



OCCMA Board of Directors Meeting

July 13, 2018 | 9:45 a.m. – 10:45 a.m.

Mt. Bachelor Village Resort | 19717 Mt. Bachelor Drive, Bend, OR 97701

Call 1-800-504-8071 and Enter Participant Code 8410998#

AGENDA

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Oregon City/County Management Association Board Meeting

May 4, 2018 | 8:31 am – 9:34 am

Skamania Lodge | 1131 SW Skamania Lodge Way, Stevenson, WA 98648

MINUTES

PRESENT

Board Members: Christy Wurster, President
Marty Wine, President-Elect
Michael Sykes, Past President
Ben Bryant, Director
Robb Corbett (via phone), Director
Spencer Nebel, Director
Dale Shafer (via phone), Director
Byron Smith, Director

Staff: Megan George, Administrative Specialist
Mike Cully, Executive Director

Other: Members of OCCMA

Absent: Ron Foggin, Director
Sean O'Day, Director
David Clyne, Director

A. Welcome and Roll Call

8:31 am

President Christy Wurster called the meeting to order at 8:31 am.

B. Consent Calendar

8:33 am

It was moved by Spencer Nebel and seconded by Michael Sykes to approve the minutes of the February 22, 2018 OCCMA Board Meeting, minutes of the April 21, 2018 OCCMA Special Board Meeting, and the First Quarter Financial Report as presented. The motion passed unanimously (8 Yes [Wurster, Wine, Sykes, Bryant, Corbett, Nebel, Shafer and Smith], 0 No, 0 Abstain, 3 Absent [Foggin, O'Day and Clyne]).

C. 2018 OCCMA Membership Report

8:34 am

Megan George asked board members to refer to page 14 of their agenda packet and summarized the contents of the membership report. Thus far, OCCMA had received 249 applications for membership.

Staff is projecting that by the end of the calendar year, OCCMA will have upwards of 275 members, which continues past trends of moderate growth.

D. Committee Updates

8:35 am

Nominating Committee

Chair Michael Sykes shared that the committee had nothing to report.

Ethics Committee

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

Support for Managers Committee

Chair Ben Bryant shared that committee met and is preparing a survey to go out to those currently listed as OCCMA coaches. The next ICMA Coaching Webinar is scheduled for next Thursday, May 10th, at 10:00 AM and is titled “Creating a Culture for Cultivating Talent and Getting Results”.

Bylaws and Policy Committee

Chair Spencer Nebel shared that the committee has met once so far and plans to meet again on Monday, May 14th. The committee’s focus this year is to clean up the Policy Annex and draft an operating agreement between the League of Oregon Cities and OCCMA. The committee plans to have a report for the board at the July 13th meeting and again at the September 27th Annual Membership Meeting.

Audit Committee

Chair Marty Wine shared that the committee met in February with League staff. The committee came up with six recommendations listed in the committee’s report to the board for implementation as soon as feasible.

Professional Development Committee

Chair Marty Wine shared that the committee meets monthly to discuss preparations for the Summer Conference and Fall Workshop. Scholarship applications were due on May 1st and will be reviewed in the next week.

The board discussed options for hosting a Summer Conference in 2021. When Portland hosted the ICMA Conference in 1999, OCCMA held both. When Seattle hosted the ICMA Conference in 2015, they chose not to host a conference. There was no consensus from the board.

Academic Affairs Committee

Megan George shared that the committee had not yet met.

Communications Committee

Chair Ben Bryant shared that the second quarter newsletter was coming along. The committee was also in the process of researching options for OCCMA’s website and plans to solicit informal bids for a complete redesign. Part of this effort will include a request to the membership to provide feedback on

OCCMA's current website and communication strategies. OCCMA budgeted \$2,500 for a website redesign, which may not be sufficient, at which point the committee may recommend a budget amendment. The board discussed the need for paid support to maintain OCCMA's website.

Next Generation Committee

Megan George shared that the committee had met once and begun putting together a workplan for the year that will likely include engaging with students, establishing a mentoring program, surveying new managers on what is most critical, and facilitating a partnership with Engaging Local Government Leaders (ELGL). Thus far, one committee member had attended the Future Business Leaders of America Oregon Conference.

ICMA Liaison Committee

Megan George shared that the committee had not yet met.

It was moved by Christy Wurster and seconded by Marty Wine to appoint Eileen Stein to serve on the ICMA Conference Planning Committee for 2019. The motion passed unanimously (8 Yes [Wurster, Wine, Sykes, Bryant, Corbett, Nebel, Shafer and Smith], 0 No, 0 Abstain, 3 Absent [Foggin, O'Day and Clyne]).

Kevin Duggan shared that he would share Eileen Stein's appointment with the relevant individuals at ICMA. Jeff Towery shared that ten OCCMA members signed up to serve on ICMA committees this year and that appointments would be made later this spring. Martha Bennett's term as Vice President of ICMA's West Coast Region is coming to an end and reappointment will occur in spring of 2019. Jeff Towery encouraged managers to consider applying, particularly as Portland will host the 2021 ICMA Conference.

Scholarships Committee

Marty Wine shared that the committee had nothing to report.

Host Committee

Co-Chair Eileen Stein asked that everyone stay for the next meeting to discuss plans in more detail.

E. LGPI Update

8:59 am

Mike Cully shared that the Local Government Personnel Institute (LGPI) was formed by a 190 agreement between the Association of Oregon Counties (AOC) and League of Oregon Cities to serve cities, counties and special districts. To dissolve the organization, LGPI's Board, AOC's Board and the League's Board must all vote to dissolve. At this point, all three boards have done so. Both the League and AOC have shared financial responsibilities of LGPI. In addition to voting to dissolve, the League's Board asked that the League preserve the service to the extent possible by taking a leadership role during the transition.

LGPI staff have now moved into the League's offices and as of July 1st will officially be League employees. While they are extensively League employees now, their mission and program of work remains intact. LGPI will continue to serve cities, counties and local districts. The goal is to preserve the organization while we figure out what needs to happen to make it successful. As far as we know, there will be no change to the dues structure.

F. ICMA State Liaison Program

9:07 am

Christy Wurster referred board members to page 18 of the agenda packet and summarized the contents of the email. ICMA has decided to discontinue the State Liaison Program, with one exception. Steve Bryant will retain his role as State Liaison to Oregon.

Kevin Duggan shared that as ICMA has grown and expanded from one regional director to five, the need for this program has shifted. He advocated for Steve Bryant to remain in this role because he has been a model for the program and will be helpful as OCCMA prepares to host the conference in 2021. Steve Bryant will continue to receive a comped registration to attend ICMA conferences but will no longer receive travel expenses reimbursed.

G. Alliance for Innovation & OCCMA Affiliate Agreement

9:11 am

Marty Wine asked board members to refer to page 21 of the agenda packet and introduced Nijah Fudge, the Alliance for Innovation's West Coast Regional Director. Nijah Fudge shared that the Alliance provides education, training and research to local governments. This agreement will establish a formal partnership between OCCMA and the Alliance which will allow for greater information sharing between both groups.

It was moved by Michael Sykes and seconded by Spencer Nebel to approve President Christy Wurster to sign the operating agreement between OCCMA and the Alliance for Innovation. The motion passed unanimously (8 Yes [Wurster, Wine, Sykes, Bryant, Corbett, Nebel, Shafer and Smith], 0 No, 0 Abstain, 3 Absent [Foggin, O'Day and Clyne]).

H. Senior Advisor Update

9:16 am

Christy Wurster asked board members to refer to page 25 of the agenda packet and summarized the contents. The bylaws require that senior advisors be reviewed at least every two-years. Each senior advisor will be asked to complete a self-evaluation, but the membership will also be surveyed.

Dan Bartlett shared that each senior advisor is prescribed a territory that typically matches up with county lines. With Wes Hare appointed as a new senior advisor, the group will evaluate the current territories and adjust as needed.

Each of the senior advisors provided brief updates on what was occurring in their territories. Dan Bartlett shared that he had met with several newly appointed managers in his territory. Sheila Ritz shared that she had met with several individuals and had no significant problems to report. Andy Anderson shared that he had noticed several themes. First, the issue with building officials was significant. Second, tremendous growth is occurring across the state. Larry Lehman shared that most cities in his region are doing well.

Christy Wurster shared that Roger Jordan would be recognized as "Senior Advisor Emeritus" at the Summer Conference.

I. 104th ICMA Annual Conference | September 23 – 26, 2018 | Baltimore, MD

9:30 am

Megan George shared that Steve Powers currently sits on ICMA's Conference Planning Committee and had asked that the talking points included on page 30 of the agenda packet be shared with the membership. Registration for the conference opens on June 6th. Megan George also shared that this

year a joint dinner between Oregon and Washington was scheduled to occur during the conference. Registration for the dinner will be announced close to the start of ICMA registration.

J. Other Business

9:33 am

Eileen Stein shared that she, Ann Ober and Joe Gall had prepared a nomination for Jennie Messmer to receive Lifetime Membership in OCCMA. The board will determine whether to recommend Jennie Messmer at the July 13th meeting.

The meeting was adjourned at 9:34 am.

APPROVED by the OCCMA Board of Directors on July 13, 2018.

ATTEST:

Mike Cully, Secretary-Treasurer

Christy Wurster, President



Oregon City/County Managers Association
Special Board Meeting
June 11, 2018 – June 17, 2018
Conducted via Email

MINUTES

PRESENT

Board Members: Christy Wurster, President; Marty Wine, President Elect; Michael Sykes, Past President; Ben Bryant, Director; David Clyne, Director; Robb Corbett, Director; Spencer Nebel, Director; Sean O'Day, Director; Dale Shafer, Director; Byron Smith, Director

Staff: Megan George, Administrative Specialist;
Mike Cully, Executive Director

Absent: Byron Smith, Director

Megan George distributed the motion via email on June 11, 2018.

It was moved by Spencer Nebel and seconded by Marty Wine to introduce amendments to OCCMA Policy 17.3 "Elections" with consideration for review, modification, and possible approval at the July 13, 2018 OCCMA Board Meeting. The motion passed unanimously (9 Yes [Bryant, Clyne, Corbett, Nebel, O'Day, Shafer, Sykes, Wine and Wurster], 0 No, 0 Abstain, 1 Absent [Smith], 1 Vacancy).

The meeting was adjourned on June 17, 2018 after seven calendar days, consistent with Section 17-9 of the OCCMA Policy Annex.

APPROVED by the OCCMA Board of Directors on July 13, 2018.

ATTEST:

Mike Cully, Secretary-Treasurer

Christy Wurster, President

**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2018 Amended Budget**

		2017 BUDGET	2017 ACTUAL	2018 Amended BUDGET	Through May 2018
INCOME					
	Beginning Cash - Operations	51,823	51,823	46,850	46,850
	Beginning Cash - 2021 ICMA Conference	30,739	30,739	72,856	72,856
	Beginning Cash - RJ Scholarship	3,350	3,350	4,872	4,872
	Total Beginning Cash	85,912	85,912	124,578	124,578
Conference Income					
	Fall Conference Registrations				
3-4103	· Registration	6,000	9,860	9,000	0
	Total Fall Conference	6,000	9,860	9,000	0
	Summer Conference				
3-4104	· Registration	27,000	30,435	28,000	13,200
3-4182	· Sponsorships	12,500	14,900	20,000	18,750
3-4184	· Roger Jordan Scholarship	1,000	1,000	1,000	1,000
NEW	· Food Charges	5,250	0	0	25
NEW	· Activity Fee	500	0	0	
	Total Summer Conference	46,250	46,335	49,000	32,975
	NW Regional Conference				
3-4102	· Registration	22,000	29,355	0	0
3-4101	· Sponsorships	12,000	12,900	0	0
	Total NW Regional Conference	34,000	42,255	0	0
	NW Women's Leadership Academy				
3-4105	· Registration	0	0	15,000	18,000
	Total NW Women's Leadership Academy	0	0	15,000	18,000
	Total · Conferences	86,250	98,450	73,000	50,975
General Operations Income					
3-4001	· Dues	36,000	46,628	40,000	44,322
3-4003	· Dues Surcharge 2021	5,000	7,117	6,300	6,676
NEW	· Board Retreat Meetings	2,000	1,209	5,000	318
3-4270	· CIS Senior Advisor	2,500	2,500	2,500	0
3-4280	· ICMA Senior Advisor	7,000	4,352	7,000	859
	Total General Operations Income	52,500	61,806	60,800	52,174
	Total Income without Beginning Cash	138,750	160,256	133,800	103,149
	Total Income including Beginning Cash	224,662	246,168	258,378	227,727

		2017 BUDGET	2017 ACTUAL	2018 Amended BUDGET	Through May 2018
EXPENSE					
Conference Expense					
<i>Fall Workshop</i>					
3-5134	· Food & Beverage Fall	3,000	7,168	7,000	0
3-5135	· Room Rental Fall	650	338	650	0
3-5139	· Speakers Fall	2,500	2,500	2,500	0
NEW	· Administration Fall	800	0	0	0
Total · Fall Conference		6,950	10,005	10,150	0
<i>Summer Conference</i>					
NEW	· Activities Summer	0	0	0	
3-5142	· Administration Summer	7,500	5,772	7,500	164
3-5143	· A/V & Trade Show Summer	550	2,478	2,500	0
3-5144	· Food & Beverage Summer	14,500	18,583	15,500	0
3-5145	· Lodging Summer	2,400	1,870	3,000	0
3-5146	· Postage/Printing Summer	1,000	278	500	0
3-5147	· Travel Summer	200	302	300	0
3-5149	· Speaker Summer	5,000	1,332	12,500	3,750
3-51481	· Roger Jordan Scholarship	1,000	1,478	3,700	0
Total · Summer Conference		32,150	32,092	45,500	3,914
<i>NW Regional</i>					
3-5152	· Administration	6,000	3,777	0	0
NEW	· A/V & Trade Show	500	327	0	0
3-5154	· Food & Beverage	13,500	28,885	0	0
NEW	· Lodging	2,000	0	0	0
3-5156	· Postage/Printing	1,500	157	0	0
3-5157	· Travel	200	2,240	0	0
3-5159	· Speaker	4,000	3,450	0	0
Total · NW Regional		27,700	38,836	0	0
<i>NW Women's Leadership Academy</i>					
3-5201	· LOC Administration	0	0	0	0
3-5202	· Other Administration	0	0	0	8,000
3-5203	· A/V & Room	0	0	0	0
3-5204	· Speaker	0	0	0	0
3-5205	· Food & Beverage	0	0	0	0
3-5206	· Miscellaneous	0	0	15,000	276
Total · NW Women's Leadership Academy		0	0	15,000	8,276
Total · Conferences		66,800	80,933	70,650	12,189

		2017 BUDGET	2017 ACTUAL	2018 Amended BUDGET	Through May 2018
General Operations Expenses					
	· Contingency	6,750	0	500	0
NEW	· 2021 ICMA Conference	5,000	0	5,000	0
3-6020	· ICMA Coaching Program	0	1,000	1,000	0
3-6001	· LOC Services	12,000	6,482	12,000	5,475
3-6016	· Board Functions	3,300	5,162	6,500	1,854
3-6021	· Conference Calls	200	196	200	131
3-6023	· Directory	2,000	3,664	0	0
3-6027	· Marketing/Supplies	750	683	750	630
3-6033	· Miscellaneous	1,500	459	2,000	82
3-6034	· Miscellaneous - Credit Card Exp	0	1,068	3,000	0
3-6036	· National/Committee Travel	2,500	1,119	2,500	0
3-6039	· Newsletter	9,000	4,676	8,000	2,792
3-6042	· Postage	400	179	400	242
3-6045	· Printing, Fax	300	133	300	32
3-6051	· Scholarships Charlie Henry	3,000	2,425	3,000	0
3-6054	· Senior Advisor	14,000	10,322	14,000	2,153
3-6057	· Web Support	5,500	3,091	5,500	0
Total General Operations Expenses		66,200	40,658	64,650	13,390
Total Expenses		133,000	121,590	135,300	25,579
Net Income / <Loss> Before Beginning Cash		5,750	38,666	-1,500	77,570
Net Income / <Loss> Including Beginning Cash		91,662	124,578	123,078	202,148
Transfers					
	· Operating to RJ Scholarship	0	2,000	0	0
	· Operating to ICMA 2021	0	35,000	0	0
Total Transfers		0	35,000	0	0
Ending Cash					
	· Ending Cash Balance - Operations	57,573	46,850	46,750	116,743
	· Ending Cash Balance - ICMA 2021	30,739	72,856	74,156	79,532
	· Ending Cash Balance - RJ Scholarship	3,350	4,872	2,172	5,872
Total Ending Cash		91,662	124,578	123,078	202,148

Oregon City/County Management Association

TRANSACTION LIST BY DATE

January - May, 2018

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
01/01/2018	Journal Entry	14	Yes				-Split-	
01/01/2018	Bill	86082	Yes	Select Impressions	Inv 86162 4th Qtr newsletter	3-2099 Accounts Payable	3-6039 Operations Expense:Newsletter	1,018.00
01/03/2018	Bill		Yes	Redmond	Refund overpayment dues K.Witcosky	3-2099 Accounts Payable	3-1290 Prepaid Clearing	49.28
01/09/2018	Journal Entry	4	Yes				-Split-	
01/09/2018	Journal Entry	5	Yes				-Split-	
01/12/2018	Journal Entry	6	Yes				-Split-	
01/12/2018	Journal Entry	7	Yes				-Split-	
01/12/2018	Journal Entry	8	Yes				-Split-	
01/16/2018	Bill Payment (Check)	2710	Yes	Redmond		3-1001 Checking	3-2099 Accounts Payable	-49.28
01/16/2018	Bill Payment (Check)	2711	Yes	LOC		3-1001 Checking	3-2099 Accounts Payable	-4,038.06
01/16/2018	Bill Payment (Check)	2712	Yes	Select Impressions		3-1001 Checking	3-2099 Accounts Payable	-139.58
01/16/2018	Bill Payment (Check)	2713	Yes	Danny Bartlett		3-1001 Checking	3-2099 Accounts Payable	-328.86
01/16/2018	Bill Payment (Check)	2714	Yes	Lehman		3-1001 Checking	3-2099 Accounts Payable	-131.90
01/16/2018	Bill Payment (Check)	2715	Yes	Sheila Ritz		3-1001 Checking	3-2099 Accounts Payable	-178.38
01/16/2018	Bill		Yes	Association of Oregon Counties	R. VanCleave refund overpayment	3-2099 Accounts Payable	3-4001 Fund Income:Dues	13.50
01/22/2018	Journal Entry	9	Yes				-Split-	
01/22/2018	Journal Entry	10	Yes				-Split-	
01/29/2018	Bill	1015	Yes	SSW Consulting LLC	NW Woman's Leadership Academy	3-2099 Accounts Payable	3-5202 Other Administration	3,000.00
01/29/2018	Bill		Yes	Garten	Inv P212907	3-2099 Accounts Payable	3-6027 Operations Expense:Marketing/Supplies	595.40
01/29/2018	Bill Payment (Check)	2718	Yes	Garten		3-1001 Checking	3-2099 Accounts Payable	-595.40
01/29/2018	Bill Payment (Check)	2719	Yes	SSW Consulting LLC		3-1001 Checking	3-2099 Accounts Payable	-3,000.00
01/31/2018	Journal Entry	17	Yes				-Split-	
01/31/2018	Bill		Yes	Safeguard		3-2099 Accounts Payable	3-6027 Operations Expense:Marketing/Supplies	85.82
01/31/2018	Vendor Credit		Yes	Garten		3-2099 Accounts Payable	3-6027 Operations Expense:Marketing/Supplies	-51.34
01/31/2018	Bill		Yes	LOC	LOC Services 2021 Conf planning	3-2099 Accounts Payable	-Split-	1,876.67
02/05/2018	Journal Entry	11	Yes				-Split-	
02/05/2018	Journal Entry	12	Yes				-Split-	
02/05/2018	Journal Entry	13	Yes				-Split-	
02/15/2018	Journal Entry	15	Yes				-Split-	
02/19/2018	Journal Entry	16	Yes				-Split-	
02/22/2018	Journal Entry	18	Yes				-Split-	
02/27/2018	Bill	1022	Yes	SSW Consulting LLC	NW Woman's Leadership Academy	3-2099 Accounts Payable	-Split-	5,028.00
02/27/2018	Bill		Yes	A. Anderson	Senior Advisors	3-2099 Accounts Payable	3-6054 Operations Expense:Senior Advisor	467.54
02/27/2018	Bill	Feb 18	Yes	LOC	LOC Services 2021 Conf planning	3-2099 Accounts Payable	-Split-	2,792.66
02/27/2018	Bill		Yes	Lehman	Reimb - Qtr 4 2017 - Sr Adv Exp	3-2099 Accounts Payable	3-6054 Operations Expense:Senior Advisor	366.24
02/28/2018	Bill		Yes	Phoenix Grand Hotel		3-2099 Accounts Payable	3-6016 Operations Expense:Board Functions	154.01
03/01/2018	Journal Entry	19	Yes				-Split-	
03/09/2018	Bill		Yes	Select Impressions	Inv 87233-87277	3-2099 Accounts Payable	-Split-	1,058.18
03/13/2018	Journal Entry	23	Yes				-Split-	
03/15/2018	Journal Entry	21	Yes				-Split-	
03/29/2018	Journal Entry	22	Yes				-Split-	
03/31/2018	Bill		Yes	Sheila Ritz	Reimb - Qtr 4 2017 - Sr Adv Exp	3-2099 Accounts Payable	3-6054 Operations Expense:Senior Advisor	272.28
03/31/2018	Journal Entry	20	Yes				-Split-	
03/31/2018	Journal Entry	24	Yes				-Split-	
03/31/2018	Journal Entry	25	Yes				-Split-	
04/05/2018	Bill Payment (Check)	2721	Yes	Sheila Ritz		3-1001 Checking	3-2099 Accounts Payable	-272.28
04/09/2018	Journal Entry	26	Yes				-Split-	
04/09/2018	Journal Entry	27	Yes				-Split-	
04/10/2018	Journal Entry	28	Yes				-Split-	
04/16/2018	Bill Payment (Check)	2722	Yes	Select Impressions		3-1001 Checking	3-2099 Accounts Payable	-2,076.18
04/16/2018	Bill Payment (Check)	2723	Yes	Association of Oregon Counties		3-1001 Checking	3-2099 Accounts Payable	-13.50
04/16/2018	Bill Payment (Check)	2724	Yes	LOC		3-1001 Checking	3-2099 Accounts Payable	-1,760.02
04/16/2018	Bill Payment (Check)	2725	Yes	Safeguard		3-1001 Checking	3-2099 Accounts Payable	-85.82
04/16/2018	Bill Payment (Check)	2726	Yes	A. Anderson		3-1001 Checking	3-2099 Accounts Payable	-467.54
04/16/2018	Bill Payment (Check)	2727	Yes	Lehman		3-1001 Checking	3-2099 Accounts Payable	-366.24
04/16/2018	Bill Payment (Check)	2728	Yes	SSW Consulting LLC		3-1001 Checking	3-2099 Accounts Payable	-5,028.00

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
04/16/2018	Bill Payment (Check)	2729	Yes	Phoenix Grand Hotel		3-1001 Checking	3-2099 Accounts Payable	-154.01
04/16/2018	Journal Entry	29	Yes				-Split-	
04/17/2018	Journal Entry	30	Yes				-Split-	
04/17/2018	Journal Entry	31	Yes				-Split-	
04/17/2018	Journal Entry	33	Yes				-Split-	
04/18/2018	Journal Entry	32	Yes				-Split-	
04/19/2018	Journal Entry	34	Yes				-Split-	
04/19/2018	Journal Entry	35	Yes				-Split-	
04/20/2018	Journal Entry	36	Yes				-Split-	
04/20/2018	Journal Entry	37	Yes				-Split-	
04/23/2018	Journal Entry	38	Yes				-Split-	
04/24/2018	Journal Entry	39	Yes				-Split-	
04/24/2018	Journal Entry	40	Yes				-Split-	
04/24/2018	Journal Entry	41	Yes				-Split-	
04/26/2018	Journal Entry	43	Yes				-Split-	
04/27/2018	Journal Entry	44	Yes				-Split-	
04/30/2018	Bill	4509	Yes	Florence		3-2099 Accounts Payable	3-1290 Prepaid Clearing	325.00
04/30/2018	Bill		Yes	Cannon Beach		3-2099 Accounts Payable	3-1290 Prepaid Clearing	325.00
04/30/2018	Bill		Yes	LOC	LOC Services 2021 Conf planning	3-2099 Accounts Payable	-Split-	1,019.65
05/01/2018	Journal Entry	42	Yes				-Split-	
05/01/2018	Journal Entry	45	Yes				-Split-	
05/02/2018	Journal Entry	46	Yes				-Split-	
05/03/2018	Journal Entry	47	Yes				-Split-	
05/04/2018	Journal Entry	48	Yes				-Split-	
05/07/2018	Journal Entry	49	Yes				-Split-	
05/09/2018	Check	2731	Yes	League of Oregon Cities		3-1001 Checking	3-6016 Operations	-200.00
							Expense:Board Functions	
05/09/2018	Check	2732	Yes	Danny Bartlett	Senior Advisors Q2 2017	3-1001 Checking	3-6054 Operations	-248.19
							Expense:Senior Advisor	
05/09/2018	Check	2733	Yes	Dell Awards	Inv 202250	3-1001 Checking	3-6033 Operations	-81.95
							Expense:Miscellaneous	
05/09/2018	Check	2734	Yes	Steve Powers		3-1001 Checking	3-6016 Operations	-1,500.00
							Expense:Board Functions	
05/09/2018	Journal Entry	50	Yes				-Split-	
05/11/2018	Journal Entry	51	Yes				-Split-	
05/11/2018	Journal Entry	52	Yes				-Split-	
05/15/2018	Journal Entry	53	Yes				-Split-	
05/15/2018	Journal Entry	54	Yes				-Split-	
05/15/2018	Journal Entry	55	Yes				-Split-	
05/16/2018	Journal Entry	56	Yes				-Split-	
05/16/2018	Journal Entry	57	Yes				-Split-	
05/22/2018	Journal Entry	58	Yes				-Split-	
05/23/2018	Journal Entry	59	Yes				-Split-	
05/24/2018	Bill		Yes	A. Anderson	Senior Advisors	3-2099 Accounts Payable	3-6054 Operations	630.18
							Expense:Senior Advisor	
05/24/2018	Bill		Yes	A. Anderson	Senior Advisors	3-2099 Accounts Payable	3-6054 Operations	156.96
							Expense:Senior Advisor	
05/24/2018	Bill		Yes	Possibility and Purpose, LLC		3-2099 Accounts Payable	3-5149 Conferences:Summer	3,750.00
							Conference:Speaker Summer	
05/24/2018	Bill		Yes	Union		3-2099 Accounts Payable	Services	450.00
05/24/2018	Bill		Yes	Megan George		3-2099 Accounts Payable	3-6001 Operations	46.80
							Expense:LOC Services	
05/24/2018	Journal Entry	66	Yes				-Split-	
05/25/2018	Journal Entry	60	Yes				-Split-	
05/25/2018	Journal Entry	63	Yes				-Split-	
05/29/2018	Journal Entry	61	Yes				-Split-	
05/29/2018	Journal Entry	62	Yes				-Split-	
05/30/2018	Journal Entry	64	Yes				-Split-	
05/31/2018	Journal Entry	65	Yes				-Split-	
05/31/2018	Bill		Yes	LOC	LOC Services 2021 Conf planning	3-2099 Accounts Payable	-Split-	1,039.63



OCCMA

Oregon City/County
Management Association

A State Affiliate of ICMA

C

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: July 2, 2018
Subject: OCCMA Board of Directors Vacancy

Ron Foggin resigned his position from the OCCMA Board of Directors effective May 22, 2018 because he accepted a position as city manager of Kingman, Arizona. OCCMA's Bylaws require that to be eligible for office you must be an active member of the association, therein requiring employment in Oregon or pursuit of employment in Oregon. Ron's term was set to expire December 31, 2020. The OCCMA Bylaws describes the process to fill vacancies in Article 7.

Section 6. VACANCIES: *Appointments to fill Board vacancies may occur from time to time due to a seated Director, or President Elect not being able to fill out the full length of their term. The appointment to fill vacancies shall be made by the Board after having first published notice of said vacancies in the OCCMA Newsletter; and/or on the OCCMA website; and/or on the OCCMA Listserv at least 30 days prior to appointment. Any member meeting eligibility requirements of Article 7, Section 4 may make application to the Secretary-Treasurer for a vacant position by the deadline stated in the Notice of Vacancy. In the event of a vacancy in the office of President, the President Elect will fill the remaining term of President and will continue to serve as President during their full term as well. If a vacancy occurs in the term of the Immediate Past President, the most recent Past President who is available and willing to serve shall resume service on the Board of Directors. All applications for vacant positions will be reviewed for completeness and eligibility to serve by the Secretary-Treasurer. The Board of Directors shall fill the resulting vacancy on the Board by majority vote of those Board members in attendance at the meeting.*

The notice of vacancy was provided to the membership on June 12, 2018, with a call for applications to fill the vacancy. Three applications were received by the June 29, 2018 deadline:

- Joe Hannan, City Manager, Newberg
- John Walsh, City Manager, St. Helens
- Scott Derickson, City Administrator, Woodburn

Each applicant's materials are attached to this memorandum. Section 7. Elections of OCCMA's Bylaws state that *"The nominations committee shall strive to nominate candidates, at the time of election, which includes a minimum of one county member, one assistant manager or one assistant to a manager, and one member from a community of 5,000 or less population. In addition, at least one board member should represent, at the time of election, each of the following generally described state regions: Metropolitan Portland; the Willamette Valley; Coast; Eastern; and Southern."* Currently, the board does not have representation from Southern Oregon or a county.

Joe Hannan

City Manager, Newberg

Email: joe.hannan@newbergoregon.gov	Population: 23,306
Phone: (206) 992-4702	Region: Willamette Valley

Are you an OCCMA Member? Yes

Why are you interested in serving as a member of the OCCMA Board of Directors?

I would like to contribute and give back to the profession that has been good to me.

Please describe your relevant experience in local government.

Twenty-five years as a city manager in Oregon (13 years), Washington (10 years) and Alaska (2 years) in small and medium sized communities. My experience helps me to relate to new persons in the profession asked to do everything to larger cities going through both drastic cuts and rapid growth.

What contributions can you bring to the OCCMA Board of Directors?

Energy, creativity and experience gained on both sides of the Cascades.

In what ways have you been an active member of OCCMA?

Most recently, in the Next Generation program. In the past, all levels of committee and legislative advocacy.

John Walsh

City Administrator, St. Helens

Email: jwalsh@ci.st-helens.or.us	Population: 13,526
Phone: (503) 366-8211	Region: Metro

Are you an OCCMA Member? Yes

Why are you interested in serving as a member of the OCCMA Board of Directors?

I have been participating in OCCMA since moving to Oregon to accept the city manager position for the City of Myrtle Point in 2009. In this tenure, I have contemplated getting more involved and this seems like the right time and organization.

Please describe your relevant experience in local government.

I have worked in local government since 1999 and in a supervisory capacity since 2003. In this career path I have served as a Building/Community Development Director, Public Works Administrator, City Manager, and most recently as City Administrator for the City of St. Helens.

What contributions can you bring to the OCCMA Board of Directors?

I bring a diverse background of education and experience in both the public and private sectors.

In what ways have you been an active member of OCCMA?

My activity in OCCMA has been primarily limited to maintaining membership and attendance at summer and regional conferences. I look forward to the opportunity to serve the organization.

Scott Derickson

City Administrator, Woodburn

Email: scott.derickson@ci.woodburn.or.us	Population: 25,590
Phone: (206) 982-5228	Region: Willamette Valley

Are you an OCCMA Member? Yes

Why are you interested in serving as a member of the OCCMA Board of Directors?

Reflecting back on my twenty-two years of public sector experience, exclusively served in Oregon, I have learned much from a broad range of experiences, challenges and opportunities as they relate to City Management. During my career, I have often relied on OCCMA members for advice and counsel. Consequently, I feel it is time to give back to OCCMA and its members the things it has provided me over the years.

Please describe your relevant experience in local government.

I have been an ICMA Credential Manager for ten years and hold undergraduate degrees in Planning, Public Policy and Management, Criminal Justice and a graduate degree in Public Affairs from the University of Oregon. Since 2008, I have served as the Woodburn City Administrator, reporting to a seven-member City Council and overseeing approximately 210 FTE's, a combined Budget (including Urban Renewal) of approximately \$97 million. Eighteen of my twenty-two years working in the public sector has been as a City Manager, County Manager and/or City Administrator. My first postgraduate position was with the Umpqua Regional Council of Governments where I worked at their Senior Management Analyst. Over the years, I have served on numerous community and non-profit boards, such as my current positions on the Legacy Silverton Hospital Board of Director, the Woodburn Area Chamber of Commerce and as an elected officer in Masonic Lodge #106. I also provide governance training and goal setting facilitation to a handful of Oregon Cities and non-profits on a regular basis.

What contributions can you bring to the OCCMA Board of Directors?

I believe my years of experience and training will bring added value to the OCCMA Board. My style and skill sets can be described as collaborative in nature. I have been described as an intelligent and progressive professional/leader that tackles issues and pursues opportunities with energy and creativity. My easy to approach style provides me the ability to lead, problem solve, manage complexity and seeing work completed. Intuitively, I know how to bring the right people and resources together to get the job done. I have found it essential to focus on building strong people-systems and a healthy organizational culture. My staff has described me as an energetic self-starter with hard-driving traits who is able to delegate authority and responsibility well. When called to do so, I can be a compelling advocate.

In what ways have you been an active member of OCCMA?

I served a term on the OCCMA Board well over a decade ago and have attended numerous OCCMA conferences over the years. I have been a member of OCCMA for approximately 18 years, maybe even longer.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

D

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: July 2, 2018
Subject: Lifetime Membership – Jennie Messmer

OCCMA's Bylaws allow for two special categories of membership: Honorary and Lifetime. On May 1, 2018, the board received a nomination for Jennie Messmer from Eileen Stein, Ann Ober and Joe Gall. Article 4 describes Lifetime membership as:

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

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

The action for the board is to recommend Jennie Messmer for Lifetime Membership in OCCMA for the membership's vote at the September 27, 2018 Annual Membership Meeting.

May 1, 2018

To: OCCMA Board of Directors

Re: OCCMA Lifetime Membership Nomination – Jennie Messmer

On behalf of the Messmer Family, we wish to submit a posthumous nomination for a lifetime membership in OCCMA for Jennie Messmer. As you know, sadly Jennie passed away in March 2018, but this award would ensure her lasting contributions to Oregon local government and OCCMA are not forgotten.

Jennie's lifetime of public service work and outreach focused on Oregon's local governments. She was an Assistant City Manager/Finance Director in Klamath Falls; served as Executive Director of both the Local Government Personnel Institute and the Mid-Willamette Valley Council of Governments; and stepped in whenever needed to serve as an interim city manager in a number of communities, including Mt. Angel, Wheeler and Cannon Beach. Jennie will be most remembered for her time as the Member Services Director for the Oregon League of Cities, a position that was perfect for her. In this role, she traveled throughout Oregon to assist cities, large and small.

Jennie was widely known as a sensitive and effective trainer, providing countless educational sessions for local officials, and often providing customized sessions onsite in various cities. She assisted several cities at critical junctures where there was interpersonal conflict between members of a city council, or between council and manager. In all cases, she was able to break through and get the work productive and flowing again. Throughout her career, Jennie was a valued mentor and confidant to local government leaders around the state. She had a passion for good governance and a servant's heart. She worked closely with Portland State University graduate students and was able to advise and mentor them.

Sadly, this is a posthumous nomination and we wish Jennie had been able to enjoy the receipt of this. But we take heart in knowing that her memory lives on through her work and through the legacy she left behind in one of our next generation of leaders, Megan Messmer.


We encourage your award of this recognition and honor.



Eileen Stein
City Manager
City of West Linn



Ann Ober
City Manager
City of Milwaukie



Joe Gall
City Manager
City of Sherwood



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

E

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: July 2, 2018
Subject: Senior Advisor Evaluations

17-2 of OCCMA's Policy Annex requires that each senior advisor be reviewed at least every two years.

Section (8). SUPPORT FOR AND REVIEW OF SENIOR ADVISOR PROGRAM

- A. *The OCCMA Board shall serve as the Oversight Committee for the Senior Advisor Program and accepts by reference the ICMA Senior Advisor Program Guidelines.*
- B. *The OCCMA Board shall review the Statement of Policy and all aspects of the program at least every two years and shall met with the Senior Advisors at the Spring or Summer Conference to discuss the Senior Advisor Program. At least every two years there shall be a formal review and assessment of the performance of all parties in meeting their responsibilities and expectations.*
- C. *The OCCMA President shall recognize the contributions of the senior advisors at the annual meeting of the association.*

In addition, Section (2) describes the appointment process.

A. Terms of Appointment

- 1. *The term of an initial appointment shall be one year.*
- 2. *A review is then conducted to assess whether expectations for the Senior Advisor and for the sponsors are being met. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment. Reappointment can be made for up to two years with a review conducted at least every two years.*
- 3. *Before conducting a review, the membership shall be notified and given at least 30 days to provide comments to the President.*
- 4. *Any one of the three parties may end the appointment upon written notification to the others.*

Except for Wes Hare, each senior advisor was asked to complete a self-evaluation for discussion at the July 13, 2018 meeting. In addition, the membership was asked to respond to an electronic survey about their specific senior advisor and the program in general. The deadline to complete the survey has been extended to August 15, 2018.

At the board's next meeting, the board will complete the bottom portion of the Self-Evaluation form (see attached), indicating whether performance was satisfactory or whether specific steps should be taken to improve performance. In addition, the board must choose to reappoint or not reappoint the four senior advisors currently being reviewed: Sheila Ritz, Dan Bartlett, Andy Anderson and Larry Lehman.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

OCCMA Senior Advisor Program

Performance Review Self-Evaluation

Date Due: _____ Period of Review: _____

Senior Advisor Name: _____ Region: _____

1. Duties and Responsibilities: Provide a rating for each applicable expectation: (1) Met; (2) Did Not Meet; (3) N/A

(a) Contacts or meetings with members in crisis/ Members in Transition _____

(b) Attendance at Member Area Group Meetings _____

(c) Contacts with new managers in my Area _____

(d) Contacts with other members _____

(e) Attendance at state wide sponsor meetings _____

(f) Attendance at national and regional ICMA events _____

(g) Participation in Senior Advisor Conference calls _____

(h) Timely reports _____

(i) Participation / attendance at other events for members in my Area _____

(j) Maintaining awareness of resources for members _____

(k) Maintaining general knowledge of current issues facing local

Governments and members _____

(l) Other: _____

2. Overall Performance Rating: _____

3. What I am doing that I believe makes me an effective Senior Advisor and that I plan to continue?

4. What do I plan to change to be more effective?

5. What can be done by OCCMA and ICMA to help me and to make the Senior Advisor program more effective?

Senior Advisor

Date

OCCMA Performance Evaluation

I agree. Check_____.

I suggest the following for improved performance. Check_____.

Christy Wurster, City Manager, Silverton

2018 OCCMA President

Date



OFFICE OF THE CITY MANAGER
City of Newport, Oregon
169 S.W. Coast Hwy.
Newport, OR 97365
541-574-0603
s.nebel@newportoregon.gov

MEMO

DATE: June 27, 2018

TO: Oregon City/County Management Association Board of Directors

FROM: Spencer Nebel, Chair of the Bylaws and Policy Committee

SUBJECT: Amendment to Policy Section 17-3 Elections

Background:

On Monday, June 11, 2018, the Board of Directors introduced an amendment to Section 17.3 "Elections" of the policy annex. This was to address scheduling elections and miscellaneous editorial adjustments. A copy of the proposed changes is attached. In accordance to the OCCMA Bylaws, 30-day's notice has been provided on both the listserv and the website for the proposed amendments. The Board of Directors will be considering this matter at the July 13 Board meeting in Bend.

In addition to improving the readability of this policy, there are several substantive changes. Those include Section 2(F), which extends the time from 30 to 45 days to provide a report to the Board before the annual meeting. In Section 2 (G) it extends the time from 14 to 30 days before the annual meeting, in which the President can call a special meeting. Furthermore, language has been changed allowing the President to call a special meeting approving a slate of nominees to serve as President-elect, and to serve on the Board of Directors.

Recommendation:

The Bylaws and Policy Committee is recommending the Board consider and approve revisions to Section 17.3 at the July 13 meeting, to implement a revised schedule for elections taking place at the annual membership meeting on September 27.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel", is written over a light blue circular stamp.

Spencer R. Nebel, Chair
Bylaws and Policy Committee

ARTICLE 3
Elections

~~17.3 Elections:~~

Section 1. ELECTION OF DIRECTORS AND PRESIDENT ELECT: Article 7 of the Bylaws provides for a nominating committee to be appointed by the President to present a slate of candidates including Directors and a President Elect for the Association. Once approved by the Board, a final slate of candidates will be presented to the membership for a vote. Nomination of qualified members can also be made from the floor to fill the position of Director or President Elect. For qualifications, see Article 7.4 of the Bylaws.

Section 2. ELECTION PROCESS: The election process will be as follows:

- A. ~~January 1 – the President appoints the nominating committee.~~ At the first meeting of the Board in the new calendar year, the President appoints no less than three individuals to serve on the Nominating Committee, with the Immediate Past President to serve as Chair.
- B. On, or before July 1, ~~the Secretary-Treasurer will publish~~ a notice is published indicating which the positions that will ~~must~~ be filled in the upcoming election by the Secretary-Treasurer ~~inviting members~~ and invite members who are interested to apply for open positions. Notice to fill regularly scheduled vacancies for the position of President Elect and Directors shall be made in the OCCMA Newsletter; and/or on the OCCMA website; and/or, on the OCCMA Listserv in accordance with any adopted policies
- C. ~~Mid-July the Summer Conference occurs.~~
- D. July 30 is the deadline for applications.
- E. The Secretary-Treasurer will review the applicants to determine that ~~whether~~ the member is in good standing, and has the required years of service in OCCMA, and meets any term limitations. The Secretary-Treasurer will provide all applications, and a report on any ineligible candidates to the Chair of the Nominating Committee.
- F. ~~Thirty~~ At least forty-five days before the annual meeting, the Nominating Committee will provide a report to the Board, including the names of all applicants and ~~the~~ a recommended nominees slate of officers for election.
- G. At least ~~fourteen~~ thirty days prior to the annual meeting, ~~the President will call a special meeting (via email or telephone) to the Board will conduct a meeting via email to vote to forward a list of nominees a slate of officers for election to the membership with notice of the slate of candidates provided in the OCCMA newsletter, and/or OCCMA website, and/or the OCCMA list serve.~~ the President will call a special meeting (via email or telephone) to the Board will conduct a meeting via email to vote to forward a list of nominees a slate of officers for election to the membership with notice of the slate of candidates provided in the OCCMA newsletter, and/or OCCMA website, and/or the OCCMA list serve.
- H. Notice of the nominees will be provided in the agenda packet distributed approximately ten days prior to the annual meeting via the OCCMA website and/or OCCMA list serve.
- I. In the event that the Board does not forward a candidate for all open positions, a call for nominations from the floor will be made by the President at the annual meeting.
- J. At the annual meeting, the President will present the list of nominees slate of candidates approved by the Board to the membership.
- K. The President will call for any other nominations of qualified candidates from the floor for election to vacant positions. If there are no nominations of other candidates from the floor, the President will call for a motion and support to elect the slate of candidates as a slate as presented by the Board of Directors, and a voice vote on the motion will be made.

- L. If other qualified candidates are nominated from the floor, and there are more candidates than open positions, the President will conduct voting through a paper ballot with the Secretary-Treasurer and Immediate Past President charged with counting the election ballots. The candidates with the highest vote totals will be elected.

F4ii



OFFICE OF THE CITY MANAGER
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MEMO

DATE: June 27, 2018

TO: Oregon City/County Management Association Board of Directors

FROM: Spencer Nebel, Chair of the Bylaws and Policy Committee

SUBJECT: Regarding Introduction of Amendments to the Oregon City/County Management Association Policy Annex

Background:

The Oregon City/County Management Association (OCCMA) adopted new Bylaws and a Policy Annex on September 28, 2017, to guide the operation and governance of the Association. The focus of the Bylaw and Policy Committee in 2017 was on restructuring the Bylaws. Various residual issues which were previously part of the former Constitution or Bylaw documents were placed in the Policy Annex, with minimal review. It was the goal of the Bylaw and Policy Committee to review the Policy Annex in 2018. This review has been accomplished by the Committee.

The Committee has met over the course of three meetings (February 21, May 14 and June 11) to conduct a complete review of the Policy Annex. The Committee is recommending that various changes be considered by the Board relating to the Policy Annex, as presented in the attached materials. Many of the modifications are editorial in nature, however, there are a number of more significant issues that the Board should be aware of. Furthermore, the Policy Annex has been reorganized to consolidate certain policies. A summary of these changes are as follows:

ARTICLE 1 Purpose. (Formally 17-1 Promulgation of Policies.) The changes proposed for this section are primarily editorial cleanup and clarification of language. Language from the Bylaws has to be incorporated to help clarify this section.

ARTICLE 2 Meetings/Conferences. (Formerly Policies 17-2, 17-10, and 17-9.) Article 2 consolidates various policies regarding meetings and conferences. There are editorial changes to the agenda for the Annual Membership Meeting. Since the Annual Membership Meeting is a meeting of the members, (not a Board of Directors Meeting) it was suggested that we have a provision for the president to appoint a parliamentarian to advise the president on any questions during this meeting.

ARTICLE 3 Elections. (Formally 17.3.) ARTICLE 3, Elections has been introduced by the Board for possible adoption at the July 13 Directors meeting. If the Board approves the changes to ARTICLE 3, then these changes will take effect immediately. The balance of the article will be considered for final approval at the September Board meeting. This meeting will immediately proceed the Annual Membership meeting, at which time changes to the approved policies can be considered by the membership.

ARTICLE 4 Annual Budget. (Formally Section 17-4) ARTICLE 4 has a number of editorial cleanups.

ARTICLE 5 Reimbursement and Financial Policies. This is, in part, a new section and consolidates elements of former Policies 17-5, 17-6 and 17-8. This section has the most significant modifications from existing policies. Section 1 outlines definitions for various travel expenses. This policy provides that the OCCMA president may request reimbursement for travel expenses to attend the ICMA Conference, Northwest Regional Conference, ICMA West Coast Regional Conference and ICMA Committee meetings, when held outside of Oregon. This also includes field visits when the field visits are approved by the Board. This section also provides that expenses for Board members attending membership events shall be paid by the individual Board members, or their communities.

One change in current practice would provide that facility meeting rooms, audio visual equipment, and any meals that are provided as part of any meetings, be paid by the Association. Currently, the Secretary/Treasurer bills members for lunches at the annual retreat, as well as, for the first meeting of the year, which typically runs through the lunch hour. The Bylaws Committee felt that this was unnecessary, and that for the time and effort the Board members provide to the Association with their service, the cost of lunch during these types of meetings should legitimately be borne by the Association. Please note that the cost for travel and room for these meetings continues to be borne by the individual members, or their communities.

The provisions that allow for active association members to request, by petition of the Board, one-half of their expenses for out-of-state participation with national committees, has been retained in the revised policy.

The previous policy provided that active members in transition, could make requests to the Board for reimbursement of travel expenses incurred for Association business meetings. This was a little vague and the Bylaws Committee has interpreted that to mean active members in transition, who are serving on the Board or an ICMA committee. The Board should clarify what the intent of this section is. It is also my recollection, but not addressed in these policies, that we offer some sort of reduction for members in transition attending the OCCMA conferences. This is something we should also include in the policy, if this is our practice.

In addition, in Section 2, the dates that dues cover, are clarified with the provision that members joining after June 30 will pay an amount equal to fifty percent (50%) of the dues. There is a new provision that applicants for membership are required to pay dues

within 30 days of application, in order to maintain active membership. Finally, Sections 3 and 4 of this Article were added as a result of recommendations from the Audit Committee. This was related to financial controls and conducting an audit on a periodic basis.

ARTICLE 6 Directory and Member Communications.(Formerly Policy 17-7.) Clarifies that the directory is published on the website, with other editorial changes made to this policy.

ARTICLE 7 Coaching Program. (Formally 17-11.) This policy contains a number of editorial cleanups. There was some question as to whether the coaching program will continue as an Association program, or whether this is being transitioned to the ICMA Coaching Program. If that is the case, this Article should be revised to reflect that.

ARTICLE 8 Senior Advisor Program. (Formally 17-12.) There are a number of editorial changes to cleanup in this section. Section 5 Senior Advisory Expenses was clarified to outline practices that have been used in the past regarding reimbursements for expenses incurred by Senior Advisors. The previous policy was a little vague, as it related to the expenses eligible for reimbursement for attending ICMA Annual Conferences when held in the West Coast ICMA region. I appreciate the efforts of Dan Bartlett in helping to clarify this section.

ARTICLE 9 Policy Annex Attachments. This is a new section which is to meet requirements of Article 13 Indemnification, by providing a certificate of coverage as part of the Policy Annex. Article 10 Section 3 of the Bylaws, which provides that an agreement for administration and financial support services with the League of Oregon Cities, or other qualified providers, be included in the policy annex. Section 3 of the new policies, is intended to provide a compilation of multiyear agreements, memorandum of understandings, affiliate agreements, or other similar types of agreements which have been approved by the Board. These agreements will be attached in whole, (or a summary if the document is lengthy) in the Policy Annex. This section also clarifies that approval of these types of agreements do not constitute policy change, and can be approved by a majority vote of the Board at the meeting, in which the agreement is introduced. At this time, we are only aware of three of these agreements, which are attached for your review.

Recommendation:

The Bylaw and Policy Committee recommends that the Board introduce the policy changes as modified by the Committee, and discuss any modifications at the July 13 meeting. This would be with consideration of adoption at the September 27 Board Meeting, which will immediately proceed the Annual Membership Meeting.

Conclusion:

The Bylaw and Policy Committee has been a very active committee, with great participation by the individual members. I certainly appreciate the efforts of the entire committee in working through these issues to help clarify and improve the governance structure, as well as the policies to provide operating guidelines for the Association. The Committee members are Denise Carey from Estacada, Nathan Cherpeski from Klamath

Falls, Rob Corbett from Pendleton, Sean O'Day from MWVCOG, Aaron Palmquist from Irrigon, Dale Shafer from Nehalem and me.

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "S. R. Nebel".

Spencer R. Nebel, Chair
Bylaws and Policy Committee

OREGON CITY/COUNTY MANAGEMENT ASSOCIATION POLICY ANNEX

ARTICLE 1

Purpose

~~17-1~~ Promulgation of Policies

Section 1. Article 6, Section 6 of the Oregon City/County Management Association Bylaws provides that the Board may enact, amend or repeal policies ~~from time to time~~ to govern the operations of the Association. Policies are enacted by a vote of two thirds of the members of the Board present at a regular meeting after they have been introduced at a previous Board meeting, and after at least thirty (30) days' notice has been provided in the OCCMA newsletter; and/or the OCCMA website; and/or on the OCCMA list serve. Policies require a vote of two thirds of the Board of Directors present at a regular meeting of the Board, and will take immediate effect **upon the Board adoption**. The Bylaws and Policies Committee will give an annual report at the annual membership meeting which will include any policies approved, amended or repealed since the last annual meeting. A majority of the membership may reverse or repeal any action taken by the Board of Directors following the report of policy changes at the annual meeting.

Section 2. The policy annex shall include a date indicating when it was last revised. ~~New policies shall be assigned a number based on the year of adoption, and the number of policies adopted that year. Existing policies that are amended will retain their policy number, and will show the date that they were amended by the Board.~~

ARTICLE 2

Meetings / Conferences

~~17-2~~ Agenda for the Annual Membership Meeting

Section 1. ANNUAL MEMBERSHIP MEETING: Article 5 of the Bylaws provide that an annual Membership meeting be held at the same time and place as the League of Oregon Cities annual meeting. **The OCCMA President is the Chair of the annual Membership meeting.** At the annual Membership meeting of the Association, an agenda shall be available that ~~covers~~ **includes** the following topics:

Call to Order

Roll call;

~~Review and consideration of the previous meeting minutes~~ Approval of minutes;

~~Communications~~ **Correspondence;**

~~Financial Report of the Secretary-Treasurer;~~

President's Report of the President;

Announcement of **the Board** meeting schedule for the Board of Directors by the President-Elect

~~Report of the Bylaws & Policy Committee on any policy changes~~ **Bylaws or Policy Amendments**

~~Reports of committees~~ **Committee Reports;**

Election of officers;

~~Unfinished~~ **Other** business;

~~New business;~~

Adjournment

Section 2. PARLIAMENTARIAN. The President shall appoint a parliamentarian for the annual Membership meeting. The parliamentarian shall advise the President on any questions of order. The President shall decide all points of order, including interpretations of the By-Laws and the Policy Annex, which decisions shall be final and not subject to appeal.

Section 3. ~~17-10~~ CONFERENCE AND BOARD MEETING DATES: The Board and the Board elect shall meet annually in November to establish the Association's goals and Board meeting dates for the upcoming fiscal year. The Spring Conference, if hosted by the Oregon City/County Management Association, shall be set by the Board of Directors, and shall be held during the spring last week of March or first week of April. The Summer Conference, if held, shall be on a Wednesday, Thursday and Friday in July, and shall be in various locations as determined by the Board. The aAnnual Membership Business meeting shall be held in conjunction with the League of Oregon Cities Conference. The Board may shall approve changes in this schedule and report the any changes to the Board and membership.

Section 4. ~~17-9~~ BOARD OF DIRECTOR'S MEETINGS CONDUCTED VIA EMAIL:

- A. Any board member may make a motion via email.
 - 1. The subject line should include the word "Motion."
 - 2. The first line of the body of the email should include the words "I move that the board approve/authorize/recommend ..."
 - 3. The motion shall be forwarded to the Secretary-Treasurer for distribution to the Board members, and to provide notice to the membership of the meeting being conducted via e-mail.
- B. All board members, including the President, may vote. Board members should include the words "I vote No" or "I vote Yes" in the first line of their response. A member may vote "No" and indicate that deliberation is suggested on that motion.
- C. A majority of Board member votes are required to decide an email motion. The member who proposed the motion is automatically counted as an affirmative vote.
- D. Email motions can only be voted up or down and cannot be amended.
- E. The motion will expire in seven calendar days or at the start of the next board or membership meeting – whichever comes first. If the motion doesn't receive the required majority vote by the deadline it fails.
- F. The member who proposed the motion may withdraw it at any time prior to approval.
- G. The s Secretary-Treasurer is responsible for tallying the votes and informing the board of the outcome. If a member fails to cc: other board members on his vote, the Secretary-Treasurer should forward the email to the others.

ARTICLE 3
Elections

~~17-3~~ Elections:

Section 1. ELECTION OF DIRECTORS AND PRESIDENT ELECT: Article 7 of the Bylaws provides for a nominating committee to be appointed by the President to present a slate of candidates including Directors and a President Elect for the Association. Once approved by the Board, a final slate of candidates will be

presented to the membership for a vote. Nomination of qualified members can also be made from the floor to fill the position of Director or President Elect. For qualifications, see Article 7.4 of the Bylaws.

Section 2. ELECTION PROCESS: The election process will be as follows:

- A. ~~January 1—the President appoints the nominating committee.~~ At the first meeting of the Board in the new calendar year, the President appoints no less than three individuals to serve on the Nominating Committee, with the Immediate Past President to serve as Chair.
- B. On, or before July 1, ~~the Secretary-Treasurer will publish~~ a notice ~~is published~~ indicating ~~which~~ the positions ~~that will~~ **must** be filled in the upcoming election ~~by the Secretary-Treasurer inviting members and invite members~~ who are interested to apply for open positions. **Notice to fill regularly scheduled vacancies for the position of President Elect and Directors shall be made in the OCCMA Newsletter; and/or on the OCCMA website; and/or, on the OCCMA Listserv in accordance with any adopted policies**
- ~~Mid-July the Summer Conference occurs.~~
- C. July 30 is the deadline for applications.
- D. The Secretary-Treasurer will review the applicants to determine ~~that~~ **whether** the member is in good standing, and has the required years of service in OCCMA, and meets any term limitations. The Secretary-Treasurer will provide all applications, and a report on any ineligible candidates to the Chair of the Nominating Committee.
- E. ~~Thirty~~ **At least forty-five** days before the annual meeting, the Nominating Committee will provide a report to the Board, including the names of all applicants and ~~the~~ a recommended **nominees** ~~slate of officers~~ for election.
- F. At least ~~fourteen~~ **thirty** days prior to the annual meeting, **the President will call a special meeting (via email or telephone) to the Board will conduct a meeting via email to vote to forward a list of nominees** ~~a slate of officers for election to the membership with notice of the slate of candidates provided in the OCCMA newsletter, and/or OCCMA website, and/or the OCCMA list serve.~~
- G. **Notice of the nominees will be provided in the agenda packet distributed approximately ten days prior to the annual meeting via the OCCMA website and/or OCCMA list serve.**
- H. In the event that the Board does not forward a candidate for all open positions, a call for nominations from the floor will be made by the President at the annual meeting.
- I. At the annual meeting, the President will present the **list of nominees** ~~slate of candidates~~ approved by the Board to the membership.
- J. The President will call for any other nominations of qualified candidates from the floor for election to vacant positions. If there are no nominations of other candidates from the floor, the President will call for a motion and support to elect the ~~slate of candidates~~ **as a slate** as presented by the Board of Directors, and a voice vote on the motion will be made.

- K. If other qualified candidates are nominated from the floor, and there are more candidates than open positions, the President will conduct voting through a paper ballot with the Secretary-Treasurer and Immediate Past President charged with counting the election ballots. The candidates with the highest vote totals will be elected.

ARTICLE 4
Annual Budget

~~17-4~~ Annual Budget

Section 1. BUDGET PREPARATION: In accordance with Article 10.2 ~~of the Bylaws~~, the Board shall adopt an annual budget at the first meeting of the newly seated Board. The draft budget shall be developed by the Secretary-Treasurer in consultation with the President Elect.

Section 2. BUDGET CALENDAR:

- A. ~~October~~— The Secretary-Treasurer shall prepare a draft budget in consultation with the President Elect for presentation at the annual Board retreat ~~in November~~.
- B. ~~November~~— ~~At the annual Board retreat~~, ~~the current Board and Board-Elect will jointly review the draft budget and provide comments to the Secretary-Treasurer and President Elect on any suggested modifications to the draft budget.~~
- ~~January—The President Elect assume the presidency.~~
- C. ~~First Meeting of the New Board~~— ~~At the first meeting of the Board in the new calendar year~~, ~~the Board will review, modify, and formally adopt the budget at the first meeting of the Board.~~

ARTICLE 5
Reimbursement and Financial Policies

17-5 Reimbursement of League for Services

~~The League of Oregon Cities may be reimbursed for all necessary services and expense on behalf of the Association, subject to the approval of the Board through the adoption or amendment of the annual budget. The Board shall have discretion within the budget line items.~~

Section 1. TRAVEL EXPENSES

- A. When used in this policy, the term “travel expenses” means and is limited to:
1. The costs of a rental car, or mileage for private automobile travel at current IRS-approved rates, whichever would be less;
 2. Coach/economy class airfare, airport parking, and ground transportation to and from the departure and destination airport, when traveling out of state and travel by air is least cost to the Association;
 3. Hotel or motel accommodations at an amount that does not exceed the federally established Government Service Administration lodging per-diem rates (excluding local taxes) for the locality where the event or meeting is held;
 4. Actual expenses for meals including gratuities in an amount not to exceed the federally established per-diem rate for the locality in which the meal was consumed;

5. Registration fees for ICMA Annual Conference, Northwest Regional Conference (when held outside of Oregon), and the ICMA West Coast Regional Conference; and
 6. Incidental expenses, to include but not limited to, long distance telephone charges, copy charges, transportation and luggage handling tips, dry cleaning, at an amount not to exceed \$5/day.
- B. President Travel Expenses: Within 30 days of travel, the President may request reimbursement for travel expenses to attend the ICMA Conference, Northwest Regional Conference (when held outside of Oregon), ICMA West Coast Regional Conference, ICMA committee meetings, and Field Visits (when the field visit was approved by the Board). No reimbursement shall be provided for attendance at the annual League of Oregon Cities conference. The President may designate a board member to attend meetings on the President's behalf and receive reimbursement pursuant to this policy.
- C. Board Member Travel Expenses. For all membership events, including the annual Board retreat/business meeting, all expenses shall be paid by individual Board members. Provided however that any meals provided as part of the meeting, facility/meeting room and audio-visual equipment costs shall be paid by the Association.
- D. ICMA Committee Member Travel Expenses. Active Association members (including Board members) may request, by petition to the Board, up to one-half of their travel expenses for out-of-State participation on national committees including but not limited to Conference Planning Committee, Strategic Planning Committee and Small Community Task Force.
- E. Travel Expenses for Members in Transition: Board Members or Active Association members appointed to an ICMA Committee who are in transition may make requests to the Board for reimbursement of travel expenses incurred to attend Association business meetings.
- F. Procedure for Expense Reimbursement. The OCCMA Secretary-Treasurer (or designee) will develop an expense report form that is consistent with this policy for persons to use when submitting a reimbursement request. A person who is eligible for reimbursement under this policy shall send the request for reimbursement along with the expense report, which must include receipts substantiating the expense, to the OCCMA Secretary-Treasurer (or designee) within thirty days of the last day of travel in which the expense was incurred. All reimbursements are subject to sufficient funds being allocated in the Association budget to pay for the expenses. Any disputed reimbursements shall be reviewed and settled by the Board.

~~17-6 Expense Reimbursements~~

~~Section 1. PRESIDENT TRAVEL:~~

- ~~A. The Association shall, if requested, reimburse the President's travel expenses outside Oregon to the ICMA Conference.~~
- ~~B. The Association shall, if requested, reimburse one-half of the President's travel expenses for travel outside of Oregon to the Northwest Regional Conference and ICMA West Coast Regional Conference, and ICMA committee meetings.~~
- ~~C. The Association shall, if requested, pay for the President's lodging at Board Meetings, the Northwest Regional Conference, and Summer Conference. Mileage and meals shall be at the President's expense.~~
- ~~D. The Association shall, if requested, pay for the expenses of Field Visits.~~
- ~~E. No reimbursement shall be provided for Association attendance at the annual League of Oregon Cities conference.~~

F. The President may designate a board member to attend meetings on the President's behalf and receive full reimbursement pursuant to the above limits.

~~Section 2. ASSOCIATION BOARD MEMBERS: For all membership events, including the annual Board retreat/business meeting, all expenses shall be paid by individual Board members. Facility/meeting room costs shall be paid by the Association.~~

~~Section 3. ACTIVE ASSOCIATION MEMBERS: Active Association members (including Board members) may request, by petition to the Board up to one-half of their travel expenses for out-of-State participation on national committees including but not limited to Conference Planning Committee, Strategic Planning Committee and Small Community Task Force.~~

~~Section 4. MEMBERS IN TRANSITION: Active Members in transition may make requests to the Board (?) for reimbursement of travel expenses incurred for Association business meetings. Travel expenses shall include registration fees, meals, lodging, air/auto travel and incidentals including parking and cab fares. Personal expenses such as phone calls or entertainment including alcohol are not reimbursable. All reimbursements are subject to sufficient funds being allocated in the Association budget to pay for the expenses and concurrence of the Secretary-Treasurer to provide reimbursement. Any disputed reimbursements shall be reviewed and settled by the Board.~~

Section 2. ~~17-8~~ proration of DUES: The OCCMA membership year runs January 1 through December 31. Membership dues may be pro-rated to the one-half year during the first year of membership. A new member's initial dues may be prorated by 50% if the member joins after June 30 and would only pay one-half of the dues for the year. On a regular basis, the OCCMA Secretary-Treasurer (or designee) will verify that all applicants for membership have paid dues within thirty-days of application.

Section 3. FINANCIAL CONTROLS. All check payments shall require two signatures: that of the OCCMA Secretary-Treasurer (or designee), and the President (or the President's designee).

Section 4. AUDIT. The Association shall budget for and hire an independent auditor to review the Association's financials on a periodic basis not to exceed five years.

ARTICLE 6

Member Directory and Member Communications

~~17-7~~ Directory of Members, Association Newsletter, Welcome Letters

The Association will maintain a directory of members on the website that includes all active members of the Association. Association members shall receive the Directory of Members. The Directory shall include all members and local officials who serve in a chief executive capacity. The Association newsletter and recruitment information to the Association shall be provided just prior to the start of the fiscal year to all public officials of an eligible organization who serve in a chief executive capacity. All managers new to the state shall receive a letter from the President welcoming them and providing membership information.

ARTICLE 7

Coaching Program

~~17-11~~ Coaching Program

Section 1. PURPOSE: The purpose of the Coaching Program shall be to create an opportunity to bring together a new mMember or mMember new to Oregon, with an experienced mMember experienced in Oregon. The experienced mMember, or Coach, would provides assistance, advice, counsel and support to the new mMember in the nuances of Oregon local government or local government management.

Section 2. APPOINTMENT OF COACHES:

- A. Qualifications: A Coach must have at least fFive years of governmental experience in Oregon.
- B. Appointment Process: ~~Appointment of Coaches shall be made by T~~the President appoints Coaches from a pool of members that have volunteered to serve as a Coach. ~~through the development of volunteers to provide this service.~~
- C. Terms of Appointment: The Coach term shall be for as long as the Coaching relationship is mutually felt to be successful and needed beneficial.

Section 3. OUTLINE OF COACH RESPONSIBILITIES:

- ~~A. Volunteers to the OCCMA President to serve as a Coach as needed.~~
- A. Schedules a Meets and meeting to gets acquainted with the new member requesting a Coach.
- B. Introduces the new member to other members through regional meetings and in other ways.
- C. ~~Helps~~ Assists the member to identify resources available in the state including the LOC, AOC, LGPI, local COGs, etc.
- D. Informs the new member of the benefits of OCCMA and encourages attendance at the conferences.
- E. Contacts the new member periodically to check on how the job is going.
- F. Provides advice and information in response to direct requests for assistance; refers the new member to other sources of information when appropriate.

Section 4. OUTLINE OF RESPONSIBILITIES OF NEW MEMBER SEEKING A COACH:

- A. Requests a Coach either through a Senior Advisor, Member or directly to the OCCMA President.
- B. Meets and gets acquainted with the Coach.
- C. ~~Identifies~~ Discusses areas of knowledge that could benefit from the experience of the Coach and then discusses these areas with the Coach.
- D. Seeks suggestions and advice from the Coach.
- E. In appropriate ways initiates communication with the Coach seeking the Coach's knowledge and experience, particularly in Oregon, to avoid common misunderstandings that may interfere with successful management.

ARTICLE 8
Senior Advisor Program

17-12 Senior Advisor Program

Section 1. PURPOSE:

The purpose of the Oregon Senior Advisor Program is to provide the counsel, experience and support of respected, retired managers of the profession available to city, county and COG chief administrators and to their chief assistants. The program is intended to primarily help with personal and professional issues of managers and not to provide any extensive form of technical assistance nor to solve substantive problems in a local government.

Section 2. APPOINTMENT OF SENIOR ADVISOR:

A. Qualifications

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

B. Appointment Process

1. ~~When there is Creation of an open position of a vacant~~ Senior Advisor ~~position created~~ by a decision of the OCCMA Board declaring a vacancy as a result of the resignation or removal from the state of an incumbent or a decision to increase the total number of Senior Advisor positions, ~~notice of that vacancy will be given in the OCCMA Newsletter or by email to all members.~~
2. ~~Notice of any vacancy shall be given in the OCCMA Newsletter or by a broadcast email to members.~~ Members shall be given ~~have~~ 30 days from the date of the notice to ~~apply for the position or~~ recommend a candidate to apply or to recommend others to the OCCMA President. Potential candidates shall be requested to submit a letter of interest and a resume ~~to the President.~~ The final selection process shall be determined by the Board.
3. Initial appointments shall be made jointly by the President of OCCMA, with Board concurrence, and the Executive Director of the ICMA.
4. Reappointments do not require declaration of a vacancy and may be made by the President. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment.

C. Terms of Appointment

1. The term of an initial appointment shall be one year.
2. ~~After the first term, the Board will conduct a review is then conducted~~ to assess whether expectations for the Senior Advisor and for the sponsors are being met. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment. Reappointment can be made for up to two years with a review conducted at least every two years.

3. ~~30 days before~~ Before conducting a review the membership shall be notified and ~~given at least 30 days to~~ may provide comments to the President.
4. ~~ICMA, OCCMA Board or the Senior Advisor may terminate an appointment with written notification. Any one of the three parties may end the appointment upon written notification to the others.~~

Section 3. ~~OUTLINE OF~~ SENIOR ADVISOR RESPONSIBILITIES:

- A. Make contact by phone, email or in person with each OCCMA or ICMA member and other local government chief administrators in the Senior Advisor's assigned region within one year of appointment as a Senior Advisor. ~~Also, and~~ make contact within one month of receipt of notice of appointment of a new manager, assistant, chief administrator or COG director.
- B. Meet with members in the assigned region as frequently as possible. Meetings may take place at the manager's office, at OCCMA events, ~~or at regional managers' meetings, if possible,~~ or any other venue that affords the Senior Advisor an opportunity to develop meaningful rapport with the individual manager.
- C. Contact members who are in transition within five days of learning of this development and as frequently thereafter as the situation indicates to assure the awareness of continued OCCMA support.
- D. Provide confidential counseling/support to all ICMA and OCCMA members on personal and professional issues when invited to do so by the member, within a 48-hour response time if at all possible.
- E. Offer support in a private manner directly to members who may be experiencing problems with their elected officials, staff or community groups.
- F. ~~Encouraged to attend~~ Attend at least one meeting or social event annually of the managers' group within the Senior Advisor's assigned area, ~~if possible.~~
- G. Attend meetings of the ~~OCCMA~~ Board, OCCMA business meetings and other OCCMA sponsored events, as time permits.
- H. Refrain from direct or indirect public criticism of any member and uphold the standards of the profession as embodied in the ICMA Code of Ethics.
- I. Provide, at least quarterly, a statement of expenses to the ~~OCCMA~~ Secretary-Treasurer (or designee) accompanied by a chronological report of activities to the ~~OCCMA~~ President and ICMA Senior Advisor Coordinator.
- J. ~~As appropriate, or requested,~~ Contribute information for use in the OCCMA Newsletter.
- K. Encourage participation by members in OCCMA, ICMA, LOC and AOC activities.
- L. Provide support for the Council-Manager Plan when requested.
- M. ~~As requested assist~~ Assist in recruitment of ICMA and OCCMA members and other joint activities and programs with ICMA ~~when requested.~~

- N. Keep informed about current municipal affairs by reading *PM*, the LOC and ICMA newsletters and other publications.

Section 4. ANNUAL BUDGET: Each year the Board shall consult with the Senior Advisors at the November Board meeting to determine eligible expenses and approve an annual budget for the Senior Advisor Program. ICMA will provide 50% reimbursement to the Association for eligible and budgeted Senior Advisor expenses. Any changes to the budget shall be communicated to ICMA for approval by ICMA in accordance with the ICMA/OCCMA Sponsor Agreement.

Section 5. SENIOR ADVISOR EXPENSES:

- A. Senior Advisors shall be reimbursed for certain expenses in fulfilling the responsibilities outlined in this policy as follows:
1. Meeting with members within their assigned region.
 2. Attending membership meetings within their assigned region.
 3. Attending meetings of the association board or general membership and association sponsored events and conferences.
 4. Attending the Northwest Regional Managers Association Conference.
 5. Attending the ICMA Annual Conference when that conference is in the ICMA West Coast Region.
 6. Other activities as specifically requested by the Senior Advisor and approved by the Board.
- ~~A. Authorized expenses for which a Senior Advisor may be reimbursed or shall be waived are:~~
- ~~1. Automobile travel at current IRS approved rates for business expenses.~~
 - ~~2. Hotel or motel accommodations, moderately priced facilities at work sites and at conference sites.~~
 - ~~3. Meals at moderate prices and at meeting events.~~
 - ~~4. Registration fees for ICMA Annual Conference, OCCMA events and the League of Oregon Cities or the Association of Oregon Counties annual conference, shall be waived by the hosting organization.~~
 - ~~5. Long distance telephone charges, postage, miscellaneous supplies and copying costs and similar expenses incidental to performing Senior Advisor duties.~~
- B. The following expenses are eligible for reimbursement:
1. Mileage for private automobile travel at current IRS-approved rates for in state travel for business expenses.
 2. Hotel or motel accommodations at a conference hotel for a basic room or at an amount that does not exceed the federally established Government Service Administration lodging per-diem rates (excluding local taxes) for the locality where the event or meeting is held. moderately priced facilities at work sites and at conference sites.
 3. Actual expenses for meals in an amount not to exceed the federally established per-diem rate for the locality in which the meal was consumed for at moderate prices and at meeting events.
 4. Registration fees unless waived by the hosting organization.
 5. Long distance telephone charges, postage, miscellaneous supplies and copying costs and similar expenses incidental to performing Senior Advisor duties.
 6. Coach/economy class airfare, airport parking, and ground transportation to and from the departure and destination airport, when traveling out of state and travel by air is least cost to the Association.
 7. Reimbursement shall not be provided for out of state travel (except for the Northwest Regional Managers Meeting, and the ICMA Annual Conference), unless authorized by the Board.

8. Reimbursement for attendance at the ICMA Annual Conference is subject to having adequate funding appropriated by the Board in the Senior Advisors budget for the purpose.
- C. In accordance with the ICMA Senior Advisors Program Manual, complimentary registrations shall be provided to Senior Advisors as follows:
 1. The Association shall provide complementary registrations for the attending Association sponsored events.
 2. ICMA shall provide complementary registration for attending the ICMA Annual Conference.

~~B. Procedure for Expense Reimbursement~~

- ~~1. Senior Advisors shall send the request for expense reimbursement along with a report of activity required in Section 3 to the OCCMA Secretary-Treasurer (or designee).~~
- ~~2. The OCCMA Treasurer shall authorize payment for expenses incurred by the Senior Advisor in conformance with this policy and shall submit, at least quarterly, a request to ICMA for 50% reimbursement.~~

D. Procedure for Expense Reimbursement

1. Once a quarter Senior Advisors shall send the request for expense reimbursement along with a report of activity required in Section 3 to the OCCMA Secretary-Treasurer (or designee) for the preceding quarter.
2. The OCCMA Secretary-Treasurer (or designee) Treasurer shall authorize payment for expenses incurred by the Senior Advisor in conformance with this policy and shall submit, at least quarterly, a request to ICMA for 50% reimbursement.

Section 6. OUTSIDE ACTIVITIES:

- A. Senior Advisors may engage in part-time consulting or comparable professional activities as private entities and/or sole proprietors. They may also engage in teaching, consulting, or interim services with state agencies, quasi-public entities, local governments or regional agencies. Such part-time activities shall be in accordance with ICMA Senior Advisor Guidelines. Senior Advisors shall advise the OCCMA President before accepting any consulting agreement with a local government. In no instance shall a Senior Advisor accept a consulting assignment with a community without the expressed consent of the senior ICMA or OCCMA member at the same entity.
- B. Senior Advisors may engage in interim manager positions and shall notify the OCCMA President before the acceptance of any such position. Such an assignment should not detract from the Senior Advisor's attention to his/her Senior Advisor responsibilities.
- C. Retired administrators who commercially advertise as consultants are not eligible for Senior Advisor appointment. Senior Advisors may be employed by a consulting firm on a part-time basis or as an independent contractor if the focus of the work is on providing technical expertise on individual projects and there is no responsibility for soliciting business or for client development/maintenance for purposes of future business.

Section 7. ASSISTANCE TO LOCAL GOVERNMENT IN RECRUITMENT OF A MANAGER/ADMINISTRATOR:

- A. Senior Advisor involvement in placement work for a local jurisdiction should be the exception rather than the rule as the main focus of the Senior Advisor Program is member support and advocacy of the Council-Manager Form and other forms of professionalism in local government management. Generally, placement work is best handled by a search firm or by the jurisdiction on their own, especially in cases where there are divided governing bodies or there are complex local issues. In cases

where a jurisdiction lacks resources and seeks the assistance of the Senior Advisor Program in a placement process for the chief administrative officer, basic guidelines are presented below.

- B. Senior Advisor placement assistance to a local jurisdiction may include some or all of these items:
 - 1. Discussing the placement process with elected officials at public meetings. This includes the option for a jurisdiction to use a search firm.
 - 2. Providing information to the local governing body on the benefits of seeking an experienced public manager or assistant, preferably an ICMA member.
 - 3. Working with the local governing body on determining position requirements, KSAs (Knowledge, Skills, Abilities) and compensation.
 - 4. Working with the jurisdiction to prepare a position summary and advertisement based on local charter or code provisions.
 - 5. Review resumes and application materials and assist the local jurisdiction in developing a list of those applicants meeting the requirements set forth by the governing body. Note: if more than one Senior Advisor is involved with the application review process, the Senior Advisors should be aware of any restrictions in state law that might prohibit discussion outside the public meeting.
 - 6. Assist the local governing body in developing the interview process.
 - 7. At the request of the governing body, facilitate the selection of the finalists for interview. The local governing body is solely responsible for selection of finalists for interview purposes. This should be done in accordance with applicable state or local laws regarding open meetings.
 - 8. Assist the local governing body at the interview process but not participate in the actual interview.
- C. What the Senior Advisors SHOULD NOT do in a placement process are as follows:
 - 1. Perform background checks on candidates.
 - 2. Be involved in the selection of the candidate by the governing body.
 - 3. If involved with a placement project for jurisdiction, offer to serve as or accept permanent appointment as chief administrative officer.
 - 4. Be involved in negotiation of terms of employment for the selected candidate.

Section 8. SUPPORT FOR AND REVIEW OF SENIOR ADVISOR PROGRAM

- A. The ~~OCCMA~~ Board shall serve as the Oversight Committee for the Senior Advisor Program and accepts by reference the ICMA Senior Advisor Program Guidelines.
- B. **The Board shall enter into an agreement with ICMA for Joint Support of the Senior Advisor Program. In addition, t**~~The OCCMA~~ Board shall review this Statement of Policy and all aspects of the program at least every two years and shall meet with the Senior Advisors at the Spring or Summer conference to discuss the Senior Advisor Program. At least every two years there shall be a formal review and assessment of the performance of all parties in meeting their responsibilities and expectations.
- C. The ~~OCCMA~~ President shall recognize the contributions of the Senior Advisor at the annual meeting of the association.

ARTICLE 9 ***Policy Annex Attachments***

Section 1. Article 13 "Indemnification" of the Oregon City/County Management Association Bylaws. Provides that a current summary of insurance coverage be included as part of the policy annex. The current certificate of coverage will suffice for this purpose. A change in insurance coverage or a new certificate of coverage,

does not constitute a change of policy with the notice requirements as outlined in Article 6, Section 6 "Promulgation of Policies" of the Bylaws.

Section 2. Article 10, Section 3 "Financial Management" provides that the agreement for administration and financial support services with the League of Oregon Cities, or other qualified providers, be included in the policy annex.

Section 3. Any multiyear agreements, memorandums of understanding, affiliate agreements or other similar types of agreements approved by the Board of Directors shall be attached in whole or as a summary, in the policy annex. The Board's approval of these types of agreements, do not constitute a policy change, in accordance with Article 6, Section 6 "Promulgation of Policies", and can be approved by majority vote at the meeting in which the agreement is introduced.

OREGON CITY/COUNTY MANAGEMENT ASSOCIATION POLICY ANNEX ATTACHMENTS

Section 1. Summary of Current Liability Coverage

Per ARTICLE 13 of the Bylaws: Certificate of Insurance from C.I.S.

Section 2. Contract for Services with the League of Oregon Cities.

Per ARTICLE 10 Section 3. Financial Management: Contract for Services with the League of Oregon Cities.

Effective Date: July 1, 2018

Termination Date: June 30, 2021

Section 3. Board Agreements, Memorandum of Understandings, and Affiliate Agreements. Affiliate agreements between ICMA and OCCMA:

Effective Date: December 14, 2016

Termination Date: Indefinite

Joint support of the Senior Advisory Program with ICMA:

Effective Date: May 9, 2018

Termination Date: Indefinite

Affiliate Relation between the Alliance for Innovation and OCCMA:

Effective Date: May 1, 2018

Termination Date: April 30, 2019, but automatically renews unless a written notice is provided.

CERTIFICATE OF COVERAGE

Agent

LOC Affiliate
1201 Court St. NE Suite 200
Salem, OR 97301

This certificate is issued as a matter of information only and confers no rights upon the certificate holder other than those provided in the coverage document. This certificate does not amend, extend or alter the coverage afforded by the coverage documents listed herein.



citycounty insurance services

Named Member or Participant

Oregon City County Management Association
1201 Court St. NE Suite 200
Salem, OR 97301

Companies Affording Coverage

COMPANY A - CIS
COMPANY B - National Union Fire Insurance Company of Pitts, PA
COMPANY C - RSUI Indemnity

LINES OF COVERAGE

This is to certify that coverage documents listed herein have been issued to the Named Member herein for the Coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the coverage documents listed herein is subject to all the terms, conditions and exclusions of such coverage documents.

Type of Coverage	Company Letter	Certificate Number	Effective Date	Termination Date	Coverage	Limit
General Liability X Commercial General Liability X Public Officials Liability X Employment Practices X Occurrence	A	17LOCCMA	7/1/2017	7/1/2018	General Aggregate: Each Occurrence:	\$15,000,000 \$5,000,000
Auto Liability Scheduled Autos Hired Autos Non-Owned Autos						
Auto Physical Damage Scheduled Autos Hired Autos Non-Owned Autos						
Property						
Boiler and Machinery						
Excess Crime						
Excess Earthquake						
Excess Flood						
Difference in Conditions						
Excess Cyber Liability						
Workers' Compensation						

Description:

Certificate Holder:

CANCELLATION: Should any of the coverage documents herein be cancelled before the expiration date thereof, CIS will provide 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon CIS, its agents or representatives, or the issuer of this certificate.

By: *Lynn McNamee* Date:

CONTRACT FOR SERVICES

PREAMBLE

THIS AGREEMENT 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 League of Oregon Cities (LOC), a consolidated department of Oregon cities.

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, LOC is entity consolidated department of Oregon cities created under ORS Chapter 190 which has the ability and capacity to provide services for organizations such as the OCCMA.

WHEREAS, on _____, the OCCMA Board approved entering into an agreement with LOC whereby LOC shall provide services as described herein to OCCMA; and

WHEREAS, the Executive Director of LOC has been granted authority by LOC's Board of Directors to enter into contracts on behalf of LOC.

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

Section 1. Scope of Services. LOC agrees to provide the following services to OCCMA, which shall obtain such services solely from LOC during the term of this contract:

Section 1.1. Financial Services.

- 1.1.1. Maintain OCCMA's financial records in accordance with the practices and procedures set out by OCCMA and its audit committee.
- 1.1.2. Assist as necessary OCCMA's audit committee in the preparation of the annual financial statements.
- 1.1.3. Provide financial statements and provide a report to the OCCMA at board meetings and at other times as requested.
- 1.1.4. Manage OCCMA's accounts payable.
- 1.1.5. Manage OCCMA's accounts receivable.

- 1.1.6. Assist the OCCMA Secretary-Treasurer in preparing and filing required tax forms.
- 1.1.7. Develop a proposed annual budget in consultation with the OCCMA President-Elect for approval and adoption by the OCCMA Board of Directors.
- 1.1.8. Attend OCCMA Board meetings to assist the OCCMA Secretary-Treasurer in presenting financial information to the rest of the OCCMA Board of Directors.

Section 1.2. OCCMA Board and Membership Meetings.

- 1.2.1. Prepare agenda and any written materials.
- 1.2.2. Prepare and submit minutes of each meeting.
- 1.2.3. Provide logistical support during meetings.

1.2.4. Post notices for all board and membership meetings.

Section 1.3. Conferences. The parties agree that both will play a role in the creation and production of OCCMA-sponsored conferences. OCCMA will be responsible for all costs associated with the below services. LOC shall not enter into or sign any contractual agreement for conference facility rental, catering, AV/WI-FI rental, or hotel room rate guarantees until the same has been approved by the OCCMA Board of Directors. LOC will be responsible for providing the following work:

- 1.3.1. Manage the conference budgets as developed by OCCMA and reconcile the conference budget after all invoices and expenses have been recorded and completed within 180 days of the end of each conference.
- 1.3.2. Handle all funds and management expenses related to the conferences.
- 1.3.3. Set up conference registration by using an existing LOC system.
- 1.3.4. Submit invitations to conferences to OCCMA members.
- 1.3.5. Track conference registrations.
- 1.3.6. Securely process registration funds for conferences, including accounting for merchant and interchange fees (credit card, etc.).
- 1.3.7. Send registration confirmations, email follow-ups, etc.
- 1.3.8. Source appropriate meeting and function space including venue negotiations and contract execution.
- 1.3.9. Hotel room negotiations and contract execution (if different from venue).
- 1.3.10. Catering contract execution (if different from venue).
- 1.3.11. Provide logistical support to the OCCMA professional development committee.

- 1.3.12. Process speaker registrations and ensure all speakers are registered.
- 1.3.13. Greet and managing speakers at conferences.
- 1.3.14. Coordinate, record and provide archiving service for speaker presentations.
- 1.3.15. Coordinate conference publications (print or electronic).
- 1.3.16. Manage on-site setup of conferences.
- 1.3.17. Negotiate contracts for AV and WI-FI.
- 1.3.18. Serve as on-site liaison with AV and technical suppliers.
- 1.3.19. Negotiate and obtain liability insurance.
- 1.3.20. Track and coordinate conference sponsorships.
- 1.3.21. Track and coordinate conference scholarships.
- 1.3.22. Generate certificates of attendance for LGMC purposes.
- 1.3.23. Administer and collect results from satisfaction surveys.

1.4. Newsletter.

- 1.4.1. Provide coordination, graphic design, and production support for all OCCMA newsletters.

1.5. Database, Listserv and Website.

- 1.5.1. Maintain the OCCMA membership database and publish a membership directory in an electronic format.
- 1.5.2. Host and maintain the OCCMA listserv.
- 1.5.3. Host and Maintain the OCCMA website.

1.6. Membership Support.

- 1.6.1. Coordinate annual membership drive.
- 1.6.2. Coordinate and assist with OCCMA committees.
- 1.6.3. Coordinate the Senior Advisor Program.
- 1.6.4. Coordinate with the International City/County Management Association.

Section 2. Payment for Services. OCCMA agrees to pay LOC a flat fee of Twenty-Five Thousand Dollars (\$25,000) for each year of the Agreement with a 3% adjustment each year. The fee will cover all of LOC's services provided in Section 1 above. The fee shall be paid annually to cover the cost of personnel expenses incurred by LOC in provided service to the

OCCMA. Payment shall be made monthly, with 1/12 (\$2,083.33) of the total annual amount due paid by the 15th of each month subject to this contract. In the event OCCMA requests and authorizes work by LOC staff not identified in Section 1, OCCMA shall reimburse LOC for such staff time at a rate that will reimburse the LOC at an hourly rate that captures the annual total cost of compensation divided by 2080 hours. In addition to the annual fee, the OCCMA shall be financially responsible for the following:

- A. Hard costs associated with conferences including but not limited to facility rental, catering, equipment rental, and liability insurance.
- B. Any paper copies made by LOC shall be billed to the OCCMA at a rate of 10 cents per page.
- C. Any postage paid by LOC on behalf of the OCCMA shall be billed to the OCCMA at the actual cost incurred.
- D. Any printing costs paid by LOC on behalf of the CCCMA shall be billed to the OCCMA at the actual cost incurred.
- E. Any travel expenses incurred by an LOC administrative support person who is requested to attend an OCCMA conference in person shall be billed to the OCCMA for the following:
 - a. Reimbursement for mileage at the current federal General Services Administration rate;
 - b. Hotel expenditure; and
 - c. Reimbursement for food at the current per diem rate established by the General Services Administration for the state of Oregon.

Section 3. Signature Authority. OCCMA grants LOC's Executive Director, or the Executive Director's designee, signature authority for purposes of signing any contracts or documents necessary to facilitate LOC's responsibilities under this contract. The appointment of the Executive Director's designee shall be subject to OCCMA Board's approval. The Executive Director, the Executive Director's designee, shall provide a written report to the OCCMA Board at each OCCMA Board meeting for all contracts and documents executed on behalf of the OCCMA during the prior reporting period.

Section 4. General Terms and Conditions.

Section 4.1. 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 4.2 and 4.3 of this contract.

Section 4.2. Agency. Neither party is, nor shall be deemed to be an agent of the other Party for any purpose except where the OCCMA has granted signature authority to LOC's Executive Director or designee pursuant to Section 3 of this contract.

Section 4.3. Hold Harmless, Indemnification, Defense. OCCMA agrees to hold harmless, indemnify, and defend LOC, 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 OCCMA or its officers, subcontractors, or agents resulting from the event, or any connection to this contract. LOC agrees to hold harmless, indemnify, and defend OCCMA and its officers 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 LOC or its officers, employees, subcontractors, or agents resulting from the event, or any connection to this contract.

Section 4.4. Termination. This contract may be terminated by either party by giving written notice to the other party no later than 90 days prior to the proposed termination date. LOC shall be entitled to compensation for services performed up to the date of termination.

Section 4.5. 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 4.6. 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. LOC's representative shall be its Executive Director and OCCMA's representative shall be its President.

Section 4.7. Assignability. This contract is not assignable by LOC, either whole or in part, unless LOC has obtained prior written consent of OCCMA.

Section 4.8. 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 4.9. Conditions. As a condition precedent to LOC's performance under the contract, OCCMA shall maintain its status as an affiliate member with LOC. Nothing in this contract shall relieve OCCMA for the cost of such affiliate membership.

Section 5. Effective Date. This contract shall be effective as of July 1, 2018, and shall be in effect until June 30, 2021, unless sooner terminated by the parties as provided for in this contract.

The Oregon City/County Management
Association

The League of Oregon Cities

Christy Wurster
OCCMA President

Date

Mike Cully
Executive Director

Date

INTRODUCTION:

REALIGNING STATE AFFILIATIONS 2016

PRIMARY PURPOSE

- ICMA seeks to reinforce the importance and value of the relationship between ICMA and state associations, and the value of belonging to both.
- ICMA's goal is to complement and not compete with state associations on the support and delivery of services to local government management professionals

HISTORY

By entering into formal affiliation agreements with state associations beginning in 2011, ICMA made the initiative a high priority. ICMA made firm commitments of support to all state associations, and states, within their diverse sizes, scopes, and work programs, made commitments to ICMA. These mutual agreements have laid the groundwork for a serious and structured relationship between ICMA and 43 state affiliates. Measurable commitments were agreed to in the priority areas of the 2008 ICMA Strategic Plan:

- 1) Leadership
- 2) Professional Development
- 3) Knowledge Sharing
- 4) Member Engagement and Support

NEXT STEPS

Moving forward, ICMA seeks to update the original scope of these affiliations, reflecting current priorities, and streamline the information sharing on progress toward agreed upon commitments.

PROPOSED AREAS OF EMPHASIS FOR 2016 FORWARD

- 1) ETHICS
- 2) LEADERSHIP AND PROFESSIONAL DEVELOPMENT
- 3) ADVOCACY FOR THE PROFESSION
- 4) MEMBERSHIP DEVELOPMENT, ENGAGEMENT, AND SUPPORT
- 5) ICMA GOVERNANCE
- 6) INCLUSIVENESS AND DIVERSITY INITIATIVES

AFFILIATION AGREEMENT BETWEEN ICMA & OREGON CITY/COUNTY MANAGEMENT ASSOCIATION - OCCMA

INTRODUCTION

This agreement serves as a written understanding of the affiliation agreement between ICMA (International City/County Management Association) and OCCMA (Oregon City/County Management Association).

ICMA and OCCMA seek to work collaboratively to achieve mutual goals.

- The collaborative measures outlined in this agreement will contribute to greater success for both the state association and ICMA in the areas of membership development, professional development, and awareness of the value of professional local government management.
- Working more closely, ICMA and OCCMA will be able to achieve their full membership potential, reduce duplication of effort, and use existing resources more efficiently.
- This agreement supports ICMA's vision and mission and core beliefs:

ICMA's Vision

We are the premier association of professional local government leaders building sustainable communities to improve lives worldwide.

ICMA's Mission

To create excellence in local governance by developing and fostering professional local government management.

ICMA's Core Beliefs

We believe in...

- Serving as stewards of representative democracy
- Practicing the highest standards of honesty and integrity in local governance, as expressed through ICMA's Code of Ethics
- Advocating for professional management as an integral component of effective local governance and community building with council-manager government as the preferred local government structure
- Building sustainable communities as a core responsibility of local government
- Networking and exchanging knowledge and skills across international boundaries
- Ensuring that local governments and the association reflect the diversity of the communities we serve
- Committing to lifelong learning and professional development
- Building up the quality of the profession and the association through an engaged network of members personally committed to that end

This agreement supports the Oregon City/County Management Association's mission, vision, and core beliefs:

The Oregon City/County Management Association is comprised of Oregon city and county managers, chief administrators, assistants to city and county managers and administrators, and a few other consultants and academics professionally interested in local government in Oregon. The mission of OCCMA is to support and stimulate our members and the profession in order to foster responsible, responsive local government with the objective of improving the livability of Oregon communities.

Patterned after the world-wide organization - International City/County Management Association (ICMA) - OCCMA is governed by an elected Board of Directors which consists of a President, a President-Elect, an Immediate Past President, and six additional Board members. The Board consists of a minimum of three city or county managers/administrators and at least three assistants to managers/administrators. Statewide representation covers five designated regions - Metro Portland, Willamette Valley, Coast, Eastern and Southern Oregon.

The major mission and goals of the Oregon City/County Management Association correspond or supplement those of the parent organization, ICMA. Many OCCMA members are also members of ICMA. Both organizations serve as a useful network for managers to share ideas and information. They also function as a strong base for personal and professional support and development

BENEFITS OF AFFILIATION

Value Statement

Members of the local government management profession are better served by belonging to both their state association and to ICMA. ICMA and state associations have been long-standing partners on behalf of the profession, providing services and benefits that complement each other.

This agreement lists priority areas for collaboration and mutual support between ICMA state associations of professional local government managers. It will serve as a mechanism for tracking commitments and progress in achieving agreed upon goals on a semiannual basis.

The activities in this agreement are categorized in these priority areas:

- **ETHICS**
- **LEADERSHIP AND PROFESSIONAL DEVELOPMENT**
- **ADVOCACY FOR THE PROFESSION**
- **MEMBERSHIP DEVELOPMENT, ENGAGEMENT, AND SUPPORT**
- **ICMA GOVERNANCE**
- **INCLUSIVENESS AND DIVERSITY INITIATIVES**

PRIORITY AREAS FOR COLLABORATION BETWEEN ICMA AND STATE ASSOCIATIONS

1) ETHICS:

- Promote, enforce, and celebrate the highest ethical standards of professional behavior.

Promoting an ethical culture is a key leadership responsibility. ICMA promotes the highest standards of ethical conduct in the local government management profession by providing advice, education, and training to members and enforcing the ICMA Code of Ethics through a peer review process.

2) LEADERSHIP AND PROFESSIONAL DEVELOPMENT:

- Promote leadership development as an overarching ICMA priority, coequal to Ethics. Commit to a standard ICMA leadership curriculum and to individually tailored leadership training plans for members.

3) ADVOCACY FOR THE PROFESSION:

- Through its Life, Well Run campaign, ICMA has raised awareness of and appreciation for the role that professional managers play in delivering community services ethically, efficiently, and effectively.
- ICMA's Fund for Professional Management aids community efforts to adopt, retain, and promote the council-manager form and professional local government management.

4) MEMBER DEVELOPMENT, ENGAGEMENT, AND SUPPORT:

- ICMA and states will strive to achieve 100% alignment of membership
- State associations will be represented in ICMA leadership positions on the ICMA Executive Board and ICMA committees and task forces.

5) ICMA GOVERNANCE

- Ongoing coordination, collaboration, and outreach for ICMA Regional Nominating Process

6) INCLUSIVENESS AND DIVERSITY INITIATIVES

- Increase diversity and Inclusivity of ICMA

PRIORITY AREA OF COLLABORATION	ICMA COMMITMENT	STATE ASSOCIATION COMMITMENT	ANNUAL PROGRESS REPORT (INSERT DATE)
<ul style="list-style-type: none"> ETHICS 	<ul style="list-style-type: none"> Make ICMA ethics training available upon request from the state Up to 75 minute ethics session free of charge from Regional Director upon request ICMA will conduct ethics investigations for ICMA members in your state (state leads fact finding if needed) ICMA will provide consultation on complaints for individuals who are not ICMA members but are state association members ICMA will facilitate an annual conference call with your state association board to review ethics priorities and issues 	<ul style="list-style-type: none"> Recognize the importance of ethics education for members in your state Strive to include one ICMA Ethics training for your state association members per year When needed, the state association will support fact finding for a potential ethics investigation if requested by ICMA 	<p>ICMA:</p> <p>STATE:</p>
<ul style="list-style-type: none"> LEADERSHIP AND PROFESSIONAL DEVELOPMENT 	<p>ICMA has valuable content available for state association conferences:</p> <ul style="list-style-type: none"> Your ICMA point of contact (Regional Director/Team Leader) will assist in the development of your state association's conference program to ensure a robust offering 	<p>State association conference planning committee will consider the array of ICMA content sessions or speakers available annually</p>	<p>ICMA:</p> <p>STATE:</p>
<ul style="list-style-type: none"> ADVOCACY FOR THE PROFESSION 	<ul style="list-style-type: none"> ICMA supports and responds to requests for advocacy (adoption/defense) of council manager form of government 	<ul style="list-style-type: none"> States will contact ICMA in the event of an opportunity for adoption or possible abandonment of the Council/Manager form in their state 	<p>ICMA:</p> <p>STATE:</p>

PRIORITY AREA OF COLLABORATION	ICMA COMMITMENT	STATE ASSOCIATION COMMITMENT	ANNUAL PROGRESS REPORT (INSERT DATE)
	<ul style="list-style-type: none"> Financial support from the Fund for Professional Management for citizen led adoption/retention campaigns ICMA will continue to actively promote the value of professional local government management globally 	<ul style="list-style-type: none"> States will consider contributions to the Fund for Professional Management States will encourage individual members to contribute to the Fund for Professional Management 	
<ul style="list-style-type: none"> MEMBERSHIP DEVELOPMENT, ENGAGEMENT, AND SUPPORT 	<ul style="list-style-type: none"> ICMA will spearhead and administer joint membership recruitment campaigns for every career stage from student to encore ICMA Leadership and/or senior staff will attend and present an ICMA update at one state association meeting per year ICMA will extend comp membership to one state staff person ICMA will extend one comp ICMA Annual Conference registration to one state staff person annually ICMA will convene state secretariat meeting at ICMA Annual Conference 	<ul style="list-style-type: none"> State leadership will provide state membership data, engage in and collaborate on joint recruitment initiatives through formal outreach and personal contact State will provide comp registration for Regional Director and Regional Vice President at annual conference(s) State will comp ICMA Executive Director when he/she can attend State will allot time at a general session on conference schedule for ICMA Update (allow minimum of 20 minutes/provide tech support as needed) State will provide ICMA with comp exhibit space at annual conference 	<p>ICMA:</p> <p>STATE:</p>
<ul style="list-style-type: none"> ICMA GOVERNANCE 	<ul style="list-style-type: none"> ICMA will organize the Regional Nominating Committee process for state and affiliate organizations annually 	<ul style="list-style-type: none"> States will designate representatives for the annual regional nominating committee States will distribute information provided by ICMA on how to 	<p>ICMA:</p> <p>STATE:</p>

PRIORITY AREA OF COLLABORATION	ICMA COMMITMENT	STATE ASSOCIATION COMMITMENT	ANNUAL PROGRESS REPORT (INSERT DATE)
	<ul style="list-style-type: none"> ICMA will encourage candidates to consider Regional Vice President positions on the ICMA Executive Board 	participate on ICMA member committees and task forces and the ICMA Executive Board	
<ul style="list-style-type: none"> INCLUSIVENESS AND DIVERSITY INITIATIVES 	<ul style="list-style-type: none"> Continue to seek new ways to strengthen the selection process for the ICMA Executive Board to encourage diversity and inclusion Promote ICMA student chapters in every state Include key skills that support inclusive behavior into ICMA training and development portfolio 	<ul style="list-style-type: none"> Confirm state association acknowledgement and support of ICMA commitment to a diverse Executive Board Assist in identification of college / university links for prospective student chapters Consider inclusion of ICMA diversity and inclusiveness offerings on state conference programs 	ICMA: STATE:

DURATION

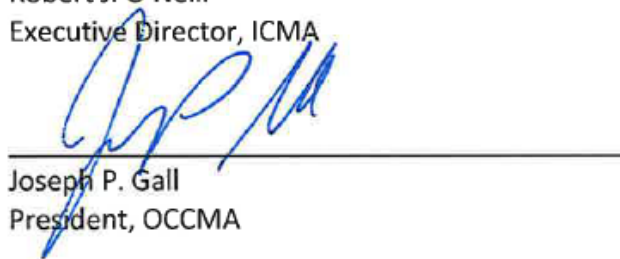
This agreement shall remain in force indefinitely, by mutual consent of OCCMA and ICMA. Agreed upon goals will be reviewed and updated semi-annually by the Oregon City/County Management Association's executive committee in collaboration with the ICMA West Coast Regional Director and dedicated ICMA Liaison to the state. The agreement will remain in effect indefinitely, and can be amended or expanded by mutual consent at each semi-annual review/update.

Authorizing signatures:



Robert J. O'Neill
Executive Director, ICMA

12/14/2016
DATE



Joseph P. Gall
President, OCCMA

12/14/16
DATE

ICMA/STATE SPONSOR AGREEMENT

Joint Support of Senior Advisor Program

This letter of agreement sets forth the understanding between ICMA and OCCMA as to their joint support of a Senior Advisor program for the state of Oregon.

Term of Agreement: This agreement shall be for a period through June 30, 2020. It shall be automatically renewed unless canceled by either of the parties, which may be done at any time with 60 days written notice to the other.

Adherence to ICMA Senior Advisor Program: ICMA and OCCMA agree to adhere to and follow the policies outlined in the *ICMA Senior Advisor Program Manual* and may establish other mutually acceptable and beneficial expectations regarding the implementation and assessment of the effectiveness of the program.

Appointment of Senior Advisor: A specific person or persons will serve as a Senior Advisor (s) of this program only if jointly appointed by the Executive Director of ICMA and the president of the state sponsor. The initial term of the appointment shall be for one year. Reappointment can be made for up to two years with a review conducted at least every two years. Any one of the three parties may end the appointment upon written notification to the others.

Reimbursement of Expenses: The maximum total amount to be expended by the two sponsors shall be reviewed annually, starting with the date of appointment of each Senior Advisor. For the first year, the maximum amount shall be \$14,000, to be shared equally between the two sponsors. The addition of future Senior Advisors and increases in budget will be mutually agreed to by both ICMA and the state sponsor.

Reports: The Senior Advisor will submit at least quarterly written reports to the designated state representative along with the statement of expenses.

Outside Activities: Nothing in this agreement will preclude an individual appointed as Senior Advisor to engage in teaching or consulting with state agencies, quasi-public entities, local governments, or regional agencies as long as conflict of interest, as defined in the *ICMA Senior Advisor Program Manual* is avoided.



President, Christy Wurster

Date

2/22/2018



Executive Director, ICMA

Date

5/9/18



**OPERATING AGREEMENT
AFFILIATE RELATION BETWEEN
THE ALLIANCE FOR INNOVATION
AND
OREGON CITY/COUNTY MANAGEMENT ASSOCIATION**

OVERVIEW

This Agreement:

1. Formalizes the affiliate relationship between two organizations:

The Alliance for Innovation (Alliance); and the Oregon City/County Management Association (OCCMA)

2. Serves to document the basic terms of the relationship, which is intended to provide useful benefits and improved outcomes for all participants.

OBJECTIVE(S)

Both organizations offer services and products to their members which furthers the members work in local government. Through this Operating Agreement, the Alliance and OCCMA will be able to offer improved services and cost-effective training and learning opportunities.

TERMS

This Operating Agreement is for an initial term of one (1) year, beginning May 1, 2018 and ending April 30, 2019. On its annual anniversary, the Operating Agreement will automatically renew for an uninterrupted term of one (1) year unless either party provides written notice stating their desire to modify or terminate the agreement. Modifications will require the signed agreement of both parties identifying the changes.

THE ALLIANCE AGREES TO:

Recognize OCCMA on it's website.

Recognize OCCMA on it's on-line Partners and Affiliates page.

Promote OCCMA to it's members including the benefits of membership, events and opportunities to participate.

Provide identified OCCMA Executive Management and staff with affiliate membership

Provide one free registration to the Transforming Local Government (TLG) Conference (not included travel or lodging expenses). This registration can be used by the Executive Board, staff or any OCCMA member.

Share Oregon local government success stories with the Alliance membership across the United States and Canada.

The Western Alliance Regional Director will meet with the OCCMA Executive Board at least annually to provide an Alliance update, hear topics of interest to OCCMA's members and to discuss opportunities to serve local governments in Oregon.

Invite OCCMA Executive staff and Board Members to any Alliance Board of Director's meetings held in Oregon.

Upon request, recommend speakers for annual meetings, workshops, conferences, etc.

THE OREGON MANAGEMENT ASSOCIATION AGREES TO:

1. Recognize the Alliance on it's website
2. Promote the Alliance to OCCMA members including the benefits of membership, events and opportunities to participate.
3. Share member success stories for potential publication in the Alliance's daily online GovNews articles, monthly newsletter and/or quarterly journal.
4. Provide at least one (1) associate membership
5. Provide one free registration to OCCMA 's annual conferences (not including travel or lodging expenses). This registration can be used by any Alliance staff, Board Member or California member.

MUTUAL RELATIONSHIP

The parties willingly enter into this Operating Agreement. This Operating Agreement does not constitute a legal partnership, but rather an arrangement to cooperatively work together. This Operating Agreement may not be assigned by either party to any other entity, without the approval of the undersigned, or their equivalent.

This Agreement is entered into on:

Date

Agreed to by:



Katy Simon, Interim Chief Operating Officer
Alliance for Innovation
411 N. Central Avenue
Suite 400
Phoenix, AZ 85004
800 496-0944


Christopher Hunter, President



OFFICE OF THE CITY MANAGER
City of Newport, Oregon
169 S.W. Coast Hwy.
Newport, OR 97365
541-574-0603
s.nebel@newportoregon.gov

MEMO

DATE: June 27, 2018

TO: Oregon City/County Management Association Board of Directors

FROM: Spencer Nebel, Chair of the Bylaws and Policy Committee

SUBJECT: Contract for Support Services to OCCMA by League of Oregon Cities

Background:

In the OCCMA Bylaws, ARTICLE 10 "Fiscal Affairs" provides the Board shall enter into a contract for services with the League of Oregon Cities, or other qualified providers, to assist with administrative, conference planning, maintaining finances, and contractual authority supporting various endeavors of the association.

At the February 22 Board meeting, the directors requested that the Bylaws and Policy Committee take the lead in negotiating a contract with LOC for Board consideration. Since that time, the Committee has met with Megan George and Jayme Hafner, to review and refine a draft agreement provided by the League. The agreement was based, in part, on a similar agreement the League has with the City Attorneys Association for similar services. The Bylaws and Policy Committee recommended a flat fee be established for this annual support. The proposed agreement provides for a payment of \$25,000 for personnel services to LOC for the first year, with a three percent (3%) adjustment each year.

The proposed contract outlines various financial services to support OCCMA. These include preparing and filing any required tax forms, developing a proposed budget through consultation with the President-elect, and attending Board meetings of OCCMA. The agreement provides that LOC will prepare agenda and written materials, prepare and submit minutes for each meeting, provide technological support during the meetings, and post notices for all Board and Membership meetings. LOC will be responsible for various aspects of conferences, including budgets, handling all funds for management expenses, setting up registration, submitting invitations, tracking registrations, sourcing appropriate meeting and function space, including venue negotiations and contract execution, hotel room negotiations, catering, and other responsibilities.

LOC will provide coordination, graphic design, production, support for OCCMA newsletters, maintaining the OCCMA membership database and membership directory, and maintain the listserv and website. LOC will also provide support for the membership drive for OCCMA committees, Senior Advisor Program, and coordination with ICMA fees. Please note that OCCMA is responsible for hard costs associated with conferences, copies, postage, printing costs, and travel expenses when staff is required to attend conferences.

The effective date of the contract would be July 1, 2018, and it would be in effect until June 30, 2021, unless terminated by either party. Written notice to the other party must be given no later than ninety (90) days prior to the proposed termination date.

Overall, this is a good agreement. By having a flat fee for the normal services provided, it will provide financial predictability for OCCMA. In reviewing services provided under this contract by LOC, the \$25,000 is consistent with past history. Please note that in years which we are sponsoring the Northwest Managers' Conference, or support of the Host Committee responsibilities for the conference, LOC would prepare a separate proposal for providing those services, over and above the services which are outlined in the attached agreement.

Recommendation:

The Bylaws and Policy Committee is recommending the OCCMA Board of Directors consider approval of a contract for services between OCCMA and LOC, as required in ARTICLE 10 SECTION 3, Financial Management of the Bylaws.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel", is written over a faint, light blue circular stamp.

Spencer Nebel, Chair
Bylaws and Policy Committee

CONTRACT FOR SERVICES

PREAMBLE

THIS AGREEMENT 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 League of Oregon Cities (LOC), a consolidated department of Oregon cities.

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, LOC is entity consolidated department of Oregon cities created under ORS Chapter 190 which has the ability and capacity to provide services for organizations such as the OCCMA.

WHEREAS, on _____, the OCCMA Board approved entering into an agreement with LOC whereby LOC shall provide services as described herein to OCCMA; and

WHEREAS, the Executive Director of LOC has been granted authority by LOC's Board of Directors to enter into contracts on behalf of LOC.

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

Section 1. Scope of Services. LOC agrees to provide the following services to OCCMA, which shall obtain such services solely from LOC during the term of this contract:

Section 1.1. Financial Services.

- 1.1.1. Maintain OCCMA's financial records in accordance with the practices and procedures set out by OCCMA and its audit committee.
- 1.1.2. Assist as necessary OCCMA's audit committee in the preparation of the annual financial statements.
- 1.1.3. Provide financial statements and provide a report to the OCCMA at board meetings and at other times as requested.
- 1.1.4. Manage OCCMA's accounts payable.
- 1.1.5. Manage OCCMA's accounts receivable.

- 1.1.6. Assist the OCCMA Secretary-Treasurer in preparing and filing required tax forms.
- 1.1.7. Develop a proposed annual budget in consultation with the OCCMA President-Elect for approval and adoption by the OCCMA Board of Directors.
- 1.1.8. Attend OCCMA Board meetings to assist the OCCMA Secretary-Treasurer in presenting financial information to the rest of the OCCMA Board of Directors.

Section 1.2. OCCMA Board and Membership Meetings.

- 1.2.1. Prepare agenda and any written materials.
- 1.2.2. Prepare and submit minutes of each meeting.
- 1.2.3. Provide logistical support during meetings.
- 1.2.4. Post notices for all board and membership meetings.

Section 1.3. Conferences. The parties agree that both will play a role in the creation and production of OCCMA-sponsored conferences. OCCMA will be responsible for all costs associated with the below services. LOC shall not enter into or sign any contractual agreement for conference facility rental, catering, AV/WI-FI rental, or hotel room rate guarantees until the same has been approved by the OCCMA Board of Directors. LOC will be responsible for providing the following work:

- 1.3.1. Manage the conference budgets as developed by OCCMA and reconcile the conference budget after all invoices and expenses have been recorded and completed within 180 days of the end of each conference.
- 1.3.2. Handle all funds and management expenses related to the conferences.
- 1.3.3. Set up conference registration by using an existing LOC system.
- 1.3.4. Submit invitations to conferences to OCCMA members.
- 1.3.5. Track conference registrations.
- 1.3.6. Securely process registration funds for conferences, including accounting for merchant and interchange fees (credit card, etc.).
- 1.3.7. Send registration confirmations, email follow-ups, etc.
- 1.3.8. Source appropriate meeting and function space including venue negotiations and contract execution.
- 1.3.9. Hotel room negotiations and contract execution (if different from venue).
- 1.3.10. Catering contract execution (if different from venue).
- 1.3.11. Provide logistical support to the OCCMA professional development committee.

- 1.3.12. Process speaker registrations and ensure all speakers are registered.
- 1.3.13. Greet and managing speakers at conferences.
- 1.3.14. Coordinate, record and provide archiving service for speaker presentations.
- 1.3.15. Coordinate conference publications (print or electronic).
- 1.3.16. Manage on-site setup of conferences.
- 1.3.17. Negotiate contracts for AV and WI-FI.
- 1.3.18. Serve as on-site liaison with AV and technical suppliers.
- 1.3.19. Negotiate and obtain liability insurance.
- 1.3.20. Track and coordinate conference sponsorships.
- 1.3.21. Track and coordinate conference scholarships.
- 1.3.22. Generate certificates of attendance for LGMC purposes.
- 1.3.23. Administer and collect results from satisfaction surveys.

1.4. Newsletter.

- 1.4.1. Provide coordination, graphic design, and production support for all OCCMA newsletters.

1.5. Database, Listserv and Website.

- 1.5.1. Maintain the OCCMA membership database and publish a membership directory in an electronic format.
- 1.5.2. Host and maintain the OCCMA listserv.
- 1.5.3. Host and Maintain the OCCMA website.

1.6. Membership Support.

- 1.6.1. Coordinate annual membership drive.
- 1.6.2. Coordinate and assist with OCCMA committees.
- 1.6.3. Coordinate the Senior Advisor Program.
- 1.6.4. Coordinate with the International City/County Management Association.

Section 2. Payment for Services. OCCMA agrees to pay LOC a flat fee of Twenty-Five Thousand Dollars (\$25,000) for each year of the Agreement with a 3% adjustment each year. The fee will cover all of LOC's services provided in Section 1 above. The fee shall be paid annually to cover the cost of personnel expenses incurred by LOC in provided service to the OCCMA. Payment shall be made monthly, with 1/12 (\$2,083.33) of the total annual amount due paid by the 15th of each month subject to this contract. In the event OCCMA requests and

authorizes work by LOC staff not identified in Section 1, OCCMA shall reimburse LOC for such staff time at a rate that will reimburse the LOC at an hourly rate that captures the annual totally cost of compensation divided by 2080 hours. In addition to the annual fee, the OCCMA shall be financially responsible for the following:

- A. Hard costs associated with conferences including but not limited to facility rental, catering, equipment rental, and liability insurance.
- B. Any paper copies made by LOC shall be billed to the OCCMA at a rate of 10 cents per page.
- C. Any postage paid by LOC on behalf of the OCCMA shall be billed to the OCCMA at the actual cost incurred.
- D. Any printing costs paid by LOC on behalf of the CCCMA shall be billed to the OCCMA at the actual cost incurred.
- E. Any travel expenses incurred by an LOC administrative support person who is requested to attend an OCCMA conference in person shall be billed to the OCCMA for the following:
 - a. Reimbursement for mileage at the current federal General Services Administration rate;
 - b. Hotel expenditure; and
 - c. Reimbursement for food at the current per diem rate established by the General Services Administration for the state of Oregon.

Section 3. Signature Authority. OCCMA grants LOC's Executive Director, or the Executive Director's designee, signature authority for purposes of signing any contracts or documents necessary to facilitate LOC's responsibilities under this contract. The appointment of the Executive Director's designee shall be subject to OCCMA Board's approval. The Executive Director, the Executive Director's designee, shall provide a written report to the OCCMA Board at each OCCMA Board meeting for all contracts and documents executed on behalf of the OCCMA during the prior reporting period.

Section 4. General Terms and Conditions.

Section 4.1. 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 4.2 and 4.3 of this contract.

Section 4.2. Agency. Neither party is, nor shall be deemed to be an agent of the other Party for any purpose except where the OCCMA has granted signature authority to LOC's Executive Director or designee pursuant to Section 3 of this contract.

Section 4.3. Hold Harmless, Indemnification, Defense. OCCMA agrees to hold harmless, indemnify, and defend LOC, 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 OCCMA or its officers, subcontractors, or agents resulting from the event, or any connection to this contract. LOC agrees to hold harmless, indemnify, and defend OCCMA and its officers 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 LOC or its officers, employees, subcontractors, or agents resulting from the event, or any connection to this contract.

Section 4.4. Termination. This contract may be terminated by either party by giving written notice to the other party no later than 90 days prior to the proposed termination date. LOC shall be entitled to compensation for services performed up to the date of termination.

Section 4.5. 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 4.6. 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. LOC's representative shall be its Executive Director and OCCMA's representative shall be its President.

Section 4.7. Assignability. This contract is not assignable by LOC, either whole or in part, unless LOC has obtained prior written consent of OCCMA.

Section 4.8. 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 4.9. Conditions. As a condition precedent to LOC's performance under the contract, OCCMA shall maintain its status as an affiliate member with LOC. Nothing in this contract shall relieve OCCMA for the cost of such affiliate membership.

Section 5. Effective Date. This contract shall be effective as of July 1, 2018, and shall be in effect until June 30, 2021, unless sooner terminated by the parties as provided for in this contract.

The Oregon City/County Management
Association

The League of Oregon Cities

Christy Wurster
OCCMA President

Date

Mike Cully
Executive Director

Date



OCCMA

**Oregon City/County
Management Association**
A State Affiliate of **ICMA**

F5

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: July 2, 2018
Subject: Staff Update Audit Committee Recommendations

The OCCMA Audit Committee submitted their report to the Board of Directors at the May 4, 2018 meeting. The report included six recommendations for implementation. The purpose of this memo is to provide an update on the steps staff has taken to implement those recommendations.

1. **Consolidate and establish financial policies that reflect the practices in the by-laws, and include procedures for expense reimbursement, and also set an appropriate target to maintain beginning fund balances.**

The OCCMA Bylaws and Policy Committee have prepared amendments to the Policy Annex for the board's discussion at the July 13, 2018 meeting.

2. **OCCMA check payments should be signed by two people, including one OCCMA member. The League's internal payment approval process includes four signature approvals and could be reduced by at least one signer to reduce time and payment delays.**

League staff has ordered checks with two signature lines, which should be arriving shortly. Staff recommends that the OCCMA President appoint an OCCMA member (or retain that authority) who is located proximal to the League's offices in Salem to serve as the co-signer. This individual would be required to come to the League's offices as often as 2x/month to sign checks.

3. **Hire independent auditor every 3-5 years to review OCCMA financials.**

League staff has reached out to our auditor, Boldt Carlisle & Smith, for advice on how best to conduct periodic audits. The question for the board is when to conduct the first audit

4. **Require LOC staff to provide a report to the OCCMA Board, as part of financial review, a summary of all transactions by vendor approved by LOC staff since the previous OCCMA Board meeting.**

This report is included as part of the consent calendar in the July 13, 2018 agenda packet.

5. **If not already covered by existing CIS policies, OCCMA should obtain errors and omissions insurance to indemnify the board members of their actions. Check to determine whether CIS will cover both.**

League staff reached out to CIS and has confirmed that OCCMA's current general liability insurance includes errors and omissions. However, the current rate of \$250 was established with



OCCMA

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the understanding that the board only met once per year to conduct business. CIS will need to reevaluate the rate based on OCCMA's current practice.

- 6. League of Oregon Cities should establish a process to ensure that OCCMA Board and Committee members are current in association dues payment.**

League staff has reviewed all current committee members and confirmed that all are current members of OCCMA. In the future, this will be completed prior to the annual board retreat when committee appointments are made.



To: Board of Directors, OCCMA
From: Sean O'Day, Chair, Next Generation Committee
Date: June 20, 2018
RE: **Sponsorship Request from Engaging Local Government Leaders (ELGL)**

Kirsten Wyatt, the Executive Director of ELGL has made a request of OCCMA to provide sponsorships/scholarships for two training events, one at University of Oregon and another in Portland, both in the Month of October. Both programs are further described below.

Because the target audience for these programs includes people new to city management or those considering city management as a career, the President referred this request to the Next Generation Committee for a recommendation. The Next Generation Committee met electronically and unanimously voted recommending that the Board amend the budget and allocate funds to sponsor the two events in the following amounts:

#ELGLInspire at the University of Oregon - October 2018	\$500
#ELGLPopUps at the Kennedy School in Portland - October 12, 2018.	\$150 (which will fund 5 student scholarships).

#ELGLInspire at the University of Oregon - October 2018

The #ELGLInspire program is designed to inspire undergraduate students to local government public service careers. Each event is a half day learning session with local government practitioners. The first hour includes "quick fire" presentations by local government practitioners representing all roles/departments. The second hour includes small group conversations so the students can connect with the practitioners. The last hour is a panel discussion about finding a local government job or pursuing a graduate degree. Sponsorship money covers the cost of lunch for all attendees, and a closing social/networking hour. LOC and GFOA have also agreed to sponsor this event and the OCCMA's sponsorship will round out and cover the full cost of the event in Eugene. (Sponsorship request is \$500).

#ELGLPopUps at the Kennedy School in Portland - October 12, 2018

Conferences are held on October 12, 2018 in Portland, Los Angeles, Milwaukee, and Miami. The conference theme is "Choose Your Own Local Gov Adventure." Sessions will focus on the wide variety of public service challenges and opportunities at the local level. Each location will have a very diverse agenda focusing on everything from policing, to elected service, to libraries... and everything in between. The OCCMA's sponsorship will allow five students to attend the conference for free (regular price is \$30/students; \$50/ELGL members; \$100/non-members (includes ELGL membership)). (Sponsorship request is \$150).

2018 Next Gen Committee Workplan

Mission:

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

Members:

Sean O'Day, Executive Director, MWVCOG (Chair)	soday@mwvcog.org
Cynthia Alamillo, Assistant City Manager, Manzanita	calamillo@ci.manzanita.or.us
Heidi Bell, City Manager, Donald	manager@donaldoregon.gov
Joe Gall, City Manager, Sherwood	gallj@sherwoodoregon.gov
Joe Hannan, City Manager, Newberg	joe.hannan@newbergoregon.gov
Corey Misley, City Manager, La Pine	cmisley@ci.la-pine.or.us
Aaron Palmquist, City Manager, Irrigon	aaron.palmquist@ci.irrigon.or.us
Megan Phelan, Assistant City Manager, Lake Oswego	mphelan@ci.oswego.or.us
Peter Troedsson, City Manager, Albany	peter.troedsson@cityofalbany.net
Megan George, League of Oregon Cities	mgeorge@orcities.org
Kirsten Wyatt, Executive Director, ELGL (invited guest)	kirsten@elgl.org

Project	Lead	Tasks	Due Date
<u>Strategic Plan:</u> Provide articles for the newsletter and session ideas for conferences that are relevant to supporting the next generation. <ul style="list-style-type: none"> Host a "New Managers" breakout session / event at the summer conference 	Joe G.	Joe to develop newsletter ideas and solicit volunteers from committee/membership to draft	Ongoing
		Sean to coordinate with Megan George and Marty Wine to identify new members and to invite them and senior advisors to a reception/dinner at the conference.	ASAP – June 2018
<u>Strategic Plan:</u> provide information session at universities about local government <ul style="list-style-type: none"> 	Corey	Corey to develop materials, seek volunteers from membership (if appropriate) and in cooperation with ICMA liaisons (for PSU and UofO) to find ways to get information (guest speakers, brochures, etc.) into hands of students.	Prior to 18-19 school year

<p><u>Strategic Plan:</u> Continue involvement with ICMA Student Chapter at Portland State and UofO:</p> <ul style="list-style-type: none"> Attend chapter meetings and encourage student participation in conferences. Establish a mentor program through the universities that links existing managers with students in the MPA and related programs <hr/> <p>PSU Points of Contact: Joe Gall (liaison) Eileen Stein (Practitioner in Residence) Dr. Phil Cooper (Lead Faculty)</p> <p>UofO: Jeff Towery (liaison)</p>	Sean and Peter	Sean to make contact with Dr. Cooper and present idea of mentor idea to the advisory committee	July 2018
		Joe G to continue to encourage student participation in OCCMA conferences (to include distributing scholarship information)	July 2018
		Peter to reach out to Jeff Towery to confirm Jeff is still the liaison, discuss mentor program and what might be needed to implement that, and to confirm Jeff (or the current liaison is encouraging participation in OCCMA conferences (to include distributing scholarship information).	July 2018
		Sean to suggest to the Board that in the next committee assignments, ICMA liaison's to student chapters should be ex-officio voting members of the next gen committee – (Might require bylaws amendment)	July board meeting
<p><u>Strategic Plan:</u> Increase the use of interns and ICMA fellows by cities in Oregon</p> <ul style="list-style-type: none"> Create / Publish a list of open internships (paid and unpaid) throughout the state to provide directly to students and update on a regular basis 	Joe H.	Joe H. to work with league staff, universities, other partners, and membership (perhaps through the list serv) to establish a way to identify and then publish/distribute intern information to students.	Fall 2018
<p><u>Strategic Plan:</u> <i>In cooperation with the Professional Development Committee</i>, Encourage ELGL to develop a session for 2017 Summer Conference</p>	Joe G	Joe and Sean to reach out to Marty Wine and Megan George to see if ELGL is intended to host an event at the summer conference.	ASAP – June 2018
<p><u>Committee Identified Project:</u> Establish a scholarship program for students and new managers (first three years of practice).</p>	Aaron*	Aaron to research (contacting Megan George) to see what programs currently exist and then report back to the committee with recommendations on how to fill any gaps.	August 2018

<u>Committee Identified Project:</u> Develop welcome packet and reach out to new managers to encourage them to connect with other people in the profession	Heidi*	Megan to provide Sean and Heidi with a copy of the current packet sent to new managers.	May 2018
		Heidi to review and make suggested edits for committee's review and comment.	Fall 2018
<u>Committee Identified Project:</u> Survey new managers over the last three years to ask what helped them take the helm of the organization	Heidi*	Sean will obtain list of new managers since January 2016 from Megan (needed for summer conference breakout as well	ASAP June 2018
		Heidi to develop survey, send to committee for review and comment and then send out to new managers	Fall 2018
<u>Committee Identified Project:</u> Engage youth before they get to college (specifically high school students involved in student government) in local government and local government careers. (Ideas: sponsoring a youth in government program, develop a toolkit for city managers to engage local school district, or create a "speaker's bureau" or list of individuals willing to speak with classes and students).	Peter	Peter – Spoke about leadership and careers in local government at statewide Future Business Leaders of America conference (in conjunction with Mayor Graupp, Aurora)	Done (April 2018)
		Sean – Presenting key note address on leadership and careers in local government at Young Leaders statewide conference	June 2018
		Peter will survey members for interest and identify existing programs through the OCCMA listserve	July 2018
<u>Committee Identified Project:</u> Enhance OCCMA's partnership with ELGL and facilitating a network of assistants or others who aren't at the manager level	Megan* Corey	Megan and Corey to reach out to Kirsten Wyatt to explore partnerships	August 2018
<u>Committee Identified Project:</u> establish regular regional meetings for managers and city leads (Recorders) to meet locally/regionally regarding skill building, connections, lessons learned.	Aaron*	Aaron to research where this might be happening already in the state (i.e. MWVCOG hosts a monthly meeting) and identify key partners to work with to set up similar meetings elsewhere (COGs, LOC, etc.) and report back to the committee on findings.	August 2018

*member not on the phone, Sean to make contact and ensure they are agreeable to the assignment.



DATE: June 22, 2018

TO: OCCMA Board of Directors

FROM: Ben Bryant & Marty Wine, Co-Chairs of the Ad-hoc Scholarship Committee

SUBJECT: Endowment & Tax Deductibility

In November, the OCCMA Board created an Ad-hoc Scholarship Committee to develop criteria and a process for selecting scholarship recipients. At the same time, the committee was given direction to explore the creation of a scholarship endowment and tax deductibility for donations. Below is a brief update on those items:

Endowment

The committee's research shows that an endowment would require a minimum of \$20,000. With that amount, OCCMA would be able to provide \$1,000 in scholarships each year. However, OCCMA currently provides \$5,000 in scholarships per year. To keep the same level of scholarships, an endowment would need to start with \$100,000. Given most fund-raising efforts will go towards ICMA 2021, establishing a scholarship endowment is not something the committee would recommend at this time. However, the committee seeks the Board's direction on this matter.

Tax Deductibility

After discussions with a tax attorney, it appears OCCMA may only qualify for tax exemption under 501c6 status. Currently, OCCMA's level of financial activity doesn't warrant filing federal taxes. If OCCMA were to apply for 501c6 status, it might trigger the attention of the IRS. In addition, the process to file for 501c6 status is fairly time consuming, according to the tax attorney. The committee has more research to complete on this topic, specifically in determining how other state associations are organized.

F12

MEMO

Date: July 2, 2018

TO: OCCMA Board of Directors

FROM: Joseph Gall, Eileen Stein, and Spencer Nebel, Co-Chairs of the ICMA 2021 Host Committee

SUBJECT: Discussion on a Possible Memorandum of Authorization Outlining Responsibilities and Authorities of the ICMA Host Committee

Background: In 2016, Joseph Gall, Christy Wurster, and Spencer Nebel met with Doug Schulze, City Manager of Bainbridge Island, and Chair of the 2015 ICMA Host Committee, Amber Richards, Assistant to the City Manager in Bainbridge Island, and Bob Larsen, City Administrator of Snoqualmie, Washington regarding WCCMA's experiences in hosting the 2015 ICMA conference in Seattle. One of the challenges that they had was related to not having a clear understanding between the role of the host committee, and the role of the WCCMA Board, and clearly delineating responsibilities and authorities to meet the obligations that Washington had in hosting the conference. One key takeaway from this meeting was that it was important to formalize the understandings and authorities that the host committee has with the State association to address various issues that will likely occur as part of the hosting responsibilities for the 2021 ICMA Conference.

Each state has approached this differently. Eileen was in contact with Eric Walsh, Deputy City Manager of San Antonio, regarding the relationship between the host committee and the Texas City Manager's Association. He indicated that he was a representative from the TCMA Board of Directors. Otherwise, the only relationship between the host committee and TCMA was the \$50,000 contribution TCMA made to the host committee's fund raising efforts. This was quite different in Washington State. We do believe that the fact that San Antonio was a City Manager city may have provided some additional support that may not exist in the same way for either Seattle or Portland.

A working draft of a memorandum of authorization has been developed by the co-chairs. The co-chairs would like to present this as a working draft at the July 13 Board meeting to obtain comments and directions from the Board of Directors outlining the various hosting responsibilities and authorities of the co-chairs, the host committee, and the Board of Directors. This working draft was put together to help the co-chairs, and the Board of Directors to think through some of the responsibilities and issues that can be addressed in advance of the work that will need to be completed to meet the associations obligations to host the 2021 ICMA Conference.

The memorandum of authorization redefines a number of things regarding committee membership. It proposes that the President shall appoint members to the host committee for terms that will run through December 31, 2021. Additional members can be appointed in subsequent years after the adoption of the draft memorandum of authorization. The

draft provides that the Board can appoint up to three co-chairs to lead and coordinate the host committee with terms of the co-chairs running through December 31, 2021.

The co-chairs would be responsible for making appointments to sub-committees and sub-committee chairs and vice-chairs, and designating a contact person to work as a liaison with OCCMA at least twelve (12) months prior to the conference. Co-chairs would serve as an executive committee, and would be empowered to make financial commitments with ICMA and others, conduct fund raising in the name of the association, develop a budget for review by the host committee with the host committee forwarding the budget to the Board on an annual basis, outlining the parameters of expenditure limits in each of those annual budgets.

The proposed memorandum of authorization outlines a process for the co-chairs to make a request to the Board in the event that commitments are needed to be made beyond the funding that would be available in the 2021 ICMA Conference account. This would occur if financial pledges were made, but not received.

The memorandum of authorization would provide that the host committee meets at least twice a year, once prior to the annual OCCMA Board Retreat, and once at the Summer Conference to address various host committee responsibilities including reviewing a proposed budget for host committee responsibilities and forwarding that budget to the OCCMA Board for their review and consideration. Sub-committees will meet as necessary at the call of the sub-committee chairs.

The working draft of the memorandum of authorization has been put together to outline a number of procedural issues that should be addressed by the Board of Directors to further define the work responsibilities and authorizations of the host committee co-chairs, and the host committee in planning for the 107th ICMA Conference in Portland, Oregon, which will be held on October 3-6, 2021. Following review of this working draft, the co-chairs will make any necessary modifications and refinements to the memorandum of authorization for final discussion, modification, and possible approval at the September 28, 2018, Board meeting. This would kick off the first host committee meeting which would take place on or around November 7, 2018.

Recommendation: No formal action is requested at the July 13, 2018 Board meeting. It is requested that the Board spend some time reviewing the provisions of this memorandum of authorization, and providing specific direction on any modifications or changes to the working draft that will be presented at that meeting.

Respectfully submitted,

Joseph Gall, Eileen Stein, and Spencer Nebel

**OCCMA Host Committee
For the 107th ICMA Conference
Portland, Oregon
October 3 – 6, 2021**

**Working DRAFT
Memorandum of Authorization**

WHEREAS, on October 3-6, 2021, Portland, Oregon will be the host city for the 107th ICMA Conference; and,

WHEREAS, as part of the hosting responsibilities, OCCMA has committed to provide financial support, volunteers, assistance with social events, the opening session, inspirational breakfast, field demonstrations, athletic events, partner activities, and the assistance exchange; and,

WHEREAS, OCCMA has established a Host Committee to coordinate the various responsibilities of the Association in hosting the conference; and

WHEREAS, it is advisable for the Association to outline responsibilities and authority relating to planning, raising funds and the Host Committee responsibilities outlined above.

The OCCMA Board of Directors does hereby outline the responsibilities and authority of the Host Committee for meeting the host responsibilities for the 2021 conference:

Purpose

- The Host Committee shall be responsible for all aspects of hosting the conference.
- The Host Committee is authorized to raise funds on behalf of OCCMA to meet sponsorship requirements, and make certain funding commitments as required by ICMA.
- The Host Committee is empowered to plan various events working with ICMA relating to the Association's hosting responsibilities.

Committee Membership

- The president shall appoint members to the Host Committee for terms expiring December 31, 2021. The membership will include members appointed in 2017 and 2018. Additional members may be appointed to the Host Committee in subsequent years leading up to the conference. There is no limit to the number of members serving on this committee.

Co-chairs

- The Board shall appoint up to three co-chairs to lead and coordinate the Host Committee activities, with terms of the co-chairs running through December 31, 2021.
- The co-chairs shall appoint subcommittees and subcommittee chairs and vice-chairs to undertake the necessary activities relating to the responsibilities of this event.
- The co-chairs shall serve as an executive committee, and shall be empowered to act on issues relating to the obligation of the Host Committee, in accordance with this MOA.
- The co-chairs shall designate a contact person to work as a liaison for OCCMA with ICMA at least twelve months prior to the conference.
- The co-chairs shall be responsible for compiling a final report upon the close of the conference. This report will provide an accounting of income and expenses incurred, and will address the strategic, financial and coordination issues and challenges encountered while meeting the Host Committee requirements.

Subcommittees

- Subcommittees shall be appointed by the co-chairs from the members of the Host Committee to meet certain function as required, and as outlined in Attachment A.
- The subcommittees shall provide reports and receive authorization from co-chairs for activities.

Meetings

- The Host Committee shall meet on or about November 7, 2018, prior to the OCCMA Board Annual Retreat, and thereafter, shall meet at least twice a year (prior to the Retreat and at the Summer Conference), and as needed during the twelve months preceding the conference through 2021.
- A majority present shall constitute a quorum for voting purposes.
- Meetings will be posted in accordance with the requirements for the Board of Directors, as outlined in the Bylaws.
- The co-chairs shall meet as an executive committee, when and where necessary, in order to meet their responsibilities. These meetings will not be required to be posted, however, following any executive committee meeting, a summary of actions taken by the executive committee will be forwarded to the Host Committee and Board of Directors.
- Subcommittees shall meet as necessary, with a summary of actions taken being provided to the co-chairs for distribution to the Host Committee. Subcommittee meetings are not required to be posted.

Fiscal Matters

- The co-chairs shall provide a proposed budget to the Host Committee for review and approval, with that budget being presented to the Board for approval of January of each year, beginning 2019.
- A separate 2021 ICMA Conference financial account shall be established by OCCMA through the League of Oregon Cities (LOC) for the purpose of hosting

the 2021 Conference. The co-chairs will be authorized to make expenditures from this account, as is needed for hosting responsibilities in accordance with budgets approved by the Board for this purpose. Periodic financial reports will be provided to the Board by LOC on income, and expenditures, and balance of this account through the close of the conference.

- The Board shall authorize the transfer of funds from its operation account for the 2021 ICMA Conference in accordance with budgets adopted by the Board through the close of the conference.
- The co-chairs shall be authorized to make financial commitments with ICMA, conduct fundraising in the name of the Association, and contract for auxiliary services within the amounts budgeted by the Board (alternatively, the Board could be asked to approve any contracts related to the conference.)
- The co-chairs shall work with ICMA to assure that fund-raising efforts are in accordance with ICMA's policy regarding contributors for the conference.
- In the event that commitments are requested beyond the funding availability at that time in the 2021 ICMA Conference account, the co-chairs shall forward the request to the Board for their consideration and possible transfer of additional funding to meet those obligations. A special meeting will be scheduled for the Board to determine how to proceed with the commitment.
- Any funds remaining in the 2021 ICMA Conference account following the ICMA Conference shall be returned to the OCCMA operations account by LOC, once all financial obligations have been paid.

Term

- The term of this Memorandum of Authorization will run until December 31, 2021.

Approved by the OCCMA Board of Directors at the _____ Meeting, 2018.

Christy Wurster, President
Oregon City/County Management Association



2018 Strategic Plan

OUR MISSION

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

OUR STRATEGIC GOALS

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

Strategic Focus Areas For 2018

Professional Development

- **Enhance and promote professional development and training opportunities to help advance the professional capabilities of OCCMA members.**
 - Promote LOC TV and ICMA Webinars. **(Communications Committee)**
 - Provide relevant sessions that encourage members to attend OCCMA conferences. **(Professional Development Committee)**
- **Nurture communication between Board and membership in order to increase value in membership and involvement.**
 - Continue to provide members with a valuable OCCMA quarterly. **(Communications Committee)**
 - Encourage continued participation in the listserve. **(Communications Committee)**
 - Survey members on their interest and feedback on OCCMA's current website. **(Communications Committee)**
- **Promote and educate members about ICMA Code of Ethics.**
 - Work with other committees to help educate members about the ICMA Code of ethics. **(Ethics Committee)**
- **Develop future generations of local government managers to sustain the profession.**
 - Continue involvement with the ICMA student chapter at Portland State University and University of Oregon. Attend chapter meetings and encourage students to attend conference. **(Next Generation Committee)**

- Provide scholarships for students to attend the OCCMA conference. **(Professional Development Committee)**
- Provide articles for the newsletter and session ideas for conferences that are relevant to supporting the next generation. **(Next Generation Committee)**
- **Assist with the development of educational programs that promote city management and internship opportunities.**
 - Increase the use of interns and ICMA Fellows by cities in Oregon. **(Next Generation Committee)**
- **Support and collaborate with the Engaging Local Government Leaders (ELGL).**

Membership Support

- **Connect our members with a network of opportunities to gain knowledge, insight, experience and perspective through developing relationships with other professionals in the field.**
 - Work with ICMA to increase the number of Oregon communities participating in the coaching program. **(Support for Managers)**
 - Identify areas where there are regional manager meetings. Create a list of regional meetings and publish their meeting dates in the OCCMA Newsletter and website. **(Communications Committee)**

Leadership

- **Explore partnership with the League of Oregon Cities and other entities to ensure managers have access to compensation benchmarking. (Unassigned)**
- **Work with other committees to help educate members about the ICMA Code of Ethics.**
 - Monitor OCCMA and ICMA compliance. Activate committee to serve as the local fact-finding body for any ethics inquiry. **(Ethics Committee)**
 - Include ICMA Code of Ethics articles in the OCCMA newsletter and make available on the website. **(Communications Committee)**
- **Recommend candidates to serve on the OCCMA Board of Directors for the following year.**
 - Publish board application form via OCCMA listserve, newsletter and website. **(Nominating Committee)**
 - Review candidates and present recommendation at the General Membership meeting for action in September. **(Nominating Committee)**
- **Increase partnerships with the education system (K-12 and Universities) to help build future generations of local government managers.**
 - Provide informational sessions at universities about local government. **(Next Generation Committee)**
- **Support social justice and equity in the profession. (Ad Hoc Committee – David Clyne & Dale Shafer)**
- **Review By-laws and Constitution and recommend amendments as requested by the president/board.**

- In 2018 the By-laws and Constitution Committee will review the Policy Annex and negotiate a contract with the League of Oregon Cities for the provision of administrative services for the board's action. **(By-laws and Constitution Committee)**
- **Identify and recommend action in relation to the ICMA/OCCMA Affiliation Agreement.**

Host Committee

- **Host a well-organized, sufficiently funded and successful conference.**
 - Ensure Oregon retakes the honor of having the best attended ICMA conference. **(Host Committee)**
 - Continue dues add on to ensure OCCMA has \$50,000 to put towards the conference. **(Board of Directors)**
- **Focus efforts on fund raising, social activities, program activities and business and logistical support.**
 - Have an OCCMA representative on ICMA Conference Planning Committees from now till 2021, who can help OCCMA with responsibilities in 2021. **(Steve Powers in 2018 and Eileen Stein in 2019)**
 - Convene sub-committees to tackle different aspects of conference planning, per ICMA's recommendations. **(Host Committee)**



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

H

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: July 2, 2018
Subject: OCCMA 2021 Conference Discussion

At the February 22, 2018 board of directors meeting, the board discussed venue options for hosting the 2021 OCCMA Summer Conference in Pendleton. The staff memo from that meeting is attached. This excerpt was taken from the minutes:

The board discussed whether it made sense to host a Summer Conference in 2021 in advance of the ICMA Annual Conference in October. Ben Bryant will check with Eileen Stein and Joe Gall on their thoughts, including the possibility of a two-day planning event in Portland prior to the conference.

The board again discussed options at the May 4, 2018 board of directors meeting. This excerpt was taken from the minutes:

The board discussed options for hosting a Summer Conference in 2021. When Portland hosted the ICMA Conference in 1999, OCCMA held both. When Seattle hosted the ICMA Conference in 2015, they chose not to host a conference. There was no consensus from the board.

If OCCMA intends to host a summer conference in 2021, staff must start securing venue contracts. Therefore, the action for the board is to direct staff on whether to contract and which location to prioritize. One other note is that OCCMA is also scheduled to host the Northwest Regional Management Conference that year, however, some conversation has occurred with the Alaska Municipal Management Association about the conference being hosted there.

memo

To: OCCMA Board of Directors
From: Jenni Kistler, Project Coordinator
Date: February 12, 2018
Re: 2021 Summer Conference Location Options

The OCCMA Summer Conference has been held in Bend for the last several years and we remain under contract there for the 2018 and 2020 Summer Conferences. OCCMA is contracted to be in Newport for 2019. The Board requested information to consider a Pendleton location for the 2021 OCCMA Summer Conference. Below is the information that I received from spaces that were identified as those that would fit the conference attendees, schedule and location interests:

Pendleton:

Pendleton – Availability at the Pendleton Convention Center – July 6-9, 2021

Max number of rooms per night: Flexible. Lodging would be provided by area hotels.

Room Rate: Approximately \$95-\$104+tax

Meeting space: Pendleton Convention Center. Large, traditional convention center, more than sufficient for this group size and meeting functions.

Meeting space cost: Estimated total is \$2,975. (\$825 per day, plus potential costs of up to \$500 for special event space such as for the President's Reception.)

Average lunch cost: \$15.95 per person, plus 15% service charge

Estimated total (facility only): \$24,475

Estimated per person registration cost (based on all conference costs): \$360

Notes: Due to other events in Pendleton during the month of July, the 2021 conference dates must be July 6-9.

This venue is unlike the resort or hotel style venues that we generally use. The convention center is much larger and is similar to what you may experience visiting a 'home show' or similar large-scale event. I am confident that the convention center team can assist us with set-ups that help to reduce the large feel of the room so that it is more comfortable for the needs of this group.

Additionally, this estimate includes a couple of assumptions not normally made for this event. Those include assuming off-site space rental and budgeting for dinner (about \$24/person) for the President's Reception event. It also does not include the cost of hotel rooms for student scholarship recipients (in recent years we have been able to rent a large house for student scholarship recipients to help facilitate more scholarships at a reduced cost).

Pendleton – other site(s) – While looking at the Pendleton Convention Center site, I also visited the Red Lion Hotel in Pendleton. While the space is large enough for a group of our size, I would not recommend this property. The facilities are aging and staffing is limited. Additionally, though I requested a bid for this event, it was never provided.

Current/For Reference:

Bend – Based on budgeted for 2018 at Mt. Bachelor Village Resort

Max number of rooms per night: 85

Room Rate: \$110-\$415 +tax

Meeting space: onsite and sufficient for this group size and meeting functions

(note – the increase in vendors in 2016 had a major impact on the way this space felt and worked. If the number of vendors is expected to decrease to look more like previous years, the space would work much nicer. If there is need to expand the space, there is the option or renting a large tent – about \$3000 additional - to create an additional room.)

Meeting space cost: \$550, lowered with Food and Beverage minimum (negotiable)

Average lunch cost: \$16.50 per person, plus 20% service charge

Estimated total (facility only): \$27,750 (plus \$3000 additional if we need to rent a tent.)

Estimated per person registration cost (based on all conference costs): \$325 (potentially slightly higher if we need to rent a tent and don't expect it to be covered by a sponsorship.)

Newport – Based on Estimate for 2019 Conference

Max number of rooms per night: 100

Room Rate: \$149-\$189 +tax

Meeting space: onsite and appears sufficient for this group size and meeting functions

Meeting space cost: waived with Food and Beverage minimum (negotiable)

Average lunch cost: \$31 per person, plus 20% service charge

Estimated total (facility only): \$27,750

Estimated per person registration cost (based on all conference costs): \$390

Please note, the calculations listed above are estimates only, based on the information currently available. Costs and service charges can, and are expected to, increase between now and the dates of the actual event(s). While some things can be locked in via contract, cost of meals, service charge percentage and the cost of hotel rooms are generally not locked in but based on the per diem or best available rate at the time of the event.



OCCMA

**Oregon City/County
Management Association**

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To: OCCMA Board of Directors
From: Megan George, Operations Director
Patty Mulvihill, General Counsel
Date: July 2, 2018
Subject: LOC Elected Essentials Discussion

The League has historically held a series of trainings across the state during the first quarter of odd-numbered years targeted at newly elected officials. The purpose of these trainings has been to provide basic, but critical, information on the roles and responsibilities of councilmembers and other fundamental skills like ethics, public meeting law, public record law, etc.

Over the course of the past year, League staff has informally solicited feedback from various stakeholder groups on the program. Ultimately, this feedback has led staff to consider revising the program to provide more frequent, timely and tangible information. The purpose of this agenda item is to facilitate a discussion on ways in which the League might restructure this training program to best serve the needs of newly elected officials, as identified by their appointed staff.

K

July 3, 2018

To: OCCMA Board of Directors

Fr: Eileen Stein, City Manager, City of West Linn
Joe Gall, City Manager, City of Sherwood

Re: Request for OCCMA Board Endorsement of Herman Kherli Award for Jennie Messmer

As you know, sadly Jennie Messmer passed away in March 2018, after a long and courageous battle with cancer. We seek to ensure Jennie's lasting contributions to Oregon local government are appropriately recognized and remembered. We appreciate the Board conferring on Jennie the status of OCCMA Lifetime Member earlier this year. We are now seeking to submit a posthumous nomination for Jennie for the Herman Kherli Award, so that Jennie can also be recognized by the countless Oregon cities she committed herself to serving.

Jennie's lifetime of public service work and outreach focused on Oregon's local governments. She was an Assistant City Manager/Finance Director in Klamath Falls; served as Executive Director of both the Local Government Personnel Institute and the Mid-Willamette Valley Council of Governments; and stepped in whenever needed to serve as an interim city manager in a number of communities, including Mt. Angel, Wheeler and Cannon Beach. However, Jennie is most remembered for her time as the Member Services Director for the Oregon League of Cities, a position that was perfect for her. In this role, she traveled throughout Oregon to assist cities, large and small.

Jennie was widely known as a sensitive and effective trainer, providing countless educational sessions for local officials, and often providing customized sessions onsite in various cities. She assisted several cities at critical junctures where there was interpersonal conflict between members of a city council, or between council and manager. In all cases, she was able to break through and get the work productive and flowing again. Throughout her career, Jennie was a valued mentor and confidant to local government leaders around the state. She had a passion for good governance and a servant's heart. She worked closely with Portland State University graduate students to advise and mentor them. She even produced She was truly embodied the qualities of a dedicated public servant.

The nomination requirements include requests for endorsements. We could easily secure several from individual members, so many were touched by Jennie's work. Instead, or in addition too, we seek the endorsement of OCCMA as a whole, through its Board of Directors, as a show of solidarity for one of our members who contributed so much to public service over the course of her career and lifetime. We respectfully request the Board's consideration of this request to endorse our nomination.