

July 13, 2021

## Status Report of Planning Activity of the OCCMA Host Committee

The OCCMA Host Committee has existed informally since OCCMA's December 2, 2012 proposal was accepted to host the 2021 ICMA Annual Conference in Portland. ICMA scheduled the conference for October 3-6, 2021.

In 2018, the OCCMA Board of Directors formalized the role of the Host Committee by appointing an authorization outlining the responsibilities of the Host Committee. A committee structure was established following the model created by ICMA. The OCCMA formally designated three co-chairs to coordinate this effort. OCCMA presidents have appointed committee members to serve a term running through December 2021, when the committee will be retired.

Planning for the conference has been directly impacted by the effects of the COVID-19 pandemic. The pandemic resulted in the 2020 Toronto Conference being converted to a virtual conference. ICMA will minimally be incorporating virtual elements as part of the 2021 conference. A decision will be made early in 2021 as to whether a live conference will be held in Portland. As a result, the Host Committee has accepted a "hurry up and wait" position relating to conference planning. We stand ready to move forward with a live conference in Portland on October 3-6, 2021.

This report summarizes the activities of the subcommittees in planning for the conference. If the Host Committee then gets the go-ahead from ICMA for a live conference, it will be critical that the subcommittees are ready to go full speed ahead with final planning for the conference.

Various subcommittees have submitted reports which are included in this document.

### Executive Committee

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

Joe Gall, Chief Utility Relations Officer, Clean Water Services (Chair)  
Eileen Stein, City Manager, ICMA Credentialed Manager (Chair)  
Spencer Nebel, City Manager, Newport (Chair)

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#### **06/23/2021 Update:**

**See 06/23/2021 Update Letter attached to the agenda packet.**

#### **Update 4/13/21:**

The Host Committee co-chairs are scheduled to meet with Marc Ott, Executive Director of ICMA; Troy Brown, City Manager of Moore Park, California; and ICMA President-elect in Portland on April 27, to discuss the status of re-opening of the convention center and existing conditions in Portland, as it relates to hosting the 107<sup>th</sup> Conference on October 3-6, 2021.

The Host Committee is preparing materials for a full Host Committee meeting which will be held on April 29 via Zoom at 2 PM. The Host Committee chairs have met several times with Jeremy Figoten and the ICMA Conference Planning staff on various aspects of the ICMA Conference since the beginning of the year.

Jeremy Figoten will assign staff members to each of the sub-committees to be available to participate in meetings up until the conference occurs.

The Host Committee is attempting to schedule a meeting with the Portland Mayor's Office to discuss the conference when Mark Ott and Troy Brown are in Portland.

The Host Committee has a contract with LOC for administration support for Host Committee activities which was reviewed with LOC.

#### **Update 4/28/2021**

On April 27, 2021, we had an opportunity to meet with ICMA representatives that included Executive Director Marc Ott, President-Elect Troy Brown and ICMA Conference Planning Staff Member Judy Day to discuss the ICMA Annual Conference which is scheduled to be held in Portland October 3-6 at the Oregon Convention Center. The executive director and staff of the convention center, and Travel Portland staff were present at the meeting. Mark Ott indicated that it is ICMA's plan to move forward with a hybrid conference that will include live attendance, as well as virtual programming, assuming that COVID-19 trends will allow in-person participation. Troy Brown indicated that he feels Portland is the perfect place to hold a live conference for ICMA. The struggles that Portland has had with COVID-19 and social unrest is a fitting place for local government managers to gather and learn from each other as we move forward with life following the pandemic.

Judy Day arrived on Sunday and was able to do additional touring of Portland. She visited the federal court house, and other areas, and saw that normal life is returning in different degrees to Portland. She felt comfortable walking and being in downtown Portland. All of the ICMA representatives are optimistic about the future, but are realistic that there are certain hurdles that need to be addressed for the 2021 conference. Mark Ott plans to join the Host Committee meeting on Thursday to provide a few words to the Committee and listen in to our Host Committee meeting.

A number of issues will impact ICMA's finances for the conference, including limitations on the number of attendees participating in various functions and keynote addresses to meet spacing requirements that may be in place by October. Based on current requirements, the total number of people that can attend a keynote session is about 550 attendees based on the seating chart and current COVID restrictions. There was discussion about live streaming the keynote addresses to other parts of the convention center so that others can participate in these sessions. The large round tables that normally seat eight would be limited to three people per table. It is possible to utilize the large exterior outdoor areas around the convention center to spread participants further apart during lunch activities.

Troy Brown asked about activities for the partners of board members attending the conference. ICMA has lengthy board meetings and it would be nice to have some sort of activity or experience for the partners during these times. (this is separate from the partners events for attendees). The preliminary budget for the conference, based on various current assumptions, shows a million-dollar loss for ICMA at this point. Traditionally, ICMA would make some money on the conference. Mark Ott indicated that it is goal that the Portland conference break even. This will mean looking at opportunities to cut certain costs for the conference.

We indicated that the bulk of the money we have raised as a state association for the conference will be available to underwrite the costs of receptions and other enhancement events for conference attendees. The Host Committee will need to determine what portion of the funds we need to keep to cover specific Host Committee costs that are not directly part of the ICMA's expenses for the conference. This would include such things such as t-shirts for the volunteers, and any direct costs for OCCMA relating to the conference. ICMA will be directly contracting for events that the Host Committees were previously responsible for arranging independently.

ICMA will be asking for assistance from the Fundraising Committee to obtain contacts and introductions for local sponsorship opportunities for the conference. The sponsorships will be directly with ICMA and not with the Host Committee. The Host

Committee will need to notify our three primary sponsors (WCMA, LOC, and Travel Portland), to let them know that the Host Committee will need to receive their commitments shortly after July.

The group toured the convention facility and were impressed with the \$40 million facelift completed in October 2019. With the onset of COVID-19 there has very limited business at the convention center so the improvements look and smell like new! The facility is large enough to accommodate a large number of attendees, and provide proper social spacing. ICMA will likely place a cap on registrations based on the status of COVID-19 as we approach the conference. Following the convention center tour, a tour was conducted of the new Hyatt Regency Hotel across the street from the convention center. This facility will likely be used for state association events because of its proximity to the convention center.

A call was set up with Mayor Ted Wheeler and ICMA staff. Joe and Eileen were able to participate in this call. Spencer had to head back to Newport for a Budget Committee meeting. The ICMA delegation had a good conversation with Mayor Wheeler who indicated that Portland has had its challenges, but the City is committed to restoring order relating to the anarchist that have been directing their attention to institutions and facilities in limited parts of Portland. Travel Portland then took the ICMA delegation on a tour of Portland, including those areas that have experienced troubles during the past year.

Overall, we are feeling more optimistic about the prospects of hosting a quality event in Portland. We greatly appreciate the commitment that ICMA, Oregon Convention Center staff, Travel Portland and the Mayor's office have to move forward with planning for a live conference in Portland. We have a lot of work to do during the coming months and we will need to remain focused on how COVID may impact the hosting of this event.

#### **May 21.2021 Update from Co/Chairs on Funds use:**

On Tuesday morning, Spencer, Joe, Peter Troedsson and I had a conference call with Jeremy Figoten. We discussed ICMA's reasoning for contracting for and handling ALL conference expenses, and what is the latest look for the conference. In general Jeremy stated that ICMA's goal is to be more unifying, to raise money for the ICMA Annual Conference as a whole. This IS a different approach to planning the conference than has been done in the past.

This is how Jeremy explained how he envisions the Host Committee's funds being used:

**FIRST**, the Host Committee funds will go towards paying for Host Committee Lounge/Booth, shirts, promotions (i.e. registration bag giveaways), promotions, etc.

**SECOND**, the Host Committee funds will go to supplement the expenses for:

Social Events - Sunday night opening and Tuesday night closing (food/beverage/entertainment)

General Sessions - entertainment

Inspiration Breakfast

Athletic Events

Mobile Workshops (Field Demonstrations)

Partners Program/CSR

Volunteers

For all ICMA Annual Conference activities, ICMA will sign the contracts and ICMA Conference staff will be the "planners" and

run the logistics for all of the events. Having said that, the Host Committee member(s) will be involved and depending on the event, will take more of a lead. For example, for the Mobile Workshops, the Host Committee members can/will identify locations and will make the initial contact with the venue as they have the connections/relationships and they know the appropriate and right venues that would be of interest to attendees. The same could go for Athletic events and venues. The Host Committee members know Portland and activities in and around the Convention Center best. As the Host Committee members work with the ICMA staff, the Host Committee can/will present options for athletic events such as a 5K Run or Morning Yoga, etc. and ICMA staff will deal with the contracting and the logistics of the event. A main reason that ICMA should sign the contracts is for liability reasons. ICMA procures liability insurance for the annual conference so if the Host Committee signs a contract for a venue or activity, then the Host Committee would have to take out insurance as well as be liable for that activity/event. We ran into this in a previous year when the Host Committee contracted a company on their own for an athletic event.

We agree with this approach.

Jeremy shared the format used by ICMA to document Tennessee City Management Association (TCMA) expenses for the 2019 Conference. We have created a similar one for OCCMA's use. It shows which events are still on and which are off (e.g. the Assistant's Exchange.) The Tours subcommittee doesn't have a budget, as it is envisioned it will simply brainstorm self-travel options for attendees with Travel Portland. This doesn't mean there couldn't be if a need is identified. Also, Jeremy encouraged us to think creatively, for example, while nothing is planned for Saturday night, as people begin to arrive into Portland, if there is something we want to plan for that evening, or make mention of, we can still do so.

The ICMA Conference budget will be approved by the Executive Board at the June 4-5 Executive Board Meeting. In the meantime, we did take a stab at programming OCCMA Host Committee pledged funds across the various activities we have responsibility for. Please note that the items where a subsidy is shown to ICMA includes only the funding that OCCMA could provide to that event. It is not the complete budget for that event. Take a look at the attached working draft budget. To give some historical perspective, we have included information from Host Committees of prior ICMA conferences for reference. The budget reflects what has been raised/pledged to date and doesn't include any additional local fundraising.

The ICMA Conference Planning Committee meeting is being rescheduled for mid-June and this is our new timeline for making a report this group about Host Committee events. For those activities that will need to be mention in the tentative program agenda or registration materials, we should plan on having as much as possible pulled together by June 25.

Subcommittee chairs, start pulling together your members and activities. ICMA has assigned a staff member to work with each of the subcommittees. Be sure to include them in any meetings that you hold. Members of the Assistants Exchange Committee can join other committees to assist with planning since this event will not be held in 2021. You should have the April 22 report from the Host Committee Chairs (the ugly document as it's now being called.) If you need a copy, please let Eileen know [eileens324@msn.com](mailto:eileens324@msn.com).

As co-chairs, we will be in touch with subcommittee chairs during this next week to check on your status.

Eileen, Joe and Spencer

The co-chairs have served as the executive committee for the Host Committee. The Co-chairs meet from time to time to address various coordinating issues regarding conference planning details with ICMA, OCCMA, and the Host Committee subcommittees. The co-chairs schedule the Host Committee meetings, including establishing an agenda for those meetings.

<b>Next steps dependent on ICMA 2021 status:</b>		
<b>In-person</b>	<b>Hybrid</b>	<b>Virtual</b>
<ul style="list-style-type: none"> <li>• Move forward in planning tours that can accommodate 100–800 participants</li> <li>• Tours will be planned for all four days of the conference days (Sunday through Wednesday)</li> <li>• Pre- or post-conference tours may be considered</li> <li>• Develop self-guided tour options as well</li> </ul>	<ul style="list-style-type: none"> <li>• Determine estimated attendance of ICMA 2021</li> <li>• Plans tours that can accommodate 20-200 participants</li> <li>• Develop self-guided tour options</li> <li>• Explore virtual experiences (ideally Oregon based)</li> <li>• Work with ICMA on how to host virtual tours through conference offerings</li> </ul>	<ul style="list-style-type: none"> <li>• Explore virtual experiences (ideally Oregon based)</li> <li>• Explore “hometown” self-guided tour options</li> <li>• Work with ICMA on how to host virtual tours through conference offerings</li> <li>• Coordinate with Athletics &amp; Field demonstrations for overlap opportunities</li> </ul>

## Fundraising Sub-Committee

*Pursue funding for the 2021 ICMA Conference – coordinate with the ICMA Strategic Partner Program staff to ensure that donors are acceptable to ICMA – evaluate and recommend the need to hire a fundraising company to assist in the solicitation of contributions.*

**Steve Powers, City Manager, Salem (Chair)**  
**Eileen Stein, City Manager, ICMA Credentialed Manager**  
**Erik Jensen, Principal, Jensen Strategies**  
**Eric Zimmerman, Deputy City Manager, Medford**

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### **07/11/2021 Update:**

As of May 2021 the Host Committee has \$139,452 in cash, and pledges of \$50,000 from WCMA, \$30,000 from LOC and \$10,000 from Travel Portland for a total available funding of \$229,452. Since the May financial report, \$10,000 has been received and deposited in the Host Committee Account from Travel Portland on DATE? [Christy, then note when the LOC and WCMA funds are deposited in the Host Committee Account in this section of the report.]

### **06/22/2021 Update:**

**There is no change in the fundraising committee efforts.**

**Subcommittee or host committee budgets or financial expectations for events, clothing, volunteer support, or other required or desired expenditures (drink tickets!) would be helpful in determining if we have enough OCCMA funding.**

If we determine we need more money, or there is a desire to assist ICMA, there are a few ideas. We could reoffer our assistance to Jeremy, in particular, if ICMA believes there are some viable Oregon-based sponsors to approach. We could provide ICMA with our known OCCMA supporters. If a more proactive approach is desired, we could send out the prospectus to OCCMA/LOC vendor data base, with a cover letter from me as OCCMA president or from the host committee co-chairs. We could add the prospectus to our web page. I expect a few fundraising subcommittee members would be willing to help with some direct contacts. I've not done anything yet with the prospectus.

#### **Update from 4/13/21**

In meeting with Jeremy Figoten, he indicated it will not be necessary for the Committee to raise any additional direct funds for ICMA beyond what has been collected or committed to date. The Fundraising Committee needs to make sure the LOC commitment is included in the LOC budget for the fiscal year beginning July 1. The Fundraising Sub-committee will need to also approach WCMA for its commitment of \$50,000 once we have the green light to go ahead with the conference. The Fundraising Sub-committee will be asked to make introductions and connect ICMA staff with various potential conference sponsors in Oregon. The sponsorship will be done through ICMA, not through OCCMA's Host Committee. The funding that has been collected to date will be used to pay for local OCCMA costs, such as volunteer shirts, any expenses for materials or gifts provided to attendees' costs related to support from LOC, with the balance of funding being provided to ICMA to underwrite costs relating to the major receptions and Tuesday night activities. Funding should be made available for virtual attendee gifts.

#### *Status 1/1/21*

*Thanks to our sub-committee's exhaustive work, OCCMA is in excellent financial shape to support ICMA Portland 2021. Amount collected (less expenditures) as of December 7, 2020 is \$139,452, and the amounts pledged are \$30,000 from the LOC and \$50,000 from the Washington City/County Management Association for a total commitment of \$219,452.*

*ICMA continues to lead on fundraising. Jeremy Figoten, ICMA Conference Director, will be looking for the subcommittee's help with state and regional contacts. The subcommittee has generated potential companies and contacts. We will be refreshing the list prior to our assistance to ICMA. The coordination between the sub-committee and ICMA will begin in January.*

*Potentially impacting our 2021 funding accumulation is the possibility of Portland hosting in 2028. ICMA staff are recommending Toronto be the site for 2027 in recognition of this year's conference being virtual. Portland would be offered the same opportunity for 2028. As Co-chair Nebel has said, if 2028 becomes the case, we would certainly have a great head start on planning and fundraising!*

### Major Evening Social Events Sub-Committee

*Provides recommendations to the Host Committee on venues for social events, subsidizing costs for events, and work with ICMA and DMC. Approximately 1 ½ to 2 years before the conference, ICMA staff and the sub-committee will interview and hire a local "destination management company" (DMC) which will take the lead in arranging the conference's major social events.*

**Martha Bennett, City Manager, Lake Oswego**

**Joe Gall, Chief Utility Relations Officer, Clean Water Services (Liaison)**

Andy Anderson, Senior Advisor, OCCMA

Dan Bartlett, Senior Advisor, OCCMA

Ben Bryant, Assistant City Manager, Happy Valley

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### Update from 4/13/21

Jeremy Figoten has asked that this committee continue to pause at this time on specific planning for the conference. ICMA will consult with this committee on a destination management company, but that company will be hired directly by ICMA, not by the Host Committee.

Status 1/1/21

*As requested, here's an updated report on the evening social events committee. I've made some notes about what might allow for an outdoor or social distancing event. I've marked things I'm pretty sure we could make work in GREEN, things that might be a problem in YELLOW, and things that I would sadly say are a no go in RED.  
No use in doing more until we hear from ICMA.*

*But I stand ready to work with ICMA staff as soon as they make the decision.*

2021 ICMA Annual Conference Host Committee  
Major Evening Social Events Subcommittee  
Subcommittee Brainstorm and To-Do List  
October 25, 2019  
UPDATED - October 22, 2020

### **B Attachment**

#### **Ideas for Saturday Evening Reception -- October 2, 2021**

Providence Park - <https://www.timbers.com/providencepark/book-your-event>

Check future Timbers/Thorns game schedules

**COVID-19. Might still be a very good option in the era of social distancing. Lots of space and mostly outside.**

Contact Prov. Park for tour -- Victoria Wilhelm at 503-553-5414 or [events@timbers.com](mailto:events@timbers.com)

Punch Bowl Social - Restaurant, Video Games, Karaoke, Bowling. Holds 1,200 people VERY VERY FUN --

<https://www.punchbowlsocial.com/location/portland>

**COVID-19 -- Probably not a great option unless we cut attendance to about 400 people**

OMSI -- Can hold 2,500. We've been to a lot of science museums with ICMA. Then again, we have a submarine!

<https://meetings.travelportland.com/find-a-venue/venue/omsi-oregon-museum-of-science-and-industry>

**COVID-19 -- Might work. They are doing a good job in social distancing. Probably cut #s to about 800.**

Megan Strong, Event Sales

(503) 797-4671, [eventsales@omsi.edu](mailto:eventsales@omsi.edu), arrange a tour

Director Park -- Can hold 1,100 people. It's outside in October.

**COVID-19.—A good option for about 350 to 400 people. Could do food trucks.**

<https://meetings.travelportland.com/find-a-venue/venue/director-park>

Oregon Zoo -- We initially discarded this idea because of travel distance, but the Zoo is doing a GREAT job in social distancing, and it's outside. Zoo sells beer and wine, so it should be back on the table.

**COVID-19 -- Good option for up to 800 people**

## Sunday, October 3, 2021

Reception TBD by ICMA.

Sunday opening session:

- Mayor - TBD, Martha to contact to schedule after January 2021. Backup is Multnomah County Chair, or Governor Brown. **IS ICMA STILL DOING THIS??**
- Entertainment -- Possible Grant High School Royal Blues. Martha to contact John Eismann - **DO WE NEED THIS IF VIRTUAL?**
- Color Guard -- Dan Bartlett to contact Astoria Coast Guard -- Ditto- Do We need?
- National Anthem -- (Royal Blues)-**Ditto**
- Invocation - Contact Jon George Confederated Tribes of the Grand Ronde-**Ditto**

## Tuesday evening reception ideas October 5, 2021-- 3 to 5

- Crystal Ballroom with band -- **Prefer Pink Martini** <https://meetings.travelportland.com/find-a-venue/venue/crystal-ballroom>
  - **COVID-19 --- Probably no.** maybe 300 people.
- Portland Spirit Cruise - capacity 350
  - **COVID-19 - Probably good** if no dinner.
- Revolution Hall -- Rent entire floor, up to 1,200 people. Is the seating fixed??? Could rent smaller spaces for up to 300 people
  - **COVID-19. Not a good option**
- The Redd -- cool, funky, barn like space. Could do all kinds of food
  - **COVID 10- I don't really know**
- Two cool restaurant spaces that could be fun -- Coopers Hall -- holds 180 people. Ecliptic Brewing -- holds 100 people.
  - **COVID-19. Both could work but for much smaller groups**
- Chinese Garden - Reception for 300 but much is outside.
  - **COVID-19. Might be a good option**
- Grand Central Restaurant and Bowling.
  - **COVID-19. Probably not a good option.**

## Volunteer Coordination/Support Services Sub-Committee

*Arrange for VIP transportation, recruit volunteers to staff desks at PDX and in lobby and recommend design of conference bag and swag. Volunteers should be familiar with those events sponsored by the Host Committee including field demonstrations and sports events.*

Kelsey Lewis, Management Analyst II, Tualatin (Chair)

Spencer Nebel, City Manager, Newport (Liaison)

Martha Bennett, City Manager, Lake Oswego

Brian Latta, City Manager, Dallas

Sara Singer Wilson, SSW Consulting

Stephanie Betteridge

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06/22/2021 Update

Stephanie Betteridge has volunteered to help with graphics for the volunteer t-shirts.

Updated from 05/20/2021

We are eagerly awaiting further information from ICMA in June on what volunteer needs they identify. At the moment, the key issues we are considering are:

1. Designing a volunteer shirt, likely with bridges and roses or some other Portland identifier
2. Identifying volunteer position descriptions needed, and writing them (info desk at hotel, info desk at airport, info desk at convention center)
3. Developing a FAQs list to provide to volunteers, even if the answers are placeholders

### **Update from 4/13/21**

The traditional guest bags for the conference will be mailed out. This will eliminate the need for stuffing and handing out bags at the conference. The volunteers will not be required to provide VIP transportation. The Committee will need to develop a volunteer shirt to provide individuals at hotel locations and at the airport. The volunteers could provide masks and hand sanitizer for ICMA travelers. The volunteers will provide important human interaction for attendees. By late June, ICMA will be providing specific needs for volunteers, with the Volunteer Sub-committee responsible for recruiting and assigning volunteers to the locations identified by ICMA.

### *Status update 1/1/21*

*The Volunteer Coordination Subcommittee has not met for some time, and is currently on standby as we wait for the decision about whether there will be an in-person component of the conference. Notes from our previous discussions are included below.*

### **Volunteer Recruitment**

We discussed recruiting student volunteers from all nearby universities: Portland State, University of Oregon, Oregon State, University of Portland, Business Administration schools of all. We could contact local Rotary and Lions Clubs and encourage all local OCCMA member cities to recruit for volunteers within their own city. Volunteers do need to have some connection to the profession (not open recruitment). We will clearly outline the benefits (day-of-volunteering conference registration waived), and draft letter/communication to send to city staff. We will ask for volunteer support from Washington (Assoc. of WA Cities) and determine the time(s) to ask for those volunteers.

### **Volunteer Success**

It will be important to choose a bright color for volunteer t-shirts. We will also want to clearly define roles separately for each volunteer duty so volunteers are prepared to offer information about tours, events, hotels, and the conference center.

### **Questions Outstanding**

- What are the rules for posting signage in/at the airport? (This way to the MAX!)
- How many volunteers (roughly) do we need total?
- Are there any additional volunteer roles we will need to accommodate new COVID guidelines (e.g., handing out masks, explaining current COVID guidelines in Portland)?

## [Partners Program Sub-Committee](#)

*Identify a service project that the partners can participate in during the conference. The sub-committee will be responsible for arranging any transportation to his program.*

Ann Ober, City Manager, Milwaukie (Chair)  
Eileen Stein, City Manager, ICMA Credentialed Manager

obera@milwaukieoregon.gov  
eileens324@msn.com

**6/22/21 Update:**

**We are recommending two service projects:**

- **Children's Book Bank – This event could be done in three parts (including a virtual component); a book collection in the various cities that is then shipped to the book bank, a book cleaning process (depending on the number of books collected), and a book club discussion on a selected children's book. On the call we had with the book bank, Brook provided two local bookshops that we could list as booksellers in the process (Powell's and a local Black owned shop). It sounds like they are willing to have the books shipped to them and move the books to the convention center for the cleaning event. Brittany Brock is the contact and her information is:**

**Brittany Bookhart Brock**  
**Volunteer Coordinator | The Children's Book Bank**  
**my pronouns are: she/her/hers**  
**phone: 503.616.3981**  
**site: [www.childrensbookbank.org](http://www.childrensbookbank.org)**  
**email: [brittany@childrensbookbank.org](mailto:brittany@childrensbookbank.org)**

- **Ivy Pull - Portland Parks and Rec (PP&R) can accommodate a group of up to 20 on October 5 for an ivy pull in Forest Park. That number will be higher if COVID-19 restrictions are further relaxed by October. PP&R provides the necessary tools and gloves. There is no fee associated with the event, but as discussed we will need to provide the partners with a bus or some other way of getting to the park. We'd want to either ask the partners to bring their own water and snacks or provide them ourselves. Without having actually priced out granola bars and bottled water recently, I think it would be relatively inexpensive if we went that route. Anna Thao is the Parks and Recreation contact. Her contact information is:**

**Anna Thao (she/her/hers) Why do I list my pronouns?**  
**Community Service Aide Stewardship Support | Land Stewardship West**  
**503-307-7108 (mobile)**  
**Wednesdays & Saturdays, 7:00 am – 3:30 pm**

Most of us would be happy to support the events both prior to and during the events should that be useful. Please let me know how else we can serve.

**Update from 4/13/21**

With a hybrid meeting, this committee may want to consider an activity that can be joined digitally by virtual participants in Portland.

*Status update 1/1/21*

*The ideas the subcommittee developed last year were an event at The Children's Book Bank and the Food Bank. We were thinking both or replacing one of them with an ivy pull or outside tree planting, as an alternative. With COVID, all of the projects have changed and we haven't looked recently. This report is completely pre-COVID.*

## Children's Book Bank:

They are very interested in working with us on a volunteer opportunity, but the event would need to take place at their location. All we need to do is request a spot with their volunteer coordinator six months prior and can do so by filling out a request form at:

<https://docs.google.com/forms/d/e/1FAIpQLSfzFqXmT5aVhbavXiJOUBRY3ERo0HL7zoB6UWVQP71p7IYV1g/viewform>

They do have an option for a book drive and have all the visual tools we would need to get those out to interested communities. They provided the following context for the drive:

- **Books needed:**
  - gently used or new books appropriate for babies, toddlers, and early elementary students through middle school
  - culturally relevant books and Spanish, Russian, Vietnamese, Chinese (Mandarin), and Somali language books - click [here](#) for a list of our favorites
- **Books we are unable to re-home:** musty or damaged books, magazines, coloring books, encyclopedias, textbooks, ex-library books, ex-school library books, classroom sets, books for adults
- **Need boxes?** Proper boxes protect books and backs! Click [here](#) to order inexpensive banker boxes with lids which can be delivered directly to you.
- **Offer the option of contributing financially during your book drive.** Financial donations help us purchase new culturally relevant and home-language books. Book drive donors can donate cash [online](#) or participate online on our virtual book drive [page](#). Don't forget to investigate whether your company matches gifts so you and your team members can increase the impact of your personal donations.
- **Consider a supply drive as part of your book drive.** New book cleaning supplies from our [wish list](#) are much needed!

## Ivy Pull or Tree Planting:

I spoke with our team and we could make this work out on the island or at our park right off the train line. We have equipment for 25 people and would be able to work around the group's needs.

## Oregon Food Bank:

Here's what I learned along and my thoughts about them. They have some solid rules that may be a bit challenging for us.

1. One cannot reserve volunteer shifts any further out than 4 months. (They don't have the bandwidth to calendar, track and hold volunteer shifts any longer ahead than that.)
2. They will take adult volunteer groups of up to 110 for a shift, however group members will work in multiple assignment areas in the food bank operation and would not all work together.

3. While clothing requirements vary by shift assignments, many of the assignments are food re-packing tasks. So we use those requirements: for clothing and shoes - shoes with closed toes and heels, no sandals, clogs, high heels, casual clothes in layers.)

4. As you would imagine right now, in the time of the Corona Virus their volunteer calendar schedule is completely disrupted, but what it looks like is normally both repack and garden shifts begin at 9:30 am and go for two to three hours.

5. According to their rules, we will have to have all names and information on each participant sent in to them in advance. I explained that while we could have a detailed roster upon arrival that we probably could not assemble the total information list, much in advance. She thought and said they could possibly make us our own administrator of the group, as long as they got complete info on each person upon arrival.

6. She appreciated our contacting them so far in advance and suggested they would be happy to work with us much closer to the time. However, she could make no promises as to the specific work assignments, or the shift dates available, because every six months or so they reexamine and restructure their operational procedures based on needs of the time. So basically it would be hard to pin down exactly the date for the project. However, if we are right on time, I doubt we'd have trouble booking the date we need. But right now, we could not.

7. There is the main Portland Headquarters at 7900 NE 33rd Drive, Portland 97011 and a smaller Beaverton operation. We would opt for the Portland site - for transportation cost and location. Checking the shortest distance between OCC and OFB is 5.2 miles and takes about 12 minutes (probably depending on time of day traffic.) So we can set a number of people we want to take in order to limit the number of busses we book based on people we decide to sign up for this project. I think a bus holds approximately 40 (double seated.)

8. In my view it could work, however, there will be bus cost, and a rather lot of trying to get confirmations ahead, plus additional communication of requirements for clothing and footwear - to assure they bring/wear casual clothing (without tank tops and removing all jewelry) and safe foot wear. While physical labor can be fun and energizing, and certainly the cause is good, it may be a little more trouble than it's worth. I would be ok to let the food bank go if we feel we a large enough other project.

9. On the other hand, the Oregon Food Bank is a well-established and effective operation. People coming from all over the world might benefit from seeing an old and successful operation. If we could organize a bit of a tour after their volunteer shift, I think it is worth considering for the added value of seeing it. It has the additional value of getting partners off-site and able to see a bit of Portland on the bus rides.

10. Still, with the book project we may have enough work for everyone to do. My primary concern is to have enough for a good-sized number of volunteers to do, and have it feel like a valuable contribution.

11. I also know that we cannot really confirm the reservation until June/July of 2021 and that may or may not be too late for any communication and budgeting deadlines for partner projects for ICMA

[Inspirational Breakfast Sub-Committee](#)

*Inspirational Breakfast is usually held Monday morning and attracts 150-350 attendees. The committee is responsible for arranging a speaker and music. The event also usually includes an invocation. Committee provides reports and recommendations to the Host Committee in October 2020.*

**Brian Latta, City Manager, Dallas**

**Eileen Stein, City Manager, ICMA Credentialed Manager**

Dale Shafer, City Manager, Nehalem

Ashley Sonoff

Anthony Hooper

**brian.latta@dallasor.gov**

**eileens324@msn.com**

manager@ci.nehalem.or.us

### **6/23/21 Update:**

Our subcommittee met four times in 2020, and discussed speaker options as well as music for the event. We made contact with the Portland Gay Men's Chorus at the end of 2020. They expressed interest in participating in this event. They could provide a subset or ensemble to the full choir, if needed.

For the speaker program, our committee decided to try and secure two or three speakers from local non-profits who are making a difference in their local communities. We reached out to the OCCMA listserv to solicit possible speakers at the end of 2020 with no response.

In 2021, our committee has not yet met, but are meeting next week to revive our conversations and secure both a speaker and music for the event. We have already reengaged with the Portland Gay Men's Chorus. During our meeting this next week, we will solidify contacts for potential speakers, and begin to engage with them.

### **Update from 4/13/21**

Components of the Inspirational Breakfast may change relating to whether a meal will be served as part of this event. The Committee may want to discuss how this can best modify the traditional program depending on the current status of COVID-19.

### *Status update 1/1/21*

*I wanted to give you a brief report on the work of the Inspirational Breakfast Committee. As you are aware, our tasks are to identify and select a speaker(s), music, and a person to provide an invocation. Our committee is operating under the assumption that whether the ICMA 2021 conference is an in person or virtual event, that there will be an Inspirational Breakfast event.*

### **Our Progress:**

As a committee we've met a handful of times over the past year and a half, and a few times more recently. We are making good progress toward securing a commitment from the Portland Gay Men's Chorus to provide an ensemble for the breakfast. We are very excited to have this Chorus participate, and have other options waiting in the wings, if needed.

As for a speaker, our committee has decided to take a different approach than what has traditionally been done. We felt it would be inspiring to hear from Community Champions, or in more words, stories from individuals or groups who are doing something great to serve others in their communities. For example, in Dallas we have a group of individuals called Christmas Cheer who in a one-day event provide two weeks' worth of groceries to over 500 families in the city. We would invite them to talk about their

story for 10-12 minutes. We figure to invite three/four individuals to divide the time between them. We are currently seeking out who these speakers may be.

With the invocation, we will pursue who this may be closer to the conference date.

## Athletic Events Sub-Committee

*Athletic events typically include golf, a 5k run/walk with other occasional activities including tennis, bowling events, as well as daily yoga. This sub-committee is responsible for overseeing the events, contacting pros as needed and arranging for refreshments, t-shirts, and awards. Tickets are presold by ICMA to cover fees, refreshments, transportation, trophies and usually t-shirts. Attendance varies from 25-150 per event.*

Sara Singer Wilson, SSW Consulting (Chair)

Joe Gall, Chief Utility Relations Officer, Clean Water Service (Liaison)

Ann Ober, City Manager, Milwaukie

Steve Powers, City Manager, Salem

Eric Zimmerman, Deputy City Manager, Medford

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eric.zimmerman@cityofmedford.org

### **06/28/2021 Update:**

I'm copying our Planning Committee co-chairs and OCCMA staff to provide comments on the funding for these activities.

Regarding the costs, I'll need to follow up to see what the current rates will be.

The 5K Run/Walk shouldn't require any special permits or fees unless we decide we would like to have one of the professional companies I listed in the notes organize the race. If we coordinate it ourselves, the only costs should be the race t-shirts, post-race snacks, and coordinating volunteers.

The urban hiking trails do not have any costs associated. This activity could be organized with hiking guides (again using volunteers) or we can provide detailed maps for people to explore these trails on their own. Let me know what you're envisioning.

I'll look into the costs of the field rental/reservation cost for pickup soccer and the yoga with goats.

### **06/17/21 Update:**

The ideas generated by the sub-committee have been provided to ICMA staff. Once ICMA makes some decisions, they will provide us with direction on the level of support/coordination needed from the team. The options are copied below.

#### 5K Run/Walk:

Travel Portland has recommendations on a route which doesn't cross any major streets and would be able to be managed by a handful of volunteers strategically placed along the route. If we wanted to explore options of having the run managed, the following organizations will be able to assist for a fee. I also spoke with the City of Portland, and they recommended the same approach because of the small number of runners. The route is easily accessible from the Convention Center.

Fleet Feet Sports PDX

2258 N.W. Raleigh ST.  
Portland, OR 97210  
Phone: 503.525.2122  
Website: <http://www.fleetfeetpdx.com>  
Contact: Alex Hamilton  
Email: [alex.hamilton@fleetfeet.com](mailto:alex.hamilton@fleetfeet.com)

Run with Paula Events  
Phone: 503.524.7570  
Email Paula Harkin

Yoga:  
This could potentially be hosted at one of the Conference Hotels or we could contact the yoga studios to host a private session for our group.

Yoyo Yogi is a personal favorite and is located in the Pearl District (1.5 miles from the Convention Center or about a 7 minute drive). <https://www.yoyoyogi.com/>

Yoga to You is a mobile yoga studio that will bring the teacher and all the supplies to your business, conference, home and even the water with paddle board yoga. Our goal is to bring wellness and convenience to our clients. With Yoga to You there is little the client needs to do except stay where they are. Our goal is to make yoga more accessible to a wider audience. There is no place we won't go and no group too large for us. Website: <http://www.yogatoyoupx.com> Contact: Lauren Fields Phone: 503.891.4819 Email: [info@yogatoyoupx.com](mailto:info@yogatoyoupx.com)

Yoga with goats. It's different, but completely memorable. Travel Portland has used this company in the past at some of their own events with great success.

River activities (kayak, SUP, etc.):

Here are some options for those looking to get out on the Willamette River.

The Paddle Sports Center  
624 S.E. 7th Ave.  
Portland, OR 97214  
Phone: 503.233.0706  
Website: <http://www.nextadventure.net/community/paddlesports>  
Contact: Deek Heykamp  
Phone: 503.233.0706  
Email: [deek@nextadventure.net](mailto:deek@nextadventure.net)

Description: All your paddle sports needs in one place. You can expect to find sit-on-top kayaks, recreational kayaks, touring kayaks, sea kayaks, stand-up paddleboards, canoes, and whitewater kayaks. You'll also find all the paddling accessories to get you to the water and enjoying your time there. We have kayak lessons and demo and rental programs available for all types of paddlers.

Portland Kayak Company  
6600 S.W. Macadam Ave.  
Portland, OR 97239

Phone: 503.459.4050

Website: <http://www.portlandkayak.com>

Contact: Mike McKoane

Phone: 503.459.4050

Email: [paddle@portlandkayak.com](mailto:paddle@portlandkayak.com)

Description: Welcome to Portland Kayak Company. With two great waterfront locations in Portland, Oregon we are your source for quality kayaks, canoes, paddling gear, kayak trips, kayak classes, and kayak & canoe rentals. Both of our locations have easy waterfront access allowing us to paddle the Willamette River from our front door. We carry a wide range of boats from reasonably priced recreational kayaks to the finest high-performance kayaks available, along with all of the gear and accessories you need to paddle comfortably and safely. Dragon boat paddlers will find paddles and paddling attire.

Portland Electric Boat Company

425 S.W. Montgomery Dr.

Portland, OR 97201

Phone: 503.673.6172

Website: <http://www.portlandlelectricboatcompany.com>

Contact: Jayne Dearborn

Phone: 503.673.6172

Email: [jaynedearborn1@gmail.com](mailto:jaynedearborn1@gmail.com)

Description: Experience the beauty of Portland from the Willamette River by captaining your own 21 ft. Electric Duffy Boat. You'll see everything from Eco wonders, wildlife, nine historical bridges, to stunning waterfront and floating homes. Each boat holds up to 10 passengers and is as easy to drive as a golf cart. Bring your own food, beverages and party on a boat; experience a romantic outing or host a company team-building event. No boating license needed. Must be 21 years old to be the Captain. Portland Electric Boat Company is a 100% green business, the only electric boat rentals in Portland!

Bollywood dance party:

This is a great way to get people moving and help reinvigorate them in the afternoon!

Bollywood Dreams Entertainment

Portland, OR 97202

Phone: 971.344.2022

Website: <http://www.jaihoparty.com>

Contact: Prashant Kakad

Phone: 971.344.2022

Email: [prashant@jaihoparty.com](mailto:prashant@jaihoparty.com)

Description: Beyond just a dance party, Jai Ho! is like being part of a full fledged Bollywood Musical. The multi-talented entertainer Prashant enthralls audiences with LIVE singing & interactive dance lessons all the while spinning eclectic Bollywood beats seamlessly. He teleports audiences to Mumbai with a high energy performance blended with ineffable charisma. Bollywood Dreams Entertainment also offers dance classes. These classes are ideal for all ages and all levels. You will learn the basic moves of Bollywood and learn a simple playful, fun choreography. Progress each week to learn new moves and also repeat a lot of what was covered the week before.

Games made big:

The Recreation Department has great games at affordable prices to help bring some fun into the Oregon Convention Center.

Pick-up soccer:

This could be organized at Buckman Field Park. It is located less than a mile from the Convention Center.

<https://www.portland.gov/parks/buckman-field-park>

#### Golf:

Pumpkin Ridge Golf Club is located 20 miles west of Portland and includes two championship golf courses. Both were etched into the landscape by renowned golf course architect Bob Cupp. Lush stands of towering trees frame undulating fairways and manicured greens, creating a stunning tapestry for respite, relaxation, and adventure. Both golf courses lend themselves to walking, allowing players to enjoy the golf courses the way they were meant to be played.

<https://www.pumpkinridge.com/course/> Depending on your tee-time, a round of golf ranges from \$65-\$130.

<https://www.pumpkinridge.com/golf/emailer2020/img/pumpkinridge/PR2020PublicRates.pdf>

Eastmoreland Golf Course is a public golf course centrally located in the City of Portland (4.5 miles from the Convention Center – about a 10 minute drive). With a central location, complete facilities and competitive prices, Eastmoreland Golf Course is a great choice for your adventures in golf. They offer 18 holes of championship golf, a covered & lighted driving range, full-line Pro Shop and dining at Eastmoreland Golf Course Bar & Grill. The course is surrounded by Crystal Springs Lake, the Rhododendron Gardens, Johnson Creek and has an endless variety of trees and shrubs in constant color change throughout the year. Eastmoreland is a beautiful setting for golfers of all abilities and is ranked by Golf Digest among the top public courses in the country to play. <https://www.eastmorelandgolfcourse.com/> Rates range from \$12 to \$35 plus additional costs for carts. Additional information available here: <https://www.eastmorelandgolfcourse.com/about-us/rates/>

Top Golf: Located in the City of Hillsboro, Top Golf is about an 18-mile drive from the Convention Center. Without traffic this is about a half hour drive. <https://topgolf.com/us/hillsboro/>

#### Scenic Bike Ride:

Portland's BIKETOWN (<https://account.biketownpdx.com/access-plans>) would allow plenty of people to access bikes for a group ride. I'd recommend meeting at the Salmon Springs Fountain in Waterfront Park and then riding the Springwater Corridor to Sellwood Park and back. This will help everyone avoid traffic and streetcar/MAX tracks.

The bikes are also located throughout the city and can be rented to navigate the waterfront and some of Portland's other neighborhoods as well. This link provides maps and guidance on distances, etc.

<https://www.portlandoregon.gov/transportation/article/339920>.

#### Urban Hiking Trails:

For Urban Hiking close to the convention center, there are plenty of options available in Washington Park and Forest Park.

Washington Park: <https://www.portland.gov/parks/washington-park>

Washington Park Trail Map: <https://www.hoytarboretum.org/wp-content/uploads/2019/03/Hoyt-Arboretum-Map.pdf>

Forest Park Hiking Trails: <https://www.alltrails.com/parks/us/oregon/forest-park>

Oregon has tons of gorgeous hiking trails outside of the city if transportation were to be arranged. There are a variety of options in the Gorge, Mt. Hood National Forest, and towards the Oregon Coast in Siuslaw National Forest or Tillamook State Forest.

#### **Athletic Events Sub-Committee update from 4/13/21**

Athletic events will need to observe social distance. They should be walkable, if possible, and if not, within a five-mile distance from the convention center. In addition, options should be identified for individuals or families that are looking for recreational

opportunities to participate on their own while in Portland. Planning on any in-person sites should be placed on hold until a formal decision is made to move forward with a live conference.

*Status 1/1/21*

*ICMA 2021 Athletic Events Summary Committee Report | December 2020*

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### **Committee Updates:**

This committee has convened twice in June 2019 and October 2019. You can find the summary of those discussions below. Complete reports with minutes and additional resources have been submitted to the Planning Committee in previous correspondence.

#### **Update from October 2019**

- On October 29, 2019, the committee held a conference call
- Information has been gathered from Travel Portland and the City of Portland regarding options for activities and 5K race routes. See the suggestions below:
  - 5K Run/Walk
  - Yoga
  - River activities (kayak, SUP, etc.)
  - Bollywood dance party
  - Games made big
  - Bikes
  - Hiking
  - Pick-up soccer
  - Golf
  - Top Golf
- Next Steps
  - Event data from ICMA for past conferences
  - Conduct web survey of OCCMA and WCCMA membership to understand member preferences for offerings
  - Consider offering hosted scheduled activities as well as “on your own” options for conference participants to explore

#### **Update from June 2019**

- On June 25, 2019, the committee held a conference call to discuss ideas for events, data from ICMA, resources from Travel Portland, 5K run options, and additional data needs.
- Ideas for events include:
  - Hiking
  - Water activities (kayaking, SUP, etc.) on the Willamette River
  - Yoga
  - 5K Run/Walk
  - Golf (either traditional tournament or TopGolf)
  - Scenic Bikeway Ride (idea submitted via email)
- Data from ICMA:
  - Steve gathered the data below from ICMA

From the Seattle Host Committee Final Report.				
Total Host Committee Expenses for Sporting Events				\$3,926.09 (yes, nine cents)
<b>Seattle</b>	cost	transportation	ticket income	Host Committee Net
Golf	\$15,835	1,815	16,695	\$ 955
5k	\$4,462	3,324	4,760	\$3,030
Yoga	\$600	-	760	(\$ 160)
Bowling	\$2,099	-	2,000	\$ 99
				\$3,926
Sport events net expense to host committees:				
Milwaukee	\$5,620			
Phoenix	\$6,452			
Boston	\$2,455			
Charlotte	\$6,953			

- Information from Travel Portland:
  - Sara has a call scheduled for 7/11/19 to learn about events hosted by other conferences
- 5K Run/Walk Information
  - Sara has reached out to the City of Portland to gather additional information on approved race routes, process for organizing an event, fees, etc.
  - We are awaiting information from the City of Portland Parks & Rec. events coordinator
- Additional Data to Gather
  - Participation data from events at past conferences (Sara reaching out to ICMA)
  - Nashville Conference – ensure we sign up for events and gather information about which events were successful, fun, etc.
  - Conduct web survey of OCCMA membership to understand member preferences

## Assistants Exchange Sub-Committee

*This occurs on the Friday before conference. This offers early career professionals an opportunity to spend the day visiting a local government, near the conference site. This sub-committee is responsible for organizing host communities, fielding applications from participants (usually 10-15) and matching host communities with participants. An informal gathering of participants will take place on Friday evening. Host communities are asked to arrange transportation to and from the conference site and supply participants with lunch.*

Ben Bryant, Assistant City Manager, Happy Valley (Chair)  
 Spencer Nebel, City Manager, Newport (Liaison)  
 Jeanna Troha, Assistant City Manager, Wilsonville

[benb@happyvalleyor.gov](mailto:benb@happyvalleyor.gov)  
[s.nebel@newportoregon.gov](mailto:s.nebel@newportoregon.gov)  
[troha@ci.wilsonville.or.us](mailto:troha@ci.wilsonville.or.us)

### Update 06/22/21

**There will not be an Assistants Exchange for the 2021 ICMA Conference.**

### Update from 4/13/21

A number of issues will need to be discussed regarding this program, including whether or not city halls will be open, and will attendees be comfortable traveling in vehicles together. This program also requires staying an additional day. The Committee should discuss whether it is possible to proceed with an assistants' exchange for the October conference.

Status 1/1/21

The Assistant's Exchange Sub-committee met once to brainstorm ideas, develop a list of host cities, and identify issues to work through as the 2021 ICMA Conference nears. Below is a synopsis of that meeting.

#### **What is the Assistants Exchange?**

- Friday before
- Applications to match with best host
- Friday evening social
- Host community to arrange transportation

#### **What outcomes do we want to achieve?**

- Provide another avenue for networking, specifically targeted at ACMs
- Host a fun, exciting, and educational Friday evening social
- Provide focus areas matched to different host cities

#### **How far of a location should we consider?**

- Portland metro (30-40 mins)
- Farther than a 30-40 min drive creates too much time in the car

#### **What cities/counties could host?**

- Battle Ground, WA
- Camas, WA
- Clackamas County
- Gresham?
- Happy Valley
- Hillsboro X2
- Lake Oswego X2 (Deputy & Assistant)
- Milwaukie
- Tigard
- Tualatin X2 (Assistant & Assistant to)
- Vancouver, WA
- Washington County
- West Linn
- Wilsonville

#### **What decisions are needed next and questions from the group?**

- What does the application look like?
- Do they highlight areas of interest?
- Are people more interested in size of city or areas of interest?
- Does everyone get accepted?
- Can we develop/amend the application?
- Who typically applies? ACMs or Management Analysts, Assistant to CM?

#### **Final reminder to all host ACMs:**

- Host ACMs need to commit to Friday, not other duties at Conference on Friday

## Field Demonstration Sub-Committee

*Field demonstrations are a popular part of the program, attracting 50-150 attendees each. This sub-committee will identify 5-7 potential field demo sites, which ICMA staff will visit and, together with the committee, limit to 3-5 field demos for the conference on the basis of interest and cost.*

**Jeanna Troha, Assistant City Manager, Wilsonville (Chair)**

**Eileen Stein, City Manager, ICMA Credentialed Manager**

Martha Bennett, City Manager, Lake Oswego

Ben Bryant, Assistant City Manager, Happy Valley

Sara Singer Wilson, SSW Consulting

Madison Thesing, Management & Program Analyst, Lake Oswego

Dave Waffle, Assistant Finance Director, Beaverton

Joe Hannan, City Manager, Newberg

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[joe.hannan@newbergoregon.gov](mailto:joe.hannan@newbergoregon.gov)

### **Update from 4/13/21**

This Committee should look for any virtual opportunities that can be tied in to the field demonstrations. It is important to keep field demonstrations in a reasonable travel distance from the conference center.

### *Status 1/1/21*

*The Field Tours Committee has had two meetings in 2020 and have generated a list of potential Field Tours sites, however, much of this will depend limitations with the ICMA conference given the pandemic. If the conference is virtual, then it becomes tricky to hold meaningful field Tours. However, if the conference is in person then many of these options are likely scalable based on pandemic restrictions. It is important to note that several field tours options developed by the committee are also under consideration by other sub-committees. The committee felt that ICMA should make the final determination which are best as field tours, social event, etc.*

The committee established criteria to evaluate ideas. The criteria is listed below:

- Location must be within a 45-minute drive from downtown Portland.
- Must provide geographic balance of locations around Portland and Vancouver.
- Need variety of options for attendees to choose from depending on interest such as environmental sustainability, economic development, infrastructure, planning and land use
- Make field tours unique to Portland and Vancouver, not seen at other conferences.

Field tours options that meet the above criteria; in no particular order.

1. Beaverton Food Cart Project: Spurred economic development and downtown revitalization.
2. Vancouver Riverfront Project: Multi-jurisdictional coordination with several long tenured property owners, revitalized downtown and incentivized private investment. Opportunity to learn about Washington State and the impact within the two-state region.
3. Gresham Wastewater Treatment Plant: Received several awards for sustainability, generates renewal energy onsite/net zero.

4. Historic Columbia Hwy Trail Development Project: Original East/West transportation route in 1920's. Sections of the route were covered when I-84 was built presenting challenges restore to create a trail. Restoration effort required multi-agency coordination including designation as National Historic Landmark.
5. Hillsboro Ron Tonkin Field: Operated by City of Hillsboro, home for minor league baseball team, history of project from City of Hillsboro.
6. Metro and Portland Parks: Visit Forest Park, Arboretum, Rose Garden, history of creating a large park system within an urban area and associated challenges.
7. Wilsonville Villebois Planned Housing Development: Site of former State of Oregon mental hospital, required partnerships with school district for new school site, Metro for construction of 250-acre park, State of Oregon.

At this point, we have put committee meetings on hold pending ICMA direction about the 2021 conference. The committee is certainly willing to meet again if the Co-Chairs believe that would be worthwhile.

## Tours Sub-Committee

*Identify possible tours for the four days of the conference, and if appropriate, pre and post conference tours as well. This sub-committee will present ideas to ICMA staff and the local DMC to make final decisions on the tours offered.*

Madison Thesing, Management & Program Analyst, Lake Oswego (Chair)

Joe Gall, Chief Utility Relations Officer, Clean Water Service (Liaison)

Dan Bartlett, Senior Advisor, OCCMA

Erik Jensen, Principal, Jensen Strategies

Sara Singer Wilson, SSW Consulting

Dave Waffle, Assistant Finance Director, Beaverton

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### Update from 6/29/2021

#### Existing Portland Tours:

- Pittock Mansion <https://pittockmansion.org/>
  - Daily, 10am-4pm
  - \$12 per person
  - **Need bus ride**
- International Rose Garden <https://www.portland.gov/parks/washington-park-international-rose-test-garden>
  - Daily, 5am-10pm
  - Free
  - Accessible by MAX with walk or **Need bus ride**
- Japanese Garden
  - Daily, 10am-5:30pm
  - \$18.95 per person
  - Accessible by MAX with walk or **Need bus ride**
- Pink Trolley Tour <https://www.graylineofportland.net/pink-trolley-city-tour-of-portland/pink-trolley-city-tour-of-portland-schedule/>
  - Guided narration tour with 30 minute stop at Rose Test Garden
  - Daily – 2pm
  - Pick up locations: Marriott Waterfront, Canopy Hotel, Benson Hotel, & Heathman Hotel
  - \$29 per person

- Cycle Portland Tours <https://www.portlandbicycletours.com/>
  - Essential Portland
    - Visit historic Old Town, pedal the waterfront esplanade, cruise the green park block corridors & explore the Pearl District with our experienced guides and comfortable rides.
    - Daily – 10am, roughly 2 hours
    - Easy, 7-8 miles
    - \$39 per person
  - Brews Bike Cruise
    - No visit to Portland would be complete without sampling the city’s tastiest beverage: BEER! Roll with us through historic East Side neighborhoods and enjoy beer from local breweries. Participants purchase their own beer from two breweries during the ride.
    - Daily – 2pm, roughly 2.5 hours
    - Easy, 6-8 miles
    - \$49 per person
- 4T Trail <https://www.travelportland.com/culture/4t-trail/>
  - The unique 4T trail (the four “Ts” being trail, tram, trolley and train) is a self-guided urban nature tour that lets you explore the city — and see some of the best views — without a car.
  - Self-guided, rough 4 hours
  - includes about 2.5 miles of walking
  - Max ride (\$5) covered with conference Max Hop pass
- Portland Spirit <https://www.portlandspirit.com/portlandspirit.php>
  - Take in the Sights from a Different Perspective – by river!
  - 11:30am - 1:30pm, or 7:00pm - 9:30pm (meal not included)
  - Dock at Salmon Street Springs, walkable from downtown and access by MAX for hotels in the Lloyd district

### Outside of Portland:

- Multnomah Falls - EcoTours of Oregon <https://ecotours-of-oregon.com/columbia-river-gorge-waterfalls/>
  - Visit many of Oregon’s most famous attractions in one day! Multnomah Falls, the Columbia River Gorge and Timberline Lodge on Mt. Hood. Tumbling waterfalls, incredible scenic overlooks, orchard filled valleys, majestic mountains and the Oregon Trail await you on this scenic loop!
  - Full day, 9:00am-5:30pm (pick up and drop off at hotels)
  - \$119.00 per person
- Willamette Valley Winey Tour – EcoTours of Oregon <https://ecotours-of-oregon.com/winery-tour-willamette-valley/>
  - Savor award-winning Pinot Noir, Pinot Gris, Chardonnay and Riesling while your designated driver guides you through the rolling hills of the beautiful Willamette Valley. Visits to at least three wineries and your expert wine tour guide are included.
  - Full day, 10:00am-5/6pm (pick up and drop off at hotels)
  - \$139.00 per person with tasting fees included
- Additional [Portland-regional tours with America’s Hubworld Tours](#)
  - Range of destinations with one day or multi-day options

One thing we thought would be important to share is a Downtown restaurant guide. [Here is the downtown dining guide](#) from Travel Portland.

As shared, I am waiting to hear back from Travel Portland for a Travel Oregon point of contact.

## **Update from 4/13/21**

The traditional booked bus tours that have been done by ICMA have been problematic with many tours being cancelled (for the past two conferences) because of lack of interest. With COVID-19, there may be concerns relating to bus tours, as well. This Committee may want to put together itineraries for self-guided tours in and around Portland, as well as potential tours that people can take pre/post conference. (i.e. the coast, Bend, Crater Lake, etc.)

### *Status 1/1/21*

*The Tours Subcommittee is responsible for identifying possible tours for the four days of the conference, and if appropriate, pre and post conference tours as well. These tours are intended for attendees and their guests. The Subcommittee will ultimately propose ideas and work with the local Destination Management Company to make final decisions on the tours that will be offered.*

*The Committee created an initial tours idea list in 2019. That list has been edited to remove redundancy from the Athletics Committee and Field Demonstrations Committee based on the feedback from the Host Committee meeting in Fall 2019.*

*Additionally, after feedback from Jeremy Figoten's visit during Fall 2019 and tour participation data from past ICMA Conferences, we would like to explore the option of self-guided tours or a menu of ways to explore Portland. This idea came from our initial brainstorm and might be more appealing now in light of ICMA 2021 status.*

*Currently, the Tours Committee's work is on hold until we receive direction on ICMA 2021 status.*

## Tours

Tours will be dependent on the status of ICMA 2021 being virtual or in-person. Below is the list of ideas that of tours that could be self lead or team organized depending on the status of ICMA 2021.

### Tour Ideas

Zoo- behind the scenes

Wine Tour (could be Willamette Valley, Wash Co, Hood River)

Beer Tour (local)

Beer Tour (Coastal- Dan Bartlett)

Coastal Tour

Gorge Tour (Multnomah Falls)

Mt Hood Tour

Portland Spirit Cruise (downtown cruise or gorge sternwheeler) <https://www.portlandspirit.com/>

Jet Boat Tour- Finding Bigfoot <http://bigfootcruise.com/>

Beaverton Art Center/Food Pod

McMenamins PDX Tour

Mt. Saint Helens

Shanghai Tunnels <http://www.portlandwalkingtours.com/tours/underground-portland-shanghai-tunnels-tour/>

OMSI

Portland Art Museum

OHSU/Tram

Portlandia Tour

Historical Society Tour

Powell's Books

Rose Garden

Japanese Garden

4-T Trail (Train, Trail, Tram, Trolley) <https://www.travelportland.com/article/4t-trail/>

Pittock Mansion <http://pittockmansion.org/>

Vista House

World of Speed Museum <http://www.worldofspeed.org/>

Columbia River Maritime Museum <http://www.crm.org/>

Whale Watching at Coast

Sauvie Island Farm Tour

Farm Dinner Event

Fruit Loop Tour

Arboretum Tour

Horsetail Falls Trail- Oneonta Trail Loop, Gorge

Saturday Market- Waterfront

Distillery Row- SE Portland

Downtown Bike Tour

<https://pedalbiketours.com/>

Food Cart Bike Tour <https://www.portlandbicycletours.com/>

### Destinations

Crater Lake

Bend

Central Oregon

Wallowa Lake

### Additional Features

Restaurant guides

Trip guides

Transit guides

Shopping Guides

### Theme (Choose your own)

- Beer
- Wine
- Eat
- History
- Portlandia
- Family Friendly

## Promotional Activities/Toronto 2020 Booth Sub-Committee

*Procure a 5-minute promotional video which is usually provided to the Convention and Visitor's Bureau for the Toronto Conference. Schedule OCCMA members attending the 2020 Toronto ICMA Conference to staff the desk for the upcoming Portland conference.*

**Dan Bartlett, Senior Advisor, OCCMA (Chair)**

**Spencer Nebel, City Manager, Newport (Liaison)**

Andy Anderson, Senior Advisor, OCCMA

Martha Bennett, Chief Operating Officer, Metro

Brian Latta, City Manager, Dallas

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### **Update from 4/13/21**

**Jeremy Figoten would like the Host Committee to conduct "echo registrations" in which OCCMA will reach out to ICMA members following the issuance of registration materials. This Committee can encourage people to bring their team to the conference.**

*Status 1/1/21*

*Due to the 2020 Toronto Conference becoming ICMA's virtual Unite Conference, the Host Committee was off the hook for staffing a promotions booth, having snappy looking golf shirts, and having promotional things available to promote the conference. A Video featuring Joe Gall, Eileen Stein and Spencer Nebel which included a video promoting the Portland Conference was prepared and presented as part of ICMA's Unite Conference Saturday program. Otherwise, the Promotional Activities has been in the wait, then hurry up mode. Jeremy Figoten's direction on our Zoom meeting pretty much said no promotion until it can be determined if it will be an onsite meeting or another virtual meeting like Unite.*

*Travel Portland's web site indicates that they are staying in Phase 1. Their comment implies that they'll stay there and do not project a date to open up further. It won't be until after January that we'll get updates on large gatherings is what I hear.*

*Seaside Convention Center has opened for limited events. They opened on 10/16-10/18 for the Collectors Gun and Knife Show. According to Mark Winstanley, tables were spaced out and folks were forced to keep distances. For their group meetings they are showing limits at 25 for their Downtown Association and Rotary Club meetings.*