Center.

14. CANCELLATIONS BY CENTER: In addition to the right to terminate this license agreement upon LICENSEE's default, misrepresentation of intent to use the center or failure to meet first priority scheduling requirements as defined in the Center's scheduling policies for contracts signed twelve (12) months and beyond, the Center General Manager under extreme conditions shall have the right to terminate all or part of this agreement at any time, without liability to the Center upon thirty (30) days written notice. This agreement may also be terminated when the facilities are required for public necessity or emergency use. Under such termination, any deposit made by LICENSEE shall be refunded.

15. DISCRIMINATION: LICENSEE further promises and agrees that it will not, on the grounds of race, color, sex or national origin, discriminate or permit discrimination against any person or groups of persons during its use and occupancy of the premises.

16. HAZARDOUS SUBSTANCES: LICENSEE, its officers, employees and agents, and any exhibitors, customers or other participants in the event(s) covered by the License Agreement are prohibited from bringing any hazardous substance into the authorized areas or onto Center property and are prohibited from allowing any hazardous substance to be brought into the authorized areas or onto Center property. As used in this paragraph, "hazardous substance" has the meaning given that term in ORS 466.5409(9). If any governmental authority or other third party demands that a clean-up plan be prepared and that a clean-up be undertaken because of any release of hazardous substances that occurs as a result of LICENSEE's use of the authorized areas or entry on Center property, LICENSEE shall, at LICENSEE'S expense, prepare and submit the required plan and all related bonds and other financial assurances, and LICENSEE shall carry out all such clean-up plans. LICENSEE agrees to indemnify the City of Seaside and their respective members, officers, agents, directors and employees against any claims, costs and expenses of any kind, whether direct or indirect, incurred voluntarily or pursuant to any state or federal law, statute, regulation or order, for the clean-up, extraction, detoxification or neutralization of any release of any hazardous substance associated with or arising from the LICENSEE'S use of the authorized areas or entry on Center property. As used in this paragraph, "release" has the meaning given that term in ORS 466.540(4). LICENSEE's obligation under this paragraph survives termination or expiration of the License Agreement.

17. ATTORNEY FEES AND COSTS: If case, suit or action is instituted to enforce compliance with any of the terms, covenants or conditions of this Agreement, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorney fees at trial or on appeal of such suit or action, in addition to all other sums provided by law. If any party to this Agreement places it in the hands of an attorney for collection or enforcement of the covenants contained herein as a consequence of a default, the party in default agrees to pay the reasonable fees and expenses of such attorney, even though no suit or action is instituted, as a consequence of default any suit or action instituted pursuant to this provision shall be filed in the Circuit Court for Clatsop County Oregon.

18. LICENSEE'S ASSUMPTION OF RESPONSIBILITY: The LICENSEE expressly assumes full responsibility for all persons connected with LICENSEE'S use of facility, including all its employees, agents, members, invitees and contractors. **All paid contractors (decorators, sound and/or lighting technicians) of the LICENSEE must have a current City of Seaside business license.**

19. ADDENDA AND ATTACHMENTS: Any addenda, statement of policy, requirements and/or operations items attached hereto are made a part of this Agreement as if copied in full herein.

20. CANCELLATION FEE: A cancellation fee of **\$1,000.00** will be in effect for this contract if canceled with less than twelve (12) month written notice from day of event.

21. **FORCE AND EFFECT:** This license agreement shall have no force or effect unless executed. The original hereof shall be delivered to the CENTER. LICENSEE covenants and agrees that its failure to fully and faithfully perform all covenants, material conditions and agreements hereunder shall excuse Centers continued performance. LICENSEE is not authorized to bind the Center to any contracts or other obligations. The Center shall not be liable for any acts of LICENSEE or their assistants or employees in exercising the license granted herein

22. **FOOD BEVERAGE AND CONCESSIONS:** Oregon Fine Foods, the contracted caterer for the Center shall have exclusivity on all food, beverage and concession sales (including outside catering) and distributions. *Service fee guaranteed to not exceed 20%.*

23. **DISPUTE RESOLUTION:** In the event that a dispute arises under this Agreement that the parties can't resolve, they shall allow the dispute to be decided by a Dispute Panel in the following manner: each party to this Agreement shall appoint one member to the Dispute Panel, and the members so appointed shall jointly appoint an additional member to the Dispute Panel. The Dispute Panel shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Panel shall be final and binding on the parties hereto. The parties shall equally share the costs, if any, for the services of the Dispute Panel.

24. **HOLD HARMLESS/INDEMNIFICATION:** Each party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees, and agents in the performance of this Agreement. No party to this Agreement shall be responsible for the acts and omissions of those entities or individuals not a party to this Agreement.

25. **FORCE MAJEURE:** The performance of the Agreement by either party shall be subject to force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local governmental authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or similar infectious diseases), curtailment of transportation facilities, or other similar occurrence beyond the control of the parties, where any of those factors, circumstances, situations, or conditions or similar ones prevent, dissuade, unreasonable delay, or where any of them make it illegal, impossible, inadvisable, or commercially impracticable to hold the Event or to fully perform the terms of the Agreement. The Agreement may be cancelled by either party, without liability, damages, fees, or penalty, and any deposits or amounts paid shall be refunded, for any one or more of the above reasons, by written notice to the other party.

26. **APPLICATION OF LAW:** This agreement shall be construed by the law of the State of Oregon.

**License agreement shall become null and void unless fully executed by LICENSEE and returned to the Center by:**  
May 2, 2023

\*An electronic signature, or counterpart original signatures, shall have the same force and effect, all serving to bind the signing party to this agreement.

**Seaside Civic and Convention Center:**

By: \_\_\_\_\_  
Brian J. Owen  
General Manager

\_\_\_\_\_  
(Date)

**Licensee:**

By: \_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Lisa Trevino  
Print Name

\_\_\_\_\_  
Member Engagement Director  
Title

\_\_\_\_\_  
April 25, 2023  
(Date)



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, Project & Affiliates Manager  
**Date:** April 18, 2023  
**Subject:** Approve Contract with Best Western Hood River Inn for 2024 OCCMA Summer Conference

---

At the January 27 Board of Directors meeting the board authorized staff to work with the Best Western Hood River Inn to develop a contract for the 2024 OCCMA Summer Conference taking place Monday, June 24 – Thursday, June 27. The reason the dates were moved up to June was to avoid LOC staffing conflicts with the Oregon Mayors Association Summer Conference which is taking place July 18-20, 2024. The contract is attached for the board's review, a few items to note are:

- The rooms range in price from \$189-\$250 plus tax per night depending on the size and view.
- The room rental is \$3,800.
- The food and beverage minimum is \$25,000.
- There is a deposit of \$2,000 due with the signed contract.

**Attachment:**

1. Contract with the Best Western Hood River Inn

**Recommended Motion**

I move to authorize LOC staff to execute the contract with the Best Western Hood River Inn and authorize the deposit to be paid from the operations/unrestricted cash balance.



## Attachment 1

**CONTRACT**  
**OR City/County Managers Association / # 4030-1**  
 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
Angela Speier	1201 Court St. NE, Suite 200	aspeier@orcities.org	W: (503) 588-6550 M: (503) 884-6322

<b>GROUP NAME:</b>	OR City/County Managers Association	<b>GROUP ID#</b>	
<b>GUEST ROOM BLOCK</b>			

A room block has been set aside for OR City/County Managers Association. We are holding the following rooms at the rates shown below. Rates may change and are not confirmed until one year in advance.

Room Type	06/24/2024 Monday	06/25/2024 Tuesday	06/26/2024 Wednesday	06/27/2024 Thursday
Economy Queen	5 \$189 Single/\$189 Double	10 \$189 Single/\$189 Double	10 \$189 Single/\$189 Double	
Exec Economy Queen	5 \$199 Single/\$199 Double	6 \$199 Single/\$199 Double	6 \$199 Single/\$199 Double	
Exec. Non View King	5 \$209 Single/\$209 Double	9 \$209 Single/\$209 Double	9 \$209 Single/\$209 Double	3 \$209 Single/\$209 Double
Exec. Riverview King	5 \$269 Single/\$269 Double	10 \$269 Single/\$269 Double	10 \$269 Single/\$269 Double	6 \$269 Single/\$269 Double
Non View 2 Queen Upper	10 \$225 Single/\$225 Double	15 \$225 Single/\$225 Double	15 \$225 Single/\$225 Double	2 \$225 Single/\$225 Double
Non View King	10 \$215 Single/\$215 Double	15 \$215 Single/\$215 Double	15 \$215 Single/\$215 Double	6 \$215 Single/\$215 Double
Suites	2 Various	2 Various	2 Various	
Riverview 2 Queen	15 \$250 Single/\$250 Double	20 \$250 Single/\$250 Double	20 \$250 Single/\$250 Double	3 \$250 Single/\$250 Double
Riverview King	15 \$240 Single/\$240 Double	20 \$240 Single/\$240 Double	20 \$240 Single/\$240 Double	5 \$240 Single/\$240 Double
Riverview Queen	3 \$230 Single/\$230 Double	3 \$230 Single/\$230 Double	3 \$230 Single/\$230 Double	
<b>Total</b>	75	110	110	25

- **\*\*\*Rates Listed are unconfirmed and will not be confirmed until one year prior.**
- 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 Reservation
- Please note check-in time is 4:00pm and check-out is 11:00am.

<b>CUT-OFF DATE</b>
---------------------

All rooms must be reserved by the room release date of: **05/24/2024**

- 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 (which will be most likely be higher). Please clearly 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*

#### 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:

OR City/County Managers Association						
Date	Time	Location	Function	Setup	#	Room Rental
Monday, June 24, 2024	11:00 AM - 1:00 PM	Trillium East	Exhibits	6 ft tables	20	\$0.00
Monday, June 24, 2024	11:00 AM - 1:00 PM	Gorge Atrium	Registration	6 ft tables	2	\$0.00
Monday, June 24, 2024	2:00 PM - 5:00 PM	Gorge Room	Meeting	Rounds	175	\$1,500.00 One-time set-up fee.
Monday, June 24, 2024	5:00 PM - 6:30 PM	Trillium East	Reception	To Be Determined	175	\$0.00
Tuesday, June 25, 2024	7:00 AM - 3:30 PM	Trillium East	Exhibits	6 ft tables	20	500.00
Tuesday, June 25, 2024	8:00 AM - 9:00 AM	Gorge Room	Breakfast	Rounds	175	\$0.00
Tuesday, June 25, 2024	8:00 AM - 5:00 PM	Gorge Room	General Session	Rounds	175	\$0.00
Tuesday, June 25, 2024	12:00 PM - 1:00 PM	Gorge Room	Lunch	Rounds	175	\$0.00
Tuesday, June 25, 2024	6:00 PM - 9:00 PM	Gorge Room	Dinner	Rounds	175	\$0.00
Wednesday, June 26, 2024	8:00 AM - 9:00 AM	Gorge Room	Breakfast	Rounds	175	\$0.00
Wednesday, June 26, 2024	8:00 AM - 5:00 PM	Gorge Room	General Session	Rounds	175	\$0.00
Wednesday, June 26, 2024	9:00 AM - 5:00 PM	Trillium	Break-Out	Rounds	175	\$900.00
Wednesday, June 26, 2024	12:00 PM - 1:00 PM	Gorge Room	Lunch	Rounds	175	\$0.00
Thursday, June 27, 2024	8:00 AM - 9:00 AM	Gorge Room	Breakfast	Rounds	175	\$0.00

Thursday, June 27, 2024	8:00 AM - 12:00 PM	Gorge Room	General Session	Rounds	175	\$0.00
Thursday, June 27, 2024	9:00 AM - 12:00 PM	Trillium	Break-Out	Rounds	175	\$900.00

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. Draped vendor tables are \$50 each.

### FOOD & BEVERAGE MINIMUMS

**This event requires all meals listed above for your full attendance and a food and beverage purchase of \$25,000. Please keep this in mind when making decisions about your menus and quantities. Prevailing banquet menu pricing will apply.**

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.

## DEPOSITS

**A deposit of \$2000 is required with the return of the contract.**

## BILLING & PAYMENT

1. **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.
2. **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.
3. **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

1. **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.
2. **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 11:00 AM 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: Lisa Trevino

Signature: \_\_\_\_\_

Title: Member Engagement Director

Date: April 25, 2023

Accepted on behalf of the hotel:

***Hotel Representative:***

Name: Susan Lutton, CHSE

Signature: \_\_\_\_\_

Title: Business Development Director

Date: 02/09/2023

THIS AGREEMENT MUST BE SIGNED AND RETURNED BY: **04/25/2023**



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, Project and Affiliates Manager  
**Date:** April 17, 2023  
**Subject:** Proposals to Host the 2025 and 2026 OCCMA Summer Conferences

At the January Board of Directors Meeting the board requested staff broaden the search for potential venues to host the OCCMA 2025 and 2026 Summer Conferences. Staff sent an event scope to potential venues statewide on February 16, 2023. Staff received 11 responses from potential venues. A breakdown of the proposals is listed below, and the complete proposals are attached for the board's review. Also attached is a copy of the event scope that was sent to potential venues.

Venue	Dates	Room Rental	Food & Beverage Minimum 2022 total F&B: \$26,000+/-	Hotel Rates Per night
Ashland Hills Hotel and Suites	July 8-11, 2025 July 7-10, 2026	\$1,200 per day	\$10,000	\$159 - \$189
Best Western Boulder Falls Inn, Lebanon	July 8-11, 2025 July 7-10, 2026	Waived with food & beverage minimum	\$20,000	\$179.99
Oregon Garden Resort, Silverton	Did not specify Tuesday - Friday	\$5,000	\$15,000 (2025) \$18,000 (2026)	Government per diem at time of conference
Riverhouse on the Deschutes, Bend	July 8-11, 2025 July 7-10, 2026	Waived with food & beverage minimum Vendor fee: \$100 per table	\$31,500	\$259 - \$299 \$272 - \$314
Running Y Resort, Klamath Falls	July 8-11, 2025 July 7-10, 2026	Maximum \$2,500 per day	\$10,000	\$259 - \$309
Salem Convention Center	July 8-11, 2025	\$5,285 Vendor fee: \$40 per table	\$25,000	\$159 - \$189

Venue	Dates	Room Rental	Food & Beverage Minimum 2022 total F&B: \$26,000+/-	Hotel Rates Per night
Salishan	July 6-9, 2025 July 6-9, 2026	Waived with food & beverage minimum	\$40,000	\$215 - \$235 or per diem
Seaside Civic & Convention Center	July 15-18, 2025 Sept. 2-5, 2025 July 7-10, 2026 Sept. 8-11, 2026	\$1,000 per day (2025) \$1,200 per day (2026) Vendor fee: \$25 per table	N/A	July: Per diem - \$407 Sept: \$129 - \$329
Sunriver Resort, Bend	July 8-11, 2025 July 7-10, 2026	\$650 per day Vendor fee: \$70 per table	\$75,000	\$369 - \$699
Tetherow, Bend	July 8-11, 2025	Waived with \$72,000 food & beverage minimum or \$12,000	\$74,400 (includes service charge)	\$449 Rental Houses: prices vary
Valley River Inn	July 8-11, 2025 July 7-10, 2026	\$500 - One time set up fee	\$30,000	\$189

**Attachments:**

1. Event Scope
2. Ashland Springs Hotel Proposal
3. Best Western Boulder Falls Inn Proposal
4. Oregon Garden Resort Proposal
5. Riverhouse on the Deschutes Proposal
6. Running Y Resort Proposal
7. Salem Convention Center Proposal
8. Salishan Proposal
9. Seaside Civic & Convention Center Proposal
10. Sunriver Resort Proposal
11. Tetherow Proposal
12. Valley River Inn Proposal

**Suggested Motion:**

I move to direct staff to work with President Derickson to execute a contract with **{Insert Venue}** to host the 2025 OCCMA Summer Conference and **{Insert Venue}** to host the 2026 OCCMA Summer Conference.

## Attachment 1

### Oregon City/County Managers Association Summer Conference – Event Scope

**Background:** The Oregon City/County Managers Association (OCCMA) Summer Conference is the annual opportunity for city managers, department heads, and those working towards careers in city management in Oregon to gather, learn and network.

**Demographics:** Attendees primarily include executive level staff from all of Oregon's 241 incorporated cities. City populations range from population 2 (Greenhorn) to population 639,700 (Portland). Ages range from college aged Public Administration students to retirees.

**Attendees:** In addition to the attendees mentioned above, we also see participation from state agencies, subject matter experts (public and private sector), and sponsors (public and private sector). In all, we see around 150 city official attendees, which inflates to around 175 people once other participants are included. Registration numbers seem to be climbing slowly over the years, however, they do also fluctuate from year to year.

**Accessibility:** The group does include some members with mobility limitations. Accessibility to accommodate mobility concerns outside of those protected by the ADA (such as those that are just a general part of aging) are important to consider. This includes wide travel paths so that those moving at a slower pace don't feel rushed, many places to sit and rest, sufficient restrooms that are easy to get to, meeting rooms that don't require great travel distance to move between and large electronic signs.

**Location:** Locations are selected based on preferred geographical area as directed by the board, which includes venues with sufficient space to meet the specific event criteria and also include a large number of onsite hotel rooms. The board typically prefers to alternate between central Oregon and other areas throughout the state.

#### Preferred Dates:

**2025: Tuesday July 8-Friday July 11**

**2026: Tuesday July 7-Friday July 10**

The OCCMA summer conference has historically been held the week following the Fourth of July and it is the direction of the board to retain this tradition. Conference days always fall Tuesday – Friday.

**Sleeping Rooms:** Conference attendees utilize 125+ sleeping rooms on peak nights (Wednesday and Thursday) and around 75+ rooms on Tuesday night. Room nights on Monday and Friday are not generally requested, though there may be families in attendance who wish to extend their stay. We expect that the host property will make available the majority of their sleeping rooms so that our members may stay on-site.

With consideration that all of our member attendees are government officials, we request that host properties extend per diem pricing for standard guest rooms, increasing rates as premium room types require.

**Concessions:** Concessions offered by the hotel assist us in keeping the conference affordable to our member city officials and are a key tool for our budgeting process. As such, I respectfully request consideration of the following:

- Complimentary suite for board president for Tuesday – Thursday nights
- Complimentary room for event lead for Tuesday – Thursday nights
- Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized.
- Complimentary meeting space use for negotiated food and beverage minimum
- Option to use government per diem menu
- Locked in service charge rate
- Not to exceed menu price increase
- Complimentary standard wi-fi/negotiated, fixed rate for enhanced wi-fi
- Complimentary use of electronic signage

- Locked in parking rate

**Current Agenda Needs:** In its most recent form, the conference agenda and space requirements include the following major components:

- General session room
  - o 175+ in crescent rounds
  - o Space for full stage and AV equipment
- Sponsor/Exhibitor space
  - o 15-20 table top displays
  - o In very visible area for attendees as they come and go
  - o Ample room for reception
- Meal event room (nice but not required)
  - o 175+ in crescent rounds
  - o Space for full stage and AV equipment
- Breakout session rooms (nice but not required)
  - o 75-90 attendees each in crescent rounds or classroom
  - o Space for head table and AV equipment

More specifically, space needs include many additional rooms during various conference days/times:

### ***Tuesday***

- o Registration and trade show set up – 11am – 1pm
- o Registration opens – 1pm – 5pm
- o Afternoon workshop – 2pm – 5pm
- o Evening trade show reception – 5pm – 6:30pm
- o Dinner on your own

### ***Wednesday***

- o Registration – 7am – 5pm
- o Trade show – 7am – 3:30pm
- o Breakfast
- o General sessions (all day)
- o Lunch
- o Potential for sponsored reception
- o Dinner on your own

### ***Thursday***

- o Registration – 7am – 5pm
- o Breakfast
- o General sessions (all day)
- o Lunch
- o President's Reception (off-site)

### ***Friday***

- o Registration – 7am – 12pm
- o Breakfast
- o General session
- o OCCMA Board meeting (ends around noon)

**Agenda - Changes:** The OCCMA Conference agenda has not changed significantly over the years, however, the conference is always evolving, and changes may include requests such as offering breakout sessions. Space flexibility is appreciated.



## ASHLAND HILLS Hotel & Suites



February 22nd, 2023

Angela Speier

[Aspeier@orcities.org](mailto:Aspeier@orcities.org)

Good afternoon,

Thank you for considering Ashland Hills Hotel & Suites for your Summer Conference. We would be happy to welcome you and your guests July 8<sup>th</sup>-11<sup>th</sup> 2025, and July 7<sup>th</sup>-10<sup>th</sup>, 2026.

Ashland Hills Hotel & Suites located in the beautiful town of Ashland is a prime location for a variety of events. Ashland is a fantastic destination offering beautiful weather, with attractions including boutique shopping and over 50 restaurants in downtown Ashland alone, fabulous wineries within a few minutes' drive, spas, art galleries and the renowned Oregon Shakespeare Festival.

**HOTEL:** Our hotel offers spacious and flexible event spaces and over 118 guest rooms all featuring hip, retro-modern flair. Spacious guest rooms and suites featuring flat screen TVs, coffee makers, and refrigerators, complimentary wireless internet access, as well as balconies or patios overlooking hills of Ashland and beautifully manicured grounds.

Guests of our hotel are invited to enjoy the following amenities and services:

- Complimentary continental breakfast buffet
- On site restaurant & mercantile, LUNA Café  
[www.LunaCafeAshland.com](http://www.LunaCafeAshland.com)
- Complimentary parking
- Complimentary Wi-Fi
- Seasonal outdoor heated pool and Jacuzzi
- Two tennis courts and fitness rooms
- Waterstone Spa
- Business center
- Laundry facilities
- Bikes for touring
- Shuttle to downtown (fee)

### GUEST ROOMS:

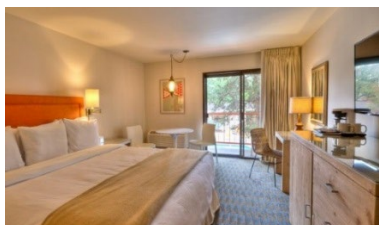
Guests from your group will enjoy discounted group room rates in July 2025 and 2026. Daily continental breakfast included in the hotel. These rates are exclusive of the current 12.07% lodging tax.

**Premium King \$159**

**King Family Duo \$179**

**Junior King Suite \$189**

**Junior QQ Suite \$189**





## EVENTS AND CATERING:

Our team of catering professionals and events service staff will support you in the execution of your event to ensure a wonderful time for your guests.

- **Grand Ballroom for General Session and Meals& Constellation Hall for Sponsor/Exhibitor Space- \$800.00**
- **Cosmos Ballroom for Breakout Space- \$400.00**
- **We do have other rooms- I will attach our capacity sheet, so that you can look at the different rooms.**
- Approximately 175+ guests
- Buffet- Menu TBD
- Bar- TBD
- All Food is subject to 5% Ashland Food Tax
- All Food and Beverage is subject to 20% Service Fee
- A/V Equipment Available for an **Additional Fee**

The rental fees include use of tables, chairs, linens, house décor, water stations, and the set up and breakdown of the venue.



*The Grand Ballroom, Cosmos Ballroom, and the Galaxy Ballroom*

For **Menu** choices please refer to the attached additional documents.

If chosen as the location, we will be happy to create a personal itinerary for groups or individuals to add to their experience of staying in beautiful southern Oregon. Thank you again for the opportunity to present you with this proposal. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Kasey Colangelo, *Sales & Catering Manager*  
Ashland Hills Hotel & Suites  
2525 Ashland St, Ashland, OR 97520  
541.488.7383 - [AshlandHillHotel.com](http://AshlandHillHotel.com)



NEUMAN  
HOTEL GROUP

Earn free nights



**From:** [Kasey Colangelo](#)  
**To:** [Angela Speier](#)  
**Subject:** RE: OCCMA Annual Conference Proposals 2025-2026  
**Date:** Wednesday, February 22, 2023 2:26:05 PM  
**Attachments:** [image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[Angela Speier- League of Oregon Cities Proposal July 2025&2026.docx](#)

---

Angela,

I have attached a proposal for your review. I have also put my responses below in **YELLOW**. If you have any questions whatsoever, please don't hesitate to reach out. Thank you so much!

- Complimentary suite for board president for Tuesday – Thursday nights- **Yes**
- Complimentary room for event lead for Tuesday – Thursday nights **Yes**
- Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized. **Unfortunately, No.**
- Complimentary meeting space use for negotiated food and beverage minimum. **Unfortunately, No.**
- Option to use government per diem menu **Unfortunately, No.**
- Locked in service charge rate **Yes, we can do that.**
- Not to exceed menu price increase **Unfortunately, No. Prices can be adjusted 30 days prior to event.**
- Complimentary standard wi-fi/negotiated, fixed rate for enhanced wi-fi. **Yes**
- Complimentary use of electronic signage **N/A- We do not have electronic signage.**
- Locked in parking rate **N/A – Free Parking**

**Kasey Colangelo**

Sales and Catering Manager  
2525 Ashland Street, Ashland OR 97520  
**P:** 541-488-7383  
[NeumanHotelGroup.com](http://NeumanHotelGroup.com)



---

**From:** Angela Speier <[aspeier@orcities.org](mailto:aspeier@orcities.org)>  
**Sent:** Thursday, February 16, 2023 4:23 PM  
**To:** Angela Speier <[aspeier@orcities.org](mailto:aspeier@orcities.org)>

**Subject:** OCCMA Annual Conference Proposals 2025-2026

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greetings,

The Oregon City/County Management Association (OCCMA) is currently seeking proposals for their Summer Conference for 2025 and 2026. This conference is an annual opportunity for city managers, city recorders, department heads, and those working towards careers in city management in Oregon to gather, learn and network. Please see the attached conference scope for more information.

**Preferred Dates:**

**2025: Tuesday July 8-Friday July 11**

**2026: Tuesday July 7-Friday July 10**

We are hoping to start reviewing proposals by the end of March with a final decision to be made in the end of April. Please consider submitting a new proposal for this event for the dates listed above, even if you have done so previously.

Thank you,

Angela



Angela Speier, *Project & Affiliates Manager*

503-588-6550 direct: 503-540-6599

1201 Court St. NE, Suite 200, Salem, OR 97301-4194

[www.orcities.org](http://www.orcities.org)







## CONFERENCE CENTER

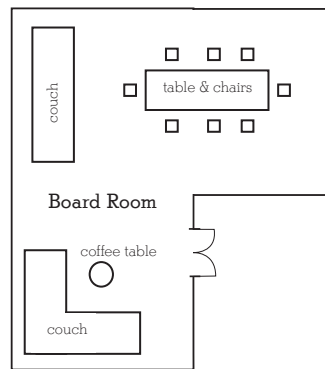
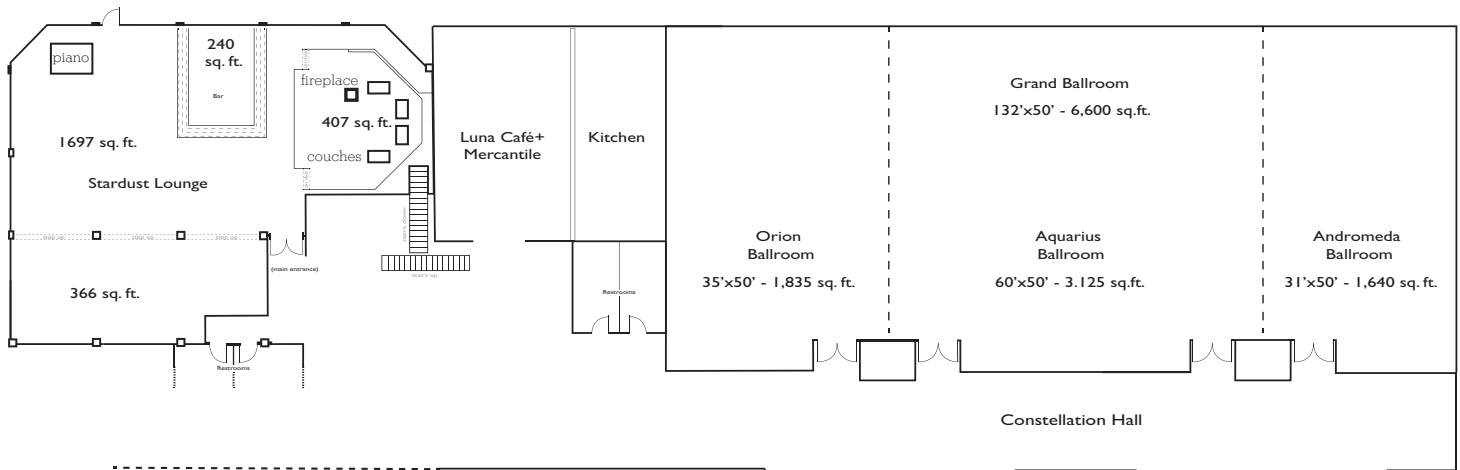
Fully renovated in 2016, Ashland Hills Hotel & Suites is home to the largest conference center in Southern Oregon, with over 15,000 square feet of flexible event space. Located at the base of the Siskiyou Mountains, this 14-acre, retro-modern property offers timeless design and can accommodate events of any size. We attend to every detail and provide personalized service. This includes full-service catering, featuring Pacific Northwest inspired menus.

### BOOK YOUR EVENT

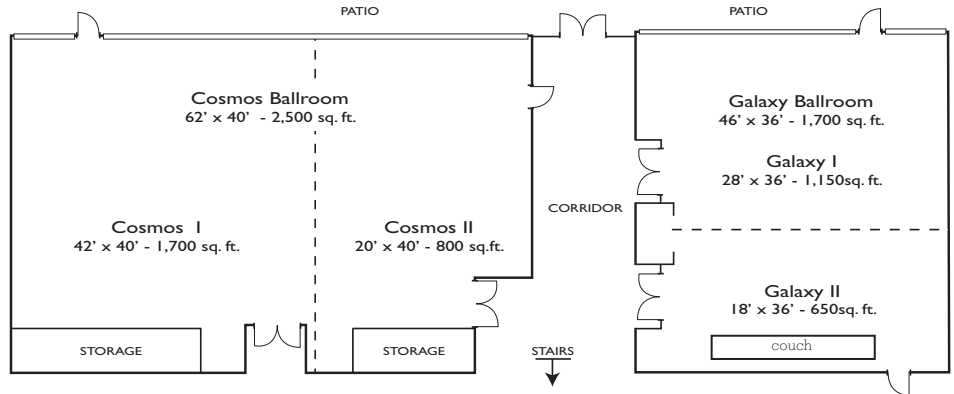
541.488.7383 • [ASHLANDHILLSHOTEL.COM](http://ASHLANDHILLSHOTEL.COM)  
2525 ASHLAND ST. • ASHLAND, OR 97520

**ASHLAND**HILLS  
Hotel & Suites

### Main Level



### Mezzanine Level



### Cosmos

### Lower Level

### Galaxy

Professional conference specialists are on-site to take care of all your needs, including A/V equipment and full-service catering.

Name of Room	Dimensions	Square Ft.	Reception	Rounds	Classroom	Theater	U-Shape	Conference
Grand Ballroom	132' x 50'	6,600	650	500	320	550	-	-
Orion Ballroom	35' x 50'	1,835	175	140	76	160	-	-
Aquarius Ballroom	60' x 50'	3,125	325	220	160	240	-	-
Andromeda Ballroom	31' x 50'	1,640	150	90	64	150	-	-
Stardust Lounge	70' x 46'	2,668	140	110	40	60	-	-
Cosmos Ballroom	62' x 40'	2,500	190	140	120	190	60	50
Cosmos I	42' x 40'	1,700	120	96	70	120	36	28
Cosmos II	20' x 40'	800	70	50	32	70	24	22
Galaxy Ballroom	46' x 36'	1,700	150	90	64	148	50	44
Galaxy I	28' x 36'	1,050	80	56	36	100	30	28
Galaxy II	18' x 36'	650	30	-	-	24	12	16
Board Room	-	-	-	-	-	-	-	10

\*Capacity dependent on requested event set up



# ASHLAND HILLS

## Hotel & Suites

### 2023 Catering Menu



Kasey Colangelo -

Sales & Catering Manager

[Kasey.Colangelo@NeumanHotelGroup.com](mailto:Kasey.Colangelo@NeumanHotelGroup.com)

541.488.7383

Sandra Matthews -

Sales & Catering Associate, Contracts & Billing

[Sandra.Matthews@NeumanHotelGroup.com](mailto:Sandra.Matthews@NeumanHotelGroup.com)

541.488.7382

# Welcome

## *“Exciting nourishing food is at the heart of every occasion”*

Ashland Hills Hotel and the Culinary Team guided by Chef David Georgeson offer guests a flawless presentation unique to the Pacific Northwest’s local and seasonal inspired flavors. The menu choices are created from scratch using only the freshest ingredients from the region resulting in a tempting flavorful cuisine.

We offer a complete selection of menu choices and can accommodate dietary restrictions and lifestyle choices with advanced notice.

Ashland Hills Hotel’s staff believe in extending guests warm and engaging service through every stage of the event. Whether it is a conference, wedding, company event, anniversary or birthday celebration, we can customize the experience making it enjoyable for everyone.



## Event Services

- ◆ 20% Service Charge On All Food & Beverage
- ◆ 5% Ashland Meals Tax On All Food & Non-Alcoholic Beverage (\$250 Max Per Day)
- ◆ Prices Are Subject To Change & Are Not Guaranteed Until 30 Day Prior To Your Event
  - ◆ 20 Person Minimum For All Meals
    - ◆ \$1 Per Person Tray Pass Hors D 'Oeuvres (\$150 Maximum Fee)
  - ◆ \$2 Per Person Dessert Fee For Desserts Not Purchased From Ashland Hills Hotel
  - ◆ \$15 Per Bottle Corkage Fee For Wines Not Purchased From Ashland Hills Hotel
    - ◆ \$100 Bar Set Up Fee For Each Soft Bar (Non-Alcoholic, Beer & Wine)
    - ◆ \$200 Bar Set Up Fee For Each Full Bar (Cocktails)

# Table Of Content

Breakfast Buffet . . . .	<a href="#">Pg 4</a>
Lunch Buffets . . . .	<a href="#">Pg 5</a>
Plated Lunches . . . .	<a href="#">Pg 6</a>
Lunch Enhancements . . . .	<a href="#">Pg 7</a>
Break Packages & Break Items . . . .	<a href="#">Pg 8</a>
Hors d'Oeuvre By The Dozen . . . .	<a href="#">Pg 9</a>
Hors d'Oeuvre By The Platter . . . .	<a href="#">Pg 10</a>
Dinner Buffets . . . .	<a href="#">Pg 11</a>
Plated Dinner . . . .	<a href="#">Pg 12</a>
Beverages & Bar Menu . . . .	<a href="#">Pg 13</a>



# Breakfast Buffets

## CONTINENTAL BREAKFAST \$16

Assorted Seasonal Breakfast Breads  
Sliced Fresh Fruit

Freshly Brewed Hilltop Coffee  
Assorted Tazo Hot Teas  
Orange Juice

## SOUTHWEST BREAKFAST \$23

Assorted Seasonal Breakfast Breads  
Sliced Fresh Fruit

Scrambled Farm Fresh Eggs  
Cumin-Paprika Potato Home Fries

Fire Roasted Salsa, Queso Fresco, Tortilla Strips, Corn Tortillas

Freshly Brewed Hilltop Coffee  
Assorted Tazo Hot Teas  
Orange Juice

*\*Add Bacon OR Sausage For \$2 Per Person\**

## LUNA BREAKFAST \$22

Assorted Seasonal Breakfast Breads  
Sliced Fresh Fruit

Scrambled Farm Fresh Eggs & Tillamook Cheddar Cheese  
Potato Home Fries With Peppers & Onion

Freshly Brewed Hilltop Coffee  
Assorted Tazo Hot Teas  
Orange Juice

*\*Add Bacon OR Sausage For \$2 Per Person\**

## LUNA MINI BRUNCH \$23

Assorted Seasonal Breakfast Breads  
Sliced Seasonal Fruit

Farm Fresh Egg Bake With Spinach, Sundried Tomatoes, Goat Cheese,  
Caramelized Onion

Potato Home Fries With Peppers & Onion

Freshly Brewed Hilltop Coffee  
Assorted Tazo Hot Teas  
Orange Juice

*\*Add Bacon OR Sausage For \$2 Per Person\**

# Lunch Buffets

All Buffets Include Iced Tea Or Lemonade & A Platter Of Fresh Baked Brownies (GF)

Add Hilltop Organic Coffee & Hot Tazo Tea For \$2.5 Per Guest

Add Both Iced Tea & Lemonade For An Additional \$2 Per Guest

## LUNAR BUFFET \$24

Rosemary Bread & Butter

Garden Salad With Cucumbers, Tomatoes, Shaved Fennel,  
Shallot Basil Vinaigrette

Lemon & Herb Roasted Chicken

Roasted Seasonal Vegetables

Orzo Pasta Salad With Sundried Tomatoes

## MEDITERRANEAN PASTA BUFFET \$26

Garlic Bread

Caesar Salad With Parmesan & Croutons

Penne Pasta Bolognese

Grilled Vegetable White Lasagna

White Bean Salad With Roasted Red Peppers

Olive Oil & Basil, Herb Roasted Cauliflower

## BAJA TACO BUFFET \$26

Chipotle Chicken & Chili Spiced Shredded Pork

Vegetarian Black Beans, Tomatoes, Lettuce, Red Onion, Lime

Cumin Sour Cream, Queso Fresco, Cilantro, Tortilla Chips

Fire Roasted Tomato Salsa, Tomatillo Salsa

Flour & Corn Tortillas

## BBQ BUFFET \$27

Mixed Greens Salad With Cucumbers, Tomatoes,  
Herb Buttermilk Dressing

Smoked Brisket

BBQ Pulled Pork

House Barbeque Sauce

Slider Buns

White Cheddar Mac & Cheese

Coleslaw

## SOUP & SUBMARINE SANDWICH BAR \$24

\*Buffet Is Limited To Groups Of 20 -150

House Mixed Greens Salad, Cucumber, Shaved Fennel, Radish,  
& Shallot Basil Vinaigrette

Bowl Of Kettle Chips

*Choice Of Soup :*

Roasted Tomato Basil

Creamy Smoked Tomato

Cream of Mushroom

Sausage, Kale & Potato

*Assortment Of Sub Sandwiches To Include :*

Turkey & Cheddar

Roast Beef & Provolone

Roasted Vegetable & Hummus

# Plated Lunches

Price Includes Iced Tea Or Lemonade, & House Made Brownies For Dessert  
Select Up To Two Options, Plus Chef Choice Vegetarian Or Vegan  
Price Per Person Defers To The Higher Priced Selection.  
Pre-Counts Are Required

## GRILLED FLAT IRON STEAK \$28

6 oz Steak, House Steak Sauce,  
Buttermilk Mashed Potatoes, Garlic Green Beans

## BLACK BEAN STUFFED RED PEPPER \$22

Queso Fresco, Poblano Glaze, Wild Rice

## HOUSE SMOKED SALMON SALAD \$22

Spinach, Quinoa, Tomatoes, Pickled Red Onions, Hard Boiled Egg,  
Cucumber Yogurt Dressing

## CHICKEN CAESAR SALAD \$22

Romaine, Aged Parmesan, Rosemary Croutons,  
Grilled Chicken, House Caesar Dressing

## GRILLED PORK LOIN \$26

BBQ Glaze, White Cheddar Mac & Cheese, Broccolini

## DILL CRUSTED SALMON \$29

Red Pepper Glaze, Wild Rice, Seasonal Vegetables

## DIJON MUSTARD CHICKEN \$26

Olive Oil Garlic Fingerling Potatoes, Roasted Brussels Sprouts

## SMOKED CHICKEN FIELD GREEN SALAD \$23

Shaved Shallots, Candied Walnuts,  
Blood Orange Vinaigrette

## BBQ CHICKEN SALAD \$23

Romaine, Black Beans, Tomato, Queso Fresco, Tortilla Strips,  
Avocado-Buttermilk Dressing

## CIABATTA SANDWICH & GARDEN SALAD \$21

Choice Of Turkey, Pastrami Or Ham; With Havarti, Field Greens,  
Basil Aioli, On Ciabatta

Mixed Green Salad, Shallot Basil Vinaigrette, Cucumber,  
Shaved Fennel, Radish.

# Lunch Enhancements

Can Be Added To Any Plated Lunch Function. Priced Per Person

ROSEMARY BREAD & BUTTER \$1.5

FIRST COURSE GREEN SALAD \$3

Organic Field Greens

Cucumber

Shaved Fennel

Radish

Shallot Basil Vinaigrette

SOUP OF THE DAY \$4

TABLESIDE COFFEE SERVICE \$2.5

PLATED DESSERT \$5

Choose One:

DOUBLE CHOCOLATE CAKE (*V,GF*)

Raspberry Coulis *\*Contains Almond Flour\**

CARROT CAKE

Cream Cheese Frosting

TIRAMISU CHEESECAKE

Coffee & Kahlua Soaked Ladyfingers,

Mascarpone Mousse

LEMON PANNA COTTA (*GF*)

Seasonal Fruit, Almond Crumb

# Break Packages

Price Per Person

## PILOT ROCK \$9

7 Layer Bar With Coconut, Chocolate, Dried Fruit

Double Chocolate Brownies

Lavender Lemonade

## ROGUE RIVER \$13

Handcrafted Artisan Cheeses

Charcuterie Cured Meats

Dried Fruits & Candied Nuts

Crackers

Sparkling San Pellegrino Water

## MT. ASHLAND \$9

Fres Baked Cookies

Kettle Chips

Assorted Flavored Pellegrino

## GRIZZLY PEAK \$11

Fresh Fruit Platter

Seasonal Mini Muffins

Hilltop Regular Coffee

Assorted Hot Tazo Tea

# Break Items

\* Notates (3) Dozen Minimum

Assorted Fresh Baked Muffins \$24 Per Dozen \*

Double Chocolate Brownies (GF) \$24 Per Dozen \*

7 Layer Bar With Coconut, Chocolate & Dried Fruits \$24 Per Dozen \*

Fresh House Baked Cookies \$24 Per Dozen \*

Assorted Kind Bars \$3 Each

Individual Camp Trail Mix \$3.5 Each

Kettle Chips \$3 Each

White Cheddar Popcorn \$3 Each

# Hors d' Oeuvre

Three Dozen Minimum Per Selection

Items On This Page May Be Tray Passed For An Additional \$1 Per Person; \$150 Maximum Charge

## HOT

BACON WRAPPED DATES \$24  
Medjool Dates, Smoked Bacon

MUSHROOM RISOTTO FRITTERS \$25  
Smoked Paprika Aioli

APPLEGATE VALLEY  
BEEF MEATBALLS \$25  
Tomato Marinara, Parmesan

CHICKEN SATAY \$25  
Peanut Cilantro Sauce

STUFFED MUSHROOMS \$24  
Pesto, Cream Cheese

SPANAKOPITA \$25  
Spinach, Feta, Dill Yogurt Sauce

## COLD

HOUSE SMOKED SALMON \$25  
Herb Cream Cheese, Cucumber

CAPRESE BROCHETTES \$25  
Cherry Tomatoes, Mozzarella, Basil

SMOKED OREGON  
ALBACORE TUNA SALAD \$26  
Phyllo Cup, Ginger Aioli, Pickled Red Onion

BACON DEVILED EGGS \$24  
Paprika, Chives

ROASTED PEPPER & MOZZARELLA  
BRUSCHETTA \$24  
Capers, Basil, Garlic

## SWEET

LEMON BARS \$25  
Basil Shortbread

COCONUT MACAROONS \$24  
Dipped In Chocolate (GF)

SEASONAL FRUIT TARTLET \$26  
Vanilla Pastry Cream, Short Crust

SEASONAL CHEESECAKE TARTLET \$27  
Graham Crust

ASSORTED FRESH  
BAKED COOKIES \$24

DARK CHOCOLATE DIPPED  
STRAWBERRIES \$25

# Hors d' Oeuvre Platters

## ANTIPASTO & CRUDITE

Pickled, Grilled & Fresh Vegetables, Olives,  
Hummus & Grilled Pita

For 30 People \$110

For 60 People \$170

For 90 People \$230

## FRUIT PLATTER

Assortment Of Sliced Seasonal Fruit

For 30 People \$90

For 60 People \$160

For 90 People \$230

## ARTISAN CHEESE DISPLAY

Local & Imported Cheeses, Spiced Nuts, Dried  
Fruits, & Crackers

For 30 People \$120

For 60 People \$200

For 90 People \$280

## CHARCUTERIE PLATTER

Cured Meats, Pickled Vegetables, French Baguette,  
Whole Grain Mustard

For 30 People \$140

For 60 People \$240

For 90 People \$340

## POACHED SHRIMP PLATTER

Dill Tartar Sauce, Bloody Mary Cocktail Sauce,  
Fresh Lemon

For 30 People \$130

For 60 People \$230

For 90 People \$320

## HOUSE SMOKED SALMON

Dill Lemon Yogurt, Onion, Capers,  
Hardboiled Egg, Tomato, Crostini

For 30 People \$130

## FARM PLATTER

Artisan Chesses, Cured Meats, Pickled Vegetables,  
Accoutrements, Baguette

For 30 People \$170

For 60 People \$270

For 90 People \$370

# Dinner Buffet

\$38 Per Person

Price Includes Baked Rosemary Bread & Butter, Freshly Prepared Seasonal Vegetables & A Beverage Station Of Hilltop Coffee & Assorted Tazo Teas

## FIRST COURSE

Choose One:

### HOUSE SALAD

Mixed Field Greens, Cucumber, Shaved Fennel,  
Radish, Shallot Basil Vinaigrette

### BABY SPINACH

Cherry Tomatoes, Almonds, Hard Boiled Eggs,  
Lemon-Tahini Vinaigrette

### CLASSIC CAESAR

Romaine Lettuce, Aged Parmesan,  
Rosemary Croutons, House Caesar Dressing

### BRUSSELS & KALE

Pears, Walnuts, Goat Cheese,  
Seasonal Sweet & Sour Vinaigrette

## MAIN COURSE

Choose Two:

### PAN SEARED CHICKEN

Caramelized Onions, Sundried Tomato,  
Gin Marinated Portobello Cream Sauce

### OVEN ROASTED SALMON

Blood Orange Soy Glaze, Toasted Sesame Seeds,  
Green Onion

### IPA BRINED PORK LOIN

Apple-Onion Compote

### MARINATED TRI-TIP

Creamy Horseradish Sauce, Steak Sauce

### CREAMY POLENTA

Pesto Roasted Mushrooms, Cherry Tomatoes

### GRILLED STRIPLOIN

Smoked Cabbage, House Steak Sauce

### CHICKEN PICCATA

Lemon-Caper Butter

## SIDES

Choose One:

### RED PEPPER-ONION QUINOA

### YUKON GOLD MASHED POTATOES

### GARLIC ROASTED POTATOES

### THREE CHEESE MAC & CHEESE

### WILD RICE PILAF

### FOUR CHEESE POLENTA

### OLIVE, TOMATO, GARLIC ORZO

## DESSERT

Choose One:

### DOUBLE CHOCOLATE CAKE *(V, GF)*

Raspberry Coulis \* *Contains Almond Flour \**

### CARROT CAKE

Cream Cheese Frosting

### TIRAMISU SHEESECAKE

Coffee & Kahlua Soaked Ladyfingers,  
Mascarpone Mousse

### LEMON PANNA COTA *(GF)*

Seasonal Fruit, Almond Crumb



# Plated Dinner

\$40 Per Person

Dinner Includes Fresh Baked Rosemary Bread & Butter, Tableside Coffee & Tea Service.

Select Up To Two Options, Plus Chef Choice Vegetarian Or Vegan Plate. Pre-Counts Are Required 10 Business Days Prior To Start Of Event

## FIRST COURSE

Choose One:

### HOUSE SALAD

Mixed Field Greens, Cucumber, Shaved Fennel,  
Radish, Shallot Basil Vinaigrette

### BABY SPINACH

Cherry Tomatoes, Almonds, Hard Boiled Eggs,  
Lemon-Tahini Vinaigrette

### CLASSIC CAESAR

Romaine Lettuce, Aged Parmesan,  
Rosemary Croutons House Caesar Dressing

### BRUSSELS & KALE

Pears, Walnuts, Goat Cheese,  
Seasonal Sweet & Sour Vinaigrette

## DESSERT

Choose One:

### DOUBLE CHOCOLATE CAKE *(V,GF)*

Raspberry Coulis. \* *Contains Almond Flour* \*

### CARROT CAKE

Cream Cheese Frosting

### TIRAMISU CHEESECAKE

Coffee & Kahlua-Soaked Ladyfingers,  
Mascarpone Mousse

### LEMON PANNA COTTA *(GF)*

Seasonal Fruit, Almond Crumb

## MAIN COURSE

Choose Two:

### GRILLED FLAT IRON STEAK

8 oz Steak, House Steak Sauce, Garlic Green Beans, Herb Mashed Potatoes

### SAVORY MUSHROOM BREAD PUDDING

Sundried Tomatoes, Goat Cheese, Seasonal Vegetables

### CHICKEN PICCATA

Lemon-Caper Butter, Wild Rice Pilaf, Roasted Broccolini

### OVEN ROASTED SALMON

Blood Orange— Soy Glaze, Toasted Sesame Seeds, Ginger Rice Pilaf,  
Baby Bok Choy

### IPA BRINED PORK LOIN

Apple-Onion Compote, Sweet Potato Mash, Brussels Sprouts

### PAN SEARED CHICKEN

Caramelized Onions, Gin Marinated Portobello Cream Sauce,  
Seasonal Vegetables, Smoked Parmesan Mashed Potatoes

### THREE CHEESE POLENTA *(GF)*

Herb Marinara, Pesto Roasted Mushrooms, Cherry Tomatoes

### GRILLED STRIPLOIN

Caramelized Onion, Blue Cheese, Steak Sauce,  
Garlic & Herb Roasted Fingerling Potatoes, Honey Glazed Baby Carrots

# Beverages

## NON-ALCOHOLIC BEVERAGES

Assorted Coke Products	\$2.5 each
San Pellegrino Sparkling Water	\$3.5 each
Assorted Flavored San Pellegrino	\$4 each
Freshly Brewed Iced Tea	\$24 Per Gallon
Freshly Made Lemonade	\$24 Per Gallon
Raspberry, Basil, Or Lavender Lemonade	\$26 Per Gallon
Hilltop Regular & Decaf Coffee	\$32 Per Gallon
Assorted Tazo Tea	\$29 Per Gallon

## BEER BY THE BOTTLE

Coors Light	\$4 Each
Black Butte Porter	\$5 Each
Corona	\$5 Each
Caldera Ashland Amber	\$5 Each
Caldera IPA	\$5 Each
Incline Cider	\$6 Each

## WHITE, ROSE & SPARKLING WINES

Del Rio Pinot Gris: Rogue Valley	\$26 Per Bottle/ \$8 Per Glass
Rock Point River White: Rogue Valley	\$26 Per Bottle/ \$8 Per Glass
Stoller Family Estate Rosé: Dundee Hills	34 Per Bottle/ \$9 Per Glass
Barnard Griffin Chardonnay: Washington	\$36 Per Bottle/ \$9 Per Glass
Domaine Ste. Michelle Brut: Washington	\$26 Per Bottle/ \$8 Per Glass

## RED WINES

Rogue Red: Applegate Valley	\$26 Per Bottle/\$8 Per Glass
Barnard Griffin Cabernet Sauvignon: Washington	\$36 Per Bottle/\$9 Per Glass
Stafford Hill Tempranillo: Willamette Valley	\$35 Per Bottle/\$9 Per Glass
Planet Oregon Pinot Noir: Willamette Valley	\$40 Per Bottle/\$10 Per Glass

## BAR CHARGES

\$100 Set Up Fee For Each Soft Bar- Beer, Wine & Non-Alcoholic  
 \$200 Set Up Fee For Each Full Bar- Beer, Wine, Non- Alcoholic & Liquor

\$15 Wine Corkage Fee Per 750ML Bottle On Outside Wine

*Ashland Hills Hotel Offers A Larger Selection Of Wine Upon Request  
 Please Allow Two Weeks For Special Orders*

## BOULDER FALLS INN AND CONFERENCE CENTER

### EVENT PROPOSAL



Thank you for considering Boulder Falls Inn and Conference Center for your event and guest accommodations! We are pleased to present the following proposal for the event that we had discussed.

Located on the Samaritan Health Sciences Campus, Boulder Falls Inn and Conference Center offers a unique retreat destination for a large variety of conventions, groups and events. Our facility incorporates 12,000 square feet of flexible meeting space with a large outdoor patio area surrounded by beautiful Japanese gardens, and gourmet onsite catering.

Our full service hotel features an elegant, boutique-inspired design complete with handmade furnishings crafted from local Maple and colorful Oregon artwork. Perhaps the most beautiful attraction on the grounds is our one-acre Japanese healing garden and Koi pond, complete with gorgeous waterfalls and hand carved artisan gazebos. Our onsite restaurant, 1847 Bar and Grill, offers award-winning farm-to-fork cuisine complete with two bars and great patio areas to enjoy the view.

#### *We are proud to offer the following event and guestroom amenities:*

- **Flexible floor plans that accommodate groups of up to 600, with a large variety of indoor and outdoor room configurations, breakouts, and reception options**
- **Full service, in-house catering with custom menu planning and set-up options to fit any event**
- ***Complimentary*, State-of-the-art audio visual services available throughout the entire facility and outdoor areas including built in LCD projectors and screens, deluxe sound system, controlled lighting and a large variety of conference and event supplies**
- **84 beautifully-appointed guestrooms and suites, complete with an array of upscale amenities**
- **Event space and hotel are surrounded by over an acre of beautiful Japanese healing gardens and pathways, overlooking our large Koi pond with built-in gazebos**
- **1847 Bar and Grill offering a unique Pacific Northwest dining experience and our 2<sup>nd</sup> floor Annex Bar and 3<sup>rd</sup> floor Reception area**
- ***Complimentary* onsite parking**
- ***Complimentary* high-speed wireless internet, premium pillow-top beds, oversized workspaces, and many guestrooms include a view of our Japanese Garden**
- ***Complimentary* hot breakfast buffet for all hotel guests**
- **Onsite business center, fitness center, Executive Boardroom and Hospitality Lounge**

**GUEST ROOM BLOCK PROPOSAL:**

Day	Date	Deluxe King/Double Queen/Suites (Boulder Falls Inn has a total of 84 guest rooms)		Total Rooms
Tuesday	07-08-25	84	\$179.99	84
Wednesday	07-09-25	84	\$179.99	84
Thursday	07-10-25	84	\$179.99	84
Friday	07-11-25	84	\$179.99	84

Total Room Nights Requested: **336**

Hotel Rates are subject to applicable local lodging taxes (currently 13.8%) in effect at time of check-in or cancellation.

1 complimentary room per 50 rooms actualized

1 complimentary suite – board president

1 complimentary standard room- event lead

Day	Date	Deluxe King/Double Queen/Suites (Boulder Falls Inn has a total of 84 guest rooms)		Total Rooms
Tuesday	07-07-26	84	\$179.99	84
Wednesday	07-08-26	84	\$179.99	84
Thursday	07-09-26	84	\$179.99	84
Friday	07-10-26	84	\$179.99	84

Total Room Nights Requested: **336**

Hotel Rates are subject to applicable local lodging taxes (currently 13.8%) in effect at time of check-in or cancellation.

1 complimentary room per 50 rooms actualized

1 complimentary suite – board president

1 complimentary standard room- event lead

**MEETING AND BANQUET REQUIREMENTS**

The meeting and/or food and beverage program agenda below is our understanding of your function requirements. In order to reserve and secure your event space and rates, please contact us at your earliest convenience so that we may send you an official offer and agreement.

Date	Time	Event	Function Space**	Setup Style	Att.	Rental*
July 08 2025	To Be Determined	OCCMA Summer Conference	Entire Conference Center	TBD	175+	\$1,250.00 50% off Rate
July 09 2025	To Be Determined	OCCMA Summer Conference	Entire Conference Center	TBD	175+	\$2,500.00
July 10 2025	To Be Determined	OCCMA Summer Conference	Entire Conference Center	TBD	175+	\$2,500.00
July 11 2025	To Be Determined	OCCMA Summer Conference	Entire Conference Center	TBD	175+	\$1,250.00 50% off Rate

\*Space Rental waived with \$20,000.00 food and beverage minimum

\*\* This space is large enough to host the General Session Room along with the Sponsor/Exhibitor Space

20% banquet service charge added to all food and beverage purchases- this charge is separate from the F&B minimum

Date	Time	Event	Function Space**	Setup Style	Att.	Rental*
July 07 2026	To Be Determined	OCCMA Summer Conference	Entire Conference Center	TBD	175+	\$1,250.00 50% off Rate
July 08 2026	To Be Determined	OCCMA Summer Conference	Entire Conference Center	TBD	175+	\$2,500.00
July 09 2026	To Be Determined	OCCMA Summer Conference	Entire Conference Center	TBD	175+	\$2,500.00
July 10 2026	To Be Determined	OCCMA Summer Conference	Entire Conference Center	TBD	175+	\$1,250.00 50% off Rate

\*Space Rental waived with \$20,000.00 food and beverage minimum

\*\* This space is large enough to host the General Session Room along with the Sponsor/Exhibitor Space

20% banquet service charge added to all food and beverage purchases- this charge is separate from the F&B minimum

Thank you again for considering the Best Western Premier Boulder Falls Inn and Conference Center! I would love to meet with you in person for a tour in the near future, and to answer any questions that you have about our facilities and services. I look forward to hearing from you soon, and thank you for the opportunity to earn your business!

Kind Regards,

Samantha Fahey  
Director of Sales





BOULDER  
FALLS INN



# Exceeding Expectations

Located in Lebanon, Oregon, in the heart of the mid-Willamette Valley, Boulder Falls Inn features everything a great conference needs, including 84 well-appointed rooms and suites, each one just steps from the front door of our conference center. Our full-service restaurant and bar overlook the Japanese garden and koi pond, providing an indoor and outdoor space for dining and networking.

The conference center features 12,000 square feet of conference space, available day or night throughout every season. With dividable rooms, plenty of seating, versatile layouts and catering options for every palate, our conference center is the ideal choice for your next corporate retreat, industry conference or business event. We'll pull out all the stops, put in the long hours and go the extra mile to ensure your event is perfect.

Experience Northwest warmth and hospitality  
for everyone at your next event.

Call 541-405-7025 for more  
information or to schedule a tour.

505 Mullins Drive, Lebanon, Oregon 97355





# Experience Northwest Warmth & Hospitality

Boulder Falls Center offers a number of meeting options with up to six separate rooms to choose from. Conferences, fundraisers, corporate meetings, team building events, trade shows, weddings and holiday parties are among the many events we host.

Additionally we offer:

- Rooms that have 16-foot ceilings
- Floor plans that can flex into a number of configurations
- Dynamic audio visual packages

## Room Dimensions & Capacities, Event Center

Room A / Ballroom: 70' x 75', capacity 150-350

Room B, C, D, E individually: 25' x 26', capacity 16-32

Room F: 25' x 28', capacity 16-32

Patio Only: 50' x 100', capacity 320-600

Entire enclosed facility: 100' x 70', capacity 360-600

## Room Dimensions & Capacities, Hotel Event Space

Board Room: 16' x 14', capacity 12

Club Room: 24' x 26', capacity 30-40

## What Makes Us Different?

### OUR SETTING

We offer 12,000 square feet of flexible, multi-purpose space that opens into an expansive Japanese garden and koi pond, making us stand out from your standard conference center.

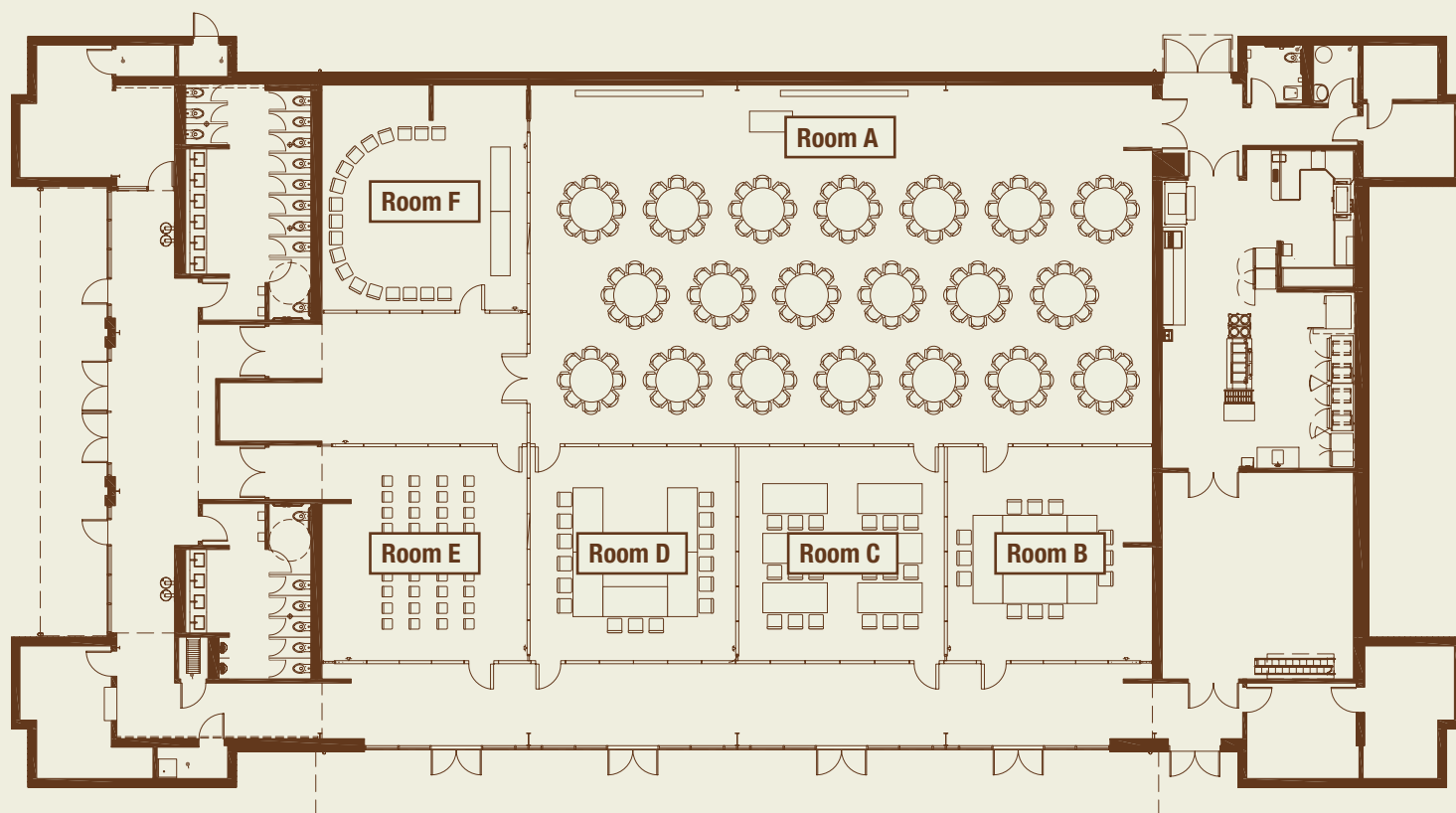
### OUR COMMUNITY

If you have not visited Lebanon, Oregon, it is difficult to describe the old-fashioned charm, support and service this community projects – but you will not forget it once you experience it.

### OUR PEOPLE

Our service is uniquely genuine, warm and attentive. Our food is local, fresh and delicious. Each member of our staff is empowered to take care of you. Our goal is to provide you with an atmosphere where you can be confident in holding a dynamic and memorable event. We will be there every step of the way, ensuring your event (and your guests) receive top-quality service and support.

For more information, call us at 541-405-7025 or visit us at [BoulderFallsInn.com](http://BoulderFallsInn.com)



# Boulder Falls Inn and Event Center

## Pricing and Venue Information

### **Venue Overview**

We offer 12,000 square feet of flexible, multi-purpose space that opens into an expansive Japanese garden and koi pond, making us stand out from your standard conference center. For your smaller events, we also offer accommodations located throughout the adjacent hotel, Boulder Falls Inn.

Each event space includes one set up per client specifications, tables, chairs, linens, and event staffing.

### **Catering**

Boulder Falls Inn offers delectable catering options, featuring fresh and local ingredients. You and your guests will enjoy delightful cuisine inspired by the Pacific Northwest. Our events team can help you create the ideal menu to compliment your event.

### **Guest Accommodations**

Adjacent to the conference hall and outdoor patio, guests will enjoy luxury accommodations and superior customer service. Ask about room blocks to ensure your guests are comfortably accommodated. For more about the hotel, visit [BoulderFallsInn.com](http://BoulderFallsInn.com).

### **Additional Hotel Amenities**

During your stay with us, you and your guests will enjoy a complimentary deluxe continental breakfast, on-site dining at 1847 Bar & Grill, fitness center, heated pool, hot tub and the option to book a private event in our second level lounge, The Annex.

### **Payment & Deposit Policies**

Talk with our event planning team about payment terms and deposit policies.

[sales@boulderfallsinn.com](mailto:sales@boulderfallsinn.com) 541-405-7031

505 Mullins Drive, Lebanon, Oregon

[BoulderFallsInn.com](http://BoulderFallsInn.com)



# BOULDER FALLS INN



### **Boulder Falls Event Center:**

Featuring 12,000 square feet of dividable space, the Boulder Falls Event Center is the ideal choice for your next corporate retreat, industry conference or business event. We'll pull out all the stops, put in the long hours and go the extra mile to ensure your event is perfect.

- 16 foot ceilings
- State of the art audio visual services
- Flexible floor plans that accommodate groups of up to 600, with a large variety of indoor and outdoor room configurations, breakouts, and reception options
- 10 hours of event space access

#### **Pricing:**

\$300.00-\$2,500.00 dependent on space needs.

### **Boulder Falls Club Room:**

A truly warm and inviting space located on the 3<sup>rd</sup> floor of the Boulder Falls Inn hotel. With expansive views of the Japanese Garden and Koi Pond below, this space offers a breathtaking backdrop for any formal dinner, casual reception, holiday party or focused meeting.

#### **Pricing:**

\$400.00 for 10 hours of use.

### **Boulder Falls Inn Boardroom:**

Located on the first level of Boulder Falls Inn, the Boardroom boasts a comfortable and productive atmosphere for your next meeting. With built-in audiovisual capabilities, an 80-inch presentation monitor, and the convenience of full service catering from the Boulder Falls Event Center catering team, this room offers groups of up to 12 people the most ideal setting for a successful meeting or retreat.

#### **Pricing:**

\$300.00 for 10 hours of use.

### **The Annex**

Located on the second floor of Boulder Falls Inn, The Annex comfortably accommodates groups of up to 40 for meetings and private events. Featuring a private bar and an expansive private deck overlooking the koi pond, The Annex is the perfect venue for special occasions, corporate retreats, and more.

#### **Pricing:**

\$600.00 for 6 hours of use.



**BOULDER  
FALLS INN**



## BOULDER FALLS INN

### Event Fees & Rentals

#### Audio/Visual

Conference Phone	\$40.00	Lapel Microphone ( <i>up to 2 included</i> )	\$25.00
Easel/Flipchart Stand	\$10.00	Wireless Microphone ( <i>up to 2 included</i> )	\$25.00
Flip Chart ( <i>with markers</i> )	\$20.00	Portable Projector, Screen & Speaker	\$80.00
Whiteboard ( <i>with markers</i> )	\$40.00	JBL Speaker & Stand	\$40.00
Extension Cord	\$10.00	Laptop	<i>included</i>
Power Strip	\$10.00	Projectors and Screens (Built-in Ballroom A)	<i>included</i>
Podium	\$25.00	Slide Advancer	\$10.00

#### Bar Fees

Bar Setup Fee (1 bar per 100 people)	\$150.00	Bartender Fee ( <i>Per bartender, per hour</i> )	\$50.00
--------------------------------------	----------	--------------------------------------------------	---------

#### Linens

Chair Cover ( <i>black or white</i> )	\$3.00	Tablecloth ( <i>black or white</i> )	<i>included</i>
Napkin ( <i>black or white</i> )	<i>included</i>	Tablecloth ( <i>variety of colors</i> )	\$5.00
Napkin ( <i>variety of colors</i> )	\$0.50		

#### Tables and Chairs

Chairs ( <i>up to 300 included</i> )	\$2.00	Round Table ( <i>up to 40 included</i> )	\$10.00
8ft Long Table ( <i>up to 25 included</i> )	\$10.00	Bistro Table	\$20.00

#### Stage

Our stage can be configured in multiple ways and includes stairs, skirting, setup and teardown. Each 4x6 panel is \$30.00.

#### AV Technician

Sound checks during normal business hours (Monday-Friday, 9am-5pm) are included. Sound checks outside normal business hours are available for \$50.00 per hour (2 hour minimum).

Boulder Falls Inn will preset all equipment and check in with client at the beginning of each meeting.

A dedicated AV technician is available to give full time assistance (servicing our equipment only) for \$50.00 per hour (2 hour minimum). *Must be booked in advance.*





**BOULDER  
FALLS INN**



# Far From Expected

Boulder Falls Inn is a warm and welcoming retreat in the mid-Willamette Valley, offering a luxurious experience to vacationers and tour groups alike. The boutique-inspired design is complete with locally handcrafted furnishings, upscale guest amenities, plus unique, regional artwork. Perhaps the most beautiful attraction is the one-acre Japanese garden and koi pond, with waterfalls and hand-carved artisan gazebos.

The on-site restaurant, 1847 Bar & Grill, is winner of the 2016 Wine Spectator Award of Excellence. It offers cuisine focused on the unique ingredients of the Pacific Northwest, plus two bars and an outdoor patio with views of the garden.

Centrally located between the Cascade and Coast ranges, the hotel is nestled near wineries, outdoor recreation and scenic attractions. As an internationally recognized and awarded hotel within the first year of service, Boulder Falls Inn is truly Far From Expected.

505 Mullins Drive  
Lebanon, Oregon 97355  
541-451-1000



[BoulderFallsInn.com](http://BoulderFallsInn.com)



# Experience Northwest Warmth & Hospitality

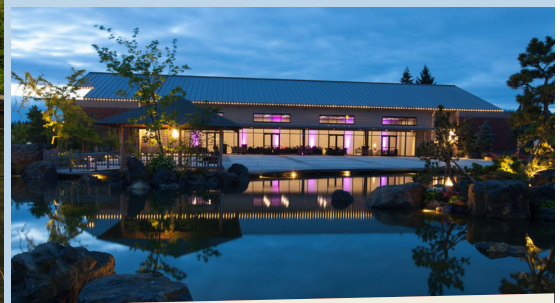
## Property Amenities & Group Features

- 1847 Bar & Grill, located on the first level, features award-winning cuisine, plus an extensive wine, beer and spirit list
- Private dining and room service available
- Japanese garden, Koi pond and walking paths
- Complimentary motor coach parking and portage
- Year-round, heated outdoor pool and hot tub
- In-room Keurig coffee maker, refrigerators, microwaves, hairdryers and more
- Upscale bathroom amenities and bathrobes
- Complimentary wireless internet access and business center
- Guest laundry and dry cleaning services
- Onsite event and meeting space with full service catering



Tuesday-Thursday 4pm-8:30pm  
Friday-Saturday 4pm-9pm  
Happy Hour 4pm-5pm

Complimentary Guest Breakfast Served 6am-10am



## Area Activities

Japanese gardens, Santiam Excursion Train, expansive hiking and biking trails, river recreation, historic covered bridges and downtown areas, wineries, breweries and distilleries, Mallard Creek Golf Course, boutique shopping, seasonal festivals and more.

## Regional Attractions

- Green Peter Dam and Foster Lake, 14 Miles
- Mallard Creek Golf Course, 8 Miles
- Historic Districts in Albany, Oregon, 16 Miles
- Area Wineries, Breweries, Distilleries, 12 Locations Within 20 Miles
- Eugene, Oregon, 46 Miles
- Central Oregon Coast, 70 Miles
- Portland, Oregon, 82 Miles

## Attachment 4



Angela Speier, on behalf of the  
**Oregon City/County Management Association Summer 2025 Retreat**  
Oregon City/County Management Association  
1201 Court St NE, Suite 200  
Salem, OR 97301  
[aspeier@orcities.org](mailto:aspeier@orcities.org)

### Oregon City/County Management Association | July 2025

Thank you for thinking of the Oregon Garden Resort for your 2026 annual Summer Retreat. This event is for an estimated count of 175 people, to take place on a Tuesday - Friday in July 2025.

At the Oregon Garden Resort, you will be able to enjoy:

- 103 guest rooms, complete with a fireplace and private patio or deck
- Meeting facilities to accommodate 10-400 people, over 18,000 square feet
- Garden View restaurant featuring Northwest cuisine
- The Fireside Lounge, showcasing live local music every night
- Full-service spa with an array of services including massages & more
- Beautiful scenery as the resort sits on the 80-acre Oregon Garden

### **Meeting & Menu Requirements**

You have requested a venue space for up to 175 attendees. We would like to propose the use of our Orchid Ballroom and Lotus Room. The venue rental for this space is **\$5000**. I have attached a copy of our meeting room brochure for you to see the spaces.

We are proud to be the exclusive caterer on site. We will provide all of your food and beverage needs, which based on our initial conversation includes:

- Beverage services on Tuesday, Wednesday, Thursday and Friday
- Breakfast on Wednesday, Thursday and Friday
- Lunch on Wednesday, and Thursday
- Sponsored Reception on Wednesday

A catering minimum purchase of **\$15,000** is requested based upon the above information.

We charge an **20% service charge** on all food and beverage, meeting room rental, and Audio Visual equipment rental. You may bring in your own AV equipment.

### **Lodging Requirements**

You have requested lodging for your event. We are happy to offer a discounted group rate of **the current Gov't per diem at the time of stay/night plus tax.**

We have a mix of king and double queen rooms available, each nestled individually into cottages. Each hotel room includes a fireplace and a private patio. The sleeping room accommodations include a full hot breakfast and admission into the 80-acre Oregon Garden.

If you would like to move forward, we would require a signed contract and paid deposit (equal to venue rental) to secure your space.

Please let me know if you have any questions. I look forward to hearing from you!

Thank You,

**LINDI MCKEOWN**

Sales Manager

Oregon Garden Resort | [oregongardenresort.com](http://oregongardenresort.com)

[lindim@moonstonehotels.com](mailto:lindim@moonstonehotels.com) | 503-874-2509

895 W. Main St., Silverton, OR 97381



Angela Speier, on behalf of the  
**Oregon City/County Management Association Summer 2026 Retreat**  
 Oregon City/County Management Association  
 1201 Court St NE, Suite 200  
 Salem, OR 97301  
[aspeier@orcities.org](mailto:aspeier@orcities.org)

### Oregon City/County Management Association | July 2026

Thank you for thinking of the Oregon Garden Resort for your 2026 annual Summer Retreat. This event is for an estimated count of 175 people, to take place on a Tuesday - Friday in July 2026.

At the Oregon Garden Resort, you will be able to enjoy:

- 103 guest rooms, complete with a fireplace and private patio or deck
- Meeting facilities to accommodate 10-400 people, over 18,000 square feet
- Garden View restaurant featuring Northwest cuisine
- The Fireside Lounge, showcasing live local music every night
- Full-service spa with an array of services including massages & more
- Beautiful scenery as the resort sits on the 80-acre Oregon Garden

#### **Meeting & Menu Requirements**

You have requested a venue space for up to 175 attendees. We would like to propose the use of our Orchid Ballroom. The venue rental for this space is **\$5000**. I have attached a copy of our meeting room brochure for you to see the spaces.

We are proud to be the exclusive caterer on site. We will provide all of your food and beverage needs, which based on our initial conversation includes:

- Beverage services on Tuesday, Wednesday, Thursday and Friday
- Breakfast on Wednesday, Thursday and Friday
- Lunch on Wednesday, and Thursday
- Sponsored Reception on Wednesday

A catering minimum purchase of **\$18,000** is requested based upon the above information.



We charge an **20% service charge** on all food and beverage, meeting room rental, and Audio Visual equipment rental. You may bring in your own AV equipment.

### **Lodging Requirements**

You have requested lodging for your event. We are happy to offer a discounted group rate of **the current Gov't per diem at the time of stay/night plus tax.**

We have a mix of king and double queen rooms available, each nestled individually into cottages. Each hotel room includes a fireplace and a private patio. The sleeping room accommodations include a full hot breakfast and admission into the 80-acre Oregon Garden.

If you would like to move forward, we would require a signed contract and paid deposit (equal to venue rental) to secure your space.

Please let me know if you have any questions. I look forward to hearing from you!

Thank You,

**LINDI MCKEOWN**

Sales Manager

Oregon Garden Resort | [oregongardenresort.com](http://oregongardenresort.com)

[lindim@moonstonehotels.com](mailto:lindim@moonstonehotels.com) | 503-874-2509

895 W. Main St., Silverton, OR 97381





## OREGON GARDEN RESORT

# MEETINGS & EVENTS



With a diverse selection of unique meeting spaces, the Oregon Garden Resort provides a refreshing space, perfect for hosting your event.

Our staff will handle all of the details to make planning any type of event as easy as possible. Our gorgeous natural setting, overlooking the 80-acre Oregon Garden and the Willamette Valley, provides a perfect backdrop for your event.



- Three indoor venues and one outdoor venue
- Pre-event coordinator
- Full on-site catering services & banquet staff
- Complimentary Wi-Fi
- Audiovisual equipment, sound system, and built-in projection system
- 103 Guest rooms - Discounted hotel rooms for your guests
- Complimentary breakfast
- On-site dining and nightly live music
- Full-service day spa
- Seasonal outdoor pool & year-round hot tub

	SQ. FT.	DIMENSIONS	THEATRE	CLASSROOM	ROUNDS	U-SHAPE	HOLL. SQ.
Orchid Ballroom	3,240	79' x 41'	125	125	125	65	90
Lotus Room	800	20'6" x 39'	50	36	40	30	35
Trillium Room	653	33'6" x 19'6"	40	21	32	20	25
Wedding Garden	Intimate garden setting suitable for up to 125 guests						



# GOVERNMENT CATERING MENU



## OREGON GARDEN RESORT



# BANQUET & CATERING POLICIES

---

## Entrée Selection

Entrée selections are limited to a maximum of two selections plus a vegetarian option. The higher priced entrée charge will apply to all selections.

## Pricing

All prices are guaranteed 60 days out from event.

ADD: \$3/person for groups under 20 guests.

Buffet service is one hour. Pricing does not include 20% service charge.

Gluten Free options available upon request for an additional fee.



# REFRESHMENTS AND BREAK ITEMS

---

Regular or Decaf Coffee	\$ 33 per 1.5 gallon air pot
	\$ 23 per 1 gallon air pot
Tea Service	\$ 25 per 1 gallon air pot
<i>(Includes 1 gallon hot water air pot and tea bags)</i>	
Iced Tea	\$ 35 per 2.5 gallon
Fruit Punch or Lemonade	\$ 35 per 2.5 gallon
Soft Drinks	\$ 3 each
Bottled Water	\$ 3 each

## Featured House-made Bakery Items

Assorted Muffin	\$19/dozen
Moonstone Seasonal Pastries	\$19/dozen
Banana Bread <i>w/ Whipped Butter</i>	\$20/dozen
Bagels with Assorted Flavored Cream Cheese	\$19/dozen
Variety of Freshly Baked Cookies	\$23/dozen
Chocolate Fudge Brownies	\$25/dozen
Gluten Free Sugar Cookies	\$25/dozen
Gluten Free Brownies	\$25/dozen
House-made Granola Bars (GF) (DF)	\$25/dozen

## Extra Goodies

Fruit Yogurt Variety	\$2.50 each
Whole Fruit-apples, oranges, bananas (GF)(DF)	\$2.50 each
Trail Mix (GF) (DF)	\$2.50 each
Kettle Chips (GF)	\$2 each
Mix Nuts by the Pound	\$20 per pound
Fruit Skewers (GF) (DF)	\$25/dozen
Cheese and Crackers	\$25/tray <i>(feeds 10)</i>
Popcorn, Pretzels or Chex Mix	\$25/large bowl <i>(feeds 20-25)</i>

(GF) Gluten Free   (DF) Dairy Free   (V) Vegetarian   (VGN) Vegan

# LUNCHES

## **Government Buffet Lunch**

*All buffet lunches include choice of hot tea or iced tea, freshly brewed regular and decaffeinated coffee, rolls and butter.*

**\$13.75 per person**

## **CHOOSE ONE SALAD**

### **Traditional Caesar Salad**

Romaine hearts, house-made croutons and parmesan cheese served with classic Caesar dressing.

### **Moonstone Garden Salad**

Green salad with tomatoes, carrots, cucumbers served with ranch or raspberry vinaigrette dressing.

### **Country Potato Salad**

Served with hard-cooked eggs, celery, onions, mustard and mayonnaise.

## **CHOOSE ONE SIDE**

### **Rice Pilaf**

### **Vegetable Medley**

### **Rosemary Oven-roasted Red Potatoes (GF)**

### **Garlic Mashed Potatoes**

## **CHOOSE ONE ENTRÉE**

### **Grilled Chicken Breast**

With a choice of house-made barbecue sauce, Oregon mushroom demi, pesto sauce or teriyaki sauce.

### **Herb Seasoned Pork**

Served with rich tomato bell pepper sauce.

### **Greek-Style Pasta with Chicken (V upon request)**

Sautéed, flame-roasted tomatoes, spinach, kalamata olives, feta cheese and red pepper flakes tossed with penne pasta. Served with grilled chicken breast on the side.

*Gluten-free pasta available at an additional \$2 per plate.*

*For all buffets, pricing is based on a minimum of 20 guests. Additional fee may apply for groups under 20 guests. Buffet pricing is based on 1 hour of food service.*

*\*Does not include 20% service charge.*

**(GF) Gluten Free   (DF) Dairy Free   (V) Vegetarian   (VGN) Vegan**

# DINNERS

## **Government Buffet Dinner**

*All buffet lunches include iced tea, freshly brewed regular and decaffeinated coffee, rolls and butter.*

**\$27.50 per person**

### **CHOOSE ONE SALAD**

#### **Sun-Dried Tomato Caesar Salad**

Crispy romaine hearts, Niçoise olives, house-made croutons, parmesan cheese and sun-dried tomato caesar dressing.

#### **Moonstone Garden Salad**

Green salad with tomatoes, carrots, cucumbers served with ranch or raspberry vinaigrette dressing.

#### **Organic Field Green Salad**

Organic field greens tossed with blue cheese crumbles, red grapes, candied hazelnuts in a raspberry vinaigrette.

### **CHOOSE TWO SIDES**

**Rosemary Oven-roasted Red Potatoes (GF)**

**Garlic Mashed Potatoes (GF)**

**Seasonal Vegetables**

**Green Beans**

**Penne Pasta Alfredo or Marinara**

**Rice Pilaf**

### **CHOOSE ONE ENTRÉE**

#### **Herb Marinated Chicken Breast**

With a choice of house-made barbecue sauce, Oregon mushroom demi, pesto sauce or teriyaki sauce.

#### **Pork Scallopini**

Pork medallions cooked with mushrooms and onions in a white wine rosemary butter sauce.

#### **Vegetable Lasagna**

Layers of fresh vegetable, three cheese pasta sheets in a rich tomato sauce.

*For all buffets, pricing is based on a minimum of 20 guests. Additional fee may apply for groups under 20 guests. Buffet pricing is based on 1 hour of food service.*

*\*Does not include 20% service charge.*

**(GF) Gluten Free   (DF) Dairy Free   (V) Vegetarian   (VGN) Vegan**



# ADD-ONS

## Audio Visual

Portable Screen	\$35/day
Projector	\$100/day
Portable Sound System	\$50/day
Microphone <i>(handheld or lapel)</i>	\$35/day
Microphone Stand	\$10/day
Podium	\$25/day
Flip Chart	\$25/day
Easel	\$25/day
Presentation Remote/Dongle	\$10/day
Bartender (for every 100 people)	\$100 per bartender for 4 hours \$25 each additional hour
Additional Bar Set-Up Fee	\$250/day



# RIVERHOUSE

ON THE DESCHUTES

February 28, 2023

Ms. Angela Speier  
Oregon City County Managers Association  
[aspeier@orcities.org](mailto:aspeier@orcities.org)

Dear Ms. Speier,

Thank you for considering Riverhouse on the Deschutes for the OCCMA Summer Conference. Our hotel has been designed to provide guests with modern sophistication and world-class amenities. We are dedicated to sustainability and our Silver LEED-certified convention center provides a convenient, central location for meetings and special events. Even when you are here for business, the freshly renovated property and personalized guest services will make you feel right at home. We offer all you need to make your meeting a memorable one. We are confident your attendees will enjoy our ideal location, beautiful setting, and outstanding service.



## **GUESTROOMS & RATES**

Make yourself comfortable in our guest rooms with private patios or balconies and your choice of property view or scenic views of the Deschutes River to enjoy the sights and sounds of the water.

Guestroom Type	Tuesday 7/8/2025	Wednesday 7/9/2025	Thursday 7/10/2025	Guestroom Rate Single/Double Occupancy
Deluxe Property view Guestrooms	75	100	100	\$259.00
Superior River view Guestrooms	0	25	25	\$299.00
<b>Total Guestrooms</b>	<b>75</b>	<b>125</b>	<b>125</b>	

***We also have availability to accommodate your group for Tuesday July 7, 2026 – Friday July 10, 2026. You can anticipate a 5% increase in guestroom rate for 2026. Rates will be confirmed 12 months in advance for 2026.***

- Guestrooms are subject to tax and fees; currently at 11.9%, subject to change. There is a \$15 per night resort fee.
- Riverhouse will offer one suite at the group rate of \$259.00 per night plus tax/fees for the President.
- Riverhouse will offer one complimentary room night for every 50 room nights actualized.
- Guestroom rates are valid 3 days pre/post the main event dates, based on availability
- Complimentary use of the Fitness Facilities including exercise room, indoor pool, spa
- Complimentary WiFi in all guestrooms and meeting space including Convention Center. Enhanced WiFi is an additional cost.
- Complimentary parking

Presented: 02/28/23 1



# RIVERHOUSE

ON THE DESCHUTES

## CONFERENCE AGENDA:

Date	Time	Event Class	Room	Setup	Attendees
<b>Tuesday</b>	11:00 AM - 1:00 PM	Exhibits/Displays	Exhibit Hall	Exhibits	20
	11:00 AM - 5:00 PM	Registration	Multipurpose Area	Registration	
	2:00 PM - 5:00 PM	Meeting	Cascade ABJ	Crescent Rounds	100
	5:00 PM - 6:30 PM	Reception - Light	Exhibit Hall	Cocktail	100
<b>Wednesday</b>	7:00 AM - 3:30 PM	Exhibits/Displays	Exhibit Hall	Exhibits	20
	7:00 AM - 5:00 PM	Registration	Multipurpose Area	Registration	
	8:00 AM - 9:00 AM	Breakfast Buffet	Cascade ABCDJ	Existing	175
	8:00 AM - 5:00 PM	General Session	Cascade ABCDJ	Crescent Rounds	175
	12:00 PM - 1:00 PM	Lunch Buffet	Cascade ABCDJ	Existing	175
<b>Thursday</b>	7:00 AM - 5:00 PM	Registration	Multipurpose Area	Registration	
	8:00 AM - 9:00 AM	Breakfast Buffet	Cascade ABCDJ	Existing	175
	8:00 AM - 5:00 PM	General Session	Cascade ABCDJ	Crescent Rounds	175
	12:00 PM - 1:00 PM	Lunch Buffet	Cascade ABCDJ	Existing	175
<b>Friday</b>	7:00 AM - 12:00 PM	Registration	Multipurpose Area	Registration	
	8:00 AM - 9:00 AM	Breakfast Buffet	Cascade ABCDJ	Existing	175
	8:00 AM - 12:00 PM	Meeting	Cascade E		
	8:00 AM - 12:00 PM	General Session	Cascade ABCDJ	Crescent Rounds	175

## MEETING ROOM RENTAL and FOOD & BEVERAGE MINIMUM

Meeting room rental for the general session is waived with a minimum purchase of \$31,500.00 in catered food & beverage, exclusive of 24% service charge.

Breakout space is \$400.00 to \$800.00 per meeting room per day plus service charge depending on size of space.

We offer electronic signage outside of the meetings rooms complimentary to the group.

## VENDOR FEE

There is a one-time vendor fee of \$100.00 per table top exhibit. Fee includes table, table linens, chair, wastebasket, and access to power.



## AUDIO VISUAL

Audio-visual can be rented at a la carte pricing.

LCD projector	\$180.00 each
Screen	\$50.00 each
A/V cart	\$15.00 each
Podium	\$40.00 each
Wireless mic	\$50.00 each
Wi-Fi	Complimentary

Prices are per day and exclusive of 24% service charge.

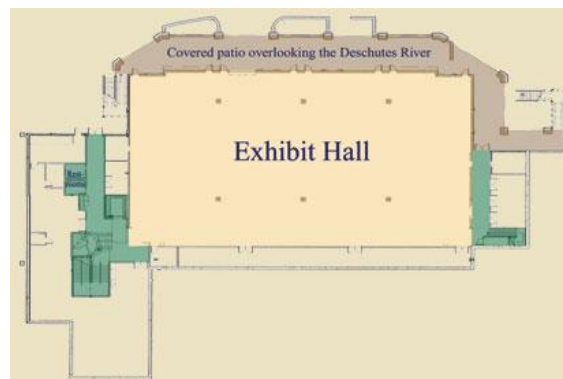
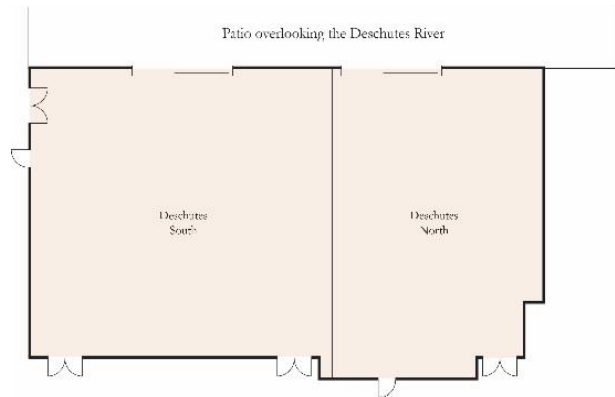
Presented: 02/28/23 2

# RIVERHOUSE

ON THE DESCHUTES

## EVENT SPACE

CONVENTION CENTER						
	Sq. Ft.	Dimensions	Banquet Rounds 10 people @ 72"	Crescent Rounds 7 people @ 72"	Theater	Classroom 4 people @ 18"
Cascade A	1,344	33 x 40	50	42	96	60
Cascade B	2,900	66 x 44	120	84	264	144
Cascade C	1,344	33 x 40	50	42	96	60
Cascade D	1,344	33 x 40	50	42	115	60
Cascade E	1,344	33 x 40	50	42	96	60
Cascade F	1,344	33 x 40	50	42	115	60
Cascade G	2,900	66 x 44	120	84	264	144
Cascade H	1,344	33 x 40	50	42	115	60
Cascade I	1,344	33 x 40	50	42	96	60
Cascade J	1,344	33 x 40	50	42	96	60
Cascade Ballroom	16,552	134 x 124	1,000	630	1,600	960
Cascade Boardroom	510	17 x 30	16	16	16	16
Cascade Garden	1,875	79 x 47	—	—	175	—
Cascade Deck	3,301	57 x 99	—	—	—	—
TRADE SHOWS			8x10 BOOTHS	10x10 BOOTHS	8' TABLE TOPS	
Exhibit Hall	13,676	88 x 676	70	60	100	—
Exhibit Patio	3,256	67 x 132	—	—	—	—
CURRENTS BUILDING						
Meeting Rooms	Sq. Ft.	Dimensions	Banquet Rounds 8 people @ 60"	Crescent Rounds 6 people @ 60"	Theater	Classroom 4 people @ 18"
Deschutes North	1,572	32 x 46	64	48	120	60
Deschutes South	2,064	48 x 43	96	72	120	96
Deschutes NS	3,256	74 x 44	184	126	280	180



Presented: 02/28/23 3

# RIVERHOUSE

ON THE DESCHUTES

## **CURRENTS RESTAURANT**

Fresh. Local. Seasonal. Experience the bounty of the Pacific Northwest at CURRENTS, where our Executive Chef sources fresh regional ingredients. CURRENTS has an open layout, rich woods and supple leathers, stylish lighting fixtures, a fireplace and riverfront views, this modern space showcases the beauty of the great outdoors while maintaining an upscale yet unassuming ambiance - the perfect place for enjoying innovative cocktails and delicious presented dishes. Enjoy the outdoor patio for dining alfresco with heaters and fire tables for the chilly evenings while enjoying the sounds of the river. CURRENTS is open daily for breakfast and dinner.



## **FRESH, LOCAL INGREDIENTS**

Our team uses the best local products from produce suppliers, bakeries, and farms in Oregon.

## **FEATURING LOCAL PRODUCT**

Our restaurant and lounge is proud to serve wines from nearby wineries, microbrews on draft from nearby breweries and spirits from nearby distillers from nearby in central Oregon and throughout the Pacific Northwest.

## **RIVER'S EDGE GOLF COURSE**

A Golf Digest "Best Places to Play," River's Edge Golf Course offers some of the best golf in Bend. Spectacular scenery abounds on this par-72 course. The 18 demanding holes at River's Edge will test anyone's entire golf game, an attribute that makes it one of the best Bend golf courses.

Designed by architect Robert Muir Graves, this championship track features four sets of tees, making it both enjoyable and complex for golfers of all skill levels. Among the many highlights is the signature par-4 6th hole, where a 25-foot waterfall frames an elevated three-tier green.

River's Edge Golf Course offers many amenities including a grass-tee driving range and large practice-putting surface. It also features a full-service cafe and bar and a well-appointed pro shop.



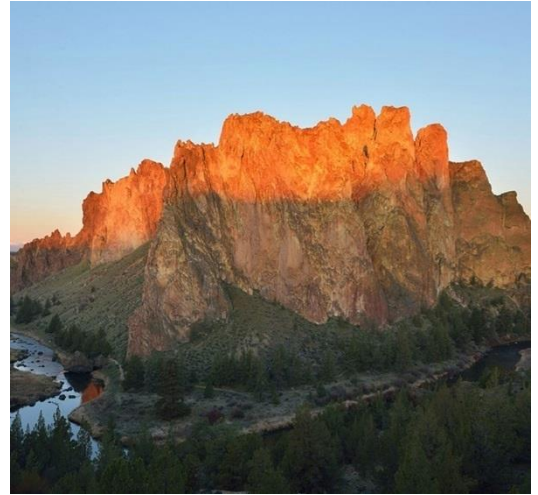


# RIVERHOUSE

ON THE DESCHUTES

## RECREATION

From the indoor and outdoor (seasonal) pool to the fitness center, and the Deschutes River Trail guests have a variety of recreational options right on property. For a little more adventure like whitewater rafting down the Deschutes River to hiking along serene forest trails, Riverhouse on the Deschutes is conveniently located to Central Oregon's most exciting adventures. Discover the scenic beauty of the Cascade Mountains in all its seasons: ski or snowboard down runs on Mount Bachelor, bike along scenic Deschutes River trail or simply marvel at the Three Sisters Mountains. When it's time to unwind, explore downtown Bend with charming local retail shops, gourmet restaurants and microbreweries. Or head to the Old Mill District along the Deschutes River to find more shopping, and dining options.



**Wanderlust Tours** offers half-day naturalist-guided tours and trips throughout the year in Bend and the surrounding area. Wanderlust tours has specialized in outdoor tours, outdoor activities, and things to do in Bend Oregon since 1993. Renowned for our knowledgeable and professional guides, our small group tours take you away from crowds to seek out the quiet of the Central Oregon Cascade lakes, rivers, forests, and caves. Wanderlust tours offers set, daily tours open to all individuals or they can customize tours for groups. For more information please visit: [www.wanderlusttours.com](http://www.wanderlusttours.com).



# RIVERHOUSE

ON THE DESCHUTES

## **HOTEL SERVICES & AMENITIES**

- Scenic location along the beautiful Deschutes River
- Walking distance to all conference space
- Indoor & Outdoor Heated Pool & Spa
- Exercise Room
- Mini refrigerators, microwaves, coffee makers, irons & boards in each room
- Complimentary Wi-Fi in guestrooms and throughout the property including meeting space
- Ample free parking
- Room Service
- Laundry Facilities
- Pet friendly (Limited rooms and pet fee applies)
- Steps away from the scenic Deschutes River Trail



Thank you again for your interest in Riverhouse on the Deschutes. These rates are valid until March 31, 2023. Event space and guestrooms are not currently being held for your event. If you would like to confirm and hold guestrooms and event space, please let me know and I would be happy to forward a tentative contract for your review. I will be in touch to follow up, but should you have any questions prior to then, please do not hesitate to call on me. I look forward to working with you!

Warm regards,

*Christina Caudillo*

Christina Caudillo  
Group Sales Manager  
Riverhouse on the Deschutes  
(816) 589-0623  
[ccaudillo@riverhouse.com](mailto:ccaudillo@riverhouse.com)





RUNNING Y RESORT

# Proposal

March 3rd, 2023

Submitted To  
**OCCMA**



Phone: 503-588-6550

Email: [aspeier@orcities.org](mailto:aspeier@orcities.org)

Available Dates:  
July 8<sup>th</sup> – 11<sup>th</sup>, 2025

[www.RunningY.com](http://www.RunningY.com)

Valid Through  
5/1/23



# OCCMA 2025 Meeting

Thank you for your interest in Running Y Resort for your October 2023 program. We welcome the opportunity to partner with you to create an exceptional meeting, retreat and incentive trip or group getaway.

Running Y Resort, located near Klamath Falls, is a full-service Southern Oregon resort situated in the foothills of the breathtaking Cascade Mountain range, just across the California border. The region's mild climate and 300+ days of sunshine add up to a four-season recreational paradise, perfectly poised to support your event objectives, naturally.



Running Y Resort - Room Rate & Availability				
ROOMS	RATE+	mm/dd	mm/dd	Concessions
Run of House King or Two Queen Room	\$259 Per Night	7/8/25	7/11/25	1 Comp room night per 50 rooms booked
Lodge One Bedroom Suite	\$309 Per Night	7/8/25	7/11/25	1 Comp room night per 50 rooms booked
Lodge One Bedroom Suite	\$0 Per Night	7/8/25	7/11/25	1 Complimentary Suite for Board President

Group rates are extended based upon your current program requirements and are per room, per night for single/double occupancy, and subject to occupancy tax. Should overall room block fall below eight (8) guest-rooms per night, the group rate may not apply. Fees & Taxes: Occupancy tax - 9.5%. No Banquet Sales tax, Banquet Service Charge - 22%, Package delivery - \$5.00 per item

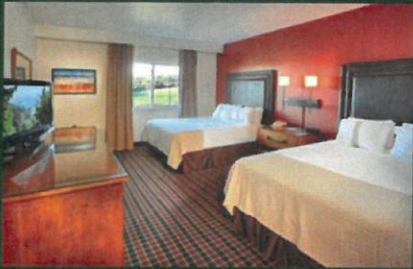
#### RESORT FEE

In addition to the rates set forth above, there will be a nightly resort fee of 8%



# Accommodations

The Lodge at Running Y is at the heart of the resort, offering a combination of guestrooms and suites, including ADA accessible guestrooms. The Lodge is home to breakout meeting space and our premier on-site restaurant, the Ruddy Duck, and adjacent to the conference center, brand new Juniper Hall, and outdoor Pavillion.



## Lodge Run of House

Lodge Run of House guest-rooms include those with a King or Two Queen beds and are approximately 344 square feet. These serene guestrooms feature a small refrigerator, in-room coffee, flat-screen televisions, iron and ironing board, in-room safe, wireless Internet, 300 thread-count linens, with upgraded Mountain View rooms including a patio.



## Lodge One Bedroom Suite

One-Bedroom Suites feature a King or Two Queen Beds within the bedroom, full kitchen and a separate living room and pull-out sofa sleeper. Suites also appointed with a gas fireplace, in-room coffee, flat-screen televisions, iron and ironing board, in-room safe, wireless Internet, 300 thread-count linens and gorgeous Northwest views.



## Running Y Vacation Rentals

Running Y Resort is home to a collection of upscale Southern Oregon vacation rentals, including cozy chalets, open floor townhomes and luxury custom homes. Vacation rentals offer all essentials for an easy turn-key experience, with fully stocked kitchens, washers and dryers, and access to the Resort Sports Center, tennis and athletic courts, fitness center, locker rooms, nearby trails, Sandhill Spa, award-winning 18-hole golf course and more.

Each Vacation Rental is subject to a one-time cleaning fee upon departure, starting at \$95.00 per unit.



# Event Space/ Food & Beverage

The Running Y Resort offers over 7000 square feet of indoor function/meeting space including a 4,512 square foot ballroom and the 2,736 square foot Juniper Hall, Klamath Fall's newest, state-of-the-art event space. Additional event spaces include a boardroom and additional breakout rooms featuring windows and natural light.

The Food and Beverage minimum spend requirement for this program is \$10,000.



**Lodge Conference Room**  
40x30



**Woodlands Ballroom**  
94x48



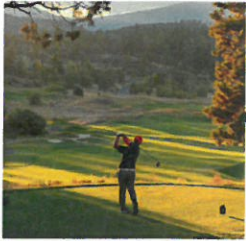
**Outdoor Pavilion**  
40 x 30

Date	Start Time	End Time	Function	Suggested Space	Set up	Agr
Day 1,2,3	8:00 am	5:00 pm	TBD	Woodlands Ballroom	TBD	\$1000 per day
Day 1,2,3	8:00 am	5:00 pm	TBD	Lodge Conference Room	TBD	\$500 per day
Day 1,2,3	8:00 am	5:00 pm	TBD	Juniper Hall	TBD	\$1000 per day

Additional fees apply for private activities. At this time we are not holding space for your group; however, should the group move forward with a contract, we are happy to confirm the space.



# On-site Group Activities



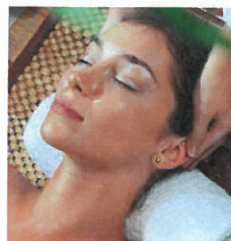
## Arnold Palmer Signature Course

18-hole 'Sweet 16' golf course perfect for tournament play and friendly competition. Rounds of golf include a power cart, range use, and incredible views.



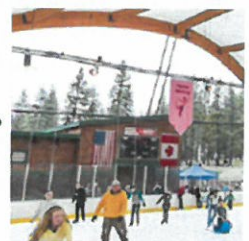
## Dining Experiences

Enjoy new American cuisine with a local twist indoors or on the patio at the Ruddy Duck, or enjoy casual bites from the Mobile Grill while savoring breathtaking views.



## Sandhill Spa

Relax and revitalize with a menu of services that include Klamath river stone massage, body wraps, aromatherapy, facials, massage and state-of-the-art touchless services.



## Ice and Roller Skating

From professionals to newbies, everyone can skate at the Olympic-sized Bill Collier Ice Arena, which also offers hockey games, ice skating lessons and roller skating options in summer.



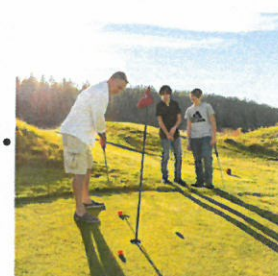
## Outdoor Adventures

With 3600 acres of Oregon's backyard, there's a number of ways to enjoy the outdoors, from Horseback Riding, Biking, Hiking, Bird Watching and Star Gazing.



## Sports Center

Take a dip in the swimming pool, challenge a friend to a tennis or pickleball match, or try your hand at horseshoes. Classes offered daily, such as Spin, Yoga, Dance and more.



## Mini Golf

Natural grass 18-hole putting course, adjacent to our signature golf course, with natural hazards and a whole lot of fun!

# Nearby Activities



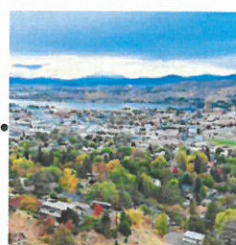
## Zip Lining

Located only 20 minutes from Running Y Resort is the Crater Lake Zipline. Great for groups, this activity soars adventure-seekers through trees and among some of the best views in Oregon.



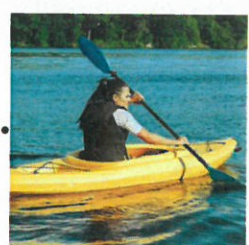
## Crater Lake National Park

Just over an hour from the Resort, Crater Lake is one of the most significant natural discoveries worldwide. Explore the history of Upper Klamath Basin from its many museums and heritage buildings, like Baldwin Hotel Museum, Old City Library, and more.



## Downtown Klamath Falls

Choose from an array of activities such as cultural festivals, museums, art exhibits, theater, shopping and more, just 15 minutes from the Resort.



## Outdoor Activities

Experience the outdoors by fishing at our pond and local rivers, or enjoy the water by kayak. Outdoor activities such as skiing, snowmobiling and snowshoeing are also available in the Winter season.



# Airport & Transportation

Our planning professionals can recommend transfer options for your group. Rogue Valley International-Medford Airport (MFR) is located 68 miles/just over an hour from the property and offers non-stop service from 12 major destinations via a variety of carriers. Crater Lake-Klamath Regional Airport (LMT) is 11.6 miles from the Resort.



**Non-stop service from 12 destinations to Medford by the following airlines:**

**American Airlines** Los Angeles and Phoenix

**UNITED** San Francisco, Los Angeles, and Denver

**Alaska** Seattle, Los Angeles, and Portland

**allegiant** Los Angeles, Las Vegas, Santa Ana / Orange County, Phoenix-Mesa\*, and San Diego(Seasonal)

**DELTA** Seattle and Salt Lake City

**avelo** Burbank/Hollywood Airport (BUR)



# Thank You

Thank you for your interest in Running Y Resort for the OEDA program in October 2023. We would be honored to welcome your group to our property. I look forward to working with you to plan an exceptional event!



## Follow Us Online:



[Facebook.com/RunningY](https://www.facebook.com/RunningY)



[www.RunningY.com](http://www.RunningY.com)



[Instagram.com/runningyresort](https://www.instagram.com/runningyresort)

Submitted By  
**Elizabeth Mabou**  
Sales Manager

📍 5500 Running Y Road Klamath Falls, OR 97601  
☎ 541-850-5786  
✉ [ElizabethJ@Runningy.com](mailto:ElizabethJ@Runningy.com)



RUNNING Y RESORT





RUNNING Y RESORT

# Proposal

March 3rd, 2023

Submitted To  
**OCCMA**



Phone: 503-588-6550

Email: [aspeier@orcities.org](mailto:aspeier@orcities.org)

Available Dates:  
July 7<sup>th</sup> – 10<sup>th</sup>, 2026

[www.RunningY.com](http://www.RunningY.com)

Valid Through  
5/1/23



# OCCMA 2025 Meeting

Thank you for your interest in Running Y Resort for your October 2023 program. We welcome the opportunity to partner with you to create an exceptional meeting, retreat and incentive trip or group getaway.

Running Y Resort, located near Klamath Falls, is a full-service Southern Oregon resort situated in the foothills of the breathtaking Cascade Mountain range, just across the California border. The region's mild climate and 300+ days of sunshine add up to a four-season recreational paradise, perfectly poised to support your event objectives, naturally.



Running Y Resort - Room Rate & Availability				
ROOMS	RATE+	mm/dd	mm/dd	Concessions
Run of House King or Two Queen Room	\$259 Per Night	7/7/26	7/10/26	1 Comp room night per 50 rooms booked
Lodge One Bedroom Suite	\$309 Per Night	7/7/26	7/10/26	1 Comp room night per 50 rooms booked
Lodge One Bedroom Suite	\$0 Per Night	7/7/26	7/10/26	1 Complimentary Suite for Board President

Group rates are extended based upon your current program requirements and are per room, per night for single/double occupancy, and subject to occupancy tax. Should overall room block fall below eight (8) guest-rooms per night, the group rate may not apply. Fees & Taxes: Occupancy tax - 9.5%. No Banquet Sales tax, Banquet Service Charge - 22%, Package delivery - \$5.00 per item

#### RESORT FEE

In addition to the rates set forth above, there will be a nightly resort fee of 8%



# Accommodations

The Lodge at Running Y is at the heart of the resort, offering a combination of guestrooms and suites, including ADA accessible guestrooms. The Lodge is home to breakout meeting space and our premier on-site restaurant, the Ruddy Duck, and adjacent to the conference center, brand new Juniper Hall, and outdoor Pavillion.



**Lodge Run of House**

Lodge Run of House guest-rooms include those with a King or Two Queen beds and are approximately 344 square feet. These serene guestrooms feature a small refrigerator, in-room coffee, flat-screen televisions, iron and ironing board, in-room safe, wireless Internet, 300 thread-count linens, with upgraded Mountain View rooms including a patio.



**Lodge One Bedroom Suite**

One-Bedroom Suites feature a King or Two Queen Beds within the bedroom, full kitchen and a separate living room and pull-out sofa sleeper. Suites also appointed with a gas fireplace, in-room coffee, flat-screen televisions, iron and ironing board, in-room safe, wireless Internet, 300 thread-count linens and gorgeous Northwest views.



## Running Y Vacation Rentals

Running Y Resort is home to a collection of upscale Southern Oregon vacation rentals, including cozy chalets, open floor townhomes and luxury custom homes. Vacation rentals offer all essentials for an easy turn-key experience, with fully stocked kitchens, washers and dryers, and access to the Resort Sports Center, tennis and athletic courts, fitness center, locker rooms, nearby trails, Sandhill Spa, award-winning 18-hole golf course and more.

Each Vacation Rental is subject to a one-time cleaning fee upon departure, starting at \$95.00 per unit.



# Event Space/ Food & Beverage

The Running Y Resort offers over 7000 square feet of indoor function/meeting space including a 4,512 square foot ballroom and the 2,736 square foot Juniper Hall, Klamath Fall's newest, state-of-the-art event space. Additional event spaces include a boardroom and additional breakout rooms featuring windows and natural light.

The Food and Beverage minimum spend requirement for this program is \$10,000.



**Lodge Conference Room**  
40x30



**Woodlands Ballroom**  
94x48



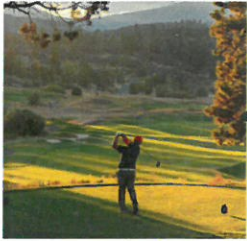
**Outdoor Pavilion**  
40 x 30

Date	Start Time	End Time	Function	Suggested Space	Set up	Agr
Day 1,2,3	8:00 am	5:00 pm	TBD	Woodlands Ballroom	TBD	\$1000 per day
Day 1,2,3	8:00 am	5:00 pm	TBD	Lodge Conference Room	TBD	\$500 per day
Day 1,2,3	8:00 am	5:00 pm	TBD	Juniper Hall	TBD	\$1000 per day

Additional fees apply for private activities. At this time we are not holding space for your group; however, should the group move forward with a contract, we are happy to confirm the space.



# On-site Group Activities



## Arnold Palmer Signature Course

18-hole 'Sweet 16' golf course perfect for tournament play and friendly competition. Rounds of golf include a power cart, range use, and incredible views.



## Dining Experiences

Enjoy new American cuisine with a local twist indoors or on the patio at the Ruddy Duck, or enjoy casual bites from the Mobile Grill while savoring breathtaking views.



## Sandhill Spa

Relax and revitalize with a menu of services that include Klamath river stone massage, body wraps, aromatherapy, facials, massage and state-of-the-art touchless services.



## Ice and Roller Skating

From professionals to newbies, everyone can skate at the Olympic-sized Bill Collier Ice Arena, which also offers hockey games, ice skating lessons and roller skating options in summer.



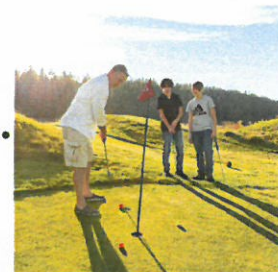
## Outdoor Adventures

With 3600 acres of Oregon's backyard, there's a number of ways to enjoy the outdoors, from Horseback Riding, Biking, Hiking, Bird Watching and Star Gazing.



## Sports Center

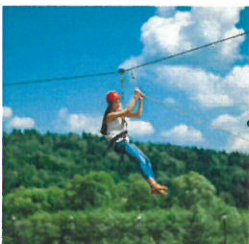
Take a dip in the swimming pool, challenge a friend to a tennis or pickleball match, or try your hand at horseshoes. Classes offered daily, such as Spin, Yoga, Dance and more.



## Mini Golf

Natural grass 18-hole putting course, adjacent to our signature golf course, with natural hazards and a whole lot of fun!

# Nearby Activities



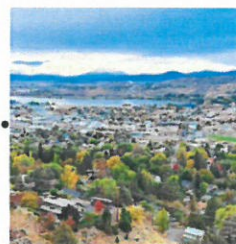
## Zip Lining

Located only 20 minutes from Running Y Resort is the Crater Lake Zipline. Great for groups, this activity soars adventure-seekers through trees and among some of the best views in Oregon.



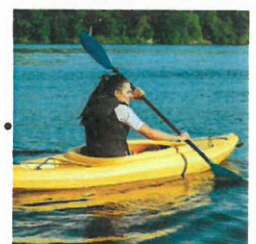
## Crater Lake National Park

Just over an hour from the Resort, Crater Lake is one of the most significant natural discoveries worldwide. Explore the history of Upper Klamath Basin from its many museums and heritage buildings, like Baldwin Hotel Museum, Old City Library, and more.



## Downtown Klamath Falls

Choose from an array of activities such as cultural festivals, museums, art exhibits, theater, shopping and more, just 15 minutes from the Resort.



## Outdoor Activities

Experience the outdoors by fishing at our pond and local rivers, or enjoy the water by kayak. Outdoor activities such as skiing, snowmobiling and snowshoeing are also available in the Winter season.



# Airport & Transportation

Our planning professionals can recommend transfer options for your group. Rogue Valley International-Medford Airport (MFR) is located 68 miles/just over an hour from the property and offers non-stop service from 12 major destinations via a variety of carriers. Crater Lake-Klamath Regional Airport (LMT) is 11.6 miles from the Resort.



**Non-stop service from 12 destinations to Medford by the following airlines:**

**American Airlines** Los Angeles and Phoenix

**UNITED** San Francisco, Los Angeles, and Denver

**Alaska** Seattle, Los Angeles, and Portland

**allegiant** Los Angeles, Las Vegas, Santa Ana / Orange County, Phoenix-Mesa\*, and San Diego(Seasonal)

**DELTA** Seattle and Salt Lake City

**avelo** Burbank/Hollywood Airport (BUR)



# Thank You

Thank you for your interest in Running Y Resort for the OEDA program in October 2023. We would be honored to welcome your group to our property. I look forward to working with you to plan an exceptional event!



## Follow Us Online:



[Facebook.com/RunningY](https://Facebook.com/RunningY)



[www.RunningY.com](http://www.RunningY.com)



[Instagram.com/runningyresort](https://Instagram.com/runningyresort)

Submitted By  
**Elizabeth Mabou**  
Sales Manager

📍 5500 Running Y Road Klamath Falls, OR 97601  
☎ 541-850-5786  
✉ [ElizabethJ@Runningy.com](mailto:ElizabethJ@Runningy.com)



RUNNING Y RESORT

## Attachment 7

200 Commercial Street SE  
Salem, Oregon 97301  
www.salemconventioncenter.org

Phone: 503 589-1700  
Fax: 503-589-1715  
Toll Free: 1-877 589-1700



### Proposal for OCCMA Jul 7 8-11, 2025

Thank you for your inquiry regarding the 2025 OCCMA Conference. Currently, our facility is available for the dates of 7/8 – 7/11, 2025, and we would love to welcome your group to SCC & the Grand Hotel in Salem.

#### About SCC

The Salem Convention Center is LEED-EB Silver certified. The interior is built with local recycled materials, all from within a 500-mile radius of Salem and features large expansive windows for natural lighting. We are committed to preserving the environment. This was the objective for SCC from the ground up. SCC's team remains committed to exploring new opportunities to better conserve & reuse our valuable resources.

We have been voted one of the top three best convention venues in Oregon by Professionals & Meeting Planners as well as one of the "100 Top Green Companies in Oregon" from Oregon Business magazine.

#### Event Space

The Salem Convention Center is conveniently located in the heart of Salem's downtown. It offers more than 30,000 square feet of versatile meeting space and is the perfect venue for multiple-day conventions, workshops, and meetings. As part of our full-service approach, our experienced convention service staff & Travel Salem are here to guide you through every detail of your event.

The Salem Convention Center is ADA compliant.

#### Event Space Rates

Based on your event space needs, we can offer you a special **discounted** facility rental fee of **\$5285.00** with a minimum food & beverage purchase of **\$25,000.00**. All food & beverage, including bar sales, will be applied towards the food & beverage minimum. Should your food and beverage purchase fall below the F&B minimum, the difference will be charged as room rental. All food & beverage, room rental and audio-visual rentals are subject to 18% service charge. Room rental includes complete set up and tear down of the ballroom, including staging, tables, chairs, and a dedicated banquet staff scheduled to provide service during your event.

If additional space for breakout sessions are needed for the conference, the room rental would be \$495.00 +/-per room, per day.

#### Function Space

Based on your event requirements, the following function space has been reserved. We require a definite agenda no later than 30 days prior to your event.

Date	Time	Event	Room	Setup	Agr
Tue, 07/08/25	11:00 AM - 5:00 PM	Registration	Will. Foyer	See BEO	
Tue, 07/08/25	2:00 PM - 5:00 PM	Workshop	Croisan Creek	Crescent Rds of 6	100
Tue, 07/08/25	5:00 PM - 6:30 PM	Reception	Will. Foyer	Flow	100
Wed, 07/09/25	7:00 AM - 3:30 PM	Tradeshow	Will. Foyer	See BEO	20
Wed, 07/09/25	7:00 AM - 5:00 PM	Registration	Will. Foyer	See BEO	
Wed, 07/09/25	7:30 AM - 8:30 AM	Cont. Breakfast	Willamette	Crescent Rds of 6	200
Wed, 07/09/25	8:00 AM - 5:00 PM	General Session	Willamette	Crescent Rds of 6	200
Wed, 07/09/25	12:00 PM - 1:00 PM	Lunch	Willamette	Existing Set	200
Thu, 07/10/25	7:00 AM - 5:00 PM	Registration	Will. Foyer	See BEO	
Thu, 07/10/25	7:30 AM - 8:30 AM	Cont. Breakfast	Willamette	Crescent Rds of 6	200
Thu, 07/10/25	8:00 AM - 5:00 PM	General Session	Willamette	Crescent Rds of 6	200
Thu, 07/10/25	12:00 PM - 1:00 PM	Lunch	Willamette	Existing Set	200
Fri, 07/11/25	7:00 AM - 12:00 PM	Registration	Will. Foyer	See BEO	
Fri, 07/11/25	7:30 AM - 8:30 AM	Cont. Breakfast	Willamette	Crescent Rds of 6	200
Fri, 07/11/25	8:00 AM - 12:00 PM	Meeting	Croisan A & B	U-Shape	25
Fri, 07/11/25	8:00 AM - 12:00 PM	General Session	Willamette	Crescent Rds of 6	200

#### Catering

Our culinary team's inspiration is to support local growers and farmers by bringing the Northwest's freshest bounty to your event. This passionate approach is our hallmark in serving consistent, high-quality cuisine while supporting Oregon's sustainability. Please keep in mind that our Catering Department will be happy to create a specialized menu upon request.

### EXHIBITS

There is a daily fee of **\$40.00** per table for exhibit tables. This fee includes an 8' table, linen, skirting, chairs & wastebasket. Electrical is available at an additional charge of **\$20.00** per table.

### Audio/Visual & Internet Services

SCC offers complete audio-visual services as well as on-site services and we will work with you and your staff to provide whatever is necessary to assure the success of your event. Attached is the current audio-visual information as well as internet packages. The Salem Convention Center offers complimentary Wi-Fi with limited speeds.

### INSURANCE

You, at your sole cost and expense must obtain a commercial general liability insurance policy providing coverage for the duration of your event, and in the amount of **One Million Dollars (\$1,000,000)**, naming as additional insureds, "The Salem Group, LLC, The Salem Group Convention Center Company, LLC and the Urban Renewal Agency of the City of Salem, Oregon".

### Guest Room Rates

For those attending who require overnight lodging, the **adjoining** Grand Hotel in Salem is happy to offer you the following group rates: **These rates are non-commissionable.**

Room Type	Single Rate	Double Rate
Deluxe King	<b>\$159.00</b>	<b>\$159.00</b>
Deluxe Double Queen	<b>\$169.00</b>	<b>\$169.00</b>
Suite King	<b>\$179.00</b>	<b>\$179.00</b>
Suite Double Queen	<b>\$189.00</b>	<b>\$189.00</b>

Please note that all room rates are quoted exclusive of applicable state and local taxes & fees, currently 12.54%. These group rates will be offered two days before and two days after the dates indicated above, subject to availability of rooms at the time the reservation is made.

The Grand Hotel is pleased to offer (1) comp room per (50) rooms actualized. In addition, we are pleased to offer the Presidential Suite at a reduced rate of \$299.00 from Tuesday, 7/8 to Thursday, 7/10, 2025 as well as a complimentary room for Event Lead from Tuesday, 7/8 to Thursday, 7/10, 2025.

All guest room rates include their expanded breakfast buffet served every morning from 6:30 am-10:00 am. In addition, all guest rooms offer complimentary internet access and wireless access is available throughout the entire complex.

### Parking

On-site, **complimentary** covered parking is available in our parking garage consisting of 288 parking spots. In addition, we have ample complimentary overflow parking just (1) block from the convention center at the Pringle Parkade. SCC also has a covered Porte Cochere for bus parking, loading & unloading.

Thank you again for considering the Salem Conference Center & the Grand Hotel. Please do not hesitate to call me if you have any questions or if I can provide additional information. I look forward to hearing back from you soon.

Sincerely,

*Theresa Greco*

Theresa Greco  
Director of Catering  
Salem Convention Center



# Welcome Oregon City County Managers Association!

Attachment 8



# SALISHAN





# Guestroom Accommodations

Salishan	July 6th-9th Sun-Wed 2025	July 6th-9th Mon-Thur 2026
Traditional Guest Rooms	<b>\$215</b> Or prevailing Per Diem	<b>\$215</b> Or prevailing Per Diem
Deluxe Guest Rooms	<b>\$235</b>	<b>\$235</b>

\*Guestroom rates are quoted exclusive of applicable local tax, currently at 11.8% and nightly lodge amenity fee.

Lodge Amenity Fee: \$35.00 per guestroom, per night. ( Waived)  
Included in the lodge service fee are:

On-Site parking	Tesla destination EV chargers	Yoga studio
In room coffee	Dry sauna	Pool & fitness center
Unlimited local calls	Outdoor sports court	Summer concert series, TBD
Nature trails	Complimentary bikes	Complimentary Wi-Fi
Art Gallery	Board games & trivia	Salishan seekers
Indoor tennis center	Yappy hour	Dive in movie nights
	Private road beach access	



# Meetings & Events

<i><b>Function</b></i>	<i><b>Room</b></i>
<b>General Session and Meals</b>	<b>Long House Split into A and BC</b>

Room rental fees: Waived with \$40,000\*  
total Food and Beverage minimum

\*Subject to 24% service charge





# Value & Concessions

Waived daily amenity fee of \$35 per room per day

Waived Event Space Rental with Achievable Food and Beverage Minimum of \$40,000

Per Diem Menu available

Complimentary Wi-Fi in Meeting space and Guestrooms





# Activities

## **Golf**

Experience the unique challenge of our 18-hole, Peter Jacobsen designed golf course in a spectacular backdrop of old growth timber and seaside bluffs

## **Spa**

Wood. Stone. Water. Enjoy the restorative elements of the Oregon Coast in our world class spa.

## **Fishing and Crabbing**

Enjoy fishing or Crabbing on the Oregon Coast nearly year-round. Choose from a myriad of lakes, rivers, bays & of course the Pacific Ocean!

## **Forest Bathing**

With the help of a skilled guide surrender yourself and your senses to the tranquility of the forest. Originally a Japanese practice forest bathing promotes physical and mental healing and well-being by being immersed in nature.

## **Salishan Resort Aerial Park**

The aerial park features 15 platforms and 21 challenge elements, offering visitors an exhilarating eco-adventure amongst the forest canopy.

## **Pump Track**

Enjoy our new Pump Track course with a circuit of rollers, banked turns and other features. This course is full of adrenaline and adventure at every corner.

## **The Player's Lounge**

The Player's Lounge features an indoor Trackman launch monitor and simulator, which allows golfers to play over 50 of the best courses in America. Proceeds from The Player's Lounge benefit [The Shortgrass Foundation](#), a non-profit organization dedicated to supporting collegiate golf - on and off the course.

[Group Activities Guide](#)



# BRAND PROMISE

---

## THE SCP HOLISTIC HOSPITALITY CODE



Strive to make the world around us a kinder, better place

Welcome all

Provide good, clean accommodations at a fair price

Offer healthy, fresh, plant-based food and drink

Provide top-notch wellness opportunities

Introduce green spaces for working, socializing, and relaxing

Reduce waste and become more energy efficient

Use more sustainable and environmentally friendly materials

Create positive experiences

Have fun

Accept that we will never be perfect, however we will always strive to be better

Will make a DIFFERENCE





A group of five hikers is seen from behind, walking along a rocky trail through a dense forest of tall evergreen trees. The hiker on the far right is wearing a bright red jacket and black pants. Next to them is a hiker in a black jacket with white accents and black pants. In the center is a hiker in a blue jacket and black pants. To their left is a hiker in a red jacket and black pants. On the far left is a hiker in a bright yellow-green jacket and black pants. The sun is shining from the upper right, creating a warm, golden light and long shadows on the forest floor.

# Thank you

We appreciate you considering Salishan Coastal Lodge for this important program.

We look forward to the opportunity to welcome your group to the beautiful Oregon coast!

With Gratitude,

Kristi DiTullio

[kristid@scphospitality.com](mailto:kristid@scphospitality.com) | 541.815.0957



**Microphones**

Podium Microphone (wired)	\$65.00
Wired Microphone (location needed)	\$65.00
Wireless Lavalier	\$165.00
Wireless Hand Held	\$125.00
Computer Patch (tablets, instruments)	\$85.00

**Speakers & Amplifiers**

12" Powered Speaker (with stand)	\$95.00
Patch To House Audio System	\$90.00

**Audio Mixers** (mixer required with two or more audio inputs)

5 Channel Analog Console	\$75.00
16 Channel Digital Console	\$250.00
32 Channel Digital Console	\$350.00

**Support & Accessories**

Laptop	\$195.00
Laser Pointer	\$35.00
Wireless Presenter Mouse	\$45.00
Power Strip with Extention (location needed)	\$25.00
Flip Chart (with Paper and Markers)	\$70.00
Whiteboard	\$70.00
Whiteboard Owl Camera	\$100.00
Flip Chart Stand	\$45.00
Easel	\$45.00
Polycomm Speaker Phone System	\$175.00
Floor To Ceiling Black Pipe & Drape (price per ft.)	\$14.00

**Dedicated WiFi**

Hot Spot High Speed Private Network 75/10mbps (a secure hosted, high speed internet connection over Cellular WiFi with up to 30 connected devices - per meeting space only)	\$150.00
Event High Speed Private Network 100/100mbps (a secure hosted, high speed internet connection over Lan WiFi - property wide in all meeting spaces pertaining to your group)	\$250.00

**Lighting**

Ellipsoidal	\$75.00
Par Wash / Up Light/ Color Splash	\$45.00
DMX Controller	\$120.00
(Intelligent Lighting Available)	

**Truss**

5' Box Truss	\$40.00
10' Box Truss	\$80.00
Truss Base Plate	\$45.00

**Projector Packages**

Projector Support Package (Bring Your Own Projector - includes Screen, AV Cable Lot, Projection Table, Power)	\$195.00
Projector Package (includes Lamp Projector, Screen, AV Cable Lot, Projection Table, Power)	\$625.00
Laser Projector Package (includes Laser Projector, Screen, AV Cable Lot, Projection Truss Tower, Truss Base Plate, HDMI to HDBaseT Transmitter, Power)	\$1,295.00

**Virtual / Hybrid Meeting Packages**

Lite (includes 75" Visual Monitor, Stationary HD Stream Camera, Microphone and Speaker Combo Unit, Specced Laptop) Designed for up to 7 in-person attendees.	\$150.00
Pro (includes 75" Visual Monitor, Owl 3 360 Degree Stream Camera and Speaker, Specced Laptop) Designed for up to 15 in-person attendees. *Optional Add On of Whiteboard Owl Camera	\$970.00
Elite (includes Projector Package, Adjustable HD Video Camera on Tripod, Digital Mixer, Capture Card, Specced Laptop) Incombines with other in-person event equipment for a professional experience for online attendees. AV Technician required.	\$1195.00

**Video & Data Monitors**

19" Visual Monitor	\$75.00
32" Visual Monitor	\$150.00
55" Visual Monitor	\$325.00
75" Visual Monitor	\$455.00

**Screens**

6' Tripod Screen	\$125.00
8' Tripod Screen	\$150.00
10' x 5.6 HD Format with Dress Kit	\$335.00
13' x 7.5' HD Format with Dress Kit	\$415.00
In Room Screen (size varries per room)	\$125.00

**Video Cameras & Switchers**

HD Professional Video Camera	\$325.00
HD HDMI Splitter	\$65.00
HD Video Switcher	\$450.00

**Video Playback**

Blu-ray / DVD Player	\$50.00
----------------------	---------

**Dedicated AV Technician**

Up to 5 Hours	\$375.00
Up to 10 Hours	\$750.00
Holiday Up to 5 Hours	\$585.00



A scenic view of a golf course and coastline framed by tree branches. The image shows a lush green golf course in the foreground, with a line of trees and a building in the middle ground, and the ocean in the background. The scene is framed by the dark, silhouetted branches of a tree in the foreground.

# BANQUET MENUS

SALISHAN

COASTAL LODGE

BY SCP HOTELS

[SALISHAN.COM](https://www.salishan.com)



# BANQUET MENUS

## TABLE OF CONTENTS

THE STORY OF SALISHAN	2
CULINARY EXPERIENCES AT SALISHAN	2
BREAKFAST	3
ALL DAY MEETING PACKAGES	5
BREAKS	6
LUNCH	8
RECEPTIONS	11
DINNER	14
SPECIALTY DIETARY OPTIONS	17
BAR MENU	18
BANQUET POLICIES	19

## THE STORY OF

In 1965, from a vision to create an oasis on the Oregon Coast, a legend was born. Over the years Salishan earned its fabled status and set the bar for Hospitality on the Oregon Coast.

As time marched on, a new class of travelers and adventure-seekers emerged:

People who respect the planet as deeply as they care for their own personal wellness,

People who value experiences over things,

People who seek adventure and adrenaline as well as relaxation and reflection,

People who appreciate tranquility and solitude as much as camaraderie and personal connections,

People for whom Salishan was made.

## CULINARY EXPERIENCES AT

Guests will experience casual coast-to-table dining with seasonal items provided by local partners. Camaraderie and personal connections will grow in our warm and unpretentious settings. Featuring some of the most scenic, spacious, and beautifully appointed venues and ballrooms on the Pacific Coast.

# BREAKFAST

## CONTINENTAL/BUFFET BREAKFAST

### SALISHAN EXPRESS

**\$21**

Served with Freshly Brewed Coffee, Assorted Fruit Juices and Teas.

Assorted Muffins and Pastries

Wellness Cereal

Assorted Individual Yogurts

Sliced Seasonal Fruit

### HEALTHY START

**\$26**

Served with Freshly Brewed Coffee, Assorted Fruit Juices and Teas.

Assorted Muffins

Hard Boiled Eggs with Assorted Salts and Fresh Cracked Pepper

Steel Cut Oatmeal

Low Fat Greek Yogurt

Sliced Seasonal Fruit

Assorted Fruit Smoothies

### POWER UP

**\$31**

Served with Freshly Brewed Coffee, Assorted Fruit Juices and Teas

Sliced Fruit and Berries

Bagels with Smoked Salmon Lox, Red Onion, Tomato, Capers, Cream Cheese

Croissants

Fruit Protein Shakes

House-Made Organic Granola with Dried Fruit Medley

Enhance Your Breakfast by Adding  
Any Item from Our Breakfast Enhancements

## BREAKFAST BUFFET

### SALISHAN BREAKFAST BUFFET

**\$34**

Buffet to Include Freshly Brewed Coffee, Assorted Fruit Juices and Teas

Assorted Breakfast Pastries

Fresh Fruit Display

Farm Fresh Scrambled Eggs with Tillamook Cheddar Cheese

Breakfast Potatoes

Apple Wood Smoked Bacon

Breakfast Sausage

Enhance Your Breakfast by Adding  
Any Item from our Breakfast Enhancements.

## BREAKFAST ENHANCEMENTS

Per Person (pp) | Each (ea) | Per Dozen (dz)

Lox with Bagels, Tomato, Egg, Red Onion, Capers, Cream Cheese \$18/pp

Apple Wood Smoked Bacon \$9/pp

Brioche French Toast with Assorted Syrups \$10/pp

Buttermilk Pancakes with Marionberry Compote \$10/pp

Biscuits and Country Gravy \$12/pp

Farm Fresh Scrambled Eggs with Cheese \$10/pp

Bacon, Egg and Cheese on English Muffin \$12/pp

Build Your Own Parfait: Organic Granola, Greek Yogurt, Seasonal Fruit \$14/pp

Hard Boiled Eggs \$20/dz

Bagels with Cream Cheese \$50/dz

Prices are Subject to Change. A Customary 24% Service Charge will be Added to Price.

Breakfast Buffet Minimum of Twenty (20) People Required; Groups Under Twenty (20) will be Charged an Additional \$8.00 Per Person.

Continental Breakfast Minimum of Twenty (20) People Required; Groups Under Twenty (20) will be Charged an Additional \$5.00 Per Person.



# BREAKFAST

## ACTION STATION

### OMELET BAR

**\$20**

Chef-Prepared Omelets Made to Order with Your Choice of Fillings:

Scallions  
Bell Peppers  
Mushrooms  
Tomatoes  
Smoked Salmon  
Smoked Ham  
Assorted Shredded Cheese

### WAFFLE OR PANCAKE STATION

**\$13**

Chef-Prepared Fresh Waffles or Buttermilk Pancakes with:

Fresh Berries  
Whipped Cream  
Maple Syrup  
Marionberry Syrup  
Whipped Butter

Attendants: Chef/Carver \$5.00 Per Person;  
\$150 Minimum Attendant Fee

## PLATED BREAKFAST

### ALL AMERICAN

**\$28**

Buffet to Include Freshly Brewed Coffee, Assorted Fruit Juices and Teas

Assorted Breakfast Pastries

Fresh Fruit Display

Farm Fresh Scrambled Eggs

Choice of Apple Wood Smoked Bacon or Breakfast Sausage

Breakfast Potatoes

### BOX BREAKFAST

**\$25**

Served with bottled water

Choice of Two (2) of the Following Sides for Entire Group:

Apple  
Banana  
Yogurt  
Granola  
House-Made Muffins

Choice of One (1) of the Following:

English Muffin with Bacon or Sausage or House-Made Ham, Tillamook Cheddar Cheese and Scrambled Eggs

Breakfast Burrito with Scrambled Eggs, Bacon, Tillamook Cheddar Cheese, Potatoes and Ranchero Sauce

Lox and Bagels, Tomato, Egg, Red Onion, Capers with Cream Cheese; Additional \$8.00 Per Person

Prices are Subject to Change. A Customary 24% Service Charge will be Added to Price.

Action Station Required Twenty (20) Person Minimum; Must be Accompanied by Continental, Buffet or Plated Breakfast.

# ALL DAY MEETING PACKAGES

## FOGARTY CREEK

**\$88**

### CONTINENTAL BREAKFAST

Served with Freshly Brewed Coffee,  
Assorted Fruit Juices and Teas

Assorted Muffins

Hard Boiled Eggs with Assorted Salts and  
Fresh Cracked Pepper

Steel Cut Oatmeal

Low Fat Greek Yogurt

Sliced Seasonal Fruit

Assorted Fruit Smoothies

### MORNING BREAK

Breakfast Pastries

Freshly Brewed Coffee and Assorted Teas

### LUNCH BUFFET

Freshly Brewed Coffee and Assorted Teas

Soup D'Jour

Assorted Potato Chips

Mixed Organic Greens, Tomato, Cucumber, Shaved  
Radish, Citrus Vinaigrette

Roasted Turkey, Bacon, Avocado, Roasted Garlic Aioli on  
Ciabatta Roll

Salami, Prosciutto, Mortadella, Fresh Mozzarella, Pesto  
Aioli on Focaccia

Classic Caprese, Tomatoes, Fresh Mozzarella, Pesto Aioli  
on Focaccia

Assorted Cookies and Brownies

### AFTERNOON BREAK

Freshly Popped Popcorn with Organic Butter and Sea Salt

Iced Tea with Sliced Lemons

## GLENEDEN BEACH

**\$99**

### BREAKFAST

Served with Freshly Brewed Coffee,  
Assorted Fruit Juices and Teas

Assorted Breakfast Pastries

Fresh Fruit Display

Farm Fresh Scrambled Eggs with Tillamook  
Cheddar Cheese

Breakfast Potatoes

Apple Wood Smoked Bacon

Breakfast Sausage

### MORNING BREAK

Build Your Own Parfait; Organic Granola, Greek Yogurt,  
Seasonal Fruit

Freshly Brewed Coffee and Assorted Teas

### LUNCH BUFFET

Freshly Brewed Coffee and Assorted Teas

Soup Du Jour

Mixed Organic Greens, Tomato, Cucumber, Shaved  
Radish, Citrus Vinaigrette

Roasted Beet Salad with Briar Rose Goat Cheese,  
Sherry Vinaigrette

Assorted Potato Chips

Buffalo Chicken Wrap, Blue Cheese Dressing,  
Flour Tortilla

Chicken Caesar Wrap in Tortilla

Mediterranean Style Grilled Vegetables, Fresh Basil,  
Lemon Aioli on Spinach Tortilla

Chef's Selection of Assorted Mini Desserts

### AFTERNOON BREAK

Vegetable Crudité, Pita Chips, Hummus

Iced Tea with Sliced Lemons

Prices are Subject to Change. A Customary 24% Service Charge will be Added to Price.

All Day Package Minimum of Twenty (20) People Required; Groups Under Twenty (20) will be Charged an Additional \$15.00 Per Person.

# BREAKS

## SNACKS AND REFRESHERS

### FROM THE BAKE SHOP

Assorted Breakfast Pastries	\$60/dz
Double Fudge Brownies	\$40/dz
Assorted Fresh Cookies	\$38/dz
Large Soft Pretzels with Stone Ground and Yellow Mustards	\$12/ea
Assorted Mini Desserts	\$60/dz

### FROM THE PANTRY

Potato Chips with Creamy Roasted Garlic Dip	\$30/bw
Corn Tortilla Chips with Salsa	\$6/ea
Individual Bags of Assorted Chips	\$40/lb
Assorted Premium Mixed Nuts	\$22/lb
Dry Roasted Peanuts	\$16/lb
Stick Pretzels	\$20/lb
Trail Mix	\$18/lb
Southwest Mix	\$30/bw
Kettle Corn	\$28/bw
Popcorn with Butter and Sea Salt	\$5/ea
Assorted Candy Bars	\$5/ea
Granola Bars	

### FROM THE KITCHEN

Assorted Bagels with Lox and Assorted Cream Cheese	\$18/pp
Sliced Fresh Fruit	\$11/pp
Grilled Flat Bread with Hummus	\$12/pp
Ice Cream Bars	\$8/ea
Whole Fruit	\$4/ea
Assorted Soft Drinks	\$5/ea
Bottled Water	\$5/ea
Bottled Specialty Water	\$8/ea
Infused Water (Choice of):	\$34/gal
Cucumber and Mint	
Citrus and Berry	
Watermelon and Rosemary	
Orange, Apple, Grapefruit, Cranberry, or Tomato Juice	\$21/car
Fresh Brewed Coffee (Regular or Decaf)	
1 ½ Gallon (Serves 24-30 People)	\$90
Tea and Hot Chocolate	
1 ½ Gallon Tea/Hot Chocolate	\$80
1 ½ Iced Tea with Sliced Lemons	\$75

Per Person (pp) | Each (ea) | Per Dozen (dz) | Per Pound (lb)  
Per Bowl (bw) | Per Gallon (gal) | Carafe (car)

Prices are Subject to Change. A Customary 24% Service Charge will be Added to Price.



# BREAKS

## SPECIALTY BREAKS

Price based on 30 minutes. Each additional 30 minutes will add 50% of the menu price, per person.

### **SALISHAN SERENITY**

**\$20**

Build Your Own Trail Mix  
Coconut Water, Still and Sparkling Water

### **WELLNESS BREAK**

**\$20**

Assortment of Berry Smoothies, Yogurt, Granola

### **MEDITERRANEAN BREEZE**

**\$22**

Vegetable Cruité, Pita Chips and Hummus

### **CAMPFIRE EMBERS**

**\$18**

Graham Crackers, Marshmallows, Chocolate Bars,  
S'mores Sticks

### **ICE CREAM SHOPPE**

**\$25**

Ice Cream Bar: Build Your Own Sundae or  
Ice Cream Float  
Tillamook Vanilla and Chocolate Ice Cream with  
Assorted Sauces and Toppings

### **AT THE BALL PARK**

**\$18**

Cracker Jacks, Soft Pretzels, Pigs in a Blanket with  
Assorted Mustards

### **COOKIE JAR**

**\$15**

Assorted Fresh Cookies and Milk

### **LIGHTS, CAMERA, ACTION**

**\$15**

Popcorn with Butter and Sea Salt  
Variety of Mini-Candy Bars

### **CHARCUTERIE BOARD**

**\$30**

Chef's Selection of Three(3) Different Cured Meats  
and Cheeses, Toast Points, Nuts, Dried Fruit  
(10 Person minimum)

Prices are Subject to Change. A Customary 24% Service Charge will be Added to Price.

# LUNCH

## LUNCH BUFFET

### CUCINA ITALIANA

**\$50**

Freshly Brewed Coffee, Assorted Hot and Iced Tea and Lemonade

Spinach and Cheese Tortellini with Artichoke and Pesto Cream

Choice of Mushroom Ravioli, Spinach, Garlic and Tomatoes or Chicken Piccata

Minestrone Soup

Caesar Salad

Seasonal Vegetables

Garlic Bread

Espresso Tiramisu

**\$54**

### IT'S A WRAP BUFFET

Freshly Brewed Coffee, Assorted Hot and Iced Tea and Lemonade.

Soup Du Jour

Mixed Organic Greens, Tomato, Cucumber, Shaved Radish, Balsamic Vinaigrette

Orzo Pasta Salad with Roasted Red Bell Peppers, Artichoke Heart, Cured Olives, Manchego Cheese

Assorted Potato Chips

Buffalo Chicken Wrap, Blue Cheese Dressing, Flour Tortilla

Chicken Caesar Wrap in Tortilla

Mediterranean Style Grilled Vegetables, Fresh Basil, Lemon Aioli on Spinach Tortilla

Assorted Cookies and Brownies

### SANDWICH SHOPPE

**\$54**

Freshly Brewed Coffee, Assorted Hot and Iced Tea and Lemonade

Soup Du Jour

Assorted Potato Chips

Traditional Caesar Salad

Mixed Organic Greens, Tomato, Cucumber, Shaved Radish, Balsamic Vinaigrette

Choice of up to Three (3) Sandwiches on Freshly Baked Bread:

Roasted Turkey, Bacon, Avocado, Roasted Garlic Aioli

Roast Beef, Horseradish, Mayonnaise, Oregonzola, Shaved Red Onion

House-Made Ham, Whole Grain Mustard, Caramelized Onion, Gruyere

Classic Caprese, Tomatoes, Fresh Mozzarella, Pesto Aioli

Seasonal Fruit Cobbler

Prices are Subject to Change. A Customary 24% Service Charge will be Added to Price.

Lunch Buffet Minimum of Twenty (20) People Required; Groups Under (Twenty) 20 will be Charged an Additional \$10.00 Per Person.

# LUNCH

## LUNCH BUFFET

### BAJA FIESTA

(20 Person Minimum Required)

Freshly Brewed Coffee, Assorted Hot and Iced Tea and Lemonade

Choice of Two (2) of the Following:

Chicken Fajitas with Peppers and Onions

Grilled Marinated Skirt Steak

Grilled Vegetable Fajitas

Arugula Salad with Red Onion, Cucumbers, Cheese, Cilantro Lime Vinaigrette Dressing

Buffet to Include the Following:

Black Beans

Spanish Rice

Flour and Corn Tortillas

Tortilla Chips

Fire Roasted Salsa

Shredded Tillamook Cheese

Guacamole

Sour Cream

Tomato

Cilantro Lime Slaw

Tres Leches Cake

**\$52**

### THE MEDITERRANEAN BUFFET

**\$52**

Freshly Brewed Coffee, Assorted Hot and Iced Tea and Lemonade

Chicken Piccata

Orzo Pasta Salad with Red Roasted Bell Peppers, Artichoke Hearts, Cured Olives, Manchego Cheese

Arugula, Cucumber, Tomato, Feta Salad with Balsamic Vinaigrette

Seasonal Vegetables

Saffron Basmati Rice

Baklava

### SILETZ BAY BUFFET

**\$56**

Freshly Brewed Coffee, Assorted Hot and Iced Tea and Lemonade.

Lemon-Herb Local Fish

Grilled Chicken Breast with Roasted Mushroom Jus

Mixed Greens, Toasted Hazelnuts, Shaved Radishes, Tomatoes and Balsamic Vinaigrette

Herb-Roasted Yukon Gold Potatoes

Seasonal Vegetables

Rolls

Seasonal Fruit Cobbler

Enhance Buffet with Clam Chowder for  
\$12 Per Person

Prices are Subject to Change. A Customary 24% Service Charge will be Added to Price.

Lunch Buffet Minimum of 20 People Required; Groups Under 20 will be Charged an Additional \$10.00 Per Person



# LUNCH

## PLATED LUNCH

**\$50**

Salishan House Green Salad

Chef's Choice Dessert

Bread and Butter

Freshly Brewed Coffee, Iced and Hot Teas, Lemonade

Maximum of Two (2) Entrées Including One (1) Vegetarian:

Cobb Salad with Grilled Chicken, Apple Wood Smoked Bacon, Tomato, Crumbled Egg, Crumbled Bleu Cheese, Local Bleu Cheese Dressing

Mediterranean Salad with Hearts of Romaine, Tomatoes, Feta, Cucumber, Capers, Croutons, Sherry Vinaigrette

Oven Roasted Chicken Breast, Roasted Mushroom Jus, Mashed Potatoes, Roasted Asparagus

Seared Local Rockfish, Warm Roasted Tomato Vinaigrette, Rice Pilaf, Steamed Baby Carrots

Chicken Picatta with Herbed Orzo, Caper-Butter Sauce

Seasonal Risotto

Grilled Cauliflower Steak

Split Selections Due Seven (7) Business Days Prior

## BOX LUNCH

**\$34**

Bag of Chips

Piece of Whole Fruit

Cookie

Bottle Water

Maximum Choice of Three (3):

Roasted Turkey, Bacon, Avocado, Roasted Garlic Aioli on Freshly Baked Bread

Roast Beef, Horseradish, Mayonnaise, Oregonzola, Shaved Red Onion on Freshly Baked Bread

Chicken Caesar Wrap in Tortilla

Organic Green Salad with Grilled Chicken, Mixed Organic Greens, Tomato, Cucumber, Shaved Radish, Balsamic Vinaigrette

Ham, Whole Grain Mustard, Caramelized Onion, Gruyere on Freshly Baked Bread

Classic Caprese, Tomatoes, Fresh Mozzarella, Pesto Aioli on Freshly Baked Bread

ALT, Avocado, Lettuce, Tomato on Gluten Free/Vegan Bread

Prices are Subject to Change. A Customary 24% Service Charge will be Added to Price.  
Guaranteed Split Counts are to be Submitted Seven (7) Business Days Prior to First Function Date.

# RECEPTIONS

## RECEPTION DISPLAYS

All Prices are Per Person Unless Otherwise Stated  
Twenty (20) Person Minimum

### GARDEN VEGETABLE CRUDITÉS \$16

Garden Fresh Vegetables  
Hummus, Ranch, Blue Cheese and Pita Chips

### LOCAL AND IMPORTED ARTISAN CHEESE \$20

Chef's Choice of Three (3) Artisanal Cheeses  
Marcona Almonds  
Gourmet Crackers and Baguettes

### OCEAN BOUNTY SEAFOOD DISPLAY \$30

Jumbo Prawns with Cocktail & Remoulade Sauce  
Crab Salad  
Salmon Poke  
Smoked Salmon with Traditional Accompaniments

### CHARCUTERIE PLATTER \$24

Assorted Cured Meats  
Dijon Mustard  
Whole Grain Mustard  
Tarragon Mustard  
Pickled Vegetables  
Artisan Baguettes

### MEDITERRANEAN ANTIPASTO DISPLAY \$24

Artisanal Cheese  
Roasted Peppers  
Grilled Vegetables  
Marinated Artichokes  
Olives Cornichon  
Assorted Mustards  
Artisan Breads

### SMOKED SALMON DISPLAY \$24

Cold Northwest Smoked Salmon  
Pickled Red Onion  
Capers  
Chopped Egg  
Watercress  
Dijon Mustard  
Baguette

## HORS D'OEUVRES

All Prices are Per Dozen With a Three (3) Dozen Minimum Per Item  
Hand Passed Available For a \$55 Fee, Per Wait Staff, Per Hour

### COLD

Grilled Vegetable Skewers with Lemon Herb Crème Fresh	\$48
Smoked Salmon Mousse in Puff Pastry, Cucumber Relish	\$54
Smoked Tenderloin Crostini, Horseradish Aioli	\$60
Prosciutto Wrapped Grilled Asparagus	\$40
Deviled Eggs Classic Style	\$35
Fresh Mozzarella, Basil, and Tomato Skewers with 20-Year Balsamic	\$35
Local Blue Cheese and Spiced Pecans in Puff Pastry	\$42
Cured Salmon with Crème Fraîche, Pickled Red Onion and Dill on Rye Crisp	\$60
Seasonal Bruschetta	\$32
Phyllo Cups with Crab Salad	\$60
Prawns, Sweet Chili Dipping Sauce	\$60

### HOT

Twice Baked Potato Bites with Tillamook Cheddar	\$38
Prosciutto and Scallops with a Lemon Aioli	\$72
Ham and Smoked Cheddar Croquette, Saffron-Chili Aioli	\$42
Thai Marinated Beef, Scallion, Sesame, Hoisin Sauce	\$60
Roasted Mushroom Arancini with Lemon Aioli	\$48
Chorizo Stuffed Prawns with Chimichurri	\$72
Fried Polenta with Red Wine Braised Pork Shoulder	\$48
Chicken Sate with Spicy Peanut Sauce	\$50
Wild Mushroom Phyllo Tartlets	\$36
Mini Crab Cakes with Lemon Aioli	\$60
Mac N Cheese Bites	\$30

Prices are Subject to Change. A Customary 24% Service Charge will be Added to Price.

# RECEPTIONS

## FOOD STATIONS

### MARKET PRICE

Additional Charge for Chef Attendant \$150 Per Hour, Per Chef, Per Station

#### BEEF TENDERLOIN

(Serves Approximately 20 People)

Whole Roasted Peppered Beef Tenderloin

Béarnaise Sauce and Au Jus

#### PASTA STATION

(Served Per Person)

Selection of Two Pastas, Two Sauces, Two Vegetables and Two Meat Selections

#### POTLATCH SALMON

(Serves Approximately 12 People)

Lashed to Cedar Planks, Rubbed with Signature Spices and Roasted in the Style of the Northwest Coastal Native Tribes

#### SALT AND HERB CRUSTED PRIME RIB OF BEEF

(Serves Approximately 30 People)

Creamy Horseradish

Beef Jus

#### SLOW ROASTED BEEF BRISKET

(Serves Approximately 20 People)

Salishan Barbecue Sauce

Creamy Horseradish

#### MAPLE GLAZED HAM

(Serves Approximately 25 People)

Pineapple Salsa

Assorted Mustards

#### TACO BAR

(Served Per Person)

Flour and Corn Tortillas including Crunchy and Soft

Tortilla Chips

Fire Roasted Salsa

Shredded Tillamook Cheese

Guacamole

Sour Cream

Prices are Subject to Change. A Customary 24% Service Charge will be Added to Price.



# RECEPTIONS

## WELCOME RECEPTION

### PRICE VARIES DEPENDING ON MARKET VALUE

Served For One (1) or Two (2) Hours; Twenty (20) Person Minimum

#### DISPLAYS

Charcuterie Platter

Assorted House-Made and Artisan Charcuterie

Dijon Mustard, Whole Grain Mustard, Tarragon Mustard,  
Pickled Vegetables, Artisan Baguettes

Local and Imported Artisan Cheese

Marcona Almonds

Fig Jam

Apricots

Gourmet Crackers and Baguettes

#### GREENS

Choice of Two (2)

Mediterranean Salad with Hearts of Romaine, Tomatoes,  
Feta, Cucumber, Croutons, Sherry Vinaigrette

Mixed Greens, Toasted Hazelnuts, Shaved Radishes,  
Tomatoes and Citrus Vinaigrette

Roasted Beet Salad, Briar Rose Goat Cheese with  
Sherry Vinaigrette

Caprese Salad with Mozzarella, Tomatoes, Basil, Olive Oil

#### CARVERY

Choice of Two (2)

Whole Roasted Peppered Beef Tenderloin,  
Béarnaise Sauce

Potlatch Salmon, Lashed to Cedar Planks, Rubbed with  
Signature Spices and Roasted in the Style of the  
Northwest Coastal Native Tribes

Slow Roasted Beef Brisket, Salishan BBQ Sauce,  
Creamy Horseradish

Salt and Herb Crusted Prime Rib of Beef, Creamy  
Horseradish, Beef Jus

Maple Glazed Ham, Roasted Garlic Aioli,  
Assorted Mustards

Herb Encrusted Leg of Lamb, Whole Grain Mustard  
Lamb Jus

Additional \$150 Per Hour Carver Fee Per 50 Guests

#### SOMETHING SWEET

Assorted Cookies and Brownies

Assorted Macarons

Assorted Mini Desserts

Prices are Subject to Change. A Customary 24% Service Charge will be Added to Price.  
Minimum Twenty (20) Persons.

# DINNER

## CHOOSE YOUR OWN BUFFET

**\$84**

### CHOICE OF TWO OF THE FOLLOWING:

Mediterranean Salad with Hearts of Romaine, Tomatoes, Feta, Cucumber, Croutons, Sherry Vinaigrette

Add Grilled Chicken, Additional \$4

Mixed Greens, Toasted Hazelnuts, Shaved Radishes, Tomatoes and Citrus Vinaigrette

Roasted Beet Salad, Briar Rose Goat Cheese with Sherry Vinaigrette

Caprese Salad with Mozzarella, Tomatoes, Basil, Olive Oil with Arugula

### CHOICE OF TWO OF THE FOLLOWING:

Seared Salmon, Herb Beurre Blanc

Herb Pacific Halibut, Sundried Tomato Vinaigrette, Additional \$5

Vaquero Flank Steak

Pan Seared Lemon Herb Salmon

Rockfish Puttanesca

Roasted Chicken Breast with Mushroom Marsala Jus

### ALL BUFFET DINNERS ARE SERVED WITH THE FOLLOWING:

Mixed Grilled Vegetables, Aged Balsamic and Extra Virgin Olive Oil

Herb Roasted Yukon Gold Potatoes

Chef's Choice Desserts

Prices are Subject to Change. A Customary 24% Service Charge will be Added to Price.

Buffet Minimum of Twenty (20) People Required; Groups Under Twenty (20) will be Charged an Additional \$20.00 Per Person.

# DINNER

## DINNER BUFFET

### OREGON SEAFOOD BUFFET

\$125

Freshly Brewed Coffee, Assorted Hot and Iced Tea and Lemonade

Crab Boil with Snow Crab, Potatoes

Andouille Sausage

Corn

Lemon-Herb Chicken Breast

Smoked Salmon Dip

Shrimp Cocktail

Clam Linguini

Mediterranean Salad with Hearts of Romaine, Tomatoes, Feta, Cucumber, Capers Croutons, Sherry Vinaigrette

Chef's Assorted Dessert Display

### SIGNATURE POTLATCH SALMON BBQ

\$78

Freshly Brewed Coffee, Assorted Hot and Iced Tea and Lemonade

Salmon Lashed to Cedar Planks, Rubbed with Signature Spices and Roasted in the Style of the Northwest Coastal Native Tribes

(Additional \$150 Carver Fee to Apply)

Grilled Lemon-Herb Chicken Breast

Roasted Red Potatoes

Fresh Seasonal Vegetables

Mediterranean Salad with Hearts of Romaine, Tomatoes, Feta, Cucumber, Capers, Croutons, Sherry Vinaigrette

Mixed Greens with Cider Vinaigrette

Warm Seasonal Fruit Cobbler

### BASECAMP COOKOUT

\$76

Freshly Brewed Coffee, Assorted Hot and Iced Tea and Lemonade

Vaquero Flank Steak

Grilled Lemon Herb Salmon

Elotes

Potato Salad

Ranchero Black Beans

Cilantro Lime Coleslaw

Cornbread

Warm Apple Pie

### SOUTH OF THE BORDER

\$70

(20 Person Minimum Required)

Freshly Brewed Coffee, Assorted Hot and Iced Tea and Lemonade

Choice of Two (2) of the Following:

Chili Spiced Grilled Chicken

Grilled Flank Steak with Pineapple Salsa

Blackened Rockfish

Grilled Vegetable Fajitas

Arugula Salad with Red Onion, Cucumbers, Cotija Cheese, Cilantro Lime Vinaigrette Dressing

Spanish Rice

Flour and Corn Tortillas

Tortilla Chips

Fire Roasted Salsa

Shredded Tillamook Cheese

Guacamole

Sour Cream

Tomato

Shredded Cabbage

Jalapeno Cornbread

Tres Leches

Prices are Subject to Change. A Customary 24% Service Charge will be Added to Price.

Buffet Minimum of Twenty (20) People Required; Groups Under Twenty (20) will be Charged an Additional \$20.00 Per Person.



# DINNER

## PLATED DINNER

### CHOICE OF ONE (1) OF THE FOLLOWING:

**\$10**

Mixed Organic Greens; Tomato, Cucumber, Shaved Radish, Citrus Vinaigrette

Mediterranean Salad with Hearts of Romaine, Tomatoes, Feta, Cucumber, Croutons, Sherry Vinaigrette

Salishan Caesar Salad, Hearts of Romaine, Garlic Croutons, Shaved Parmesan with Classic Caesar Dressing

Baby Spinach Salad, Oregonzola, Toasted Walnuts, Crispy Onions, Oregon Honey Vinaigrette

Additional \$4

### DESSERT SELECTIONS

**\$12**

Gluten Free Flourless Double Chocolate Torte, Raspberry Sauce

Classic New York Cheese Cake, Northwest Berry Compote

Peanut Butter Pie, Chocolate Sauce

Berry Shortcake, Mixed Seasonal Berries, Whipped Cream

Double Chocolate Fudge Cake

### GRILLED SALMON

**\$68**

Beurre Blanc, Rice Pilaf, Spinach and Mushroom Ragout

### HERBED PACIFIC HALIBUT

**\$72**

Sundried Tomato Risotto, Shaved Fennel, Haricot Vert, Roasted Tomato Pesto

### GRILLED LAMB RACK

**\$85**

Herbed Couscous, Heirloom Baby Carrots and Chimichurri

### AIRLINE CHICKEN BREAST

**\$58**

Mashed Potatoes, Roasted Root Vegetables, Rosemary Jus

### GRILLED FILET MIGNON

**MARKET**

Horseradish Mashed Potatoes, Roasted Asparagus, Sauteed Mixed Mushrooms and Demi-Glace

### STOUT BRAISED BLACK ANGUS SHORT RIBS

**MARKET**

Goat Cheese Polenta, Seasonal Vegetable, Pan Jus

### SEARED FILET MIGNON WITH GARLIC PRAWNS

**MARKET**

Mashed Potatoes, Roasted Asparagus, Bearnaise Sauce

Prices are Subject to Change. A Customary 24% Service Charge will be Added to Price.  
Highest Menu Price Dictates Cost. Maximum of Two (2) Entrees Plus One (1) Special Dietary Option Allowed.  
Guaranteed Split Counts are to be Submitted Seven (7) Business Days Prior to First Function Date.

# DINNER

## SPECIAL DIETARY OPTIONS

### HERBED RISOTTO

GF | Veg (V Available Upon Request)

Grilled Summer Squash and Onion, Roasted Tomatoes, Parmesan Cheese

### WARM QUINOA BOWL

V | GF

Avocado, Baby Kale, Sweet Potato, Pickled Red Onion, Fines Herbes, Charred Citrus Vinaigrette

### SEASONAL VEGETABLE PASTA

GF (V Available Upon Request)

Grilled Seasonal Vegetables with Marinara or Garlic Cream Sauce

### GRILLED CAULIFLOWER STEAK

V | Veg | GF

Harissa-Braised Chickpeas, Mirepoix, Golden Raisins, Brown Rice

(Can Be Prepared Cajun Style Upon Request)

### ASPARAGUS, JACKFRUIT CHILI

V | Veg | GF

### PUTTENESCA

Veg | GF Available

Penne Pasta, Tomatoes, Garlic, Capers, Kalamata Olives, Basil, Herbs, Portobello Mushroom, Feta Cheese

### STUFFED PORTOBELLO

V | Veg

Eggplant Stuffed Portobello Mushroom, Vegetable Quinoa and Farro Mix, Wilted Spinach, Chunky Marinara

### GRILLED VEGETABLE NAPOLEON

V | Veg | GF

## SPECIAL DIETARY DESSERT OPTIONS

Additional Cost May Apply

### BANANA PUDDING

GF | V

### FRUIT SORBET

GF | V

Vegan (V) | Vegetarian (Veg) | Gluten Free (GF)

Prices are Subject to Change. A Customary 24% Service Charge will be Added to Price.

# BAR MENU

## FULL BAR SERVICE

There is a \$200.00 Per Bartender, Per Hour Guarantee of Sales Requirement  
Twenty (20) Guests In Attendance Required For Bar Set Up Or Additional Service Fees May Apply

<b>HOUSE WINE BY THE GLASS</b>	Hosted <b>\$10</b>	No-Host <b>\$11</b>
<b>DOMESTIC BEER</b>	Hosted <b>\$7</b>	No-Host <b>\$8</b>
<b>IMPORTED AND MICROBREW BEER</b>	Hosted <b>\$8</b>	No-Host <b>\$9</b>
<b>SPIRITS</b>	Hosted <b>\$9</b>	No-Host <b>\$10</b>
<b>SOFT DRINKS (CANNED) AND BOTTLED WATER</b>	Hosted <b>\$5</b>	No-Host <b>\$5</b>

## TENDED BEVERAGE TABLE

There is a \$100.00 Per Bartender, Per Hour Guarantee of Sales Requirement  
Beverage Tables Limited to Wine, Beer and Soft Drinks  
Twenty (20) Guests In Attendance Required For Bar Set Up Or Additional Service Fees May Apply

<b>HOUSE WINE BY THE GLASS</b>	Hosted <b>\$10</b>	No-Host <b>\$11</b>
<b>DOMESTIC BEER</b>	Hosted <b>\$7</b>	No-Host <b>\$8</b>
<b>IMPORTED AND MICROBREW BEER</b>	Hosted <b>\$8</b>	No-Host <b>\$9</b>
<b>SOFT DRINKS (CANNED) AND BOTTLED WATER</b>	Hosted <b>\$5</b>	No-Host <b>\$5</b>

## IMPORTED AND MICROBREW

Premium Plus Brands are Available by Special Request  
Please Notify Your Event Coordinator Thirty (30) Days in Advance of Your Event for Selections and Pricing

<b>1/6 BARREL</b>	No-Host <b>\$300</b>
<b>1/4 BARREL</b>	No-Host <b>\$500</b>
<b>1/2 BARREL</b>	No-Host <b>\$700</b>

Prices are Upon Consumption and Subject to Change. A Customary 24% Service Charge will be Added to Price.



# BANQUET POLICIES

## DETAILS

Your conference planner will request the conference or event agenda thirty (30) days in advance from the first scheduled event.

Menus and event details are due no later than fourteen (14) days prior to the first function.

Authorized Banquet Event Orders (BEOs) and event resume (when applicable) are required two (2) weeks prior to arrival. If an authorized BEO is not received prior to the event, the last BEO will be accepted as approved.

Rooms that need to be re-set within the same day or changed once the room has been set up will incur a re-set charge that will be determined by Salishan Coastal Lodge based on scope of the change and the amount of labor needed starting at \$150 minimum.

All food and beverage items served in the catering facilities must be provided by Salishan Coastal Lodge. No outside food and beverage may be brought into public spaces.

All food items may be served or displayed for a maximum of two (2) hours. Due to health regulations, at the conclusion of a function, all left over food is the property of Salishan Coastal Lodge and is not to be removed from the premises.

Plated meals are limited to two (2) entrees per event plus a vegetarian option. Pricing for plated split entree meals will be the highest price of the two selections. All plated dinners will receive the same selected appetizer, soup, salad and dessert. Upon receiving the guarantee seven (7) days in advance, Salishan Coastal Lodge will supply entree cards identifying the guest's choice before arrival.

Salishan Coastal Lodge will accommodate special dietary requests with advance notice.

The final guaranteed count for food and beverage functions is due seven (7) business days prior to the first scheduled event.

Salishan Coastal Lodge will prepare for 5% over guaranteed number. The client is financially responsible for the guaranteed number or the actual number of guests served, whichever is greater.

There will be an additional surcharge of \$5.00 - \$20.00 (depending on meal) for each guest served more than the 5% over the guarantee.

A service charge of 24% will be added to all charges (food, beverage, AV, dance floors, room rentals).

## BAR SERVICE

All bar and wine orders must be submitted a minimum of fourteen (14) days in advance.

Salishan Coastal Lodge will purchase and supply wine and liquor that is not carried in stock at the client's request, with advanced payment. A minimum order or purchase amount may apply.

All alcohol must be purchased and served through Salishan Coastal Lodge. Full-service banquet bars require a minimum sale of \$150.00 per bartender hour. Beverage tables limited to wine, beer and soft drinks require a minimum sale of \$75.00 per attendant per hour.

Salishan Coastal Lodge is responsible to monitor the safe distribution and serving of alcohol beverages.

A 24% service charge will be added to all hosted beverage prices.

Bartenders are required to keep a bar tab/inventory sheet for each event recording a group's consumption.

The group coordinator or contact may review inventory sheet at the conclusion of the function.

## CHANGES AND DELAYS

If the client delays an event more than thirty (30) minutes past the start time of the function, Salishan Coastal Lodge will not be responsible for the quality of the food or for preparing additional food as replacement.

The client will be responsible for the payment of any additional labor hours associated with the delayed starting time.

Salishan Coastal Lodge reserves the right to reassign function space with notification in writing to the client. Room set-up and labor charges will be applied to all function space.

## BANQUET EQUIPMENT AND LINEN RENTALS

Complimentary tables, chairs, linens and place settings are included as part of your room rental/labor fee based upon a first request basis and availability of current inventory.

Plans for additional or specialty tables, furniture, chairs, linens and place setting rentals must be planned through the conference planner.

# BANQUET POLICIES

## AUDIO AND VISUAL

Salishan Coastal Lodge's Conference Planner can assist you with any audio/visual requests.

We suggest reserving your audio/visual equipment early so we can ensure that the audio/visual equipment is available and ready for your meeting.

If you would like to consult with audio/visual technician before your meeting, please inform your Conference Planner.

If you choose to bring equipment that requires technical assistance by our staff, the prevailing labor rate will be applied to the master account.

## DECORATION AND ENTERTAINMENT

Your conference planner can assist you with arrangements for centerpieces, flowers, specialty linens, decorations and entertainment needs.

All decor, materials, equipment must be removed immediately at the conclusion of your function unless you have contracted or arranged an extended tear down time.

## SUBCONTRACTORS

Client agrees to have any subcontracted companies (e.g. destination management companies, musicians, decorators, production companies, florists, etc.) adhere to all Salishan Coastal Lodge policies and regulations.

All subcontractors are required to have their own insurance.

## CONTRACTED FUNCTION SPACE

Please refer to your specific event contract which outlines the function spaces and fees for use of that space. Should the group modify their contracted function space, additional labor fees may apply, and the food and beverage minimum may increase.

## GUEST ROOM RESERVATIONS

In order to honor the contracted preferred group rate, we request rooming lists for your group at least thirty (30) days prior to the date of arrival. Reservation requests received after 5:00 pm local time on the cut-off date will be accepted on a space/rate availability basis.

## VIP AND GUEST AMENITIES

Please inform the conference planner if you would like to recognize guests in any special way with a special room amenity (gifts) to be available upon check-in or at any time during their stay. We offer many Northwest specialty themed selections through either our culinary department or retail outlet.

Amenities (gifts) are delivered after 6:00 pm and are subject to a \$30.00 delivery fee per delivered amenity.

## BUSINESS SERVICES

Whether you are at Salishan Coastal Lodge for a business meeting, conference or vacation, we offer a variety of services, including faxing, copying, shipping and receiving. The business center is conveniently located at the front desk and is available 24 hours a day.

## PACKAGE SHIPPING AND STORAGE

Please communicate with your conference planner of any packages that will need to be shipped to or from Salishan Coastal Lodge.

Due to limited storage space, packages should not arrive more than three (3) business days prior to the event or be held three (3) business days beyond your scheduled function date.

Packages should include name of organization, meeting contact person's name, date of event and number of boxes expected, i.e., (1 of 3, 2 of 3, etc.)

Special arrangements need to be made with the carrier for delivery on weekends.



**Request For Proposal Supplier & Contact:**

Seaside Civic & Convention Center

Tina Eilers, Director of Sales

(503) 738-8585; [teilers@seasideconvention.com](mailto:teilers@seasideconvention.com)

[www.seasideconvention.com](http://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)

September 2-5, 2025 (Dates have also been offered to the OR Mayors Association. The first group to express interest in holding these dates will receive first priority.)

*Oregon City/County Managers Assn Summer Conference 2026*

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

September 8-11, 2026 (Dates have also been offered to the OR Mayors Association. The first group to express interest in holding these dates will receive first priority.)

***Please note:** I recognize that OCCMA desires to continue their tradition of holding their summer conference the week following the Fourth of July. Historically speaking, hotel lodging rates in Seaside are at the peak of the summer tourism season during July and August. I wish to propose an option for OCCMA to consider for 2025 & 2026, to move their conference to the week after Labor Day, which may assist with lodging costs that are more in line with the OCCMA conference budget. Thank you for taking this into consideration, as we would love to host you in Seaside! And, September is generally beautiful out on the Oregon coast!*

**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. I have additionally attached RFP responses for dates in September, should OCCMA like to take that into consideration.*

**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!!*



# Hotel Information and Room Rate Submittal

## Seaside Civic and Convention Center (SCCC) Groups/Conventions

### **RFP DUE: 8:00AM Monday November 7, 2022**

**Event: OR City/County Managers Assn Summer Conference July 15-18, 2025**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

**1. My Hotel (Ebb-Tide) submits the following hotel information:**

Local Contact Name: Brooke Edgar Address: 300 N Prom  
 Contact Information: Phone: 971-601-0772 Email: brooke@escapelodging.com  
 Hotel Amenities: #Rooms: #Suites:  
 Indoor Pool/Spa: Yes Exercise Room: Meeting Rooms: No Restaurant: No  
 Bar: No Wi-Fi: Yes Business Ctr: No Other:

**2. My hotel submits the following room rate information by room type. PLEASE SEE ATTACHED PDF**

**Guest Room Requirements**

Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
Tue, July 15, 2025 Rooms Available by Property: RATE:	75+	0 \$00	0 \$00	0 \$00
Wed, July 16, 2025 Rooms Available by Property: RATE:	125+	0 \$00	0 \$00	0 \$00
Thur, July 17, 2025 Rooms Available by Property: RATE:	125+	0 \$00	0 \$00	0 \$00

**Check-In Date:** Tue, July 15, 2025

**Check-Out Date:** Fri July 18, 2025

**Client Concession Requests:**

☐ Yes ☒ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?

☐ Yes ☒ No 2. Complimentary suite for board president for Tue-Thurs nights?

☐ Yes ☒ No 3. Complimentary room for event lead for Tue-Thurs nights?

☐ Yes ☒ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Brooke Edgar  
 Name of Authorized Hotel Representative (Print)

Signature

11/04/2022  
 Date

OR City/ County Managers Assn Conference  
July 15th-18th 2025

Ebb-Tide

- 2 queen beds w/ ocean view @ \$209 + tax
- 2 queen beds w/ partial view @ \$199 + tax
- 1 king bed w/ ocean view @ \$209 + tax
- 1 king bed/ partial oceanfront @ \$199 + tax
- 2 queen beds kitchenette w/ ocean view @ \$229 + tax



# Hotel Information and Room Rate Submittal

## Seaside Civic and Convention Center (SCCC) Groups/Conventions

### RFP DUE: 8:00AM Monday November 7, 2022

**Event: OR City/County Managers Assn Summer Conference July 7-10, 2026**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

**1. My Hotel (Ebb-Tide) submits the following hotel information:**

Local Contact Name: Brooke Edgar	Address: 300 N Prom	
Contact Information: Phone: 971-601-0772	Email: brooke@escapelodging.com	
Hotel Amenities: #Rooms: _____	#Suites: _____	
Indoor Pool/Spa: Yes	Exercise Room: No	Meeting Rooms: No
Bar: No	Wi-Fi: Yes	Business Ctr: No
	Other: Breakfast	Restaurant: No

**2. My hotel submits the following room rate information by room type. Please See ATTACHED PDF**

Guest Room Requirements				
Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
Tue, July 7, 2026 Rooms Available by Property: RATE:	75+	0 \$00	0 \$00	0 \$00
Wed, July 8, 2026 Rooms Available by Property: RATE:	125+	0 \$00	0 \$00	0 \$00
Thur, July 9, 2026 Rooms Available by Property: RATE:	125+	0 \$00	0 \$00	0 \$00

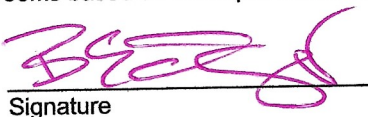
**Check-In Date:** Tue, July 7, 2026

**Check-Out Date:** Fri July 10, 2026

**Client Concession Requests:**

- ☐ Yes ☒ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?
- ☐ Yes ☒ No 2. Complimentary suite for board president for Tue-Thurs nights?
- ☐ Yes ☒ No 3. Complimentary room for event lead for Tue-Thurs nights?
- ☐ Yes ☒ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Brooke Edgar  
Name of Authorized Hotel Representative (Print)

  
Signature

Date: 11/04/2022

OR City/ County Managers Assn Conference  
July 7th-10th 2026

Ebb-Tide

- 2 queen beds w/ ocean view @ \$209 + tax
- 2 queen beds w/ partial view @ \$199 + tax
- 1 king bed w/ ocean view @ \$209 + tax
- 1 king bed/ partial oceanfront @ \$199 + tax
- 2 queen beds kitchenette w/ ocean view @ \$229 + tax



**Hotel Information and Room Rate Submittal**  
**Seaside Civic and Convention Center (SCCC) Groups/Conventions**  
**RFP DUE: 8:00AM Monday November 7, 2022**

**Event: OR City/County Managers Assn Summer Conference July 15-18, 2025**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

**1. My Hotel (Hi-Tide) submits the following hotel information:**

Local Contact Name: Brooke Edgar Address: 30 Ave G  
 Contact Information: Phone: 503-601-0772 Email: brooke@escapelodging.com  
 Hotel Amenities: #Rooms: #Suites:  
 Indoor Pool/Spa: yes Exercise Room: no Meeting Rooms: no Restaurant: no  
 Bar: no Wi-Fi: yes Business Ctr: no Other:

**2. My hotel submits the following room rate information by room type.**

**Guest Room Requirements**

Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
<b>Tue, July 15, 2025</b>	75+			
Rooms Available by Property:		0	0	0
RATE:		\$00	\$00	\$00
<b>Wed, July 16, 2025</b>	125+			
Rooms Available by Property:		0	0	0
RATE:		\$00	\$00	\$00
<b>Thur, July 17, 2025</b>	125+			
Rooms Available by Property:		0	0	0
RATE:		\$00	\$00	\$00

**Check-In Date:** Tue, July 15, 2025

**Check-Out Date:** Fri July 18, 2025

**Client Concession Requests:**

☐ Yes ☒ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?

☐ Yes ☒ No 2. Complimentary suite for board president for Tue-Thurs nights?

☐ Yes ☒ No 3. Complimentary room for event lead for Tue-Thurs nights?

☐ Yes ☒ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Brooke Edgar  
 Name of Authorized Hotel Representative (Print)

Signature

11/16/2023  
 Date



OR City/ County Managers Assn Conference  
July 15th-18th 2025

Hi-tide

1 king bed w/ partial oceanfront @ \$290 + tax

1 king bed w/ balcony & oceanfront \$349 + tax

2 queen beds w/ balcony & oceanfront 2nd or 3rd floor @ \$349 + tax

2 queen beds w/ balcony & oceanfront 1st floor @ \$315 + tax

1 king non-view (building across street) @ \$220+ tax

# Hotel Information and Room Rate Submittal

## Seaside Civic and Convention Center (SCCC) Groups/Conventions

### RFP DUE: 8:00AM Monday November 7, 2022

**Event: OR City/County Managers Assn Summer Conference July 7-10, 2026**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

**1. My Hotel (Hi-Tide) submits the following hotel information:**

Local Contact Name: Brooke Edgar      Address: 30 Ave G  
 Contact Information: Phone: 971-601-0772      Email: brooke@escapelodging.com  
 Hotel Amenities: #Rooms:      #Suites:        
 Indoor Pool/Spa: Yes      Exercise Room: No      Meeting Rooms: No      Restaurant: No  
 Bar: No      Wi-Fi: Yes      Business Ctr: No      Other: Breakfast

**2. My hotel submits the following room rate information by room type PLEASE SEE ATTACHED PDF**

Guest Room Requirements				
Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
Tue, July 7, 2026 Rooms Available by Property: RATE:	75+	0 \$00	0 \$00	0 \$00
Wed, July 8, 2026 Rooms Available by Property: RATE:	125+	0 \$00	0 \$00	0 \$00
Thur, July 9, 2026 Rooms Available by Property: RATE:	125+	0 \$00	0 \$00	0 \$00
<p style="text-align: center;"><b>Check-In Date:</b> Tue, July 7, 2026</p> <p style="text-align: center;"><b>Check-Out Date:</b> Fri July 10, 2026</p>				

**Client Concession Requests:**

- ☐ Yes ☒ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?
- ☐ Yes ☒ No 2. Complimentary suite for board president for Tue-Thurs nights?
- ☐ Yes ☒ No 3. Complimentary room for event lead for Tue-Thurs nights?
- ☐ Yes ☒ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Brooke Edgar

Name of Authorized Hotel Representative (Print)

Signature

Date: 11/04/2023

OR City/ County Managers Assn Conference  
July 7th-10th 2026

Hi-Tide

- 1 king bed w/ partial oceanfront @ \$290 + tax
- 1 king bed w/ balcony & oceanfront \$349 + tax
- 2 queen beds w/ balcony & oceanfront 2nd or 3rd floor @ \$349 + tax
- 2 queen beds w/ balcony & oceanfront 1st floor @ \$315 + tax
- 1 king non-view (building across street) @ \$220+ tax



# Hotel Information and Room Rate Submittal

## Seaside Civic and Convention Center (SCCC) Groups/Conventions

### **RFP DUE: 8:00AM Monday November 7, 2022**

**Event: OR City/County Managers Assn Summer Conference July 15-18, 2025**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. **RFP's must be emailed to the SCCC within the timetable provided in the solicitation.** SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

1. My Hotel (Holiday Inn Express & Suites) submits the following hotel information:

Local Contact Name: Jennifer Morkert Address: 34 North Holladay Drive, Seaside, OR 97138  
 Contact Information: Phone: 541-961-2667 Email: JenniferM@LAMHotels.com  
 Hotel Amenities: #Rooms: 84 #Suites: \_\_\_\_\_  
 Indoor Pool/Spa: Yes \_\_\_ Exercise Room: Yes \_\_\_ Meeting Rooms: No Restaurant: No  
 Bar: No Wi-Fi: Yes Business Ctr: Yes Other: \_\_\_\_\_

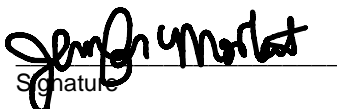
2. My hotel submits the following room rate information by room type.

Guest Room Requirements				
Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
<b>Tue, July 15, 2025</b>	75+			
<b>Rooms Available by Property:</b>		25	0	0
<b>RATE:</b>		\$ per diem	\$00	\$00
<b>Wed, July 16, 2025</b>	125+			
<b>Rooms Available by Property:</b>		25	0	0
<b>RATE:</b>		\$ per diem	\$00	\$00
<b>Thur, July 17, 2025</b>	125+			
<b>Rooms Available by Property:</b>		25	0	0
<b>RATE:</b>		\$ per diem	\$00	\$00
<p style="text-align: center;"><b>Check-In Date:</b> Tue, July 15, 2025</p> <p style="text-align: center;"><b>Check-Out Date:</b> Fri July 18, 2025</p>				

### Client Concession Requests:

- ☒ **Yes** ☐ **No** 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?
- ☐ **Yes** ☒ **No** 2. Complimentary suite for board president for Tue-Thurs nights?
- ☐ **Yes** ☒ **No** 3. Complimentary room for event lead for Tue-Thurs nights?
- ☐ **Yes** ☒ **No** 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Jennifer Morkert  
 Name of Authorized Hotel Representative (Print)

  
 Signature

November 3, 2022  
 Date

# Hotel Information and Room Rate Submittal

## Seaside Civic and Convention Center (SCCC) Groups/Conventions

### **RFP DUE: 8:00AM Monday November 7, 2022**

**Event: OR City/County Managers Assn Summer Conference July 7-10, 2026**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. **RFP's must be emailed to the SCCC within the timetable provided in the solicitation.** SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

1. My Hotel (Holiday Inn Express & Suites) submits the following hotel information:

Local Contact Name: Jennifer Morkert Address: 34 North Holladay Drive, Seaside, OR 97138  
 Contact Information: Phone: 541-961-2667 Email: JenniferM@LAMHotels.com  
 Hotel Amenities: #Rooms: 84 #Suites: \_\_\_\_\_  
 Indoor Pool/Spa: Yes \_\_\_ Exercise Room: Yes \_\_\_ Meeting Rooms: No \_\_\_ Restaurant: No \_\_\_  
 Bar: No \_\_\_ Wi-Fi: Yes \_\_\_ Business Ctr: Yes \_\_\_ Other: \_\_\_\_\_

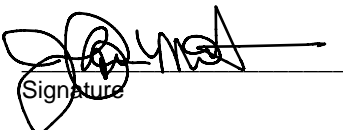
2. My hotel submits the following room rate information by room type.

Guest Room Requirements				
Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
<b>Tue, July 7, 2026</b> <b>Rooms Available by Property:</b> <b>RATE:</b>	75+	25 \$ per diem	0 \$00	0 \$00
<b>Wed, July 8, 2026</b> <b>Rooms Available by Property:</b> <b>RATE:</b>	125+	25 \$ per diem	0 \$00	0 \$00
<b>Thur, July 9, 2026</b> <b>Rooms Available by Property:</b> <b>RATE:</b>	125+	25 \$ per diem	0 \$00	0 \$00
<p style="text-align: center;"><b>Check-In Date:</b> Tue, July 7, 2026</p> <p style="text-align: center;"><b>Check-Out Date:</b> Fri July 10, 2026</p>				

### Client Concession Requests:

- ☒ **Yes** ☐ **No** 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?
- ☐ **Yes** ☒ **No** 2. Complimentary suite for board president for Tue-Thurs nights?
- ☐ **Yes** ☒ **No** 3. Complimentary room for event lead for Tue-Thurs nights?
- ☐ **Yes** ☒ **No** 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Jennifer Morkert  
Name of Authorized Hotel Representative (Print)

  
Signature

November 3, 2022  
Date

# Hotel Information and Room Rate Submittal

## Seaside Civic and Convention Center (SCCC) Groups/Conventions

### **RFP DUE: 8:00AM Monday November 7, 2022**

**Event: OR City/County Managers Assn Summer Conference July 15-18, 2025**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. **RFP's must be emailed to the SCCC within the timetable provided in the solicitation.** SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

1. My Hotel (Kathryn Riverfront Inn) submits the following hotel information:

Local Contact Name: Jennifer Morkert Address: 545 Broadway, Seaside, OR 97138  
 Contact Information: Phone: 541-961-2667 Email: JenniferM@LAMHotels.com  
 Hotel Amenities: #Rooms: 63 #Suites: \_\_\_\_\_  
 Indoor Pool/Spa: Yes\_ Exercise Room: Yes Meeting Rooms: No Restaurant: No  
 Bar: No Wi-Fi: Yes Business Ctr: Yes Other: \_\_\_\_\_

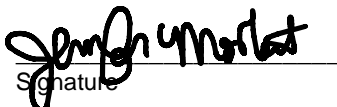
2. My hotel submits the following room rate information by room type.

Guest Room Requirements				
Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
Tue, July 15, 2025 Rooms Available by Property: RATE:	75+	25 \$ per diem	0 \$00	0 \$00
Wed, July 16, 2025 Rooms Available by Property: RATE:	125+	25 \$ per diem	0 \$00	0 \$00
Thur, July 17, 2025 Rooms Available by Property: RATE:	125+	25 \$ per diem	0 \$00	0 \$00
<p style="text-align: center;">Check-In Date: Tue, July 15, 2025</p> <p style="text-align: center;">Check-Out Date: Fri July 18, 2025</p>				

### Client Concession Requests:

- ☒ Yes ☐ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?
- ☐ Yes ☒ No 2. Complimentary suite for board president for Tue-Thurs nights?
- ☐ Yes ☒ No 3. Complimentary room for event lead for Tue-Thurs nights?
- ☐ Yes ☒ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Jennifer Morkert  
 Name of Authorized Hotel Representative (Print)

  
 Signature

November 3, 2022  
 Date



# Hotel Information and Room Rate Submittal

## Seaside Civic and Convention Center (SCCC) Groups/Conventions

### **RFP DUE: 8:00AM Monday November 7, 2022**

**Event: OR City/County Managers Assn Summer Conference July 7-10, 2026**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. **RFP's must be emailed to the SCCC within the timetable provided in the solicitation.** SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

**1. My Hotel (Kathryn Riverfront Inn) submits the following hotel information:**

Local Contact Name: Jennifer Morkert Address: 545 Broadway, Seaside, OR 97138  
 Contact Information: Phone: 541-961-2667 Email: JenniferM@LAMHotels.com  
 Hotel Amenities: #Rooms: 63 #Suites: \_\_\_\_\_  
 Indoor Pool/Spa: Yes\_ Exercise Room: Yes\_ Meeting Rooms: No Restaurant: No  
 Bar: No Wi-Fi: Yes Business Ctr: Yes Other: \_\_\_\_\_

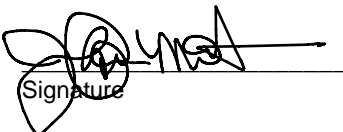
**2. My hotel submits the following room rate information by room type.**

Guest Room Requirements				
Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
<b>Tue, July 7, 2026</b> <b>Rooms Available by Property:</b> <b>RATE:</b>	75+	25 \$ per diem	0 \$00	0 \$00
<b>Wed, July 8, 2026</b> <b>Rooms Available by Property:</b> <b>RATE:</b>	125+	25 \$ per diem	0 \$00	0 \$00
<b>Thur, July 9, 2026</b> <b>Rooms Available by Property:</b> <b>RATE:</b>	125+	25 \$ per diem	0 \$00	0 \$00
<p style="text-align: center;"><b>Check-In Date:</b> Tue, July 7, 2026</p> <p style="text-align: center;"><b>Check-Out Date:</b> Fri July 10, 2026</p>				

**Client Concession Requests:**

- ☒ **Yes** ☐ **No** 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?
- ☐ **Yes** ☒ **No** 2. Complimentary suite for board president for Tue-Thurs nights?
- ☐ **Yes** ☒ **No** 3. Complimentary room for event lead for Tue-Thurs nights?
- ☐ **Yes** ☒ **No** 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Jennifer Morkert  
Name of Authorized Hotel Representative (Print)

  
Signature

November 3, 2022  
Date

# Hotel Information and Room Rate Submittal

## Seaside Civic and Convention Center (SCCC) Groups/Conventions

### **RFP DUE: 8:00AM Monday November 7, 2022**

### **Event: OR City/County Managers Assn Summer Conference July 15-18, 2025**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. **RFP's must be emailed to the SCCC within the timetable provided in the solicitation.** SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

**1. My Hotel ( \_\_\_\_\_ Quality Inn Seaside \_\_\_\_\_ ) submits the following hotel information:**

Local Contact Name: \_\_\_\_\_ Jenny Baird \_\_\_\_\_ Address: \_\_\_\_\_  
 Contact Information: Phone: \_\_\_\_\_ 503-922-1750 \_\_\_\_\_ Email: \_\_\_\_\_ jenny@bridgetownrms.com \_\_\_\_\_  
 Hotel Amenities: #Rooms: \_\_\_\_\_ 55 \_\_\_\_\_ #Suites: \_\_\_\_\_ N/A \_\_\_\_\_  
 Indoor Pool/Spa: \_\_\_\_\_ N/A \_\_\_\_\_ Exercise Room: \_\_\_\_\_ N/A \_\_\_\_\_ Meeting Rooms: \_\_\_\_\_ N/A \_\_\_\_\_ Restaurant: \_\_\_\_\_  
 Bar: \_\_\_\_\_ N/A \_\_\_\_\_ Wi-Fi: \_\_\_\_\_ Complimentary \_\_\_\_\_ Business Ctr. \_\_\_\_\_ Other: \_\_\_\_\_ Hot Cont'l  
 Breakfast \_\_\_\_\_

**2. My hotel submits the following room rate information by room type.**

### **Guest Room Requirements**

Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
<b>Tue, July 15, 2025</b> <b>Rooms Available by Property:</b> <b>RATE:</b>	75+	30 \$195.00	25 \$195.00	0 \$00
<b>Wed, July 16, 2025</b> <b>Rooms Available by Property:</b> <b>RATE:</b>	125+	30 \$195.00	25 \$195.00	0 \$00
<b>Thur, July 17, 2025</b> <b>Rooms Available by Property:</b> <b>RATE:</b>	125+	30 \$195.00	25 \$195.00	0 \$00

-Guestroom rates are based on 2022 terms with no more than a 3% annual increase. Rates can be confirmed 1-year prior to conference dates.

-We are not currently holding any guestrooms at this time and are based on availability.

**Check-In Date:** Tue, July 15, 2025

**Check-Out Date:** Fri July 18, 2025

### **Client Concession Requests:**

\_\_\_ Yes \_\_\_ X \_\_\_ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?

\_\_\_ Yes \_\_\_ X \_\_\_ No 2. Complimentary suite for board president for Tue-Thurs nights?

\_\_\_ Yes \_\_\_ X \_\_\_ No 3. Complimentary room for event lead for Tue-Thurs nights?

\_\_\_ X \_\_\_ Yes \_\_\_ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

\_\_\_\_\_  
Name of Authorized Hotel Representative (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Hotel Information and Room Rate Submittal

## Seaside Civic and Convention Center (SCCC) Groups/Conventions

### **RFP DUE: 8:00AM Monday November 7, 2022**

**Event: OR City/County Managers Assn Summer Conference July 7-10, 2026**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. **RFP's must be emailed to the SCCC within the timetable provided in the solicitation.** SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

1. My Hotel ( \_\_\_\_\_ Quality Inn Seaside \_\_\_\_\_ ) submits the following hotel information:

Local Contact Name: \_\_\_\_\_ Jenny Baird \_\_\_\_\_ Address: \_\_\_\_\_  
 Contact Information: Phone: \_\_\_\_\_ 55 \_\_\_\_\_ Email: \_\_\_\_\_ jenny@bridgetownrms.com \_\_\_\_\_  
 Hotel Amenities: #Rooms: \_\_\_\_\_ #Suites: \_\_\_\_\_  
 Indoor Pool/Spa: \_\_\_\_\_ Exercise Room: \_\_\_\_\_ Meeting Rooms: \_\_\_\_\_ Restaurant: \_\_\_\_\_  
 Bar: \_\_\_\_\_ Wi-Fi: \_\_\_\_\_ Business Ctr. \_\_\_\_\_ Other: \_\_\_\_\_

2. My hotel submits the following room rate information by room type.

### Guest Room Requirements

Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
<b>Tue, July 7, 2026</b>	75+			
<b>Rooms Available by Property:</b>		30	25	0
<b>RATE:</b>		\$195.00	\$195.00	\$00
<b>Wed, July 8, 2026</b>	125+			
<b>Rooms Available by Property:</b>		30	25	0
<b>RATE:</b>		\$195.00	\$195.00	\$00
<b>Thur, July 9, 2026</b>	125+			
<b>Rooms Available by Property:</b>		30	25	0
<b>RATE:</b>		\$195.00	\$195.00	\$00

Rates are quoted in 2022 terms with a 3% increase per year. Rates can be confirmed one year prior to conference.

Guestrooms are not currently being held at this time and are based on availability.

**Check-In Date:** Tue, July 7, 2026

**Check-Out Date:** Fri July 10, 2026



**Client Concession Requests:**

- ☐ **Yes** ☒ **No** 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?
- ☐ **Yes** ☒ **No** 2. Complimentary suite for board president for Tue-Thurs nights?
- ☐ **Yes** ☒ **No** 3. Complimentary room for event lead for Tue-Thurs nights?
- ☒ **Yes** ☐ **No** 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

<u>Jenny Baird</u>	_____	<u>11/7/2022</u>
Name of Authorized Hotel Representative (Print)	Signature	Date

# Rivertide Suites

---

102 N. Holladay Dr. Seaside, OR 97138 | 503-717-1100 | [sales@rivertidesuites.com](mailto:sales@rivertidesuites.com)

**11/5/2022**

I would like to thank you all for allowing us to create this RFP for you and the client. We are looking forward to working with you!

We would like to bring to your attention that our hotel is unique to Seaside as we are an all-suite hotel. All of our suites have a full kitchen, in-suite washer and dryers, dish washers, a 6ft jetted tub, fireplace, and private balcony. We offer junior studio suites with a queen bed and a queen sleeper sofa, a 1bedroom/1bath suite with a king bed and queen sleeper sofa, and a 2bedroom/2 bath suite with 1 king bed, 1 queen bed, and queen sleeper sofa. Our hotel lobby is undergoing a remodel and we will be adding a wine and beer bar open in the evenings that is great for groups to gather and connect with before events at the convention center.

Sincerely,

A handwritten signature in blue ink that reads "Andrena Little". The signature is fluid and cursive, with a long horizontal line extending from the end.

**Andrena Little  
Sales Manager  
Rivertide Suites**

# Hotel Information and Room Rate Submittal

## Seaside Civic and Convention Center (SCCC) Groups/Conventions

### RFP DUE: 8:00AM Monday November 7, 2022

**Event: OR City/County Managers Assn Summer Conference July 15-18, 2025**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

1. My Hotel (Rivertide Suites) submits the following hotel information:

Local Contact Name: Andrena Little  
 Contact Information: Phone: 503-717-1100  
 Hotel Amenities: #Rooms: 70  
 Indoor Pool/Spa: yes Exercise Room: yes  
 Bar: yes, wine & beer Wi-Fi: yes

Address: 102 N Holladay Drive  
 Email: [sales@rivertidesuites.com](mailto:sales@rivertidesuites.com)  
 #Suites: 70  
 Meeting Rooms: yes, one  
 Business Ctr. Yes

Restaurant: no  
 Other: \_\_\_\_\_

2. My hotel submits the following room rate information by room type.

#### Guest Room Requirements

Day	# Requested by Client	Single Available (1 Bedroom- 1 King w/ Queen Sofa Sleeper)	Double Available (2 Bedroom- 1 King, 1 Queen & Queen sofa sleeper)	Other: Studio (1 Queen Bed w/ Queen sofa sleeper)
Tue, July 15, 2025 Rooms Available by Property: 20 RATE:	75+	5 \$369	5 \$389	10 \$359
Wed, July 16, 2025 Rooms Available by Property: 20 RATE:	125+	5 \$369	5 \$389	10 \$359
Thur, July 17, 2025 Rooms Available by Property: 20 RATE:	125+	5 \$369	5 \$389	10 \$359

Check-In Date: Tue, July 15, 2025

Check-Out Date: Fri July 18, 2025

**\*The listed rates above are based off of 2023 rates with no more than a 5% annual increase every year\***

#### Client Concession Requests:

☐ Yes ☒ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?

☐ Yes ☒ No 2. Complimentary suite for board president for Tue-Thurs nights?

We would be happy to offer a complimentary room upgrade for the board president.

☐ Yes ☒ No 3. Complimentary room for event lead for Tue-Thurs nights?

We would be happy to offer a complimentary room upgrade for the event lead.

☒ Yes ☐ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Andrena Little

Name of Authorized Hotel Representative (Print)



Signature

11/5/22

Date

**Hotel Information and Room Rate Submittal**  
**Seaside Civic and Convention Center (SCCC) Groups/Conventions**  
**RFP DUE: 8:00AM Monday November 7, 2022**

**Event: OR City/County Managers Assn Summer Conference July 7-10, 2026**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

**1. My Hotel (Rivertide Suites) submits the following hotel information:**

Local Contact Name: Andrena Little	Address: 102 N Holladay Dr
Contact Information: Phone: 503-717-1100	Email: <a href="mailto:sales@rivertidesuites.com">sales@rivertidesuites.com</a>
Hotel Amenities: #Rooms: 70	#Suites: 70
Indoor Pool/Spa: Yes	Exercise Room: Yes
Bar: Yes, Wine & Beer	Meeting Rooms: Yes, one
Wi-Fi: Yes	Business Ctr. Yes
	Restaurant: no
	Other: _____

**2. My hotel submits the following room rate information by room type.**

Guest Room Requirements				
Day	# Requested by Client	Single Available (1 Bedroom- 1 King w/ Queen Sofa Sleeper)	Double Available (2 Bedroom- 1 King, 1 Queen & Queen sofa sleeper)	Other: Studio (1 Queen Bed w/ Queen sofa sleeper)
Tue, July 7, 2026 Rooms Available by Property: 20 RATE:	75+	5 \$387	5 \$407	10 \$377
Wed, July 8, 2026 Rooms Available by Property: 20 RATE:	125+	5 \$387	5 \$407	10 \$377
Thur, July 9, 2026 Rooms Available by Property: 20 RATE:	125+	5 \$387	5 \$407	10 \$377
Check-In Date: Tue, July 7, 2026				
Check-Out Date: Fri July 10, 2026				

**\*The listed rates above are based off of 2023 rates with no more than a 5% annual increase every year\***

**Client Concession Requests:**

☐ Yes ☒ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?

☐ Yes ☒ No 2. Complimentary suite for board president for Tue-Thurs nights?

We would be happy to offer a complimentary room upgrade for the board president.

☐ Yes ☒ No 3. Complimentary room for event lead for Tue-Thurs nights?

We would be happy to offer a complimentary room upgrade for the event lead.

☒ Yes ☐ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Andrena Little  
Name of Authorized Hotel Representative (Print)

Andrena Little  
Signature

11/5/22  
Date



# Hotel Information and Room Rate Submittal

## Seaside Civic and Convention Center (SCCC) Groups/Conventions

### RFP DUE: 1:00PM Friday March 3, 2023

**Event: OR City/County Managers Assn Summer Conference September 2-5, 2025**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

1. My Hotel (Seabrook Tide) submits the following hotel information:

Local Contact Name: Brooke Edgar Address: 300 N. Prom  
 Contact Information: Phone: 771-661-0772 Email: brookie@escapelodging.com  
 Hotel Amenities: #Rooms: \_\_\_\_\_ #Suites: \_\_\_\_\_  
 Indoor Pool/Spa: yes Exercise Room: no Meeting Rooms: no Restaurant: no  
 Bar: no Wi-Fi: yes Business Ctr.: no Other: \_\_\_\_\_

2. My hotel submits the following room rate information by room type.

Guest Room Requirements				
Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
Tue, September 2, 2025	75+	0	0	0
Rooms Available by Property:		\$00	\$00	\$00
RATE:				
Wed, September 3, 2025	125+	0	0	0
Rooms Available by Property:		\$00	\$00	\$00
RATE:				
Thur, September 4, 2025	125+	0	0	0
Rooms Available by Property:		\$00	\$00	\$00
RATE:				
Check-In Date: Tue, September 2, 2025 Check-Out Date: Fri September 5, 2025				

### Client Concession Requests:

☐ Yes ☒ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?

☐ Yes ☒ No 2. Complimentary suite for board president for Tue-Thurs nights?

☐ Yes ☒ No 3. Complimentary room for event lead for Tue-Thurs nights?

☐ Yes ☒ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Brooke Edgar  
 Name of Authorized Hotel Representative (Print)

Brooke Edgar  
 Signature

3/10/23  
 Date

**Hotel Information and Room Rate Submittal**  
**Seaside Civic and Convention Center (SCCC) Groups/Conventions**  
**RFP DUE: 1:00PM Friday March 3, 2023**

**Event: OR City/County Managers Assn Summer Conference September 8-11, 2026**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

1. My Hotel (Ebb-Tide) submits the following hotel information:

Local Contact Name: Brooke Edger Address: 300 N Prom  
 Contact Information: Phone: 971-601-6172 Email: brookie@escapelodging.com  
 Hotel Amenities: #Rooms: \_\_\_\_\_ #Suites: \_\_\_\_\_  
 Indoor Pool/Spa: yes Exercise Room: no Meeting Rooms: no Restaurant: no  
 Bar: no Wi-Fi: yes Business Ctr.: no Other: \_\_\_\_\_

2. My hotel submits the following room rate information by room type.

Guest Room Requirements				
Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
Tue, September 8, 2026	75+			
Rooms Available by Property:		0	0	0
RATE:		\$00	\$00	\$00
Wed, September 9, 2026	125+			
Rooms Available by Property:		0	0	0
RATE:		\$00	\$00	\$00
Thur, September 10, 2026	125+			
Rooms Available by Property:		0	0	0
RATE:		\$00	\$00	\$00
Check-In Date: Tue, September 8, 2026 Check-Out Date: Fri September 11, 2026				

**Client Concession Requests:**

☐ Yes ☒ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?

☐ Yes ☒ No 2. Complimentary suite for board president for Tue-Thurs nights?

☐ Yes ☒ No 3. Complimentary room for event lead for Tue-Thurs nights?

☐ Yes ☒ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Brooke Edger  
 Name of Authorized Hotel Representative (Print)

Brooke Edger  
 Signature

3/01/23  
 Date

**Ebb-Tide OR City/County Managers Assn Conference September 2-5, 2025 or  
Ebb-Tide OR City/County Managers Assn Conference September 8-11, 2026**

2 queen beds w/ ocean view @ \$195 + tax  
2 queen beds w/ partial view @ \$170 + tax  
1 king bed w/ ocean view @ \$195 + tax  
1 king bed/ partial oceanfront @ \$170 +tax  
2 queen beds kitchenette w/ ocean view @ \$205 + tax

**Hotel Information and Room Rate Submittal**  
**Seaside Civic and Convention Center (SCCC) Groups/Conventions**  
**RFP DUE: 1:00PM Friday March 3, 2023**

**Event: OR City/County Managers Assn Summer Conference September 2-5, 2025**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

1. My Hotel Hi-Tide submits the following hotel information:

Local Contact Name: Brooke Edger Address: 30 Ave 4  
 Contact Information: Phone: 971-601-0712 Email: brooke@escapelodging.com  
 Hotel Amenities: #Rooms: \_\_\_\_\_ #Suites: \_\_\_\_\_  
 Indoor Pool/Spa: YU Exercise Room: no Meeting Rooms: no Restaurant: no  
 Bar: no Wi-Fi: yes Business Ctr: no Other: \_\_\_\_\_

2. My hotel submits the following room rate information by room type.

**Guest Room Requirements**

Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
Tue, September 2, 2025 Rooms Available by Property: RATE:	75+	0 \$00	0 \$00	0 \$00
Wed, September 3, 2025 Rooms Available by Property: RATE:	125+	0 \$00	0 \$00	0 \$00
Thur, September 4, 2025 Rooms Available by Property: RATE:	125+	0 \$00	0 \$00	0 \$00

Check-In Date: Tue, September 2, 2025

Check-Out Date: Fri September 5, 2025

**Client Concession Requests:**

☐ Yes ☒ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?

☐ Yes ☒ No 2. Complimentary suite for board president for Tue-Thurs nights?

☐ Yes ☒ No 3. Complimentary room for event lead for Tue-Thurs nights?

☐ Yes ☒ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Brooke Edger  
 Name of Authorized Hotel Representative (Print)

BS Edger  
 Signature

03.01.2023  
 Date



# Hotel Information and Room Rate Submittal

## Seaside Civic and Convention Center (SCCC) Groups/Conventions

### RFP DUE: 1:00PM Friday March 3, 2023

**Event: OR City/County Managers Assn Summer Conference September 8-11, 2026**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

1. My Hotel (Hi-Tide) submits the following hotel information:

Local Contact Name: Brooke Edgar Address: 30 Ave G  
 Contact Information: Phone: 971-601-8772 Email: brooke@escapelodging.com  
 Hotel Amenities: #Rooms: \_\_\_\_\_ #Suites: \_\_\_\_\_  
 Indoor Pool/Spa: yes Exercise Room: no Meeting Rooms: no Restaurant: no  
 Bar: no Wi-Fi: yes Business Ctr: no Other: \_\_\_\_\_

2. My hotel submits the following room rate information by room type.

Guest Room Requirements				
Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
Tue, September 8, 2026 Rooms Available by Property: RATE:	75+	0 \$00	0 \$00	0 \$00
Wed, September 9, 2026 Rooms Available by Property: RATE:	125+	0 \$00	0 \$00	0 \$00
Thur, September 10, 2026 Rooms Available by Property: RATE:	125+	0 \$00	0 \$00	0 \$00
Check-In Date: Tue, September 8, 2026 Check-Out Date: Fri September 11, 2026				

### Client Concession Requests:

- ☐ Yes ☒ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?
- ☐ Yes ☒ No 2. Complimentary suite for board president for Tue-Thurs nights?
- ☐ Yes ☒ No 3. Complimentary room for event lead for Tue-Thurs nights?
- ☐ Yes ☒ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Brooke Edgar  
Name of Authorized Hotel Representative (Print)

Brooke Edgar  
Signature

03-01-2023  
Date

**Hi-Tide OR City/County Managers Assn Conference September 2-5, 2025 or  
Hi-Tide OR City/County Managers Assn Conference September 8-11, 2026**

- 1 king bed w/partial oceanfront @ \$170 + tax
- 1 king bed w/ balcony & oceanfront 2nd or 3rd floor \$200 + tax
- 2 queen beds w/ balcony & oceanfront 2nd or 3rd floor @ \$200 + tax
- 2 queen beds w/ balcony & oceanfront 1st floor @ \$190 + tax

# **Hotel Information and Room Rate Submittal** **Seaside Civic and Convention Center (SCCC) Groups/Conventions** **RFP DUE: 1:00PM Friday March 3, 2023**

**Event: OR City/County Managers Assn Summer Conference September 2-5, 2025**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

**1. My Hotel (Inn at Seaside) submits the following hotel information:**

Local Contact Name: **Sherry and Ashley** Address: **441 2<sup>nd</sup> Ave**  
 Contact Information: Phone: **503- 738- 5744** Email: **apowell@seasidelodgingllc.com**  
 Hotel Amenities: #Rooms: **43** #Suites: **5**  
 Indoor Pool/Spa: **Pool,** Exercise Room: **Yes,** Meeting Rooms: **Yes** Restaurant: **No**  
 Bar: **No** Wi-Fi: **Yes** Business Ctr: **Yes** Other: **Complimentary breakfast**

**2. My hotel submits the following room rate information by room type.**

Guest Room Requirements				
Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
Tue, September 2, 2025	75+			
Rooms Available by Property:		15	27	5
RATE:		\$149	\$179	\$199- \$209
Wed, September 3, 2025	125+			
Rooms Available by Property:		15	27	5
RATE:		\$149	\$179	\$199- \$209
Thur, September 4, 2025	125+			
Rooms Available by Property:		15	27	5
RATE:		\$149	\$179	\$199- 209
Check-In Date: Tue, September 2, 2025 Check-Out Date: Fri September 5, 2025				

**Client Concession Requests:**

- ☐ Yes ☐ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?
- ☐ Yes ☐ No 2. Complimentary suite for board president for Tue-Thurs nights?
- ☐ Yes ☐ No 3. Complimentary room for event lead for Tue-Thurs nights?
- ☐ Yes ☐ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Ashely Powell  
 Name of Authorized Hotel Representative (Print)

Ashely Powell  
 Signature

3/2/23  
 Date

# Hotel Information and Room Rate Submittal

## Seaside Civic and Convention Center (SCCC) Groups/Conventions

### RFP DUE: 1:00PM Friday March 3, 2023

**Event: OR City/County Managers Assn Summer Conference September 8-11, 2026**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

1. My Hotel (Inn at Seaside) submits the following hotel information:

Local Contact Name: Sherry and Ashley Address: 441 2nd Ave  
 Contact Information: Phone: 503- 738- 9581 Email: apowell@seasidelodgingllc.com  
 Hotel Amenities: #Rooms: 43 #Suites: 5  
 Indoor Pool/Spa: Pool Exercise Room: No Meeting Rooms: Yes Restaurant: No  
 Bar: No Wi-Fi: Yes Business Ctr: Yes Other: Complimentary breakfast

2. My hotel submits the following room rate information by room type.

#### Guest Room Requirements

Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
Tue, September 8, 2026 Rooms Available by Property: RATE:	75+	15 \$149	27 \$179	5 \$199- \$209
Wed, September 9, 2026 Rooms Available by Property: RATE:	125+	15 \$149	27 \$179	5 \$199- \$209
Thur, September 10, 2026 Rooms Available by Property: RATE:	125+	15 \$149	27 \$179	6 \$199- 209

Check-In Date: Tue, September 8, 2026

Check-Out Date: Fri September 11, 2026

#### Client Concession Requests:

☐ Yes ☐ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?

☐ Yes ☐ No 2. Complimentary suite for board president for Tue-Thurs nights?

☐ Yes ☐ No 3. Complimentary room for event lead for Tue-Thurs nights?

☐ Yes ☐ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Ashley Powell

Name of Authorized Hotel Representative (Print)

  
Signature

3/23/23  
Date



# **Hotel Information and Room Rate Submittal** **Seaside Civic and Convention Center (SCCC) Groups/Conventions** **RFP DUE: 1:00PM Friday March 3, 2023**

**Event: OR City/County Managers Assn Summer Conference September 2-5, 2025**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

**1. My Hotel (River Inn at Seaside) submits the following hotel information:**

Local Contact Name: **Sherry and Ashley** Address: **531 Ave A**  
 Contact Information: Phone: **503- 738- 5744** Email: **apowell@seasidelodgingllc.com**  
 Hotel Amenities: #Rooms: **43** #Suites: **X6**  
 Indoor Pool/Spa: **Yes** Exercise Room: **Yes** Meeting Rooms: **No** Restaurant: **No**  
 Bar: **No** Wi-Fi: **Yes** Business Ctr: **Yes** Other: **Complimentary breakfast**

**2. My hotel submits the following room rate information by room type.**

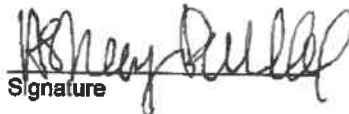
Guest Room Requirements				
Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
Tue, September 2, 2025	75+			
Rooms Available by Property:		15	27	6
RATE:		\$129	\$169	\$189- \$199
Wed, September 3, 2025	125+			
Rooms Available by Property:		15	27	6
RATE:		\$129	\$169	\$189- \$199
Thur, September 4, 2025	125+			
Rooms Available by Property:		15	27	5
RATE:		\$129	\$169	\$189- \$199
Check-In Date: Tue, September 2, 2025 Check-Out Date: Fri September 5, 2025				

**Client Concession Requests:**

- ☐ Yes ☐ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?
- ☐ Yes ☐ No 2. Complimentary suite for board president for Tue-Thurs nights?
- ☐ Yes ☐ No 3. Complimentary room for event lead for Tue-Thurs nights?
- ☐ Yes ☐ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

**Ashely Powell**

Name of Authorized Hotel Representative (Print)



Signature

**3/2/23**

Date

**Hotel Information and Room Rate Submittal**  
**Seaside Civic and Convention Center (SCCC) Groups/Conventions**  
**RFP DUE: 1:00PM Friday March 3, 2023**

**Event: OR City/County Managers Assn Summer Conference September 8-11, 2026**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

1. My Hotel (River Inn at Seaside) submits the following hotel information:

Local Contact Name: Sherry and Ashley Address: 531 Ave A  
 Contact Information: Phone: 503-738-5744 Email: apowell@seasidelodgingllc.com  
 Hotel Amenities: #Rooms: 42 #Suites: 6  
 Indoor Pool/Spa: Yes Exercise Room: Yes Meeting Rooms: No Restaurant: No  
 Bar: No Wi-Fi: Yes Business Ctr: Yes Other: Complimentary breakfast

2. My hotel submits the following room rate information by room type.

**Guest Room Requirements**

Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
Tue, September 8, 2026 Rooms Available by Property: RATE:	75+	15 \$129	27 \$169	6 \$179-\$189
Wed, September 9, 2026 Rooms Available by Property: RATE:	125+	15 \$129	27 \$169	6 \$179-\$189
Thur, September 10, 2026 Rooms Available by Property: RATE:	125+	15 \$129	27 \$169	6 \$179-\$189

Check-In Date: Tue, September 8, 2026

Check-Out Date: Fri September 11, 2026

**Client Concession Requests:**

☐ Yes ☐ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?

☐ Yes ☐ No 2. Complimentary suite for board president for Tue-Thurs nights?

☐ Yes ☐ No 3. Complimentary room for event lead for Tue-Thurs nights?

☐ Yes ☐ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Ashley Powell

Name of Authorized Hotel Representative (Print)

  
Signature

3/2/23  
Date

**Hotel Information and Room Rate Submittal**  
**Seaside Civic and Convention Center (SCCC) Groups/Conventions**  
**RFP DUE: 1:00PM Friday March 3, 2023**

**Event: OR City/County Managers Assn Summer Conference September 2-5, 2025**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

**1. My Hotel (Saltline) submits the following hotel information:**

Local Contact Name: Sherry and Ashley      Address: 250 1<sup>st</sup> Ave  
 Contact Information: Phone: 971-601-1082      Email: apowell@seasidelodgingllc.com  
 Hotel Amenities: #Rooms: 59      #Suites: 6  
 Indoor Pool/Spa: Yes,      Exercise Room: Yes,      Meeting Rooms: No      Restaurant: No  
 Bar: No      Wi-Fi: Yes      Business Ctr: Yes      Other: Complimentary breakfast

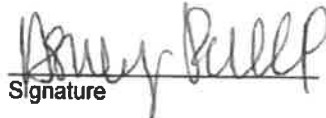
**2. My hotel submits the following room rate information by room type.**

Guest Room Requirements				
Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
Tue, September 2, 2025	75+			
Rooms Available by Property:		26	34	6
RATE:		\$179	\$199	\$209- \$219
Wed, September 3, 2025	125+			
Rooms Available by Property:		26	26	6
RATE:		\$179	\$199	\$209- \$219
Thur, September 4, 2025	125+			
Rooms Available by Property:		26	34	6
RATE:		\$179	\$199	\$209- 219
Check-In Date: Tue, September 2, 2025				
Check-Out Date: Fri September 5, 2025				

**Client Concession Requests:**

- ☐ Yes ☐ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?
- ☐ Yes ☐ No 2. Complimentary suite for board president for Tue-Thurs nights?
- ☐ Yes ☐ No 3. Complimentary room for event lead for Tue-Thurs nights?
- ☐ Yes ☐ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Ashely Powell  
 Name of Authorized Hotel Representative (Print)

  
 Signature

3/2/23  
 Date

**Hotel Information and Room Rate Submittal**  
**Seaside Civic and Convention Center (SCCC) Groups/Conventions**  
**RFP DUE: 1:00PM Friday March 3, 2023**

**Event: OR City/County Managers Assn Summer Conference September 8-11, 2026**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

**1. My Hotel (Saltline) submits the following hotel information:**

Local Contact Name: Sherry and Ashley Address: 250 1st Ave  
 Contact Information: Phone: 971- 601- 1082 Email: apowell@seasidelodgingllc.com  
 Hotel Amenities: #Rooms: 59 #Suites: 6  
 Indoor Pool/Spa: Yes Exercise Room: Yes Meeting Rooms: No Restaurant: No  
 Bar: No Wi-Fi: Yes Business Ctr: Yes Other: Complimentary breakfast

**2. My hotel submits the following room rate information by room type.**

Guest Room Requirements				
Day	# Requested by Client	Single Available (1 Bed)	Double Available (2 Beds)	Other:
Tue, September 8, 2026	75+			
Rooms Available by Property:		26	34	6
RATE:		\$179	\$199	\$209- \$219
Wed, September 9, 2026	125+			
Rooms Available by Property:		26	34	6
RATE:		\$179	\$199	\$209- \$219
Thur, September 10, 2026	125+			
Rooms Available by Property:		26	34	6
RATE:		\$179	\$199	\$209- \$219
Check-In Date: Tue, September 8, 2026 Check-Out Date: Fri September 11, 2026				

**Client Concession Requests:**

- ☐ Yes ☐ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?
- ☐ Yes ☐ No 2. Complimentary suite for board president for Tue-Thurs nights?
- ☐ Yes ☐ No 3. Complimentary room for event lead for Tue-Thurs nights?
- ☐ Yes ☐ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

**Ashley Powell**

Name of Authorized Hotel Representative (Print)

  
 Signature

  
 Date



# Hotel Information and Room Rate Submittal

## Seaside Civic and Convention Center (SCCC) Groups/Conventions

### RFP DUE: 1:00PM Friday March 3, 2023

**Event:** OR City/County Managers Assn Summer Conference September 2-5, 2025

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

1. My Hotel ( Rivertide Suites ) submits the following hotel information:

Local Contact Name: Andrena Little      Address: 102 N Holladay Drive  
 Contact Information: Phone: (503) 717-1100      Email: [sales@rivertidesuites.com](mailto:sales@rivertidesuites.com)  
 Hotel Amenities: #Rooms :70      #Suites: 70  
 Indoor Pool/Spa: Yes      Exercise Room: Yes      Meeting Rooms: Yes, one  
 Bar: Wine Bar 4pm-9pm      Wi-Fi: Yes      Business Ctr: Yes

Restaurant: no  
 Other: \_\_\_\_\_

2. My hotel submits the following room rate information by room type.

#### Guest Room Requirements

Day	# Requested by Client	Single Available (1 Bedroom- 1 King w/ Queen Sofa Sleeper)	Double Available (2 Bedroom- 1 King, 1 Queen & Queen sofa sleeper)	Other: Studio (1 Queen Bed w/ Queen sofa sleeper)
<b>Tue, September 2, 2025</b>	75+			
Rooms Available by Property:		5	5	10
RATE:		\$249	\$319	\$219
<b>Wed, September 3, 2025</b>	125+			
Rooms Available by Property:		5	5	10
RATE:		\$249	\$319	\$219
<b>Thur, September 4, 2025</b>	125+			
Rooms Available by Property:		5	5	10
RATE:		\$249	\$319	\$219

Check-In Date: Tue, September 2, 2025

Check-Out Date: Fri September 5, 2025

*\*The listed rates above are based off of 2023 rates with no more than a 5% annual increase every year\**

#### Client Concession Requests:

☐ Yes ☒ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?

☐ Yes ☒ No 2. Complimentary suite for board president for Tue-Thurs nights?

We would be happy to do a complimentary upgrade for board presidents.

☐ Yes ☒ No 3. Complimentary room for event lead for Tue-Thurs nights?

We would be happy to do a complimentary upgrade for event leader.

☒ Yes ☐ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Andrena Little  
 Name of Authorized Hotel Representative (Print)

Andrena Little  
 Signature

3/3/23  
 Date

**Hotel Information and Room Rate Submittal**  
**Seaside Civic and Convention Center (SCCC) Groups/Conventions**  
**RFP DUE: 1:00PM Friday March 3, 2023**

**Event: OR City/County Managers Assn Summer Conference September 8-11, 2026**

All RFP's submitted by Seaside OR hotels will be included in the proposal package from the SCCC. RFP's must be emailed to the SCCC within the timetable provided in the solicitation. SCCC staff will NOT share any hotel's RFP with any other hotel. Only the SCCC client will receive the Hotel RFP submittals.

1. My Hotel ( Rivertide Suites ) submits the following hotel information:

Local Contact Name: Andrena Little      Address: 102 N Holladay Drive  
 Contact Information: Phone: (503) 717-1100      Email: sales@rivertidesuites.com  
 Hotel Amenities: #Rooms :70      #Suites: 70  
 Indoor Pool/Spa: Yes      Exercise Room: Yes      Meeting Rooms: Yes, one      Restaurant: no  
 Bar: Wine Bar 4pm-9pm      Wi-Fi: Yes      Business Ctr: Yes      Other: \_\_\_\_\_

2. My hotel submits the following room rate information by room type.

**Guest Room Requirements**

Day	# Requested by Client	Single Available (1 Bedroom- 1 King w/ Queen Sofa Sleeper)	Double Available (2 Bedroom- 1 King, 1 Queen & Queen sofa sleeper)	Other: Studio (1 Queen Bed w/ Queen sofa sleeper)
Tue, September 8, 2026 Rooms Available by Property: RATE:	75+	5 \$259	5 \$329	10 \$229
Wed, September 9, 2026 Rooms Available by Property: RATE:	125+	5 \$259	5 \$329	10 \$229
Thur, September 10, 2026 Rooms Available by Property: RATE:	125+	5 \$259	5 \$329	10 \$229

Check-In Date: Tue, September 8, 2026

Check-Out Date: Fri September 11, 2026

*\*The listed rates above are based off of 2023 rates with no more than a 5% annual increase every year\**

**Client Concession Requests:**

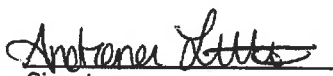
☐ Yes ☒ No 1. Able to provide Per Diem pricing for standard guest rooms, increasing rates as premium room types require?

☐ Yes ☒ No 2. Complimentary suite for board president for Tue-Thurs nights?  
 We would be happy to do a complimentary upgrade for board presidents.

☐ Yes ☒ No 3. Complimentary room for event lead for Tue-Thurs nights?  
 We would be happy to do a complimentary upgrade for event leader.

☒ Yes ☐ No 4. Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized?

Andrena Little  
 Name of Authorized Hotel Representative (Print)

  
 Signature

3/3/23  
 Date



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 Angela,

Thank you for considering Sunriver Resort for your 2025 & 2026 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

2025



July 8 – 11, 2025	Tues 7/8	Wed 7/9	Thurs 7/10	Fri 7/11
Room Block	75	125	125	Check-Out
Total	75	125	125	=325

July 8 – 11, 2025	
Lodge Village Guestroom	\$369.00
Lodge Village Suite	\$709.00
River Lodge Executive Guestroom	\$699.00

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.

# Tailored to you

We are pleased to offer the following rates to your group

2026



July 7 – 10, 2026	Tues 7/7	Wed 7/8	Thurs 7/19	Fri 7/10
Room Block	75	125	125	Check-Out
Total	75	125	125	=325

July 7 – 10, 2026	
Lodge Village Guestroom	\$369.00
Lodge Village Suite	\$709.00
River Lodge Executive Guestroom	\$699.00

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 \$500/day for Homestead Ballroom and additional \$150/day per breakout
- ◇ Reduced exhibitor fee of \$70.00/table – one time fee and includes access to power
- ◇ 20% Discount on all in-house a/v
- ◇ F&B Minimum of \$75,000.00



## 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**

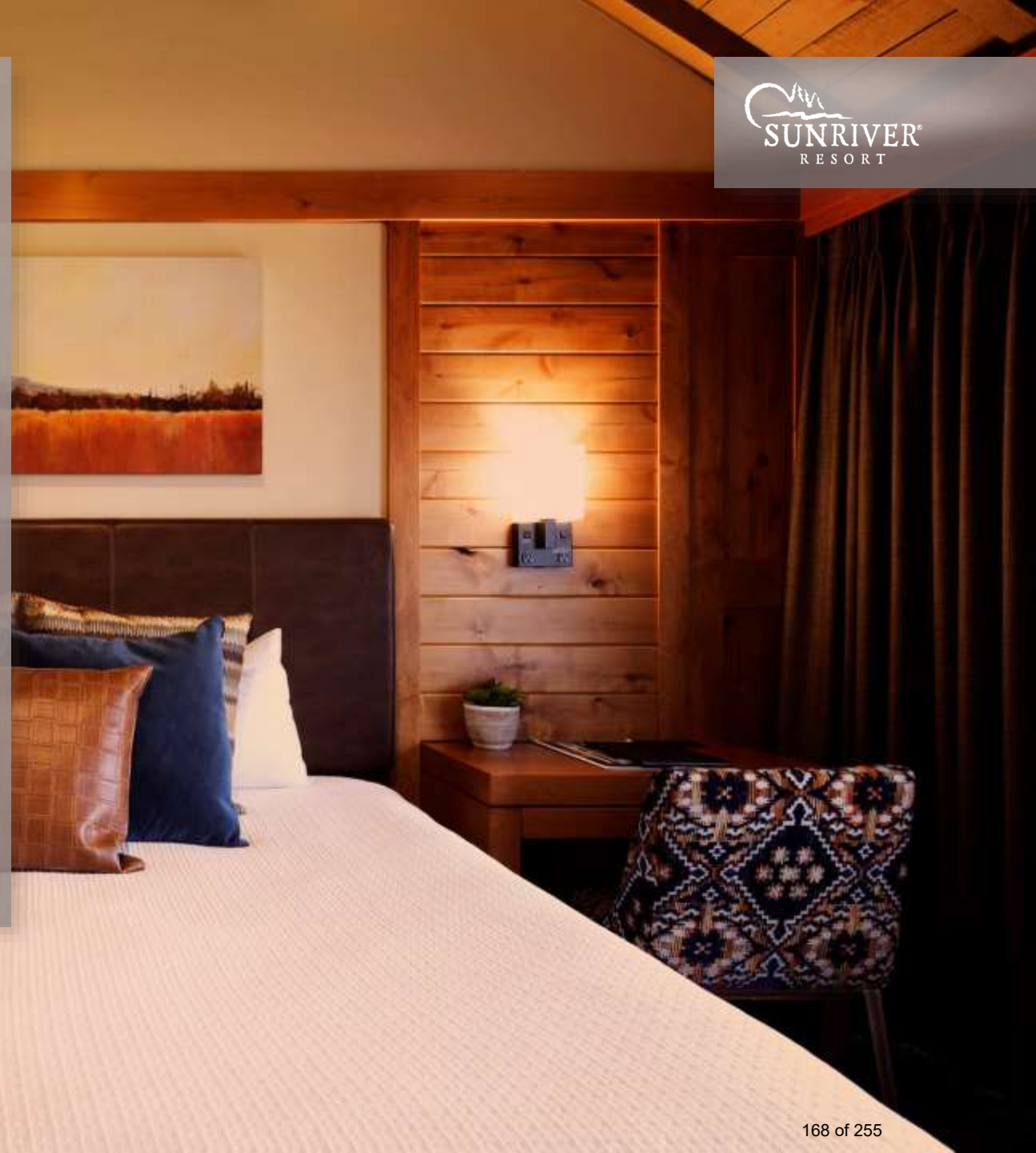
990 sq ft, stone gas fireplace, private balcony, mountain and golf course views, continental kitchen and open loft, one king or two queen beds.



## **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	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	\$500.00	150
	5:00 PM	6:30 PM	Tradeshow Reception	Homestead 2+3	Existing		150
Wednesday	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	\$500.00	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	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	\$500.00	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	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	\$500.00	150
	8:00 AM	12:00 PM	OCCMA Board Meeting	Heritage 1+2	U-Shape	\$150.00	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

**Smart**meetings

Platinum Choice  
Award Winner





# See you soon

## Contact us

Group Sales: 1-800-386-1927

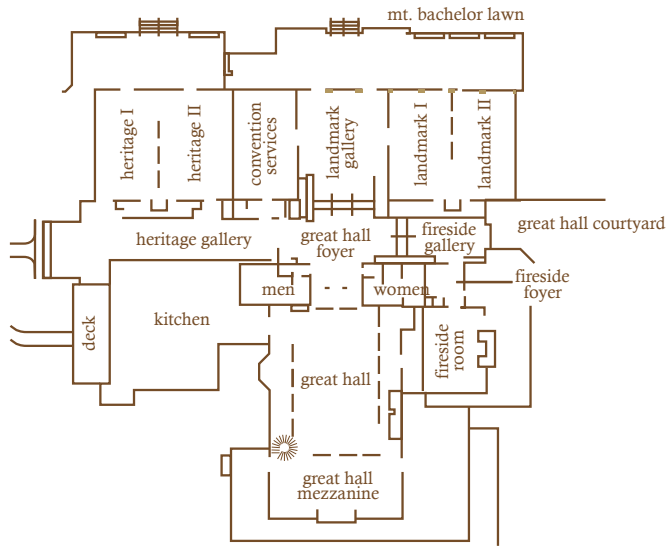
17600 Center Dr., Sunriver, OR 97707

[sunriver-resort.com](http://sunriver-resort.com)



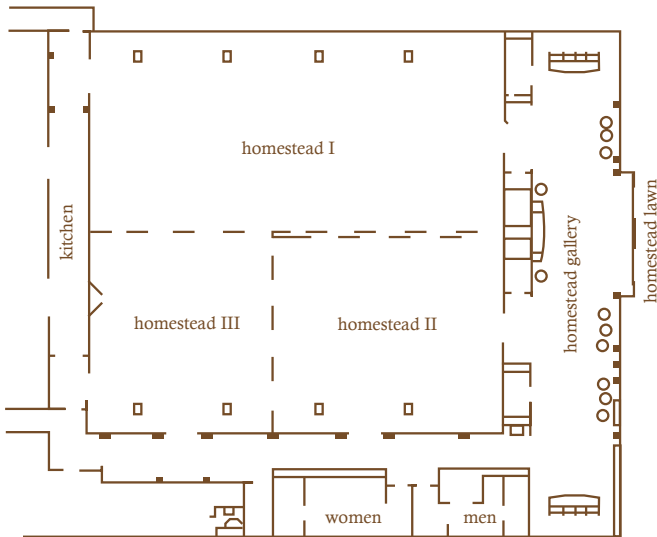
# MEETING SPACE SPECIFICATIONS

## GREAT HALL



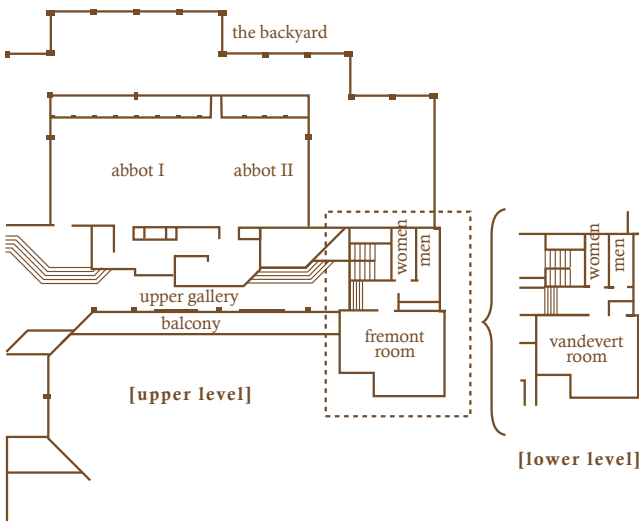
room	dimension (lwxw in feet)	sq.ft.	classroom	theater	banquet	reception	conference	u-shape	t.t. exhibits
great hall	-	5,650	250	400	376	500	-	-	-
great hall main floor	48x78	3,600	220	300	280	-	48	56	42
great hall mezzanine	Irreg	2,050	35	100	96	-	-	-	29
great hall courtyard tent	60x40	2,400	-	-	130	-	126	-	250
landmark	36x50	1,800	120	220	120	180	48	40	30
landmark I	36x25	900	60	100	50	90	30	30	15
landmark II	36x25	900	60	100	50	90	30	30	15
landmark gallery	27x34	918	-	-	-	130	-	-	10
fireside room	21x32	672	24	45	45	60	20	24	10
fireside gallery	12x14	168	-	-	-	20	-	-	3
heritage	51x36	1,836	122	220	120	180	56	56	29
heritage I	23x36	828	36	100	50	90	28	26	14
heritage II	28x36	1,008	48	100	60	90	28	28	15
heritage gallery	16x81	1,269	-	-	-	175	-	-	14
mt. bachelor lawn	-	1,360	-	400	300	400	-	-	-

## HOMESTEAD



room	dimension (lwxw in feet)	sq.ft.	classroom	theater	banquet	reception	conference	u-shape	t.t. exhibits
homestead	80x82	6,560	330	580	432	656	-	-	85
homestead I	40x82	3,280	171	300	213	325	-	85	43
homestead II	40x46	1,840	84	160	110	180	40	44	22
homestead III	40x36	1,440	60	120	96	150	35	40	20
homestead II & III	40x82	3,280	165	310	206	325	-	85	42
homestead lawn	-	3,300	-	-	250	360	-	-	-
homestead gallery	85x20	1,710	-	-	-	-	-	-	7

## SUNRIVER LODGE



room	dimension (lwxw in feet)	sq.ft.	classroom	theater	banquet	reception	conference	u-shape	t.t. exhibits
abbot	71x30	2,130	106	149	142	280	60	56	46
abbot I	48x30	1,440	74	102	96	200	40	36	19
abbot II	23x30	690	32	47	46	80	20	20	13
fremont/vandevert	28x23	644	21	35	40	40	20	20	-
hearth room	-	1,260	24	60	55	70	24	24	10
lodge kitchen dining room	-	-	-	-	80	100	-	-	-
owl's nest patio	-	-	-	-	48	60	-	-	7

other spaces	dimension (lwxw in feet)	sq.ft.	classroom	theater	banquet	reception	conference	u-shape	t.t. exhibits
besson commons	-	10,000	-	-	400	600	-	-	-
river lodge galleries (2)	24X24	576	-	-	-	30	12	-	12
sage springs pavilion	-	18,000	749	1,998	1,498	1,800	-	-	229
cove event yard	-	10,000	-	-	300	400	-	-	-





## Proposal No. 1726

*OCCMA Summer Conference 2025*

**\$169,442.55**



Tetherow Events

Proposal for Your Review and Signature

Client

Angela Speier

Proposal Date

Introduction/Terms

Hello Angela,

Thank you so much for considering Tetherow for your upcoming event! Below is an outline of the proposed event details that I have received from you so far. Please review and advise on any changes to the agenda or events. This proposal is for your reference on overall cost. You have our commitment that we will make every effort to anticipate the needs of you and your guests and provide a memorable and successful experience.

*Neither meeting space nor accommodations are being held and the offer is based on availability at the time of moving to the contract stage. Pricing within the proposal is valid for 2 weeks from proposal submission date and is subject to change beyond this time frame.*

Item	Total
Catering	
<div>Food and Beverage Minimum</div> <div>To be met through hosted food and beverage selections for the full event</div> <div>A 24% service charge is added to the final hosted F&amp;B spend</div> <div>(service charge does not count toward the minimum)</div> <div>Estimated head count of 175 people</div>	\$60,000.00
CATEGORY SUBTOTAL	
Cost	\$60,000.00
Tax	\$0.00
Mrkp/Disc	\$0.00
Service Charge	\$14,400.00
Category Subtotal	\$74,400.00

Lodging
---------



item	Total
<p><b>Vacation Homes</b></p> <p>Various vacation homes available with varying bedding situations. Click the names of the vacation homes to take a virtual tour of the model of home. There are various models and various quantities of each model. Inquire for more specifics on current quantity available of specific models. You can see the location of the vacation homes on our resort map by <b>clicking here</b>. (<a href="https://tetherow.com/wp-content/uploads/2020/11/Property-Map-Tetherow_Web-1.pdf">https://tetherow.com/wp-content/uploads/2020/11/Property-Map-Tetherow_Web-1.pdf</a>)</p> <p>Rates are currently as follows. Please note that rates and availability are subject to change till time of reservation.</p> <p><b>Paulina Ridge</b> (<a href="https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/10">https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/10</a>) (<a href="https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/10">https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/10</a>)- \$2,299/night (5 king bedrooms, 5.5 bathrooms)</p> <p><b>Millhouse Ridge</b> (<a href="https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/13">https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/13</a>) - \$2,399/night (2 king bedrooms, 1 queen sleeper sofa bedroom, 1 set of full-sized bunk beds bedroom, 4 bathrooms)</p> <p><b>Alpine Ridge</b> (<a href="https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/12">https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/12</a>) - \$2,399/night (2 king bedrooms, 2 queen bedrooms, 1 queen sleeper sofa bedroom, 5 bathrooms, 2 half bathrooms)</p> <p><b>Skyliner</b> (<a href="https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/7">https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/7</a>) (<a href="https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/7">https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/7</a>)- \$1,899/night (5 king bedrooms, 5.5 bathrooms)</p> <p><b>Alpine</b> (<a href="https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/0">https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/0</a>) - \$1,599/night (2 king bedrooms, 1 queen bedroom, 1 queen sleeper sofa bedroom, 2 twin beds bedroom, 5 bathrooms)</p> <p><b>Paulina</b> (<a href="https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/5">https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/5</a>) - \$1,599/night (2 king bedrooms, 1 queen bedroom, 1 queen sleeper sofa bedroom, 2 twin beds bedroom, 5.5 bathrooms)</p> <p><b>Millhouse</b> (<a href="https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/4">https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/4</a>) (<a href="https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/4">https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/4</a>)- \$1,499/night (2 king bedrooms, 1 queen bedroom, 1 queen sleeper sofa bedroom, 2 twins beds bedroom, 5 bathrooms) Reverse living.</p> <p><b>Storm King</b> (<a href="https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/9">https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/9</a>) - \$1,399/night (4 king bedrooms, 1 queen bedroom in ADA above garage, 5.5 bathrooms) Reverse living.</p> <p><b>South Fork</b> (<a href="https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/8">https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/8</a>) - \$1,399/night (4 king bedrooms, 1 queen bedroom in ADA above garage, 5.5 bathrooms)</p> <p><b>Cairn Cottage</b> (<a href="https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/2">https://visitingmedia.com/tt8/?ttid=tetherow-resort/#/3d-model/2/2</a>) - \$999/night (2 king bedrooms, 2 bathrooms)</p> <p>Vacation Homes have a 4-night minimum during peak season (Memorial Day-Labor Day) and a 2-night minimum outside of peak season. Special exceptions are holiday weekends/times. Inquire for more info. Pricing is prior to taxes/fees. Separate contract and deposit schedule apply.</p>	<p>\$0.00</p>

item	Total
<b>ROH Rate Hotel Rooms</b> <i>Run of house rate of \$449/night</i> <i>(prior to taxes/fees, added in at right)</i>	\$27,680.85
<b>ROH Rate Hotel Rooms</b> <i>Run of house rate of \$449/night</i> <i>(prior to taxes/fees, added in at right)</i>	\$27,680.85
<b>ROH Rate Hotel Rooms</b> <i>Run of house rate of \$449/night</i> <i>(prior to taxes/fees, added in at right)</i>	\$27,680.85
CATEGORY SUBTOTAL	
Cost	\$67,350.00
Tax	Taxes / Fees \$15,692.55 \$15,692.55
Mrkp/Disc	\$0.00
Category Subtotal	\$83,042.55

Meeting Space/Schedule of Events

Item	Total
<b>Site Fee</b> <i>Rental of:</i>  7/8 - <ul style="list-style-type: none"> <li>Registration and tradeshow set up in Event Pavilion foyer 11 a.m.-1 p.m.</li> <li>Registration open in Event Pavilion foyer 1-5 p.m.</li> <li>Afternoon workshop in Newberry Zaal ballroom 2-5 p.m.</li> <li>Tradeshow reception in Event Pavilion foyer/on Event Pavilion patio 5-6:30 p.m.</li> <li><i>Dinner on your own</i></li> </ul> 7/9 - <ul style="list-style-type: none"> <li>Registration in Event Pavilion foyer 7 a.m.-5 p.m.</li> <li>Tradeshow in Event Pavilion foyer 7 a.m.-3:30 p.m.</li> <li>General Session in Newberry Zaal ballroom 8 a.m.-5 p.m.</li> <li>Potential for sponsored reception (on pavilion patio if so)</li> <li><i>Dinner on your own</i></li> </ul> 7/10 - <ul style="list-style-type: none"> <li>Registration in Event Pavilion foyer 7 a.m.-5 p.m.</li> <li>General Session in Newberry Zaal ballroom 8 a.m.-5 p.m.</li> <li>President's Reception off site</li> </ul> 7/11 - <ul style="list-style-type: none"> <li>Registration in Event Pavilion foyer 7 a.m.-12 p.m.</li> <li>General Session in Newberry Zaal ballroom 8 a.m.-1 p.m.</li> <li>OCCMA Board Meeting in Smith Rock boardroom 8 a.m.-1 p.m.</li> </ul> <i>Estimated head count of 175 people</i>	\$12,000.00
<b>OPTION #2 - Waived Site Fee</b>  <b>Option of a waived site fee with \$72,000 F&amp;B minimum</b>	\$0.00
CATEGORY SUBTOTAL	
Cost	\$12,000.00
Tax	\$0.00
Mrkp/Disc	\$0.00
Category Subtotal	\$12,000.00



item	Total
PROPOSAL TOTAL	
Cost	\$139,350.00
Tax	Taxes / Fees \$15,692.55 \$15,692.55
Mrkp/Disc	\$0.00
Service Charge <i>for Catering</i>	\$14400.00
Total	<b>\$169,442.55</b>

## Message

## Lodging Rooms

Room rates do not include state and county taxes or Resort Fee (currently 23% total, subject to change)

- Individual Reservations - Guests reserve their rooms on their own for the event dates, no rooms are set aside from inventory. Availability and pricing are based on current inventory.
- Guaranteed/Contracted Block of Rooms - Rooms are set aside out of our general inventory and consider SOLD to your group with a signed contract at the rate quoted in this proposal. An attrition rate of 80% will apply, please inquire with your Sales Manager for more information.
  - The block of rooms and their rates will be available up until 30 days prior to your arrival date (unless otherwise specified by your Sales Manager)
  - Rates extend 2 days pre/post (unless otherwise specified by your proposal)

2-night minimum in the hotel when involving Fridays and Saturdays in peak season (Memorial Day-Labor Day.) No night minimums in the remainder of the year.

**Explore our hotel rooms in 3D here (<https://bit.ly/3rrXjvj>) and (<https://tetherow.com/stay/>)**  
**learn more about lodging options here.**  
**(<https://tetherow.com/stay/>)**

All lodging guests receive the following benefits at the resort:

- Complimentary WIFI throughout the resort
- Complimentary self parking
- Access to Tetherow Sport (including:)
  - Café
  - 2 hot tubs
  - Heated outdoor pool
  - Fitness/workout rooms/locker rooms
  - *Work out classes and cabana rentals are available at an additional cost*
- Use of our complimentary shuttle to Downtown and the Old Mill District

- Based on availability (typically 8 a.m. - 10 p.m. when not in use by another group)
- May be rented out for full group travel, inquire for pricing

**See our Resort Map here. ([https://tetherow.com/wp-content/uploads/2020/11/Property-Map-Tetherow\\_Web-1.pdf](https://tetherow.com/wp-content/uploads/2020/11/Property-Map-Tetherow_Web-1.pdf))**

## Food and Beverage/Event Space

A 24% service charge is added to the final F&B spend (*service charge does not count toward the minimum*)

To receive an estimate of expenses, please send menu selections to your Sales Manager, utilizing the Banquet and Catering Menu.

**View our Banquet and Catering menu here. (<https://tetherow.com/wp-content/uploads/2023/02/BC-Menus-2023.pdf>)**

### Concessions / Inclusions

Please note that your site fee at the Event Pavilion includes the following:

- Standard tables and chairs
- Dishes, glassware, flatware
- Standard linens
- Set up and tear down
- Complimentary high speed Wi-Fi
- Complimentary self-parking
- Crestron AV package (*please ask for details on inclusions for your quoted event space*)
- Access to the event patio with fire pit (shared space, unless specifically rented) and outdoor patio furniture (*seasonally*)
- Optional rental upgrades such as bistro lighting (*indoors and outside*), premium linens, chargers, draping, etc. Ask your Sales Manager for more info!

**Tour the Event Pavilion in 3D here (<https://my.matterport.com/show/?m=7tEJCZ5kmnq>).**

- **The Pavilion Patio can be seen running the length of the Event Pavilion in the 3D tour.**
- **The Newberry Zaal room is the main event room in the building.**
- **The Smith Rock boardroom is down the hall to the right from the foyer.**

## Concessions

- Complimentary suite for board president for Tuesday – Thursday nights - **Cannot accommodate, this will be priced at the ROH rate quoted**
- Complimentary room for event lead for Tuesday – Thursday nights - **Cannot accommodate, this will be priced at the ROH rate quoted**
- Opportunity to earn complimentary rooms based on block performance. Standard request is 1 comp room night for every 50 actualized. **Yes, agree to 1/50**

- Complimentary meeting space use for negotiated food and beverage minimum - **See option #2 listed above**
  - Open to use government per diem menu - **Will work with group to maximize F&B spend toward minimum**
  - Locked in service charge rate - **Yes, at 24%**
  - Not to exceed menu price increase - **Cannot accommodate, will work with the group on food selections to meet F&B**
  - Complimentary standard wi-fi/negotiated, fixed rate for enhanced wi-fi - **Comp Wi-Fi**
  - Complimentary use of electronic signage - **Yes, TV in foyer of Event Pavilion**
  - Locked in parking rate - **N/A (comp self parking)**
- 

Again, thank you so much for considering Tetherow for your upcoming event, I look forward to following up with you regarding your proposal!

Cheers,

**Anne MacDougall**

Group Sales Manager

**O:** 541.213.2440 | **C:** 231.838.5204

[amacdougall@tetherow.com](mailto:amacdougall@tetherow.com)

## Image Gallery

---

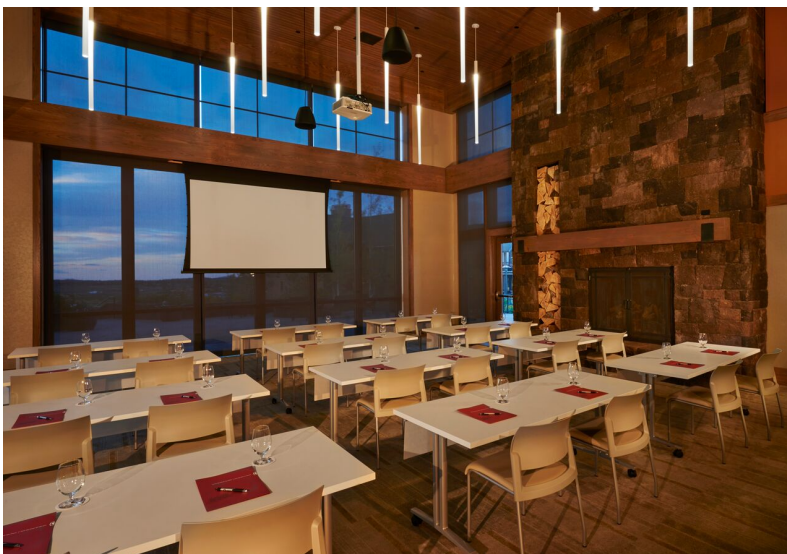
*"Butternut Bruschetta "*





*A fall appetizer favorite.*

***"Basalt Room"***



*Classroom set up next to our stone fireplace.*

### ***"Firepit and Patio"***



*Sip a cocktail by the fire.*

### ***"Signature Cocktails"***



*Personalize your event with a signature cocktail.*

### ***"Deluxe Double Queen Golf Hotel Room"***





***"Deluxe Hotel Room - Golf Course View"***



*Featuring sofas, fireplaces and golf course facing patio.*

***"Smith Rock Boardroom"***



*Seats up to 16, with flat screen TV for presenting.*

***"Newberry Basalt Room"***





*Versatile space for dining, cocktail hour, etc.*

### ***"Obsidian Room"***



*U-shape set up option in any of the 3 sections of the banquet room.*

### ***"PNW Inspired Dishes"***



Make your menu memorable with dishes that include fresh, local sourced ingredients.

### "Delectable Dishes"



*Our chefs are proud to offer a variety of menu items, with options for customizing a menu to fit your group.*

## Signature & Personal Verification

### IDENTITY CONFIRMATION

- ☐ I, **Angela Speier**, am the person who is named as a party in this proposal or I am an authorized signatory of the party named in this proposal, and I agree to conduct business via the Internet with the other party or parties mentioned in this proposal.

### ELECTRONIC SIGNATURE ACKNOWLEDGEMENT

- ☐ I acknowledge and understand that my signing and submitting of this proposal electronically is the legal equivalent of affixing my handwritten signature on the submitted proposal.

### CHOOSE A SECURITY QUESTION

-Select Question-



### PROVIDE AN ANSWER TO YOUR SECURITY QUESTION

### TYPE YOUR NAME TO SIGN

**I Agree**



**From:** [Anne MacDougall](#)  
**To:** [Angela Speier](#)  
**Subject:** RE: OCCMA Annual Conference Proposals 2025-2026  
**Date:** Friday, February 24, 2023 4:40:57 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

---

Angela,

Thank you for your patience as I awaited a response from management about the proposals. We are not pricing out for 2026 yet, so I have made your proposal for 2025 and then made an estimated proposal for 2026 with what we expect pricing increases would look like. We can quote an official proposal in 2024 for 2026 if the group would like.

I've created that proposal for 2025 and you will be receiving that via our planning service called **Planning Pod**. The emailed proposal link was sent simultaneously to this email, so you should see them appear together in your inbox. Please review the proposal and let me know of any questions that you have, or any changes that need to be made to your agenda. *The proposal will ask you to sign off on it, but no need to do this until you are ready to move forward with contracting the event.*

The proposal contains the site fee for renting out spaces for the registration and tradeshow in the Event Pavilion foyer, the workshop on day 1 followed by the general session on days 2 and 3 in the Newberry Zaal ballroom, plus the OCCMA board meeting in our Smith Rock boardroom. Also listed is a food and beverage minimum to meet through your menu selections and hosted beverages. There are links to a 3D tour of our pavilion and our banquet and catering menu in the proposal. The tradeshow reception and the potential sponsored reception, could both take place on our Event Pavilion's patio which runs the length of the building. You'll see in the 3D tour that the windows in the room are also doors that can open onto the patio for a flow between the indoor space and outside. We are also offering a waived site fee option for a higher F&B minimum which may be appealing to the group.

As we emailed about, we have a total of 50 hotel rooms, so we are quoting for a buyout of our hotel, and then we have the option to house guests in our vacation homes as well. The run of house rate is being offered for the group with a 1/50 comp. Please note that the vacation homes do have a 4-night minimum in the summer, so anyone staying in these would need to follow that guideline. Pricing for vacation homes is released 1 year prior to the dates, so the pricing listed today in the proposal for vacation homes is simply a place holder and we can provide more accurate pricing as we draw closer to the dates. As we chatted about in our email as well, we cannot offer per diem as these dates fall in our highest priced dates of our peak season, however you wanted to be able to bring back to them what pricing looks like for this time of year in Central Oregon.

Lastly, I've listed out all concessions that your group requested, and our responses at the end of the proposal.

Again, please let me know if you have any questions for me, I'm happy to help walk you through the

proposal.

I look forward to hearing from you and hope we can welcome your group in summer of 2025!

Cheers,  
Anne

**Anne MacDougall** | Group Sales Manager | Tetherow Resort | 61240 Skyline Ranch Road, Bend, OR 97702 | O.541.213.2440 | C.231.838.5204 | [www.tetherow.com](http://www.tetherow.com)  
*Please note my regular office hours are M-F, 10 a.m. to 6 p.m. PST*



---

**From:** Anne MacDougall  
**Sent:** Friday, February 17, 2023 12:26 PM  
**To:** Angela Speier <aspeier@orcities.org>  
**Subject:** RE: OCCMA Annual Conference Proposals 2025-2026

Angela,

Thank you for your feedback on this, I agree that pricing in Central Oregon is definitely seeing a higher price tag recently.

I'll get in touch with management to see if we can quote pricing for this far out and if so, I'll get a proposal in motion. I'll hope to have that back to you by early next week.

Have a great weekend!

Cheers,  
-Anne

**Anne MacDougall** | Group Sales Manager | Tetherow Resort | 61240 Skyline Ranch Road, Bend, OR 97702 | O.541.213.2440 | C.231.838.5204 | [www.tetherow.com](http://www.tetherow.com)  
*Please note my regular office hours are M-F, 10 a.m. to 6 p.m. PST*





February 28, 2023

RE: Oregon City County Managers Association Summer Conference

Thank you for considering Valley River Inn for the Oregon City County Managers Association Summer Conference. The dates you have requested are currently available and we would be happy to place the space quoted in this proposal on hold while you review your options.

Please do not hesitate to reach out with any questions.

Sincerely,

**Mark Turchetto**

Sales Manager

Phone: 541-681-5073

Email: [mark.turchetto@valleyriverinn.com](mailto:mark.turchetto@valleyriverinn.com)





## Proposal Prepared For:

## Oregon City County Managers Association Summer Conference

### Room Block

### Dates

Room	Tue 07/08/2025		Wed 07/09/2025		Thu 07/10/2025		Fri 07/11/2025			
Run of House										
Single/Double	75	\$189.00	125	\$189.00	125	\$189.00	C/O			
Suite	1	0.00	1	0.00	1	0.00	C/O			
Event Lead	1	0.00	1	0.00	1	0.00	C/O			

Room	Tue 07/07/2026		Wed 07/08/2026		Thu 07/09/2026		Fri 07/10/2026			
Run of House										
Single/Double	75	\$189.00	125	\$189.00	125	\$189.00	C/O			
Suite	1	0.00	1	0.00	1	0.00	C/O			
Event Lead	1	0.00	1	0.00	1	0.00	C/O			

Rate does not include a prevailing % tax.

### All guestrooms will include the following for 2025 and 2026:

- Complimentary onsite parking
- Complimentary Wi-Fi in Guest Rooms and Meeting Space.
- Complimentary Suite for Board President for Tuesday – Friday check out.
- One (1) complimentary room for every fifty (50) actualized rooms.
- Complimentary meeting space with a Food & Beverage minimum of \$30,000.00 & a one-time set up fee of \$500.00. Based on a standard guest room rate of \$189.00 plus tax.
- One (1) complimentary guest room for the event lead for Tuesday – Friday check out.
- Prevailing Government per diem menus will be available.
- A fixed rate will apply for enhanced wi-fi

## Event Agenda for 2025 & 2026

Date	Start	End	Event	Room	Setup
Tue, 07/08/25	11:00 AM	11:45 PM	24 Hour Hold Setup/Workshop	Willamette Ballroom	Hold
Tue, 07/08/25	11:00 AM	11:45 PM	Registration/Trade Show	Willamette Foyer	Hold
Wed, 07/09/25	12:15 AM	11:45 PM	24 Hour Hold General Session	Willamette Ballroom	24 Hour Hold
Wed, 07/09/25	12:15 AM	11:45 PM	24 Hour Hold/Trade Show/Registration Reception	Willamette Foyer	24 Hour Hold
Wed, 07/09/25	8:00 AM	9:00 AM	Breakfast - Buffet	McKenzie Ballroom	Rounds of 8
Wed, 07/09/25	12:00 PM	1:00 PM	Lunch - Buffet	McKenzie Ballroom	Rounds of 8
Thu, 07/10/25	12:15 AM	11:45 PM	24 Hour Hold General Session	Willamette Ballroom	24 Hour Hold
Thu, 07/10/25	12:15 AM	11:45 PM	24 Hour Hold	Willamette Foyer	24 Hour Hold
Thu, 07/10/25	8:00 AM	9:00 AM	Breakfast - Buffet	McKenzie Ballroom	Rounds of 8
Thu, 07/10/25	12:00 PM	1:00 PM	Lunch - Buffet	McKenzie Ballroom	Rounds of 8
Fri, 07/11/25	12:15 AM	1:00 PM	24 Hour Hold General Session	Willamette Ballroom	Hold
Fri, 07/11/25	12:15 AM	1:00 PM	Registration & Tear Down	Willamette Foyer	Hold
Fri, 07/11/25	8:00 AM	9:00 AM	Breakfast - Buffet	McKenzie Ballroom	Rounds of 8
Fri, 07/11/25	8:00 AM	12:00 PM	Board Meeting	TBD	

Meeting room rental will be waived for these events in 2025 and 2026 with a minimum food & beverage purchase of \$30,000.00 and a onetime set up fee of \$500.00. This minimum is based on a standard guest room rate of \$189.00 plus tax. In addition, we will provide complimentary Wi-Fi in all meeting spaces. Applicable service fees of 22% or prevailing service charges will apply. See Banquet Menu for additional fees.

# STAY

## The Perfect Location

Situated along the Willamette River, just minutes from downtown Eugene and 15 minutes from the airport, Valley River Inn welcomes guests to a five-star hotel with upscale amenities and warm, genuine service. Our stellar address puts your group within minutes of the University of Oregon along with the region's best breweries, wineries, natural areas and shopping – starting with the Valley River Center mall just across the street. We also offer complimentary shuttle service to/from the airport as well as destinations within a five-mile radius of the hotel.

## Refreshing Amenities

Our 257 guest rooms and suites are the largest in Eugene and feature private balconies or patios along with warm décor and thoughtful amenities including new Serta Perfect Sleeper mattresses, complimentary high-speed Internet access and flat-screen HDTVs. Start each morning right with the fresh, locally-sourced ingredients at the award-winning Sweetwater's on the River, and be sure to join us for our daily wine and craft beer Happy Hour. When your group needs to unwind, we've got you covered with our 4/7 gym, seasonal outdoor heated pool and hot tub, bicycle rentals, and access to 12 miles of riverfront hiking and biking trails. Our staff is also happy to recommend the area's best activities and attractions. At Valley River Inn, we're more than just a venue, we're an event destination where groups can connect like never before.

## Meet Along the River

At Valley River Inn, our distinctive venues and authentic Northwestern hospitality will set the stage for your next success. Choose from eight sophisticated spaces, including three contemporary ballrooms, each enhanced with on-site A/V equipment and expert planning services. Many of our spaces also offer natural light, high ceilings and spectacular river views. Whether hosting a conference, coordinating a seminar, or celebrating a milestone, you will find just the right setting and support for all your event needs.





# MEETINGS & EVENTS

Featuring the only meeting and event space along the Willamette River, Valley River Inn is the perfect choice for your next conference, meeting, or corporate banquet. Choose from eight distinctive spaces totaling more than 15,000 square feet ideal for gatherings from 10 to 800 attendees. Our largest venue, the 6,113-square-foot Willamette Ballroom features its own pre-function area with a built-in bar, along with the ability to separate into three breakout spaces. The impressive Columbia Ballroom boasts ample natural light as well as access to an outdoor patio and courtyard, its own pre-function area and the ability to separate into three breakout spaces. Our third ballroom, the McKenzie Ballroom, features classic decor paired with modern tech and includes a foyer, dance floor and numerous lighting options. Other popular options include the 900-square-foot Rogue Room with its 180-degree views of the river and surrounding landscape, as well as three boardrooms with beautiful views for intimate meetings and training sessions.

Our experienced event planners will work with you to design a tailored experience from start to finish. From delicious catering menus and audiovisual support, to vendor recommendations and room blocks, we'll take care of all the details so you can stay focused on your agenda.

- Over 15,000 Sq. Ft. of Function Space
- 6,113 Sq. Ft. Willamette Ballroom
- 3,475 Sq. Ft. McKenzie Ballroom
- 3,276 Sq. Ft. Columbia Ballroom
- Thirteen Function Rooms
  - Spaces with Natural Light and River Views Available
- Pre-Function Spaces
- Dedicated Event Services
- Creative Catering
- Social Events & Weddings
- Up to 500 Banquet Guests
- Up to 800 Reception Guests
- Vendor Recommendations Technology
- Audiovisual Equipment & Support

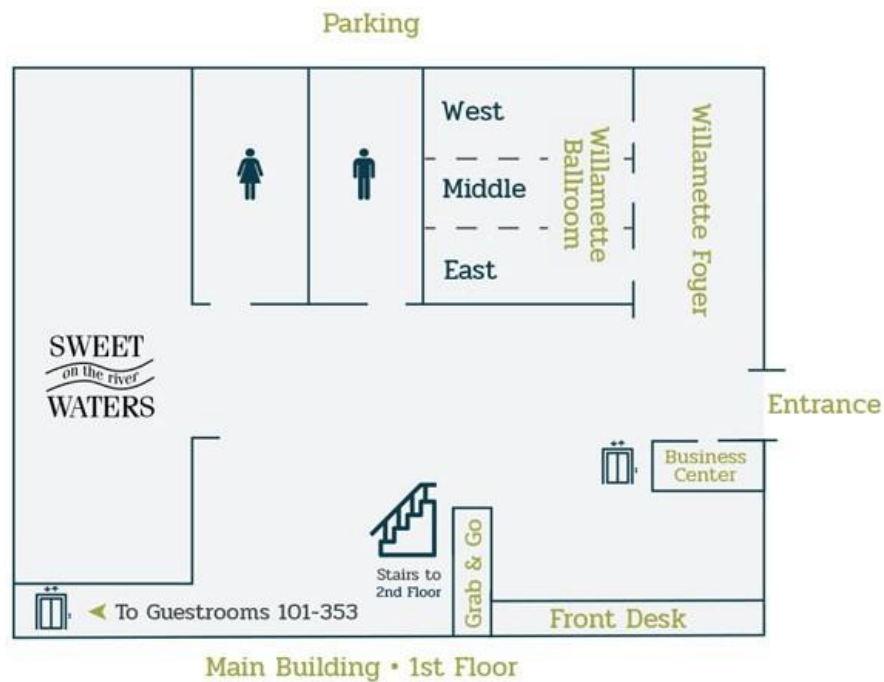


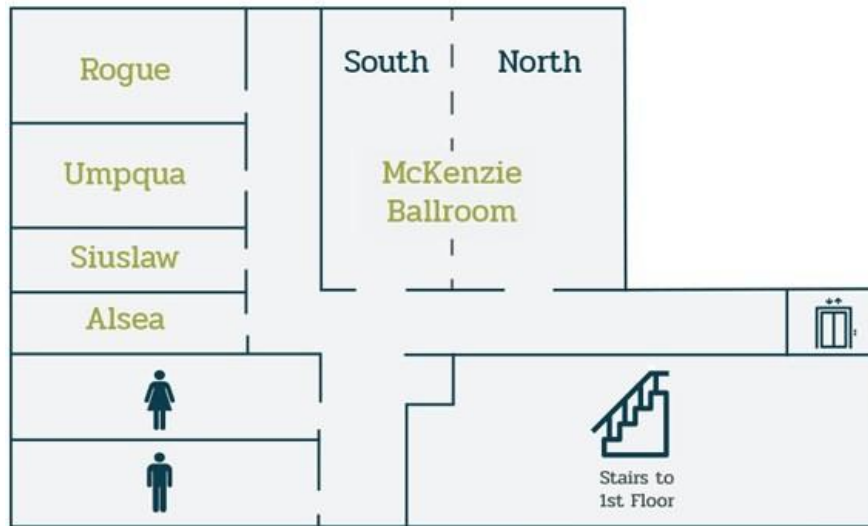
# FUNCTION SPACE

Capacity Chart

Meeting Rooms	Total Sq. Ft.	Room Size	Rounds	Banquet	Classroom	Theatre	Reception	U-Shape	Hollow Square	Ceiling Height
Willamette (All)	6,113	113' x 54' 10"	570 (10)	550	300(4), 225(4)	780	-	-	-	15' 10"
East	1,569	29' x 54' 10"	150 (10)	150	60(4), 45(3)	150	40	40	44	-
Middle	1,569	29' x 54' 10"	150 (10)	150	60(4), 45(3)	150	40	40	44	-
West	2,975	54' x 54' 10"	270 (10)	240	180(4), 135(3)	450	56	48	64	-
Columbia	3,276	84' x 39'	240 (10)	250	180(4), 135(3)	300	-	-	-	9' 9"
North	1,287	33' x 39'	90 (10)	80	72(4), 54(3)	112	40	30	48	-
Middle	848	22' x 39'	70 (10)	60	48(4), 36(3)	80	30	22	40	-
South	1,131	29' x 39'	80 (10)	80	60(4), 45(3)	80	30	25	40	-
Mckenzie (All)	3,475	58'9" x 59'	270 (10)	250, 200	208(4), 156(3)	400	-	-	-	14'
North	2,118	35'9" x 59'	160 (10)	150, 120	120(4), 90(3)	260	44	48	45	-
South	1,357	23' x 59'	90 (10)	90, 72	80(4), 60(3)	140	34	34	30	-
Rogue	900	30' x 30'	70 (10)	50	48(4), 36(3)	90	30	30	40	-
Umpqua	660	30' x 22'	20 (10)	40	36(4), 27(3)	60	24	22	30	-
Alsea	330	22' x 15'	20 (10)	18	16(4), 12(3)	22	12	20	16	-
Siuslaw	330	22' x 15'	20 (10)	10	16(3), 12(3)	22	12	20	16	-
Santiam	330	22' x 15"	2 (10)	10	16(3), 12(3)	22	12	20	16	-

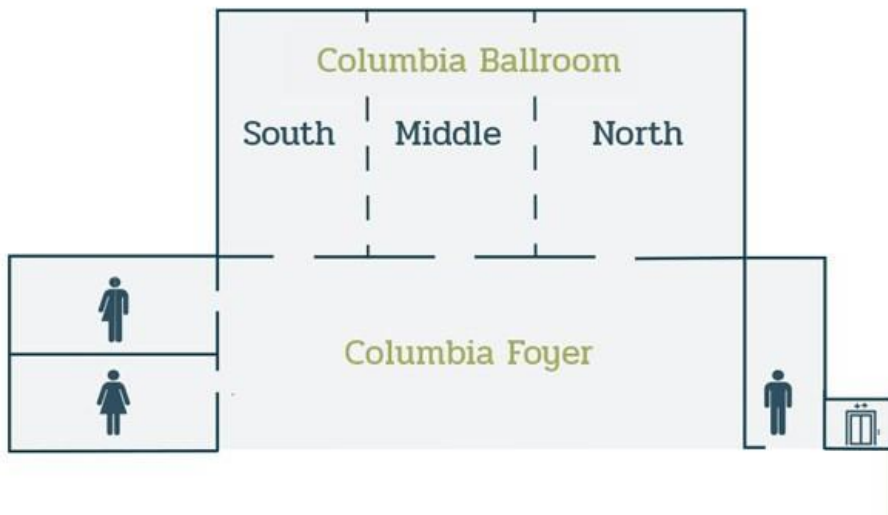
Floor Plan





Main Building • 2nd Floor

### Parking







# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, Project & Affiliates Manager  
**Date:** April 18, 2023  
**Subject:** Approve OLLG Contract Amendment

---

At the November 17, 2022 OCCMA Board of Directors meeting the board approved entering into a contract with the Oregon Latinos in Local Government (OLLG). At that time the OLLG was a regional chapter of the Local Government Hispanic Network (LGHN). Since the approval of this contract the OLLG Board of Directors terminated their contract with LGHN. The attached addendum amends the current contract with the OLLG to remove reference of this relationship. In addition, Section 2.3 has been amended to expand the potential training opportunities for the OLLG chair.

**Attachment:**

1. First Addendum to Contract for Services between the OCCMA and the OLLG
2. Track Changes to the Contract for Services between the OCCMA and the OLLG
3. Updated Contract for Services between the OCCMA and the OLLG

**Recommended Motion**

I move to approve the first addendum to the Contract for Services between the OCCMA and the OLLG expiring on June 30, 2024.

## Attachment 1

### **First Addendum to Contract for Services Between Oregon City/County Management Association and the Oregon Latinos in Local Government**

This First Addendum is between the Oregon City/County Management Association (“OCCMA”) and the Oregon Latinos in Local Government (“OLLG”), hereafter collectively the “Parties.”

1. Whereas the Parties entered into a contract for services on November 17, 2022, effective on January 1, 2023, for the purpose of providing staff support to the OLLG through June 30, 2024.
2. Whereas the Parties wish to amend the Contract pursuant to the termination of OLLG’s regional partnership with Local Government Hispanic Network (“LGHN”) located in the Preamble and the Recitals of the Contract for Services.
3. Whereas the Parties wish to amend the Contract for Services, Section 2.3, to remove reference to the LGHN Biennial Conference and the LGHN Annual Membership Meeting and replace with language to expand professional development opportunities for the Chair outside of LGHN conferences and meetings.
4. Except as otherwise expressly provided in this First Addendum, all of the remaining terms and conditions of the Contract for Services remain unchanged and in full force and effect.

**I have read this First Addendum. I certify I have the authority to sign and enter into this First Addendum. I understand this First Addendum and agree to be bound by its terms.**

Oregon Latinos in Local Government

Oregon City/County Management Association

---

Name:

Title: OLLG Chair

Date of Signature:

---

Name

Title: 2023 OCCMA President

Date of Signature:

## Attachment 2

### 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 an association 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 conferences, trainings, and professional development opportunities that would benefit the OLLG. ~~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. All requests for reimbursement must be approved by the OLLG Board of Directors prior to the expenditure.

- 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.

///

///

///

///



**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

---

Scott Derickson  
OCCMA President

---

Date of Signature

The Oregon Latinos in Local Government

---

Maricela Guerrero  
Chair, OLLG Board of Directors

---

Date of Signature

### Attachment 3

## 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).

### 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 an association 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 conferences, trainings, and professional development opportunities that would benefit the OLLG. 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. All requests for reimbursement must be approved by the OLLG Board of Directors prior to the expenditure.

- 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.

///

///

///

///

**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

---

Scott Derickson  
OCCMA President

---

Date of Signature

The Oregon Latinos in Local Government

---

Maricela Guerrero  
Chair, OLLG Board of Directors

---

Date of Signature





# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Aaron Palmquist, OCCMA Veterans Committee  
**Date:** April 3, 2023  
**Subject:** Report and Recommendation to the Board: Veterans' Affiliate Survey Results

---

The Ad Hoc Veterans Committee (Jerry Gillam, Peter Troedsson, Eric Underwood, Sabrina Cotta, Angela Speier, and Aaron Palmquist) met on March 27, 2023 to discuss recent survey results. The short survey had been administered in February and had asked two basic questions. The first was "should OCCMA support the establishment of a Veterans Affiliate Organization within Oregon dedicated to connecting veterans to service in local government?" The second question asked was "would you be willing to help this organization?"

Fifty responses, out of OCCMA's approximately 230 members, were received, for a 21.7% response rate. Thirty-two respondents (64%) supported the establishment of such an organization, with 15 members (30%) indicating they would help be willing to help create the new organization. A copy of the survey result is included for the board's convenience.

The committee interprets the results as reflecting a desire to see the establishment of such an affiliate organization. This establishment would be aligned with ICMA's Veterans' Advisory Committee (VAC) and help to broaden diversity and inclusion across Oregon, at all levels and across government disciplines.

Establishment of the organization is not expected to be expensive, with the committee feeling that it may cost less than \$500 to assemble marketing information/tools. The committee anticipates that it will take between one to two years to stand up the organization. The Colorado Veterans Affiliate and ICMA staff have offered their support and insight to help an Oregon veterans affiliate become a reality.

Various questions were discussed among the committee, such as:

- What would be the cost to set up and keep running? This is noted above as being very minimal to get started.
- Is this just limited to veterans? It would provide a forum for any individuals interested in supporting the recruitment and transition of veterans to service in local government.
- Is this to provide support to veterans or grow those desiring the government profession? Yes, on both.

The committee believes that this affiliate will help to strengthen the ability of local governments to attract professionals and will help to diversify the ranks of those employed in local government. A veterans affiliate organization would provide "touch points" with colleges and veterans' groups and would help to generate interest and educate those who have a desire to serve in local government.

### **Suggested Motion**

I move to accept the Ad Hoc Veteran Committee recommendation to establish an Oregon Veterans Affiliate Organization within OCCMA in the continued development, support and diversification for those desiring to continue to serve in Oregon's government professions and vocations.

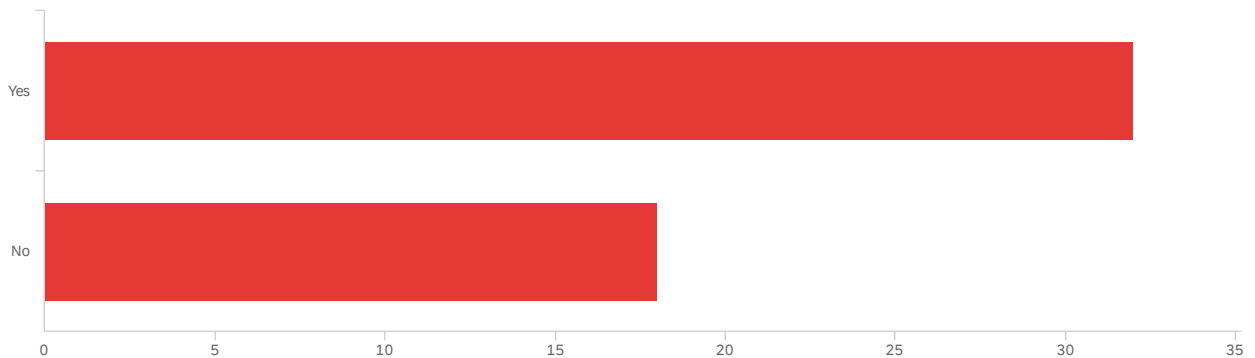
# Default Report

OCCMA Veterans Committee Survey

February 28, 2023 12:31 PM MST

Q1 - Should OCCMA support the establishment of a Veteran's affiliate organization within

Oregon dedicated to connecting veterans to service in local government?



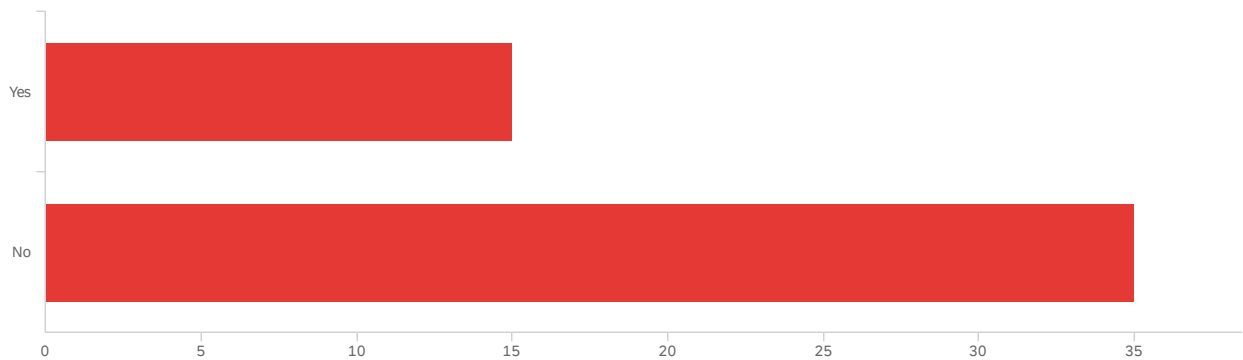
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Should OCCMA support the establishment of a Veteran's affiliate organization within Oregon dedicated to connecting veterans to service in local government?	1.00	2.00	1.36	0.48	0.23	50

#	Field	Choice Count
1	Yes	64.00% 32
2	No	36.00% 18

50

Showing rows 1 - 3 of 3

## Q2 - Would you be willing to help build this organization?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Would you be willing to help build this organization?	1.00	2.00	1.70	0.46	0.21	50

#	Field	Choice Count
1	Yes	30.00% 15
2	No	70.00% 35

50

Showing rows 1 - 3 of 3

**End of Report**



# Colorado Veterans Leading Government



**Strategic Planning Session**

**July 17, 2020**

# COVLG Vision, Mission and Principles

**Vision:** Veterans strengthening local government through continued service.

**Mission:** To advocate, network, train, and provide professional development resources for veterans and CCCMA members seeking to serve and lead in local government.

## Guiding Principles:

- To **ADVOCATE** for the service, skills, experience and value that veterans bring to the local government management career field.
- To expand the **NETWORK** of fellow veterans and other professionals within CCCMA membership, enhancing inclusiveness, integration, mentorship and service in local government.
- To **TRAIN** veterans and other leaders on local government best management practices, lessons learned and latest developments within the profession.
- To **PROVIDE PROFESSIONAL DEVELOPMENT RESOURCES** that help translate and enhance the skills and experience of veterans and other leaders and strengthen the diversity of the local government management profession

Who  
Why  
What



# COVLG Initial Objectives and Actions

## Initial Objectives and Action Items (next 12 Months):

- ✓ Strategic Planning meeting
  - Vision, Mission, Principles refined and completed
- ✓ Submit documents to CCCMA to codify the COVLG (Prior to Aug 20, John and Darrin)
- ✓ Establish COVLG Leadership Team and participation on CCCMA Board (Prior to Aug 20, Group, Darrin)
- ✓ Create COVLG by-laws and integration with CCCMA by-laws (Post Aug 20, Ed Cannon)
- ✓ Conduct outreach to key stakeholders to enable COVLG initial planned activities and actions (TBD)
- ✓ Announcement of COVLG to CCCMA membership and recruiting of new COVLG members (TBD)
- ✓ Plan, coordinate and host two COVLG events in the next 12 months (Submit form to hold a conference slot for CCCMA Conference, TBD)

*Priorities  
Timeline  
Responsibility*





# COVLG Organizational Structure

Leadership Position	Responsibilities	Term of Service	Notes
COVLG Senior Representative	Serve as a strategic member of the CCCMA Board and represent the interests of COVLG Senior Representative and spokesperson	Elected to a 2 year term	Appointed thru Feb 2021, elections in Oct 2020 for 2021/22
Advocacy and Networking Program Director/Chair	Lead, coordinate and facilitate activities focused on Advocate and Network Guiding Principles	1 year term	CCCMA staff handles logistics and management, Program Chair(s) drive content
Training and Professional Development Program Director/Chair	Lead, coordinate and facilitate activities focused on Training and Professional Development Guiding Principles		CCCMA staff handles logistics and management, Program Chair(s) drive content

*Leadership  
Responsibility  
Term  
Notes*



# Colorado Veterans Leading Government

## Final Comments





# ICMA VETERANS ADVISORY COMMITTEE

## STRATEGIC PLAN 2021-2024

### GOVHR USA, LLC CONSULTANTS

Joellen Cademartori  
Lee Szymborski  
Charlene Stevens  
Rachel Skaggs

FINAL REPORT: MAY 2021

**ICMA** | veterans





## ABOUT ICMA

**ICMA, the International City/County Management Association**, advances professional local government management worldwide through leadership, management, innovation, and ethics. Through expansive partnerships with local governments, federal agencies, nonprofits, and philanthropic funders, the organization gathers information on topics such as sustainability, health care, aging communities, economic development, cybersecurity, and performance measurement and management data on a variety of local government services—all of which support related training, education, and technical assistance. ICMA provides support, publications, data and information, peer and results-oriented assistance, and training and professional development to more than 13,000 city, town, and county experts and other individuals and organizations throughout the world.

**[icma.org](http://icma.org)**

## ICMA Veterans Advisory Committee Strategic Plan 2021-2024

Published by ICMA

With support from GOVHR



### Authors

Joellen Cademartori  
Lee Szymborski  
Charlene Stevens  
Rachel Skaggs

# ICMA Veterans Advisory Committee Strategic Plan 2021-2024

## STRATEGIC PLAN INTRODUCTION

The ICMA Veterans Advisory Committee (VAC) strategic planning committee met in the winter of 2020-21 to initiate a Strategic Plan for 2021-2024. The Plan will chart the course for the VAC for the next three years. Included in the effort were two (2) emailed exercises, a retreat with the planning team held March 8, 2021 via Zoom, and small workgroups that helped formulate the goals and objectives of the plan.

This report identifies the participants in the Plan's development and outlines the process, steps, and methodology used in creating the 2021-2024 Plan. This report also includes the Plan that identifies the Veterans Advisory Committee's key initiatives, goals, and objectives that the VAC will undertake during the next three (3) years.





# Table of Contents

PROCESS SUMMARY	6
PURPOSE OF THE VAC	7
SCOPE OF WORK	8
VISION 2024	8
VALUES AND GUIDING PRINCIPLES	9
KEY STAKEHOLDERS	10
SWOT ANALYSIS	11
MISSION STATEMENT	12
VISION STATEMENT	12
KEY STRATEGIC INITIATIVES (KSI)	13
GOALS AND OBJECTIVES	13
KSI #1: COMMUNICATION	15
KSI #2: LEARNING & DEVELOPMENT	16
KSI #3: PARTNERSHIPS	17
KSI #4: PROGRAMMING	19
KSI #5: OPERATIONAL EXCELLENCE	20

# Process Summary

The Veterans Advisory Committee participated in several opportunities to formulate the Plan. The first exercise conducted via email resulted in the identification of internal and external stakeholders. The second exercise sought the input of VAC members leading to an analysis of the Board's internal strengths and weaknesses, and its external opportunities and threats. This information was also captured via email.

## VIRTUAL RETREAT

Participating in the March 8, 2021 retreat were the following VAC members, staff, and retreat facilitators. Committee members included: Stacy Almond, Co-Chair; Darrin Tangeman, Co-Chair; William Doerfer; Benjamin Effinger; Dat Lam; Amber Richards; Lisa Ward; Peter Tredsson, ICMA Board Member Liaison; Lynn Phillips, ICMA Senior Program Manager. The retreat was facilitated by GovHR USA Chief Executive Officer Joellen Cademartori and Senior Vice Presidents Rachel Skaggs, Charlene Stevens and Lee Szymborski who together authored this report.

A work group consisting of Committee members and Lynn Phillips, ICMA Senior Program Manager, Veterans Programs volunteered to assist in elaborating on the goals, objectives and tactics included in the plan.

This effort was further refined in subsequent meetings by GovHR Consultants Joellen Cademartori and Charlene Stevens, along with Lynn Phillips, Darrin Tangeman, Benjamin Effinger, Dat Lam, and Amber Richards.

## PROCESS TO CREATE THE 2021 STRATEGIC PLAN

- Development of a list of internal and external stakeholders.
- Based on the stakeholders identified, an environmental scan and analysis of the internal strengths and weaknesses, along with its external opportunities and threats (SWOT analysis) was completed.
- Participants reviewed the purpose of the VAC, and its scope of work, as outlined in its chartered founding.
- Participants envisioned what the Veterans Advisory Committee would look like in 2024.
- Participants identified how the ICMA VAC should conduct itself and the system of principles and values it wants to work under with its stakeholders.
- A draft mission statement was developed.
- Participants reviewed the SWOT analysis and identified key strategic issues.
- A master list of four (4) key strategic issues was developed.
- Participants, having identified the key strategic issues the VAC should address, wrote preliminary goal and objective statements.
- A small group worked on further articulating the plan's SMART goals, ensuring that the plan contains goals that are Specific, Measurable, Attainable, Relevant and Timely – goals that will also be assigned to the appropriate VAC members and associated with a timetable.

### PURPOSE OF THE VETERANS ADVISORY COMMITTEE

- **Raising the visibility** of municipal government as a career among active-duty military personnel.
- **Building awareness** of skills and knowledge that Veterans potentially bring to the profession.
- **Developing and improving** ICMA's Veterans programs and services.
- Increasing the talent pool of the next generation of local government managers by attracting **qualified** Veterans.
- **Building and strengthening relationships** between the Veteran community and local governments.



## THE VETERANS ADVISORY COMMITTEE'S SCOPE OF WORK

- Help confirm or amend content priorities and programs by identifying Veteran-wide challenges and opportunities.
- Provide subject matter expertise on programs that support Veterans.
- Review and/or write content pieces for use on icma.org, in PM Magazine, or ICMA social media channels.
- Identify potential partnering organizations to promote ICMA's programming, offer in-kind support, or financial contributions.
- Actively support fundraising initiatives to support Veterans programs.
- Review applications and select awardees of the ICMA Veteran Professional Development Scholarship/Recognition Award.
- Actively support the Veterans Local Government Management Fellowship (VLGMF).
- Advise ICMA on the development of new programs and services.

### VISION 2024

Participants were asked to envision a picture of the association three (3) years from now. In other words, what does the ICMA Veterans Advisory Committee look like to its stakeholders in 2024? What positive changes have occurred since 2021? How do the Board and its work look different from what it is today?

Accordingly, the positive changes that have occurred:

- Increased awareness and participation in the VLGMF, additional scholarships to Veterans.
- Increased recognition of skills possessed, and contributions made to local governments by Veterans.
- Increased exposure at ICMA Conferences and increased recognition of Veterans Advisory Committees work.
- Clear paths for Veterans to be considered/recruited for local government positions.
- Partnerships created between military installation commanders and city/county managers from the surrounding communities.
- Wrote a content piece for PM Magazine.
- Began work on a Handbook of Best Practices to form partnerships with military installations.
- Provided Veteran-related sessions for three local government conferences.
- Created a conference for local government HR recruiters.
- Began work on a mini-MPA to support Veterans as well as others transitioning into the local government profession.
- Raised \$100K to support conference scholarships and recognition.

## VALUES AND GUIDING PRINCIPLES

Values are the behaviors by which the Committee desires to operate. They are the key components to a system of values and principles that the VAC wants to work under with its internal and external stakeholders. Those values are captured in these terms:

- Improving local government and the lives of transitioning Veterans.
- Promoting inclusiveness.
- Educating others, leading to the elimination of roadblocks to the profession.
- Developing clear and helpful resources for recruiters, hiring manager and Veterans.
- Leading with duty, respect, selfless service, and integrity.
- Increasing diversity in Veteran's participation and in local government.
- Innovating and promoting creativity.
- Developing outreach programs that actively recruit Veterans.
- Applying the Golden Rule – Treating others as you want to be treated.

# Key Stakeholders

## STAKEHOLDERS

The VAC considers the internal and external groups on the left as stakeholders or constituencies having the potential to place a claim on the association's attention or resources or being affected by the ICMA VAC's Actions.

### INTERNAL STAKEHOLDERS

- ICMA Executive Board Members
- ICMA Members
- ICMA Veteran Members
- ICMA Staff – Career Equity and Advancement, Conference Team, Membership Division and Outreach Team
- Local Government Elected Officials
- Executive Recruiters
- Human Resources Professionals
- Collective Bargaining Units
- Colleges and Universities
- Veterans Local Government Management Fellowship Alumna
- Veterans Advisory Committee Membership

### EXTERNAL STAKEHOLDERS

- Active-duty Personnel
- Retiring Personnel
- Branches of the Military
- Department of Defense/State National Guard
- Installation Commanders/Transition Coordinators
- Veterans Services Organization and Career Advisors
- Career Skills Programs and Transition Assistance Coordinators
- Other Local Government Professional Associations
  - State Associations
  - American Public Works Association
  - National League of Cities
  - International Associations of Chiefs of Police

# SWOT Analysis

In February 2021 participants were emailed an exercise seeking an assessment of the VAC's environment in terms of identifying ICMA VAC's strengths, weaknesses, opportunities, and threats. The feedback was based after the participants reviewed a report on the stakeholders of VAC - individuals or groups who would have the potential of seeking the association's attention or resources. The analysis is summarized in a March 4, 2021 memo which is appended to this report. The analysis was used by the participants to develop and identify the key issues challenging the association.





# Mission Statement

The Participants, having identified the VAC's key values, and bearing in mind its internal and external stakeholders, conceptualized an initial mission statement accordingly:



**Veterans Advisory Committee: To enhance local government through the inclusion of Veterans who share the passion, skills, and knowledge to succeed in public service.**

---

# Vision Statement

Participants outlined a vision for the ICMA Veterans Advisory Committee in 2024. This is what captures what the VAC will look like in three years.



**Veterans Advisory Committee: The bridge connecting Veterans to service in local government.**

---

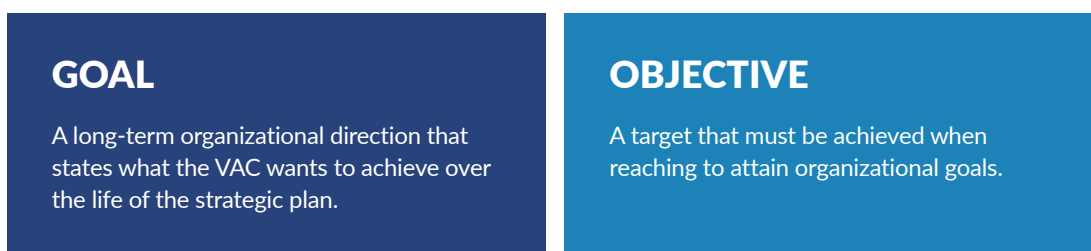
## IDENTIFYING KEY STRATEGIC INITIATIVES

During the retreat and based on a discussion and review of the SWOT analysis, participants identified five (5) key initiatives (not listed in any priority) needing the Committee's attention in the next three (3) years. This work effort was further refined by the small group after the retreat.



## GOALS & OBJECTIVES

During the retreat and based on a discussion and review of the SWOT analysis, participants identified five (5) key initiatives (not listed in any priority) needing the Committee's attention in the next three (3) years. This work effort was further refined by the small group after the retreat.





# KEY STRATEGIC INITIATIVES

# KEY STRATEGIC INITIATIVE 1

## Communications

### GOAL

The Veterans Advisory Committee will develop a comprehensive communication strategy.

### OBJECTIVES

- The VAC will develop relevant key messages about the value of hiring Veterans as employees, their knowledge, skills, experience, and versatility.
- The VAC will develop relevant key messages about why Veterans should consider a career in local government.
- The VAC will develop additional specific key messages to defined audiences.
- Once key messages have been developed, the VAC will customize its communication tools and strategies and leverage technology to reach the specific audiences.

### KEY ACTIONS AND PERFORMANCE METRICS

#### Key Actions:

- Post to ICMA Blog IAW Fiscal Year Timeline.
- Submit to PM Magazine IAW Fiscal Year Timeline.
- Draft and submit Veterans Programs Marketing Materials IAW Fiscal Year Timeline.
- Assemble and refresh resource materials for hiring agencies IAW Fiscal Year Timeline.
- Conduct mid-year and annual content analysis and modify materials as necessary to connect with target audience.

#### Performance Metrics:

- Identify one (1) publication per month to write for.
- Commit 12 writers for each article from Communication Team and VAC.
- Create new marketing items for recruiting/hiring.
- For messaging: how many clicks, how many articles opened (top ten viewed articles/below 40% bounce rate).

### TIMEFRAME AND RESPONSIBLE PARTY

- October 1, 2021 – September 3, 2022
- Communications Team with assistance as necessary from the VAC



# KEY STRATEGIC INITIATIVE 2

## Learning and Development

### GOAL

The Veterans Advisory Committee will provide awareness to members and other stakeholders on the benefits of hiring Veterans as well as educate transitioning service members on the career opportunities in the local government profession.

### OBJECTIVES

- The VAC will create an opportunity at the annual conference to engage local government recruiters, Human Resource Directors, and managers on hiring Veterans.
- Participate in established events that will provide opportunities to bring awareness to ICMA members about the benefits of hiring Veterans.
- Participate in established events that will provide opportunities to bring awareness to transitioning service members about career opportunities in local government.

### KEY ACTIONS AND PERFORMANCE METRICS

#### Key Actions for Objective #1:

- Develop the content for the event and identify the target audiences.
- Identify and invite local government recruiters and Human Resources Directors.

#### Key Actions for Objective #2:

- Identify three ICMA events to participate in and develop the presentation content (varies depending on virtual vs in person).

#### Key Actions for Objective #3:

- Identify three (3) military career fair events to participate in and develop the presentation content (varies depending on virtual vs in person).

#### Performance Metrics:

- Identify and secure ten (10) executive local government recruiters, ten (10) HR Directors, and ten (10) city/county managers to participate in annual Veterans hiring seminar.
- Count how many Veterans were interviewed and how many were hired by these same organizations in the following year.
- Send follow up e-mails to contacts made at military career fair events to track success.
- Collect metrics from the career fairs and set a baseline for the following year - how many Veterans made contact, how many were connected to a hiring local government organization, how many had interviews, how many were offered jobs.

### TIMEFRAME AND RESPONSIBLE PARTY

- October 1, 2021 – September 3, 2022
- Learning and Development Team

# KEY STRATEGIC INITIATIVE 3

## Partnerships

### GOAL

The Veterans Advisory Committee will build a network of partnerships in the areas of advocacy, programming, education, and funding.

### OBJECTIVES

- Define the roles between ICMA and VAC (particularly fundraising).
- Develop levels of sponsorship.
- Identify funding partners.
- Solicit \$100,000 in sponsorships. (booth at annual conference)
- Create web link for donations/sponsor.

### KEY ACTIONS AND PERFORMANCE METRICS

#### Key Actions for Objective #1:

- Define the roles between ICMA and VAC (particularly fundraising).
- Develop levels of sponsorship.
- Identify funding partners.
- Solicit \$100,000 in sponsorships. (booth at annual conference)
- Create web link for donations/sponsor.

#### Key Actions for Objective #2:

- Partner with executive recruiters.
- Partner with other job placement organizations such as MOAA, DOL, professional local government associations, state associations, etc.

#### Key Actions for Objective #3:

- Form partnerships with agencies that can assist in things such as marketing for events, printing, lodging etc.

#### Key Actions for Objective #4:

- Identify largest military installations and form partnerships with elected officials and local government professionals in the surrounding community.
- Identify key associations for elected officials.

#### Performance Metrics:

- Provide \$10K funding in first year, \$25k second year, \$50k third year.
- Form partnership agreements with 25 partners, three (3) of whom are monetary contributors.
- Send one (1) message per month to potential partners.

## TIMEFRAME AND RESPONSIBLE PARTY

- October 1, 2021 – September 3, 2022
- Partnerships Team with assistance as necessary from VAC.



# KEY STRATEGIC INITIATIVE 4

## Programming

### GOAL

The Veterans Advisory Committee will improve and expand programs that connect Veterans with the local government profession.

### OBJECTIVES

- Over a two (2) year period assess the current programs and develop performance metrics for VLGMF, CMSFP, Veterans Awards, and Veterans Scholarships.
- Create a mentorship program specifically for transitioning Veterans.
- Partner with Credentialed Manager Program to allow military installation commanders and deputy commanders to participate.

### KEY ACTIONS AND PERFORMANCE METRICS

#### Key Actions:

- Review existing data, surveys, and history of programs.
- Develop Performance Metrics for each program and assess customer satisfaction (quantitative and qualitative).
- Identify opportunities for program improvement and develop strategies to get there.
- Use VLGMF Alumni and military ICMA members as well as CoachConnect to create a mentorship program for transitioning service members focused on resume writing and interviewing practice.
- Create a metric to allow Credentialed Manager reviewers the ability to translate military skills to civilian skills.

#### Performance Metrics:

- Provide annual statistical analysis of each program based on the performance measures that are developed.
- Provide the following data on ICMA military members – what branch, how many years in service, current local government position.
- Identify 25 ICMA members to become a Veteran Mentor and request that they become a coach in the CoachConnect Program.
- Develop and propose policy change to the Credentialed Manager qualification criteria to allow for installation commanders to participate and present to the committee.

### TIMEFRAME AND RESPONSIBLE PARTY

- October 1, 2021 – September 3, 2022
- Communications Team with assistance as necessary from the VAC



## KEY STRATEGIC INITIATIVE 5

# Operational Excellence

### GOAL

The Veterans Advisory Committee will realign its work teams to match the defined goals and create a process and structure for annual review and measurement of progress.

### OBJECTIVES

- Identify the members of the VAC by region to ensure geographic diversity.
- Utilize Veterans connections to other state organizations or Veterans organizations.
- Identify and assign realistic timeframes to the goals and tasks.
- Align the skills and interest of VAC Board members with the tasks.
- Establish a regular meeting schedule and communication.
- Provide regular updates on goals and work progress.

### KEY ACTIONS AND PERFORMANCE METRICS

#### Key Actions:

- Develop performance metrics.
- Create an annual reporting mechanism.
- Develop a regular review process and team.

### TIMEFRAME AND RESPONSIBLE PARTY

- Executive Team and Team Leaders
- Quarterly and Annually





INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION  
777 N. Capitol St. NE, Ste. 500, Washington, DC 20002  
202.962.3680 | [icma.org](http://icma.org)



# OCCMA

**Oregon City/County  
Management Association**

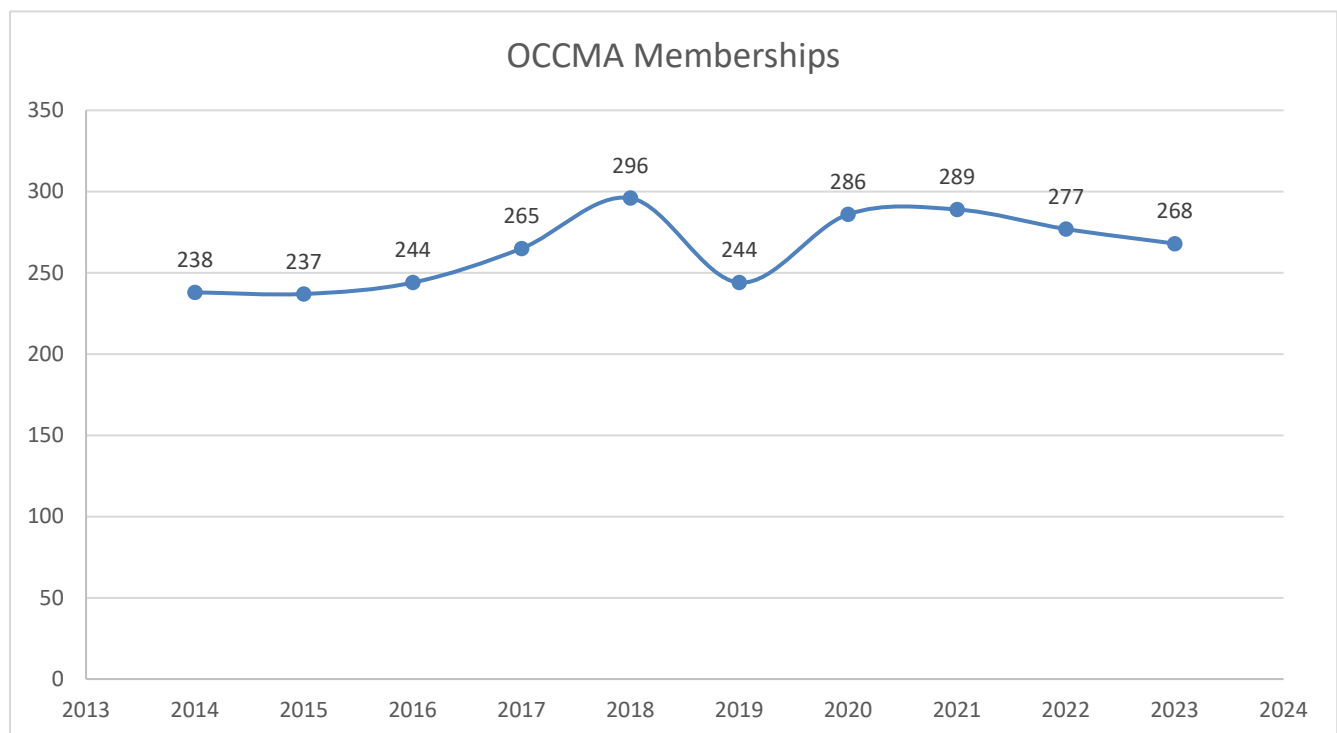
A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, Project & Affiliates Manager  
**Date:** April 18, 2023  
**Subject:** Membership Report

As of April 13, 2023, OCCMA has received 230 applications for membership (excluding Lifetime and Honorary members). The specific breakdown between membership classifications and how the numbers are comparing to 2021 and 2022 membership totals is below. OCCMA has received \$49,803 in dues revenue to date with only five outstanding memberships.

	2021	2022	2023
Active	179	186	189
Affiliate	25	21	16
Cooperating	4	7	7
Honorary	2	2	2
Lifetime	36	36	36
Retired	34	15	11
Student	6	9	5
Managers in Transition	3	1	2
<b>Total</b>	<b>289</b>	<b>277</b>	<b>268</b>

The figure below shows the total membership since 2014 including honorary and lifetime members.







# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, Project & Affiliates Manager  
**Date:** April 18, 2023  
**Subject:** Oregon/Washington Dinner at the ICMA Annual Conference

---

The ICMA Annual Conference is taking place September 30 – October 4, 2023 in Austin, Texas. Staff has informed ICMA that Oregon intends to hold the Oregon/Washington Dinner on Monday, October 2 beginning at 6:00 pm. This was one of the only evenings available that did not coincide with other conference activities. It is Oregon's turn to host the dinner and staff is seeking direction from the board on how you would like to proceed with this event. Are there any volunteers who would like to help pick the restaurant? Would the board like to include someone from the Washington Association to help select the venue?

There are a couple of different options for hosting the dinner:

1. Staff collect RSVPs, reserve tables at a restaurant and everyone orders and pays separately.
2. OCCMA would pay for a private room in a restaurant, select the menu for dinner, collect RSVPs and bill the individual for the cost.

There are upsides and downsides to both options, but staff sees more downsides to the second options, because while it would allow for better networking and connections it would require invoicing and collection efforts from staff. The Washington Association said they are still trying to collect money from last year's dinner. If the board is agreeable staff would prefer to proceed with option 1 and if we run into issues with restaurants not being able to set aside tables for approximately 50 people, we could look into other options.



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, Project & Affiliates Manager  
**Date:** April 18, 2023  
**Subject:** Registration Price for the OCCMA Summer Conference

---

The OCCMA Annual Conference is scheduled for July 19-22, 2023 at the Pendleton Convention Center. Staff has reviewed food & beverage menus, facility rental costs and is recommending the conference registration costs stay the same as 2022:

- Members - \$400
- Non-Members - \$500
- Students - \$100

If the OCCMA Board of Directors is agreeable there is no formal motion needed.



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Andy Varner, Communications Committee Chair  
**Date:** April 12, 2023  
**Subject:** Communications Committee 2<sup>nd</sup> Qtr Report

---

The Committee had a brief and sparsely attended meetings this quarter on April 10. We did, however, fill out the storyboard with enough content for the 2<sup>nd</sup> quarter newsletter. We are going to feature two new managers/administrators, including one city that just hired its first-ever administrator.

We will feature an update from one of the participating pilot cities identified in HB 4123, which was established to coordinate regional responses to homelessness across the state. Strategic plans of the coordination teams are due soon, so we will learn about that process and how groups are coming to agreement.

We'll have another update on the lawsuit challenging the Climate Friendly Equitable Communities and the impact the rules are having on land use planning, parking, and housing.

The issue will round out with some best practices on community engagement strategies, a City Spotlight on a unique Main Street program, and all the other fantastic articles and event recaps. Articles are due May 9.



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Adam J. Brown  
**Date:** April 18, 2023  
**Subject:** Scholarship Committee

---

The OCCMA Scholarship Committee met on March 3, 2023 to review a prototype template for a scholarship program, a strategic priority for OCCMA's 2023 work plan. After a lengthy first discussion, the committee wanted to keep the momentum of creating the program and agreed to meet in time to be able to submit a first draft to the OCCMA Board of Directors.

The Scholarship Committee provided comments on the prototype program by March 31 and met again on April 7, 2023 to discuss the collective comments. Angela Speier combined all of the comments from the committee for discussion, which greatly assisted our dialog. Following this meeting the Scholarship Committee recommended sending the draft to the OCCMA Board of Directors for their April Board Meeting.

The Scholarship Committee recommends that the Board of Directors allow the Scholarship Committee to submit the program template to the membership for comment. After receiving comment, the Scholarship Committee will meet again to assimilate any recommended changes and resubmit the program to the OCCMA Board of Directors for consideration.

**Attachment:**

1. Draft OCCMA Scholarship Program





# OCCMA

## Oregon City/County Management Association

A State Affiliate of **ICMA**

### Scholarship Application Guidelines

The purpose of the OCCMA Scholarship Program is to assist members with accessing educational/professional development opportunities. Scholarship applications and/or questions should be sent to Angela Speier at [aspeier@orcities.org](mailto:aspeier@orcities.org).

Eligible Professional Development Training Programs	CAP
<b>Local Government Reimagined Conferences</b> (formerly the ICMA Regional Conferences)	\$2,500
<b>Leadership ICMA</b> (Fall) (2 Year Program) Up to 50% tuition and up to 50% travel/accommodations Note and additional application requirement: Leadership ICMA requires a significant time and travel commitment to complete. Applicants must clearly demonstrate their personal and community's commitment to support and fund full participation in this two-year program.	\$5,000
<b>ICMA High Performance Leadership Academy</b> (12-week online program) Up to 50% tuition for ICMA members	\$1,000
<b>Gettysburg Leadership Institute</b> Up to 50% tuition and up to 50% travel/accommodations	\$2,500
<b>Williamsburg Leadership Institute</b> Up to 50% tuition and up to 50% travel/accommodations	\$1,000
<b>ICMA International Regional Summit or Exchange</b> Up to 50% tuition and up to 50% travel/accommodations	\$2,500
<b>Commonwealth Center for High Performance Organizations</b> Up to 50% tuition and up to 50% travel/accommodations	\$4,000
Additional Application Requirement: applicant must clearly articulate the value of attending this program to themselves, their community and OCCMA.	

#### Eligibility Requirements:

- Five years of service to the profession, with a preference in Oregon.
- OCCMA active or affiliate member in good standing. Members in Transition are encouraged to apply.
- Past or current service to OCCMA.

#### Other Considerations:

- Future potential of the candidate to make an impact in the profession.
- Other service to the profession such as city/county management associations in other states, ICMA, LOC, etc.

- Members of the Scholarship Committee shall be eligible to apply. During an application period when there are more applications than funds, a Scholarship Committee member submitting an application must recuse themselves from the award discussion.
- Size of community currently serving. Preference/weight will be given for individuals serving small cities under 5,000 population.

#### **Application Letter Requirements:**

- Eligibility and Considerations: Demonstrate program eligibility and address program considerations.
- Statement of Need: How will the scholarship make the difference to attend the professional development program?
- Program follow up: Propose a follow-up to the program experience that will inform/benefit OCCMA members.
- Attachments:
  - Resume
  - One letter of recommendation from a current OCCMA member
  - Program information and budget (differentiate between registration and travel/accommodations where applicable)

**Note:** The Scholarship Committee will consider other training programs not listed. Applicants must clearly demonstrate the applicability to the profession and individual's professional development goals. All training scholarships will be done as a reimbursement following successful completion of the program. Leadership ICMA will be distributed in two parts following the completion of year one and upon proof of certification/completion. Applicants are encouraged to seek and leverage scholarship opportunities through other organizations such as ICMA in addition to the opportunities through OCCMA.

## **Professional Development Conferences**

<b>Eligible Conferences</b>	<b>CAP</b>
<b>International City/County Management Association (ICMA) – Annual Conference</b> Up to 50% tuition and up to 50% travel/accommodations	\$1,500
<b>OCCMA Summer Conference</b> Full tuition and travel/accommodations	\$1,500
<b>League of Oregon Cities Fall and Spring Conference</b> Up to 50% tuition and up to 50% travel/accommodations	\$800
<b>Government Finance Officers Association (GFOA) – Annual Conference</b>	\$500
<b>NW Economic Development Conference</b>	\$500

#### **Eligibility Requirements:**

- Active, affiliate, or student members in good standing. Members in Transition are encouraged to apply.
- Interns serving an OCCMA member community during one year may apply to attend the following years OCCMA Spring Workshop.

**Other Considerations:**

- Past or current service to OCCMA.
- Future potential of the candidate to make an impact in the profession.
- Other service to the profession such as city/county management associations in other states, ICMA, LOC, etc.
- Members of the Scholarship Committee shall be eligible to apply. During an application period when there are more applications than funds, a Scholarship Committee member submitting an application must recuse themselves from the award discussion.
- Size of community currently serving. Preference/weight will be given for individuals serving small cities under 5,000 population.

**Application Letter Requirements:**

- Eligibility and Considerations: Demonstrate program eligibility and address program considerations.
- Statement of Need: How will the scholarship make the difference to attend the conference?
- Attachments:
  - Resume
  - Program information and costs
  - Travel budget if submitting for travel

**Note:** The Scholarship Committee will consider conferences not listed. Applicants must clearly demonstrate the applicability to the profession and individual's professional development goals. All conference scholarships will be distributed as a reimbursement following proof of payment and event attendance. Applicants are encouraged to seek and leverage scholarship opportunities through other organizations such as ICMA in addition to the opportunities through OCCMA.

**The Scholarship Committee shall manage the application process and select scholarship recipients where possible.**

**Application Deadlines:**

- Round One: February 1
- Round Two: May 1
- Round Three: August 1
- Round Four: November 1

OCCMA members are welcome to submit other programs for consideration for inclusion in the OCCMA Scholarship Program. Such suggestions should be submitted to the OCCMA Scholarship Committee for review and recommendation to the OCCMA Board of Directors. The ICMA International Exchange Program, while eligible, is a lower priority than the other approved professional development programs and conferences. Applications will be considered when a lack of applications exists for other professional development programs.