



## OCCMA Board of Directors Meeting

September 27, 2018 | 11:00 am – 11:30 am

Hilton Eugene | O'Neill Room | 66 E 6<sup>th</sup> Avenue, Eugene, OR 97401

### AGENDA

<b>A. Welcome &amp; Roll Call</b> ( <i>Christy Wurster</i> ) .....	-
<b>B. OCCMA Board Vacancy</b> ( <i>Christy Wurster</i> ) .....	X
<b>C. Consent Calendar</b> ( <i>Christy Wurster</i> ) .....	-
1. Minutes of the July 13, 2018 OCCMA Board Meeting .....	X
2. Minutes of the August 22, 2018 OCCMA Special Board Meeting .....	x
3. Current Financial Report .....	X
4. Summary of All Transactions by Vendor .....	X
5. Summary of All Contracts Executed on Behalf of OCCMA .....	X
<b>D. Senior Advisor Evaluations</b> ( <i>Christy Wurster</i> ) .....	x
<b>E. OCCMA/LOC Contract Addendum</b> ( <i>Megan George</i> ) .....	x
<b>F. Committee Updates that Require Board Action</b> .....	-
1. Bylaws and Policy Committee ( <i>Spencer Nebel</i> ) .....	X
i. Comprehensive Amendments to OCCMA Policy Annex .....	x
2. Communications Committee ( <i>Marty Wine &amp; Ben Bryant</i> ) .....	-
i. Scope of Work and Cost Estimate for OCCMA Website .....	x
3. Host Committee ( <i>Spencer Nebel</i> ) .....	x
i. Memorandum of Authorization .....	X
<b>G. Conference Schedule for 2021</b> ( <i>Christy Wurster</i> ) .....	x
<b>H. Request for Assistance for ICMA Conference Planning Expenses</b> ( <i>Christy Wurster</i> ) .....	x
<b>I. Other Business</b> ( <i>Christy Wurster</i> ) .....	-
<b>J. Adjournment</b> ( <i>Christy Wurster</i> ) .....	-



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Megan George, Operations Director  
**Date:** September 19, 2018  
**Subject:** Appointment to Fill Vacancy on OCCMA Board of Directors

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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. At the July 13, 2018 Board of Directors meeting, the board moved to refer appointment to the Nominating Committee for further consideration and recommendation at the September 27, 2018 Board of Directors meeting.

The Nominating Committee is recommending Joe Hannan, City Manager of Newberg, to fill Ron Foggin's unexpired term ending December 31, 2020.

One other consideration relates to the imbalance of terms on the board. Currently, there is one term expiring in 2019, four terms expiring in 2020 and three terms expiring in 2021.



## Oregon City/County Management Association

### Board Meeting

July 13, 2018 | 9:54 am – 11:37 am

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

#### MINUTES

#### PRESENT

##### Board Members:

Christy Wurster, President  
Marty Wine, President-Elect  
Michael Sykes, Past President (left 11:28 am)  
David Clyne, Director  
Spencer Nebel, Director  
Sean O'Day, Director  
Dale Shafer, Director  
Byron Smith, Director (left 11:28 am)

##### Staff:

Megan George, Operations Director, LOC  
Mike Cully, Executive Director, LOC  
Patty Mulvihill, General Counsel, LOC  
Scott Winkels, Intergovernmental Relations Associate, LOC

##### Other:

Members of OCCMA

##### Absent:

Rob Corbett  
Ben Bryant

#### A. Welcome and Roll Call

9:54 am

President Christy Wurster called the meeting to order at 9:54 am.

#### B. Consent Calendar

9:54 am

*It was moved by Spencer Nebel and seconded by Marty Wine to approve the consent calendar. The motion passed unanimously (8 Yes [Wurster, Wine, Sykes, Clyne, Nebel, O'Day, Shafer and Smith], 0 No, 0 Abstain, 2 Absent [Bryant and Corbett], 1 Vacancy).*

#### C. Board of Directors Vacancy

9:55 am

Christy Wurster referred board members to page thirteen of the agenda packet and summarized the contents. Michael Sykes suggested that the board consider assigning review of the applications to the Nominating Committee.

*It was moved by Michael Sykes and seconded by Sean O'Day to refer appointment to the board of directors to the Nominating Committee for further consideration and recommendation at the September 27, 2018 Board of Directors meeting. The motion passed unanimously (8 Yes [Wurster, Wine, Sykes, Clyne, Nebel, O'Day, Shafer and Smith], 0 No, 0 Abstain, 2 Absent [Bryant and Corbett], 1 Vacancy).*

#### **D. Lifetime Membership**

**9:58 am**

Megan George referred board members to page eighteen of the agenda packet and summarized the contents.

*It was moved by Spencer Nebel and seconded by Dale Shafer to recommend Jennie Messmer for Lifetime Membership. The motion passed unanimously (8 Yes [Wurster, Wine, Sykes, Clyne, Nebel, O'Day, Shafer and Smith], 0 No, 0 Abstain, 2 Absent [Bryant and Corbett], 1 Vacancy).*

#### **E. Senior Advisor Evaluations**

**10:00 am**

Christy Wurster referred board members to page twenty-one of the agenda packet and summarized the contents. The deadline to complete the evaluation was extended to August 15<sup>th</sup> to allow greater participation from the membership. The board will conduct their evaluation of the senior advisors at an upcoming board meeting.

#### **F. Committee Updates**

**10:02 am**

##### Nominating Committee

Chair Michael Sykes shared that there were five positions open including president-elect and that applications are due July 31<sup>st</sup>.

##### Ethics Committee

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

##### Support for Managers Committee

Megan George shared an update on Chair Ben Bryant's behalf. The Support for Managers Committee had sent out a survey to those currently listed as coaches to determine knowledge and interest in the program moving forward. Thus far, no coaches have responded to the survey.

##### Bylaws and Policy Committee

Chair Spencer Nebel thanked the seven members of the Bylaws and Policy Committee for their work. This committee focused on the Bylaws in 2017 and has spent 2018 evaluating and drafting updates to the Policy Annex, including the elections process. He referred board members to page twenty-five of the agenda packet and summarized the contents. The elections process was updated first to guide this year's procedures. Changes made related to the timeline and were not substantive.



*It was moved by Dale Shafer and seconded by David Clyne to adopt the changes as proposed by the Bylaws and Policy Committee. The motion passed unanimously (8 Yes [Wurster, Wine, Sykes, Clyne, Nebel, O'Day, Shafer and Smith], 0 No, 0 Abstain, 2 Absent [Bryant and Corbett], 1 Vacancy).*

Spencer Nebel referred board members to page twenty-six of the agenda packet where the proposed changes to the Policy Annex are described. The request for the board is to introduce these amendments for consideration, review, modification and possible approval at the September 27, 2018 OCCMA Board of Directors meeting. Christy Wurster stated that she does not believe she has a direct conflict of interest as it relates to the section on reimbursable expenses as if OCCMA did not reimburse her expenses as president, her city would

*It was moved by Spencer Nebel and seconded by Marty Wine to introduce comprehensive amendments to the OCCMA Policy Annex for review, modification, and possible approval at the September 27, 2018 Board of Directors meeting. The motion passed (8 Yes [Wurster, Wine, Sykes, Clyne, Nebel, O'Day, Shafer and Smith], 0 No, 0 Abstain, 2 Absent [Bryant and Corbett], 1 Vacancy).*

Spencer Nebel referred board members to page sixty-five of the agenda packet and summarized that the Bylaws require OCCMA to enter into a contract with the League of Oregon Cities (LOC), or other qualified providers, for the provision of services. The committee met with LOC representatives to draft the agreement. This agreement departs from current practice in that it provides a flat fee of \$25,000/year instead of an hourly fee for services. This fee was determined based on a historical review of expenses paid to the LOC. Addendums will be added to the contract to account for occasional work like the Northwest Regional Managers Conference.

*It was moved by Spencer Nebel and seconded by Sean O'Day to approve President Christy Wurster to sign the contract dated July 1, 2018. The motion passed unanimously (8 Yes [Wurster, Wine, Sykes, Clyne, Nebel, O'Day, Shafer and Smith], 0 No, 0 Abstain, 2 Absent [Bryant and Corbett], 1 Vacancy).*

#### Audit Committee

Chair Marty Wine referred board members to page seventy-three of the agenda packet and summarized the contract.

*It was moved by Sean O'Day and seconded by Michael Sykes to authorize President Christy Wurster and Sean O'Day to sign checks on behalf of the OCCMA. The motion passed (8 Yes [Wurster, Wine, Sykes, Clyne, Nebel, O'Day, Shafer and Smith], 0 No, 0 Abstain, 2 Absent [Bryant and Corbett], 1 Vacancy).*

*It was moved by Marty Wine and seconded by Spencer Nebel to initiate the audit at the beginning of 2019. The motion passed (8 Yes [Wurster, Wine, Sykes, Clyne, Nebel, O'Day, Shafer and Smith], 0 No, 0 Abstain, 2 Absent [Bryant and Corbett], 1 Vacancy).*

#### Professional Development Committee

Chair Marty Wine shared that the committee has been meeting monthly to put together the Summer Conference and Fall Workshop and thanked those who had volunteered to serve.

#### Academic Affairs Committee

Christy Wurster introduced Eileen Stein who she asked to serve as chair of the committee upon Ron Foggini's resignation from the board. Eileen Stein shared that she had gone to dinner with the Portland

State University (PSU) scholarship recipients on Tuesday and was pleased to see OCCMA's investment in the next generation paying off. In addition, she had spoken with Kirsten Wyatt of ELGL about the ELGL Inspire event at Willamette University. Masami Nishishiba, Chair of the Department of Public Administration at Portland State University, thanked OCCMA for their ongoing support of PSU students. Students learn a tremendous amount from these opportunities and appreciate the willingness of the OCCMA community to meet with students and provide internships. Jeff Towery shared that the University of Oregon ICMA Student Chapter was founded this year and that he has been working with Professor Ben Clark to build the program.

#### Communications Committee

Chair Marty Wine shared that the primary work of the committee this year has been to evaluate the purpose and opportunities with the OCCMA website and invited Rachel Sykes to provide an update. Rachel shared that the committee had informally solicited quotes for a redesign of the website and only received one by the deadline. The committee is continuing to look at possible options and hopes to have a recommendation for the board at an upcoming board meeting.

#### Next Generation Committee

Chair Sean O'Day referred board members to page seventy-five of the agenda packet and summarized the contents.

*It was moved by Dale Shafer and seconded by David Clyne to approve an amendment to the budget of \$500 for the #ELGLInspire at the University of Oregon event and \$150 for student scholarships to attend the #ELGL Pop-Up Conference in Portland. The motion passed unanimously (8 Yes [Wurster, Wine, Sykes, Clyne, Nebel, O'Day, Shafer and Smith], 0 No, 0 Abstain, 2 Absent [Bryant and Corbett], 1 Vacancy).*

Sean O'Day referred board members to page seventy-six of the agenda packet and summarized the committee's workplan for the calendar year. This committee touches a lot of other committees and they have been working to coordinate efforts and document those efforts. In addition, he recommended that the two liaisons to the ICMA Student Chapters be automatic members of the committee.

#### ICMA Liaison Committee

Christy Wurster introduced Jeff Towery who she asked to serve as chair of the committee upon Ron Foggin's resignation from the board. Jeff Towery shared that the committee was not assigned a specific task in OCCMA's Strategic Plan, however, the committee was planning to review the current ICMA/OCCMA Affiliation Agreement.

#### Scholarships Committee

Chair Marty Wine referred board members to page seventy-nine of the agenda packet and shared that this ad hoc committee was assigned the task of determining whether there was a better or more lasting way to support students and members to attend OCCMA-sponsored events. This committee will be reporting back with more information at an upcoming meeting.

#### Host Committee

Co-Chair Spencer Nebel referred board members to page eight of the agenda packet and summarized the contents. The intent is for the board to take action on this agreement at the September 27, 2018 Board of Directors meeting.

#### **G. Strategic Plan Check-In**

**10:46 am**

Christy Wurster referred board members to page eighty-five of the agenda packet and shared that over the past few years the plan had been updated to simplify the format. The plan includes four strategic focus areas: professional development, membership support, leadership and planning the ICMA 2021 Conference.

Marty Wine shared that the way the plan is currently written is very tactical – but not necessarily strategic and hopes that the board will consider restructuring the plan at the November Board Retreat to be more forward-looking. Michael Sykes shared that he would like to see OCCMA engage legislatively.

#### **H. OCCMA 2021 Conference Discussion**

**10:52 am**

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

*It was moved by Marty Wine and seconded by Sean O'Day to find an alternative host for the ICMA West Coast Summit, not secure a venue for a full summer conference in 2021, and to host a one or two-day meeting in Portland prior to the ICMA Annual Conference. The motion passed unanimously (8 Yes [Wurster, Wine, Sykes, Clyne, Nebel, O'Day, Shafer and Smith], 0 No, 0 Abstain, 2 Absent [Bryant and Corbett], 1 Vacancy).*

#### **I. LOC Elected Essentials Discussion**

**11:01 am**

Christy Wurster introduced Patty Mulvihill, LOC's General Counsel. Patty Mulvihill shared that the LOC conducts training for newly elected officials biennially called Elected Essentials. Since the last round of trainings was conducted in early 2017, the LOC has heard feedback from members that (1) limiting attendance to elected officials is not effective; (2) the training is conducted too late; and (3) the content could use updating.

The board discussed with those in attendance at the meeting. The consensus was that the training should not be limited to only elected officials or even elected and city managers and that it should be held after elections but prior to individuals taking office. Specific feedback on the content included a deeper understanding of the council-manager form of government, improved training on ethics and public meetings, training on the different role's councils play, and how to work with staff as elected officials. In addition, the use of retired managers or senior advisors was encouraged as they can be incredible resources.

#### **J. LOC Grassroots Advocacy Program**

**11:18 am**

Christy Wurster introduced Scott Winkels, LOC's Intergovernmental Relations Associate. Scott Winkels shared that the LOC has been undergoing some changes and that one of those initiatives is the employ of grassroots advocacy techniques like email lists, text alerts and use of social media. In addition, City Hall Week has been updated and more information about this will be coming out in the next few months.

**K. Endorsement of Jennie Messmer for Herman Kherli Award**

**11:34 am**

Christy Wurster introduced Eileen Stein. Eileen Stein asked that the board endorse a nomination of Jennie Messmer for the Herman Kherli Award.

*It was moved by Spencer Nebel and seconded by Sean O'Day to endorse the nomination of Jennie Messmer for the Herman Kherli Award. The motion passed (6 Yes [Wurster, Wine, Sykes, Clyne, Nebel, O'Day an Shafer], 0 No, 0 Abstain, 4 Absent [Bryant, Smith, Sykes and Corbett], 1 Vacancy).*

**L. Other Business**

**11:36 am**

President Christy Wurster adjourned the meeting at 11:37 am.

**APPROVED** by the OCCMA Board of Directors on September 27, 2018.

ATTEST:

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Mike Cully, Secretary-Treasurer

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Christy Wurster, President



**Oregon City/County Managers Association**  
**Special Board Meeting**  
**August 22, 2018 – August 28, 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:** Lisa Trevino, Project Coordinator;  
Megan George, Operations Director; and  
Mike Cully, Executive Director

**Absent:** Byron Smith, Director

Lisa Trevino distributed the motion via email on August 22, 2018.

*It was moved by Michael Sykes to accept the nominees as recommended by the Nominating Committee and forward this slate of candidates for consideration by the full membership at the September 27, 2018 Annual Membership Meeting.*

*Past President – Christy Wurster  
President – Marty Wine  
President-Elect – Spencer Nebel  
Director (3-year) – Aaron Palmquist  
Director (3-year) – Brian Sjothun  
Director (3-year) – John Walsh  
Director (2-year) – Joe Hannan*

*Continuing Directors: Sean O'Day (2020); Robb Corbett (2020); Ben Bryant (2020); and David Clyne (2019).*

*The motion passed to accept Marty Wine as the nominee for President (6 Yes [Clyne, Corbett, Nebel, O'Day, Sykes and Wurster], 2 No [Bryant and Shafer], 1 Abstain [Wine], 1 Absent [Smith], 1 Vacancy).*

*The motion passed to accept Spencer Nebel as the nominee for President-Elect (6 Yes [Clyne, Corbett, O'Day, Sykes, Wine and Wurster], 2 No [Bryant and Shafer], 1 Abstain [Nebel], 1 Absent [Smith], 1 Vacancy).*

*The motion passed to accept Christy Wurster as the nominee for Past President; Aaron Palmquist, Brian Sjothun and John Walsh as the nominee for three-year terms; and Joe Hannan as the nominee for a two-year term. The motion passed (7 Yes [Clyne, Corbett, Nebel, O'Day, Sykes, Wine and Wurster], 2 No [Bryant and Shafer], 0 Abstain, 1 Absent [Smith], 1 Vacancy).*

The meeting was adjourned on August 28, 2018 after seven calendar days, consistent with Section 17-9 of the OCCMA Policy Annex. The email correspondence is attached to the minutes.

**APPROVED** by the OCCMA Board of Directors on September 27, 2018.

ATTEST:

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Mike Cully, Secretary-Treasurer

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Christy Wurster, President

**From:** [Lisa Trevino](#)  
**To:** [Christy Wurster](#); [Marty Wine](#); [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); [Mike Cully](#); [Ben Bryant](#); [David Clyne](#); [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); [Spencer Nebel](#); [O'Day, Sean](#); [Dale Shafer, City Manager](#); [Byron Smith](#)  
**Cc:** [Megan George](#)  
**Subject:** MOTION  
**Date:** Wednesday, August 22, 2018 8:58:59 AM

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All:

Michael Sykes submitted the following motion for the board's consideration:

**I move that the Board of Directors accept the nominees as recommended by the Nominating Committee and forward this slate of candidates for consideration by the full membership at the September 27, 2018 annual membership meeting.**

*Past President – Christy Wurster*

*President – Marty Wine*

*President-Elect – Spencer Nebel*

*Director (3-year) – Aaron Palmquist, Irrigon*

*Director (3-year) – Brian Sjothun, Medford*

*Director (3-year) – John Walsh, St. Helens*

*Director (2-year) – Joe Hannan, Newberg*

*Continuing Directors*

*Sean O'Day, MWVCOG (2020)*

*Robb Corbett, Pendleton (2020)*

*Ben Bryant, Happy Valley (2020)*

*David Clyne, Independence (2019)*

Please submit your vote via email to me and cc all board members by Tuesday August 28<sup>th</sup>. Please let me know if you have any questions.

Kind Regards,



**Lisa Trevino, Project Coordinator**

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

(503) 588-6550 | (800) 452-0338

**From:** O'Day, Sean  
**To:** [Lisa Trevino](#); [Christy Wurster](#); [Marty Wine](#); [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); [Mike Cully](#); [Ben Bryant](#); [Clyne, David](#); [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); [Spencer Nebel](#); [Dale Shafer, City Manager](#); [Byron Smith](#)  
**Cc:** [Megan George](#)  
**Subject:** RE: MOTION  
**Date:** Wednesday, August 22, 2018 9:01:10 AM

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I vote yes

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**From:** Lisa Trevino <LTrevino@orcities.org>  
**Sent:** Wednesday, August 22, 2018 8:59 AM  
**To:** Christy Wurster <CWurster@Silverton.or.us>; Marty Wine <Marty@tigard-or.gov>; msykes@cityofscappoose.org; Mike Cully <mcully@orcities.org>; Ben Bryant <benb@happyvalleyor.gov>; Clyne, David <clyne.david@ci.independence.or.us>; robb.corbett@ci.pendleton.or.us; Spencer Nebel <s.nebel@newportoregon.gov>; O'Day, Sean <SODay@mwvcog.org>; Dale Shafer, City Manager <manager@ci.nehalem.or.us>; Byron Smith <bsmith@hermiston.or.us>  
**Cc:** Megan George <mgeorge@orcities.org>  
**Subject:** MOTION

All:

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*Sean O'Day, MWVCOG (2020)*  
*Robb Corbett, Pendleton (2020)*  
*Ben Bryant, Happy Valley (2020)*  
*David Clyne, Independence (2019)*

Please submit your vote via email to me and cc all board members by Tuesday August 28<sup>th</sup>. Please let me know if you have any questions.

Kind Regards,





**Lisa Trevino**, Project Coordinator

---

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

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**From:** Christy Wurster  
**To:** "O'Day, Sean"; Lisa Trevino; Marty Wine; msykes@cityofscappoose.org; Mike Cully; Ben Bryant; Clyne, David; robb.corbett@ci.pendleton.or.us; Spencer Nebel; Dale Shafer, City Manager; Byron Smith  
**Cc:** Megan George  
**Subject:** RE: MOTION  
**Date:** Wednesday, August 22, 2018 9:18:31 AM

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I vote yes.

Christy S. Wurster

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**From:** O'Day, Sean [mailto:SODay@mwvcog.org]  
**Sent:** Wednesday, August 22, 2018 9:01 AM  
**To:** Lisa Trevino; Christy Wurster; Marty Wine; msykes@cityofscappoose.org; Mike Cully; Ben Bryant; Clyne, David; robb.corbett@ci.pendleton.or.us; Spencer Nebel; Dale Shafer, City Manager; Byron Smith  
**Cc:** Megan George  
**Subject:** RE: MOTION

I vote yes

---

**From:** Lisa Trevino <LTrevino@orcities.org>  
**Sent:** Wednesday, August 22, 2018 8:59 AM  
**To:** Christy Wurster <CWurster@Silverton.or.us>; Marty Wine <Marty@tigard-or.gov>; msykes@cityofscappoose.org; Mike Cully <mcully@orcities.org>; Ben Bryant <benb@happyvalleyor.gov>; Clyne, David <clyne.david@ci.independence.or.us>; robb.corbett@ci.pendleton.or.us; Spencer Nebel <s.nebel@newportoregon.gov>; O'Day, Sean <SODay@mwvcog.org>; Dale Shafer, City Manager <manager@ci.nehalem.or.us>; Byron Smith <bsmith@hermiston.or.us>  
**Cc:** Megan George <mgeorge@orcities.org>  
**Subject:** MOTION

All:

Michael Sykes submitted the following motion for the board's consideration:

**I move that the Board of Directors accept the nominees as recommended by the Nominating Committee and forward this slate of candidates for consideration by the full membership at the September 27, 2018 annual membership meeting.**

*Past President – Christy Wurster*

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*Sean O'Day, MWVCOG (2020)*  
*Robb Corbett, Pendleton (2020)*  
*Ben Bryant, Happy Valley (2020)*  
*David Clyne, Independence (2019)*

Please submit your vote via email to me and cc all board members by Tuesday August 28<sup>th</sup>. Please let me know if you have any questions.

Kind Regards,



**Lisa Trevino, Project Coordinator**

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

(503) 588-6550 | (800) 452-0338

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**From:** Robb Corbett  
**To:** [Christy Wurster](#)  
**Cc:** [O'Day, Sean](#); [Lisa Trevino](#); [Marty Wine](#); [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); [Mike Cully](#); [Ben Bryant](#); [Clyne, David](#); [Spencer Nebel](#); [Dale Shafer, City Manager](#); [Byron Smith](#); [Megan George](#)  
**Subject:** Re: MOTION  
**Date:** Wednesday, August 22, 2018 9:23:17 AM

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Yes,  
Robb

Sent from my iPad

On Aug 22, 2018, at 9:18 AM, Christy Wurster <[CWurster@Silverton.or.us](mailto:CWurster@Silverton.or.us)> wrote:

I vote yes.

Christy S. Wurster

---

**From:** O'Day, Sean [<mailto:SODay@mwvcog.org>]  
**Sent:** Wednesday, August 22, 2018 9:01 AM  
**To:** Lisa Trevino; Christy Wurster; Marty Wine; [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); Mike Cully; Ben Bryant; Clyne, David; [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); Spencer Nebel; Dale Shafer, City Manager; Byron Smith  
**Cc:** Megan George  
**Subject:** RE: MOTION

I vote yes

---

**From:** Lisa Trevino <[LTrevino@orcities.org](mailto:LTrevino@orcities.org)>  
**Sent:** Wednesday, August 22, 2018 8:59 AM  
**To:** Christy Wurster <[CWurster@Silverton.or.us](mailto:CWurster@Silverton.or.us)>; Marty Wine <[Marty@tigard-or.gov](mailto:Marty@tigard-or.gov)>; [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); Mike Cully <[mcully@orcities.org](mailto:mcully@orcities.org)>; Ben Bryant <[benb@happyvalleyor.gov](mailto:benb@happyvalleyor.gov)>; Clyne, David <[clyne.david@ci.independence.or.us](mailto:clyne.david@ci.independence.or.us)>; [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); Spencer Nebel <[s.nebel@newportoregon.gov](mailto:s.nebel@newportoregon.gov)>; O'Day, Sean <[SODay@mwvcog.org](mailto:SODay@mwvcog.org)>; Dale Shafer, City Manager <[manager@ci.nehalem.or.us](mailto:manager@ci.nehalem.or.us)>; Byron Smith <[bsmith@hermiston.or.us](mailto:bsmith@hermiston.or.us)>  
**Cc:** Megan George <[mgeorge@orcities.org](mailto:mgeorge@orcities.org)>  
**Subject:** MOTION

All:

Michael Sykes submitted the following motion for the board's consideration:

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*Past President – Christy Wurster*

*President – Marty Wine*  
*President-Elect – Spencer Nebel*  
*Director (3-year) – Aaron Palmquist, Irrigon*  
*Director (3-year) – Brian Sjothun, Medford*  
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*Continuing Directors*  
*Sean O'Day, MWVCOG (2020)*  
*Robb Corbett, Pendleton (2020)*  
*Ben Bryant, Happy Valley (2020)*  
*David Clyne, Independence (2019)*

Please submit your vote via email to me and cc all board members by Tuesday August 28<sup>th</sup>. Please let me know if you have any questions.

Kind Regards,

<image001.jpg> **Lisa Trevino**, Project Coordinator

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

(503) 588-6550 | (800) 452-0338

**CONFIDENTIALITY NOTICE:** This message is intended solely for the use of the individual and entity to whom it is addressed, and may contain information that is privileged, confidential, and exempt from disclosure under applicable state and federal laws. If you are not the addressee, or are not authorized to receive information for the intended addressee, you are hereby notified that you may not use, copy, distribute, or disclose to anyone this message or the information contained herein. If you have received this message in error, please advise the sender immediately by reply email and delete this message. Thank you

**From:** Marty Wine  
**To:** [Lisa Trevino](#); [Christy Wurster](#); [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); [Mike Cully](#); [Ben Bryant](#); [David Clyne](#); [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); [Spencer Nebel](#); [O'Day, Sean](#); [Dale Shafer, City Manager](#); [Byron Smith](#)  
**Cc:** [Megan George](#)  
**Subject:** RE: MOTION  
**Date:** Wednesday, August 22, 2018 9:38:36 AM

---

I vote yes.

---

**From:** Lisa Trevino <LTrevino@orcities.org>  
**Sent:** Wednesday, August 22, 2018 8:59 AM  
**To:** Christy Wurster <CWurster@Silverton.or.us>; Marty Wine <Marty@tigard-or.gov>; [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); [Mike Cully <mcully@orcities.org>](mailto:mcully@orcities.org); [Ben Bryant <benb@happyvalleyor.gov>](mailto:benb@happyvalleyor.gov); [David Clyne <clyne.david@ci.independence.or.us>](mailto:clyne.david@ci.independence.or.us); [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); [Spencer Nebel <s.nebel@newportoregon.gov>](mailto:s.nebel@newportoregon.gov); [O'Day, Sean <SODay@mwvcog.org>](mailto:SODay@mwvcog.org); [Dale Shafer, City Manager <manager@ci.nehalem.or.us>](mailto:manager@ci.nehalem.or.us); [Byron Smith <bsmith@hermiston.or.us>](mailto:bsmith@hermiston.or.us)  
**Cc:** Megan George <mgeorge@orcities.org>  
**Subject:** MOTION

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*Continuing Directors*

*Sean O'Day, MWVCOG (2020)*

*Robb Corbett, Pendleton (2020)*

*Ben Bryant, Happy Valley (2020)*

*David Clyne, Independence (2019)*

Please submit your vote via email to me and cc all board members by Tuesday August 28<sup>th</sup>. Please let me know if you have any questions.

Kind Regards,



**Lisa Trevino, Project Coordinator**

---

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

(503) 588-6550 | (800) 452-0338

---

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**From:** David Clyne  
**To:** [Lisa Trevino](#)  
**Cc:** [Christy Wurster](#); [Marty Wine](#); [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); [Mike Cully](#); [Ben Bryant](#); [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); [Spencer Nebel](#); [O'Day, Sean](#); [Dale Shafer, City Manager](#); [Byron Smith](#); [Megan George](#)  
**Subject:** Re: MOTION  
**Date:** Wednesday, August 22, 2018 9:48:38 AM

---

Yes from Clyne

Sent from my iPhone

On Aug 22, 2018, at 8:59 AM, Lisa Trevino <[LTrevino@orcities.org](mailto:LTrevino@orcities.org)> wrote:

All:

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Please submit your vote via email to me and cc all board members by Tuesday August 28<sup>th</sup>. Please let me know if you have any questions.

Kind Regards,

<image001.jpg> **Lisa Trevino**, Project Coordinator

---

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

(503) 588-6550 | (800) 452-0338



**From:** Spencer Nebel  
**To:** [Lisa Trevino](#)  
**Cc:** [Christy Wurster](#); [Marty Wine](#); [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); [Mike Cully](#); [Ben Bryant](#); [David Clyne](#); [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); [O'Day, Sean](#); [Dale Shafer, City Manager](#); [Byron Smith](#); [Megan George](#)  
**Subject:** Re: MOTION  
**Date:** Wednesday, August 22, 2018 12:15:58 PM

---

I abstain for President-Elect  
I vote yes for the balance of the slate.

Sent from my iPhone

On Aug 22, 2018, at 8:59 AM, Lisa Trevino <[LTrevino@orcities.org](mailto:LTrevino@orcities.org)<<mailto:LTrevino@orcities.org>>> wrote:

All:

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Sean O'Day, MWVCOG (2020)  
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David Clyne, Independence (2019)

Please submit your vote via email to me and cc all board members by Tuesday August 28th. Please let me know if you have any questions.

Kind Regards,

[LOC logo blue email 1.png]

Lisa Trevino, Project Coordinator

[ltrevino@orcities.org](mailto:ltrevino@orcities.org)<<mailto:ltrevino@orcities.org>>

(503) 588-6550 | (800) 452-0338

**From:** Marty Wine  
**To:** [Spencer Nebel](#); [Dale Shafer, City Manager](#)  
**Cc:** [Lisa Trevino](#); [Christy Wurster](#); [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); [Mike Cully](#); [Ben Bryant](#); [David Clyne](#); [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); [O'Day, Sean](#); [Byron Smith](#); [Megan George](#)  
**Subject:** RE: MOTION  
**Date:** Wednesday, August 22, 2018 2:33:09 PM

---

Thank you parliamentarians! I should probably revise my vote to abstain voting for President, and vote yes for the rest of the slate.

Thanks.  
Marty

-----Original Message-----

From: Spencer Nebel <[S.Nebel@NewportOregon.gov](mailto:S.Nebel@NewportOregon.gov)>  
Sent: Wednesday, August 22, 2018 2:27 PM  
To: Dale Shafer, City Manager <[manager@ci.nehalem.or.us](mailto:manager@ci.nehalem.or.us)>  
Cc: Lisa Trevino <[LTrevino@orcities.org](mailto:LTrevino@orcities.org)>; Christy Wurster <[CWurster@Silverton.or.us](mailto:CWurster@Silverton.or.us)>; Marty Wine <[Marty@tigard-or.gov](mailto:Marty@tigard-or.gov)>; [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); Mike Cully <[mcully@orcities.org](mailto:mcully@orcities.org)>; Ben Bryant <[benb@happyvalleyor.gov](mailto:benb@happyvalleyor.gov)>; David Clyne <[clyne.david@ci.independence.or.us](mailto:clyne.david@ci.independence.or.us)>; [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); O'Day, Sean <[SODay@mwvcog.org](mailto:SODay@mwvcog.org)>; Byron Smith <[bsmith@hermiston.or.us](mailto:bsmith@hermiston.or.us)>; Megan George <[mgeorge@orcities.org](mailto:mgeorge@orcities.org)>  
Subject: Re: MOTION

Policy 17-9 Deals with meetings by email and only requires a motion be made by a member with a majority of members needing to vote for the motion for it to take effect within the prescribed number of days. A second is not provided for in the Policy Annex...but doesn't hurt!! In the past I am not aware of requiring a second for an e-meeting. - Spencer

Sent from my iPhone

On Aug 22, 2018, at 10:48 AM, Dale Shafer, City Manager  
<[manager@ci.nehalem.or.us](mailto:manager@ci.nehalem.or.us)<<mailto:manager@ci.nehalem.or.us>>> wrote:

I will second the motion.

Dale Shafer  
City Manager  
City of Nehalem  
PO Box 143  
Nehalem, OR 97131  
503-368-5627

"Yesterday is History, Tomorrow is a Mystery, Today is a Gift. That's why they call it the present". Eleanor Roosevelt

From: Lisa Trevino [<mailto:LTrevino@orcities.org>]  
Sent: Wednesday, August 22, 2018 8:59 AM  
To: Christy Wurster; Marty Wine; [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org)<<mailto:msykes@cityofscappoose.org>>; Mike Cully; Ben Bryant; David Clyne; [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us)<<mailto:robb.corbett@ci.pendleton.or.us>>; Spencer Nebel; O'Day, Sean; Dale Shafer, City Manager; Byron Smith  
Cc: Megan George  
Subject: MOTION

All:

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Ben Bryant, Happy Valley (2020)

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Please submit your vote via email to me and cc all board members by Tuesday August 28th. Please let me know if you have any questions.

Kind Regards,

<image001.jpg>

Lisa Trevino, Project Coordinator

ltrevino@orcities.org<<mailto:ltrevino@orcities.org>>

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**From:** Ben Bryant  
**To:** [Dale Shafer, City Manager](#); [Lisa Trevino](#); ["Christy Wurster"](#); ["Marty Wine"](#); [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); [Mike Cully](#); ["David Clyne"](#); [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); ["Spencer Nebel"](#); ["O'Day, Sean"](#); ["Byron Smith"](#)  
**Cc:** [Megan George](#)  
**Subject:** RE: MOTION  
**Date:** Wednesday, August 22, 2018 2:34:41 PM

---

I vote "no"

Given that, I figure I better explain my vote. It looks like the votes are there to move this slate forward and I look forward to working alongside the new members, should they be accepted by the general membership. However, I'm concerned that 9 of the 11 positions would be held by men. It sounds like the nominating committee discussed this issue and I know part of the challenge is not having a large pool of applications. While gender should not be the only criteria (and I know our bylaws require us to consider other factors), I think it should be part of the conversation when the balance isn't there. Part of this means encouraging women to apply to serve on the board. As we look to fill David's seat, perhaps this is something we consider and we actively look for some women to apply. Thanks for listening!

Ben

---

**From:** Dale Shafer, City Manager <manager@ci.nehalem.or.us>  
**Sent:** Wednesday, August 22, 2018 10:47 AM  
**To:** 'Lisa Trevino' <LTrevino@orcities.org>; 'Christy Wurster' <CWurster@Silverton.or.us>; 'Marty Wine' <Marty@tigard-or.gov>; [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); 'Mike Cully' <mcully@orcities.org>; Ben Bryant <benb@happyvalleyor.gov>; 'David Clyne' <clyne.david@ci.independence.or.us>; [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); 'Spencer Nebel' <s.nebel@newportoregon.gov>; 'O'Day, Sean' <SODay@mwvcog.org>; 'Byron Smith' <bsmith@hermiston.or.us>  
**Cc:** 'Megan George' <mgeorge@orcities.org>  
**Subject:** RE: MOTION

I will second the motion.

**Dale Shafer**  
**City Manager**  
**City of Nehalem**  
**PO Box 143**  
**Nehalem, OR 97131**  
**503-368-5627**

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*Eleanor Roosevelt*

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**To:** Christy Wurster; Marty Wine; [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); Mike Cully; Ben Bryant; David Clyne; [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); Spencer Nebel; O'Day, Sean; Dale Shafer, City Manager; Byron Smith

**Cc:** Megan George  
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Kind Regards,



**Lisa Trevino, Project Coordinator**

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

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**From:** Dale Shafer, City Manager  
**To:** ["Ben Bryant"](#); [Lisa Trevino](#); ["Christy Wurster"](#); ["Marty Wine"](#); [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); [Mike Cully](#); ["David Clyne"](#); [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); ["Spencer Nebel"](#); ["O'Day, Sean"](#); ["Byron Smith"](#)  
**Cc:** [Megan George](#)  
**Subject:** RE: MOTION  
**Date:** Wednesday, August 22, 2018 2:50:09 PM

---

I also am voting No, for the same reason as Ben. I am concerned that there are no women being put forward as new candidates. As a woman, I don't feel that this accurately represents our organization.

Dale

**Dale Shafer**  
**City Manager**  
**City of Nehalem**  
**PO Box 143**  
**Nehalem, OR 97131**  
**503-368-5627**

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*Eleanor Roosevelt*

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**From:** Ben Bryant [<mailto:benb@happyvalleyor.gov>]  
**Sent:** Wednesday, August 22, 2018 2:35 PM  
**To:** Dale Shafer, City Manager; 'Lisa Trevino'; 'Christy Wurster'; 'Marty Wine'; [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); 'Mike Cully'; 'David Clyne'; [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); 'Spencer Nebel'; 'O'Day, Sean'; 'Byron Smith'  
**Cc:** 'Megan George'  
**Subject:** RE: MOTION

I vote "no"

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Ben Bryant <benb@happyvalleyor.gov>; 'David Clyne' <clyne.david@ci.independence.or.us>;  
robb.corbett@ci.pendleton.or.us; 'Spencer Nebel' <s.nebel@newportoregon.gov>; 'O'Day, Sean'  
<SODay@mwvcog.org>; 'Byron Smith' <bsmith@hermiston.or.us>

**Cc:** 'Megan George' <mgeorge@orcities.org>

**Subject:** RE: MOTION

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**Dale Shafer**

**City Manager**

**City of Nehalem**

**PO Box 143**

**Nehalem, OR 97131**

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[robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); Spencer Nebel; O'Day, Sean; Dale Shafer, City Manager; Byron Smith

**Cc:** Megan George

**Subject:** MOTION

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Kind Regards,



**Lisa Trevino, Project Coordinator**

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

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**From:** Ben Bryant  
**To:** [Spencer Nebel](#)  
**Cc:** [Marty Wine](#); [Dale Shafer, City Manager](#); [Michael Sykes](#); [Lisa Trevino](#); [Christy Wurster](#); [Mike Cully](#); [David Clyne](#); [robb.corbett@ci.pendleton.or.us](#); [O'Day, Sean](#); [Byron Smith](#); [Megan George](#)  
**Subject:** Re: MOTION  
**Date:** Saturday, August 25, 2018 10:23:44 PM

---

Great idea, Spencer! Like Marty, I've also already started to reach out to a few people given we have another upcoming vacancy so, hopefully, we'll have some more interest to fill that spot.

Sent from my iPhone

On Aug 25, 2018, at 3:39 PM, Spencer Nebel <[S.Nebel@NewportOregon.gov](mailto:S.Nebel@NewportOregon.gov)> wrote:

I do concur with this thought. Perhaps we could do a session at a breakfast or a lunch at next summer's conference to talk about board service and encourage more participation from all of our members to apply for board positions. It is important that the Board is a reflection of the membership.

### **Spencer R. Nebel**

City Manager  
City of Newport, Oregon 97365  
541-574-0601  
[s.nebel@newportoregon.gov](mailto:s.nebel@newportoregon.gov)

---

**From:** Marty Wine [<mailto:Marty@tigard-or.gov>]  
**Sent:** Thursday, August 23, 2018 2:14 PM  
**To:** Dale Shafer, City Manager <[manager@ci.nehalem.or.us](mailto:manager@ci.nehalem.or.us)>; 'Michael Sykes' <[msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org)>; 'Ben Bryant' <[benb@happyvalleyor.gov](mailto:benb@happyvalleyor.gov)>; 'Lisa Trevino' <[LTrevino@orcities.org](mailto:LTrevino@orcities.org)>; 'Christy Wurster' <[CWurster@Silverton.or.us](mailto:CWurster@Silverton.or.us)>; 'Mike Cully' <[mcully@orcities.org](mailto:mcully@orcities.org)>; 'David Clyne' <[clyne.david@ci.independence.or.us](mailto:clyne.david@ci.independence.or.us)>; [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); Spencer Nebel <[S.Nebel@NewportOregon.gov](mailto:S.Nebel@NewportOregon.gov)>; 'O'Day, Sean' <[SODay@mwvcog.org](mailto:SODay@mwvcog.org)>; 'Byron Smith' <[bsmith@hermiston.or.us](mailto:bsmith@hermiston.or.us)>  
**Cc:** 'Megan George' <[mgeorge@orcities.org](mailto:mgeorge@orcities.org)>  
**Subject:** RE: MOTION

I agree with the concerns that are being expressed and I will make a point of reaching out to more women of OCCMA to invite them to apply to serve on the board.

<image001.jpg>

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**From:** Dale Shafer, City Manager <[manager@ci.nehalem.or.us](mailto:manager@ci.nehalem.or.us)>

**Sent:** Thursday, August 23, 2018 9:26 AM

**To:** 'Michael Sykes' <[msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org)>; 'Ben Bryant' <[benb@happyvalleyor.gov](mailto:benb@happyvalleyor.gov)>; 'Lisa Trevino' <[LTrevino@orcities.org](mailto:LTrevino@orcities.org)>; 'Christy Wurster' <[CWurster@Silverton.or.us](mailto:CWurster@Silverton.or.us)>; Marty Wine <[Marty@tigard-or.gov](mailto:Marty@tigard-or.gov)>; 'Mike Cully' <[mcully@orcities.org](mailto:mcully@orcities.org)>; 'David Clyne' <[clyne.david@ci.independence.or.us](mailto:clyne.david@ci.independence.or.us)>; [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); 'Spencer Nebel' <[s.nebel@newportoregon.gov](mailto:s.nebel@newportoregon.gov)>; 'O'Day, Sean' <[SODay@mwvcog.org](mailto:SODay@mwvcog.org)>; 'Byron Smith' <[bsmith@hermiston.or.us](mailto:bsmith@hermiston.or.us)>

**Cc:** 'Megan George' <[mgeorge@orcities.org](mailto:mgeorge@orcities.org)>

**Subject:** RE: MOTION

Hi Michael, thank you for your email, I appreciate your taking the time to address my concerns. However, 3 years ago I was approached by a former President and asked if I would serve on the Board. I did not originally apply on my own. Perhaps this same process could have been applied this year, reaching out to some of our women city managers. I still feel that there should have been more diversity among the new candidates even if the nominating committee needed to reach out to the members and solicit applications.

Dale

**Dale Shafer**  
**City Manager**  
**City of Nehalem**  
**PO Box 143**  
**Nehalem, OR 97131**  
**503-368-5627**

*"Yesterday is History, Tomorrow is a Mystery, Today is a Gift. That's why they call it the present". Eleanor Roosevelt*

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**From:** Michael Sykes [<mailto:msykes@cityofscappoose.org>]

**Sent:** Wednesday, August 22, 2018 3:34 PM

**To:** Dale Shafer, City Manager; 'Ben Bryant'; 'Lisa Trevino'; 'Christy Wurster'; 'Marty Wine'; 'Mike Cully'; 'David Clyne'; [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); 'Spencer Nebel'; 'O'Day, Sean'; 'Byron Smith'

**Cc:** 'Megan George'

**Subject:** RE: MOTION

My understand of the bylaws are that we can only select from the list of managers who applied and it happens that all of the applicants were men except one candidate who has recently served on the board. It was the committee's unanimous recommendation to give those who had not served on the board the opportunity to serve with consideration given to assure geographic representation. As an aside 3 of the 5 members of the nominating committee were women. We have many very talented women in our organization and hopefully we can encourage them to apply in years to come.

Michael

Chair

Nominating Committee

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**From:** Dale Shafer, City Manager <[manager@ci.nehalem.or.us](mailto:manager@ci.nehalem.or.us)>

**Sent:** Wednesday, August 22, 2018 2:50 PM

**To:** 'Ben Bryant' <[benb@happyvalleyor.gov](mailto:benb@happyvalleyor.gov)>; 'Lisa Trevino' <[L.Trevino@orcities.org](mailto:L.Trevino@orcities.org)>; 'Christy Wurster' <[CWurster@Silverton.or.us](mailto:CWurster@Silverton.or.us)>; 'Marty Wine' <[Marty@tigard-or.gov](mailto:Marty@tigard-or.gov)>; Michael Sykes <[msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org)>; 'Mike Cully' <[mcully@orcities.org](mailto:mcully@orcities.org)>; 'David Clyne' <[clyne.david@ci.independence.or.us](mailto:clyne.david@ci.independence.or.us)>; [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); 'Spencer Nebel' <[s.nebel@newportoregon.gov](mailto:s.nebel@newportoregon.gov)>; 'O'Day, Sean' <[SODay@mwvcog.org](mailto:SODay@mwvcog.org)>; 'Byron Smith' <[bsmith@hermiston.or.us](mailto:bsmith@hermiston.or.us)>

**Cc:** 'Megan George' <[mgeorge@orcities.org](mailto:mgeorge@orcities.org)>

**Subject:** RE: MOTION

I also am voting No, for the same reason as Ben. I am concerned that there are no women being put forward as new candidates. As a woman, I don't feel that this accurately represents our organization.

Dale

**Dale Shafer**

**City Manager**

**City of Nehalem**

**PO Box 143**

**Nehalem, OR 97131**

**503-368-5627**

*"Yesterday is History, Tomorrow is a Mystery, Today is a Gift. That's why they call it the present". Eleanor Roosevelt*

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**From:** Ben Bryant [<mailto:benb@happyvalleyor.gov>]

**Sent:** Wednesday, August 22, 2018 2:35 PM

**To:** Dale Shafer, City Manager; 'Lisa Trevino'; 'Christy Wurster'; 'Marty Wine'; [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); 'Mike Cully'; 'David Clyne'; [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); 'Spencer Nebel'; 'O'Day, Sean'; 'Byron Smith'

**Cc:** 'Megan George'

**Subject:** RE: MOTION

I vote "no"

Given that, I figure I better explain my vote. It looks like the votes are there to move this slate forward and I look forward to working alongside the new members, should they be accepted by the general membership. However, I'm concerned that 9 of the 11 positions would be held by men. It sounds like the nominating committee discussed

this issue and I know part of the challenge is not having a large pool of applications. While gender should not be the only criteria (and I know our bylaws require us to consider other factors), I think it should be part of the conversation when the balance isn't there. Part of this means encouraging women to apply to serve on the board. As we look to fill David's seat, perhaps this is something we consider and we actively look for some women to apply. Thanks for listening!

Ben

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**From:** Dale Shafer, City Manager <[manager@ci.nehalem.or.us](mailto:manager@ci.nehalem.or.us)>  
**Sent:** Wednesday, August 22, 2018 10:47 AM  
**To:** 'Lisa Trevino' <[LTrevino@orcities.org](mailto:LTrevino@orcities.org)>; 'Christy Wurster' <[CWurster@Silverton.or.us](mailto:CWurster@Silverton.or.us)>; 'Marty Wine' <[Marty@tigard-or.gov](mailto:Marty@tigard-or.gov)>; [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); 'Mike Cully' <[mcully@orcities.org](mailto:mcully@orcities.org)>; Ben Bryant <[benb@happyvalleyor.gov](mailto:benb@happyvalleyor.gov)>; 'David Clyne' <[clyne.david@ci.independence.or.us](mailto:clyne.david@ci.independence.or.us)>; [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); 'Spencer Nebel' <[s.nebel@newportoregon.gov](mailto:s.nebel@newportoregon.gov)>; 'O'Day, Sean' <[SODay@mwvcog.org](mailto:SODay@mwvcog.org)>; 'Byron Smith' <[bsmith@hermiston.or.us](mailto:bsmith@hermiston.or.us)>  
**Cc:** 'Megan George' <[mgeorge@orcities.org](mailto:mgeorge@orcities.org)>  
**Subject:** RE: MOTION

I will second the motion.

**Dale Shafer**  
**City Manager**  
**City of Nehalem**  
**PO Box 143**  
**Nehalem, OR 97131**  
**503-368-5627**

*"Yesterday is History, Tomorrow is a Mystery, Today is a Gift. That's why they call it the present". Eleanor Roosevelt*

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**From:** Lisa Trevino [<mailto:LTrevino@orcities.org>]  
**Sent:** Wednesday, August 22, 2018 8:59 AM  
**To:** Christy Wurster; Marty Wine; [msykes@cityofscappoose.org](mailto:msykes@cityofscappoose.org); Mike Cully; Ben Bryant; David Clyne; [robb.corbett@ci.pendleton.or.us](mailto:robb.corbett@ci.pendleton.or.us); Spencer Nebel; O'Day, Sean; Dale Shafer, City Manager; Byron Smith  
**Cc:** Megan George  
**Subject:** MOTION

All:

Michael Sykes submitted the following motion for the board's consideration:

**I move that the Board of Directors accept the nominees as recommended by the Nominating Committee and forward this slate of candidates for consideration by the**

**full membership at the September 27, 2018 annual membership meeting.**

*Past President – Christy Wurster*

*President – Marty Wine*

*President-Elect – Spencer Nebel*

*Director (3-year) – Aaron Palmquist, Irrigon*

*Director (3-year) – Brian Sjothun, Medford*

*Director (3-year) – John Walsh, St. Helens*

*Director (2-year) – Joe Hannan, Newberg*

*Continuing Directors*

*Sean O'Day, MWVCOG (2020)*

*Robb Corbett, Pendleton (2020)*

*Ben Bryant, Happy Valley (2020)*

*David Clyne, Independence (2019)*

Please submit your vote via email to me and cc all board members by Tuesday August 28<sup>th</sup>. Please let me know if you have any questions.

Kind Regards,

<image002.jpg>**Lisa Trevino**, Project Coordinator

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

(503) 588-6550 | (800) 452-0338

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**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION**  
**Current Financial Report - August 2018**

		2017 BUDGET	2017 ACTUAL	2018 Amended BUDGET	Through August 2018
<b>INCOME</b>					
	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
	<b>Total Beginning Cash</b>	<b>85,912</b>	<b>85,912</b>	<b>124,578</b>	<b>124,578</b>
<b>Conference Income</b>					
	<b>Fall Conference Registrations</b>				
3-4103	· Registration	6,000	9,860	9,000	0
	<b>Total Fall Conference</b>	<b>6,000</b>	<b>9,860</b>	<b>9,000</b>	<b>0</b>
	<b>Summer Conference</b>				
3-4104	· Registration	27,000	30,435	28,000	34,790
3-4182	· Sponsorships	12,500	14,900	20,000	19,500
3-4184	· Roger Jordan Scholarship	1,000	1,000	1,000	1,000
NEW	· Food Charges	5,250	0	0	75
NEW	· Activity Fee	500	0	0	
	<b>Total Summer Conference</b>	<b>46,250</b>	<b>46,335</b>	<b>49,000</b>	<b>55,365</b>
	<b>NW Regional Conference</b>				
3-4102	· Registration	22,000	29,355	0	0
3-4101	· Sponsorships	12,000	12,900	0	0
	<b>Total NW Regional Conference</b>	<b>34,000</b>	<b>42,255</b>	<b>0</b>	<b>0</b>
	<b>NW Women's Leadership Academy</b>				
3-4105	· Registration	0	0	15,000	18,000
	<b>Total NW Women's Leadership Academy</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>18,000</b>
	<b>Total · Conferences</b>	<b>86,250</b>	<b>98,450</b>	<b>73,000</b>	<b>73,365</b>
<b>General Operations Income</b>					
3-4001	· Dues	36,000	46,628	40,000	46,453
3-4003	· Dues Surcharge 2021	5,000	7,117	6,300	6,678
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	1,615
	<b>Total General Operations Income</b>	<b>52,500</b>	<b>61,806</b>	<b>60,800</b>	<b>55,064</b>
	<b>Total Income without Beginning Cash</b>	<b>138,750</b>	<b>160,256</b>	<b>133,800</b>	<b>128,429</b>
	<b>Total Income including Beginning Cash</b>	<b>224,662</b>	<b>246,168</b>	<b>258,378</b>	<b>253,007</b>

		2017 BUDGET	2017 ACTUAL	2018 Amended BUDGET	Through May 2018
<b>EXPENSE</b>					
<b>Conference Expense</b>					
<i><b>Fall Workshop</b></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	6
<b>Total · Fall Conference</b>		<b>6,950</b>	<b>10,005</b>	<b>10,150</b>	<b>6</b>
<i><b>Summer Conference</b></i>					
NEW	· Activities Summer	0	0	0	0
3-5142	· Administration Summer	7,500	5,772	7,500	491
3-5143	· A/V & Trade Show Summer	550	2,478	2,500	290
3-5144	· Food & Beverage Summer	14,500	18,583	15,500	19,021
3-5145	· Lodging Summer	2,400	1,870	3,000	7,503
3-5146	· Postage/Printing Summer	1,000	278	500	323
3-5147	· Travel Summer	200	302	300	92
3-5149	· Speaker Summer	5,000	1,332	12,500	8,093
3-51481	· Roger Jordan Scholarship	1,000	1,478	3,700	0
<b>Total · Summer Conference</b>		<b>32,150</b>	<b>32,092</b>	<b>45,500</b>	<b>35,811</b>
<i><b>NW Regional</b></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
<b>Total · NW Regional</b>		<b>27,700</b>	<b>38,836</b>	<b>0</b>	<b>0</b>
<i><b>NW Women's Leadership Academy</b></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	1,009
3-5206	· Miscellaneous	0	0	15,000	276
<b>Total · NW Women's Leadership Academy</b>		<b>0</b>	<b>0</b>	<b>15,000</b>	<b>9,285</b>
<b>Total · Conferences</b>		<b>66,800</b>	<b>80,933</b>	<b>70,650</b>	<b>45,102</b>

		2017 BUDGET	2017 ACTUAL	2018 Amended BUDGET	Through May 2018
<b>General Operations Expenses</b>					
	· 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	5,949
3-6016	· Board Functions	3,300	5,162	6,500	1,854
3-6021	· Conference Calls	200	196	200	176
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	1,227
3-6034	· Miscellaneous - Credit Card Exp	0	1,068	3,000	611
3-6036	· National/Committee Travel	2,500	1,119	2,500	0
3-6039	· Newsletter	9,000	4,676	8,000	3,954
3-6042	· Postage	400	179	400	251
3-6045	· Printing, Fax	300	133	300	32
3-6051	· Scholarships Charlie Henry	3,000	2,425	3,000	1,389
3-6054	· Senior Advisor	14,000	10,322	14,000	5,287
3-6057	· Web Support	5,500	3,091	5,500	0
<b>Total General Operations Expenses</b>		<b>66,200</b>	<b>40,658</b>	<b>64,650</b>	<b>21,362</b>
<b>Total Expenses</b>		<b>133,000</b>	<b>121,590</b>	<b>135,300</b>	<b>66,463</b>
<b>Net Income / &lt;Loss&gt; Before Beginning Cash</b>		<b>5,750</b>	<b>38,666</b>	<b>-1,500</b>	<b>61,966</b>
<b>Net Income / &lt;Loss&gt; Including Beginning Cash</b>		<b>91,662</b>	<b>124,578</b>	<b>123,078</b>	<b>186,544</b>
<b>Transfers</b>					
	· Operating to RJ Scholarship	0	2,000	0	0
	· Operating to ICMA 2021	0	35,000	0	0
<b>Total Transfers</b>		<b>0</b>	<b>35,000</b>	<b>0</b>	<b>0</b>
<b>Ending Cash</b>					
	· Ending Cash Balance - Operations	57,573	46,850	46,750	101,137
	· Ending Cash Balance - ICMA 2021	30,739	72,856	74,156	79,534
	· Ending Cash Balance - RJ Scholarship	3,350	4,872	2,172	5,872
<b>Total Ending Cash</b>		<b>91,662</b>	<b>124,578</b>	<b>123,078</b>	<b>186,544</b>



# Oregon City/County Management Association

## TRANSACTION LIST BY VENDOR

May - August, 2018

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
A. Anderson						
05/24/2018	Bill		Yes	Senior Advisors	3-2099 Accounts Payable	630.18
05/24/2018	Bill		Yes	Senior Advisors	3-2099 Accounts Payable	156.96
06/06/2018	Bill Payment (Check)	2735	Yes		3-1001 Checking	-787.14
Amanda Rapinchuk						
08/19/2018	Bill	CH072518	Yes		3-2099 Accounts Payable	58.22
08/24/2018	Bill Payment (Check)	2761	Yes		3-1001 Checking	-58.22
Cannon Beach						
07/02/2018	Bill Payment (Check)	2740	Yes		3-1001 Checking	-325.00
CIS Trust						
07/01/2018	Bill	OCCMA-I2018-00	Yes	Inv# OCCMA-I2017-00 Member # 50276	3-2099 Accounts Payable	250.00
07/17/2018	Bill Payment (Check)	2743	Yes		3-1001 Checking	-250.00
Danny Bartlett						
05/09/2018	Check	2732	Yes	Senior Advisors Q2 2017	3-1001 Checking	-248.19
07/02/2018	Bill	exp Q2 18	Yes	Sr. Advisors Q4 2017	3-2099 Accounts Payable	1,277.51
07/17/2018	Bill Payment (Check)	2745	Yes		3-1001 Checking	-1,277.51
Dell Awards						
05/09/2018	Check	2733	Yes	Inv 202250	3-1001 Checking	-81.95
Durham						
06/30/2018	Bill	ck#16229 refund	Yes		3-2099 Accounts Payable	325.00
07/31/2018	Bill Payment (Check)	2749	Yes		3-1001 Checking	-325.00
Elizabeth Gray						
08/08/2018	Bill	CH080818	Yes		3-2099 Accounts Payable	47.05
08/24/2018	Bill Payment (Check)	2758	Yes	Voided	3-1001 Checking	0.00
08/31/2018	Vendor Credit		Yes		3-2099 Accounts Payable	-9.95
Emerging Local Government Leaders Network ELGL						
07/29/2018	Bill	1902	Yes		3-2099 Accounts Payable	650.00
07/31/2018	Bill Payment (Check)	2756	Yes		3-1001 Checking	-650.00
Emma Hiatt						
08/08/2018	Bill	CH080718	Yes		3-2099 Accounts Payable	36.45
08/24/2018	Bill Payment (Check)	2759	Yes		3-1001 Checking	-36.45
Florence						
07/02/2018	Bill Payment (Check)	2741	Yes		3-1001 Checking	-325.00
Huell White						

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
08/31/2018	Bill		Yes		3-2099 Accounts Payable	17.45
Jodan Perente						
08/19/2018	Bill	CH080218	Yes		3-2099 Accounts Payable	236.53
08/24/2018	Bill Payment (Check)	2762	Yes		3-1001 Checking	-236.53
Josh Subramanyan						
08/31/2018	Bill		Yes		3-2099 Accounts Payable	178.76
Kerry Edinger						
08/19/2018	Bill	CH081418	Yes		3-2099 Accounts Payable	182.67
08/24/2018	Bill Payment (Check)	2763	Yes		3-1001 Checking	-182.67
Lakeview						
07/01/2018	Bill	4512 iMIS	Yes		3-2099 Accounts Payable	375.00
07/17/2018	Bill Payment (Check)	2744	Yes		3-1001 Checking	-375.00
Lehman						
07/05/2018	Bill	exp Q2	Yes		3-2099 Accounts Payable	673.79
07/17/2018	Bill Payment (Check)	2746	Yes		3-1001 Checking	-673.79
Lisa Trevino						
07/17/2018	Bill	exp071318	Yes		3-2099 Accounts Payable	92.10
07/31/2018	Bill Payment (Check)	2750	Yes		3-1001 Checking	-92.10
Liz Butterfield						
08/08/2018	Bill	CH081418	Yes		3-2099 Accounts Payable	205.40
08/24/2018	Bill Payment (Check)	2760	Yes		3-1001 Checking	-205.40
LOC						
05/31/2018	Bill	May 18	Yes	LOC Services 2021 Conf planning	3-2099 Accounts Payable	1,039.63
06/06/2018	Bill		Yes		3-2099 Accounts Payable	9.58
06/06/2018	Bill Payment (Check)	2739	Yes		3-1001 Checking	-9.58
06/30/2018	Bill	June 18	Yes	LOC Services 2021 Conf planning	3-2099 Accounts Payable	847.16
07/17/2018	Bill	071318	Yes	LOC Services 2021 Conf planning	3-2099 Accounts Payable	245.38
07/31/2018	Bill Payment (Check)	2751	Yes		3-1001 Checking	-245.38
08/19/2018	Bill	BB0718	Yes	LOC Services 2021 Conf planning	3-2099 Accounts Payable	132.05
08/24/2018	Bill Payment (Check)	2764	Yes		3-1001 Checking	-2,191.33
Longboard Louie's East						
07/17/2018	Bill	537	Yes		3-2099 Accounts Payable	1,000.00
07/31/2018	Bill Payment (Check)	2752	Yes		3-1001 Checking	-1,000.00
Megan George						
05/24/2018	Bill		Yes		3-2099 Accounts Payable	46.80
06/06/2018	Bill Payment (Check)	2736	Yes		3-1001 Checking	-46.80

Mount Bachelor Village

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
08/31/2018	Bill	1333	Yes		3-2099 Accounts Payable	409.52
Mt. Bachelor Village Resort						
07/17/2018	Bill	1256	Yes		3-2099 Accounts Payable	25,337.82
07/31/2018	Bill Payment (Check)	2753	Yes		3-1001 Checking	-25,337.82
Possibility and Purpose, LLC						
05/24/2018	Bill		Yes		3-2099 Accounts Payable	3,750.00
06/06/2018	Bill Payment (Check)	2737	Yes		3-1001 Checking	-3,750.00
07/17/2018	Bill	1092	Yes		3-2099 Accounts Payable	4,342.76
07/31/2018	Bill Payment (Check)	2754	Yes		3-1001 Checking	-4,342.76
Rachael Fuller						
07/29/2018	Bill	3499	Yes		3-2099 Accounts Payable	1,008.96
07/31/2018	Bill Payment (Check)	2757	Yes		3-1001 Checking	-1,008.96
Rosie McGown						
08/19/2018	Bill	CH073018	Yes		3-2099 Accounts Payable	206.98
08/24/2018	Bill Payment (Check)	2765	Yes		3-1001 Checking	-206.98
Salem Printing and Blueprint Inc						
07/05/2018	Bill	210081	Yes		3-2099 Accounts Payable	256.50
07/17/2018	Bill Payment (Check)	2747	Yes		3-1001 Checking	-256.50
Select Impressions						
07/13/2018	Bill	89446	Yes	Inv 87233-87277	3-2099 Accounts Payable	1,012.00
07/13/2018	Bill	89473	Yes	Inv 87233-87277	3-2099 Accounts Payable	150.35
07/17/2018	Bill Payment (Check)	2748	Yes		3-1001 Checking	-1,162.35
Sheila Ritz						
07/01/2018	Bill	EXP 070118	Yes	Reimb - Qtr 4 2017 - Sr Adv Exp	3-2099 Accounts Payable	622.84
07/02/2018	Bill Payment (Check)	2742	Yes		3-1001 Checking	-622.84
07/28/2018	Bill	Q3	Yes	Reimb - Qtr 4 2017 - Sr Adv Exp	3-2099 Accounts Payable	559.80
07/31/2018	Bill Payment (Check)	2755	Yes		3-1001 Checking	-559.80
Steve Powers						
05/09/2018	Check	2734	Yes		3-1001 Checking	-1,500.00
Union						
05/24/2018	Bill		Yes		3-2099 Accounts Payable	450.00
06/06/2018	Bill Payment (Check)	2738	Yes		3-1001 Checking	-450.00
Zachary Chamberlin						
08/19/2018	Bill	ch081218	Yes		3-2099 Accounts Payable	229.60
08/24/2018	Bill Payment (Check)	2766	Yes		3-1001 Checking	-229.60



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Megan George, Operations Director  
**Date:** September 19, 2018  
**Subject:** Summary of Contracts Executed on Behalf of OCCMA

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Attached to this memo are the contracts executed on OCCMA's behalf for upcoming meetings and events. Moving forward, a summary of new contracts will be provided to the board at each meeting.

#### Executed Contracts

- Venue for 2018 OCCMA Board Retreat: Oregon Garden Resort, Silverton
- Venue for 2019 Northwest Regional Managers Conference (NWRMC): Best Western Plus, Hood River
- Venue for 2019 OCCMA Summer Conference: Best Western Agate Beach Inn, Newport
- Venue for 2019 OCCMA Summer Conference Dinner: Oregon Coast Aquarium, Newport
- Venue for 2020 OCCMA Summer Conference: Mt. Bachelor Village Resort, Bend

#### Upcoming Contracts

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

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



<b>Contact Info:</b> Oregon City/County Managers Association 1201 Court Street NE Salem, OR 97301 Phone: 503-540-6599 Fax: Email: jkistler@orcities.org	<b>Hotel Info:</b> Susan Lutton Director of Marketing Phone: 503-282-2997 Fax: 541-386-7295 Email: susanlutton@hoodriverinn.com
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**GROUP NAME:** NW Regional Managers Conference

**GROUP ID#** 124510

### **GUEST ROOM BLOCK:**

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

Day	Date	Standard Value Queen Bed(s)	Standard One Queen	Standard One King	Standard Two Queens
Tues.	04-30-19	20 \$119	10 \$139	10 \$139	10 \$139
Wed.	05-01-19	20 \$119	10 \$139	10 \$139	10 \$139
Thurs.	05-02-19	20 \$119	10 \$139	10 \$139	10 \$139

Day	Date	Riverview One Queen	Riverview King	Riverview Two Queens	Executive Level Riverview One King	Total Rooms
Tues.	04-30-19	3 \$159	15 \$159	15 \$159	7	90
Wed.	05-01-19	3 \$159	15 \$159	15 \$159	7	90
Thurs.	05-02-19	3 \$159	15 \$159	15 \$159	7	90

- Rates Listed are for two people per room. Additional rate per person is \$15.00
- All rates are subject to applicable tax (currently at 9.8%).
- Rates listed are net non-commissionable.
- Client has agreed to book their rooms via: Individual Reservations

### **CUT-OFF DATE**

**All rooms must be reserved by the cutoff date of: 04-05-2019**

- At the Hood River Inn, we do not have an "attrition" policy. In light of that, we must adhere closely to the cut-off date. This allows us time to sell any rooms remaining in your block.
- If you are providing a rooming list, please email it by the cut-off date above.
- For individual reservations please have your guests call the hotel directly to make their group room reservation at 1-800-828-7873. They should identify themselves as a member of the group.
- Guest rooms remaining in the block after the cut-off date will be released for sale to the general public.
- Reservations received after the cut-off date will be subject to availability and current market rate. Please communicate this information to your attendees.



### VALUE ADDED EXTRAS:

- Complimentary Parking
- Complimentary Wireless Internet
- Complimentary Fitness Center with indoor sauna, indoor and outdoor hot tub and pool.
- Complimentary Business Center
- Please note your special group rate does not include breakfast.

### EVENTS:

The following space is being held for your event. Please review the agenda below carefully as this outlines the specific meeting rooms and access times we are holding for your group. Space not listed will be made available for sale to other groups and events.

Date	Time	Event	Function Space	Setup Style	Att.	Room Rental
Tues. 04-30-19	05:15 PM-06:30 PM	Reception	Gorge Room	Rounds of 8	125	\$0
Wed. 05-01-19	08:00 AM-09:00 AM	Continental Breakfast	Gorge Room	Rounds of 8	125	\$0
	12:00 PM-09:00 PM	Exhibits	Gorge Room	Rounds of 8	12	\$0
	12:00 PM-01:00 PM	Welcome Lunch	Gorge Room	Rounds of 8	125	\$0
	01:30 PM-05:00 PM	General Session	Columbia Room	Classroom	125	\$0
	07:00 PM-09:00 PM	Reception & Dinner	Gorge Room	Rounds of 8	125	\$0
Thurs. 05-02-19	07:30 AM-09:00 AM	Continental Breakfast	Gorge Room	Rounds of 8	125	\$0
	08:00 AM-09:00 PM	Exhibits	Gorge Room	Rounds of 8	12	\$0
	08:00 AM-04:30 PM	General Session	Columbia Room	Classroom	125	\$0
	12:00 PM-01:00 PM	Lunch	Gorge Room	Rounds of 8	125	\$0
	07:00 PM-09:00 PM	Reception & Dinner	Gorge Room	Rounds of 8	125	\$0
Fri. 05-03-19	07:30AM-08:30AM	Continental Breakfast	Columbia Room	Hollow Sq	60	\$150
	08:30AM-11:00AM	WCMA Board Meeting	Columbia Room	Hollow Sq	40	\$0
	08:30am-11:00AM	OCCMA Meetings	Mountain View	Conf/ theater	20/20	\$150
	12:00PM-01:00PM	Lunch	Columbia Room	Hollow Sq	50	\$0

- Please be advised that the stated room rentals are based on a one-time set of the meeting room. Complete resets are subject to an additional labor charge. If you have questions about how to best accommodate your group's meeting needs, please consult with your salesperson.
- The space and times listed above indicate what we have held for your group. If you need additional set-up time it must be listed in the agenda above and additional room rentals and minimums may apply.
- To help determine your audio-visual needs and budget an AV list is attached. Please use it as a tool in planning your conference and discuss intensive AV needs with your planner as they may affect the meeting rooms you are assigned.
- Banquet menu pricing is confirmed six months in advance of your event. Prior to costing out your banquet meals, please contact your sales and catering representative for current menus.
- We will provide 5 draped vendor tables free of charge. The remaining will be reduced to \$25 each.

### **FOOD & BEVERAGE MINIMUMS:**

Room rental for the above space is waived with the meals noted and a guaranteed food and beverage amount of \$18,500.

### **BILLING & PAYMENT:**

Payment will be due upon departure or with an approved credit card authorization form. Charges will be applied to the credit card on file for the event.

Any billing requests must be supported by an approved credit application. All charges must be paid in full within 30 days to avoid late payment fees.

### **GUEST ROOM POLICIES:**

1. **Rooms Blocked:** This document lists the number of guest rooms blocked for your organization/group by room type and date. In the event that your organization/group requires more guest rooms than listed, it will be subject to availability at the time the hotel is notified of the additional requirements.
2. **Cut-off Date:** The cut-off date is the last date that the Best Western Plus Hood River Inn assures the block of guest rooms. All rooms that remain in the block at 5:00PM on the cut-off date are automatically returned to the Best Western Plus Hood River Inn for sale to the general public. Rooming lists or individual reservations received after the cut-off date will be on a space available basis.
3. Following the cut-off date, guest rooms are subject to availability AND current market rate.
4. **Reservation Policy:** All individual reservations made with the hotel require a credit card for guarantee purposes.
5. **Guaranteed No-show:** With a guest room reservation held on a guaranteed payment basis, the company, individual or organization who has guaranteed the reservation will be held responsible for payment of the first night only. Guaranteed reservations are held (without occupancy) for one night only and not for the entire length of stay.
6. **Credit Requirements:** Credit information consisting of a major credit card accepted by the hotel will be required upon check-in of all guests, unless payment of all charges has been guaranteed by the organization or paying by cash in advance.
7. **Check in/Check out Times:** Check in time is 4:00PM on the day of arrival. Check out time is 12:00 noon on day of departure.
8. **Master Account Payment:** It is agreed that payment of the organization's master account shall be made upon completion of scheduled function(s) unless previous direct bill arrangements have been arranged with hotel representative. Failure to pay account upon completion of event(s) without previous arrangement will be subject to an immediate penalty fee. Payment may be made with credit card or please make check out to Best Western Plus Hood River Inn.
9. **Credit Terms:** If previous arrangements are approved for credit privileges, those accounts are due in full in 30 days. If not paid in 30 days, these accounts will be subject to a late charge at the rate of 18% APR.



10. Cancellation Policies: There will be no penalty for group blocks cancelled at least 90 days prior to arrival. Groups cancelled after this date will be subject to a charge equivalent to the anticipated guest room charges unless rooms can be resold.
11. Loss of Property: The Best Western Plus Hood River Inn cannot be responsible for loss or damage to items left in hotel prior to, during or following an event.
12. Damage: Client agrees to be responsible for any damages done to premises during the period of time the meeting/banquet rooms are under their control or under the control of any independent contractor hired by them.
13. Return Agreement date: If this agreement is not signed and returned to the Best Western Plus Hood River Inn by the date below, the hotel reserves the right to release all space reserved by this agreement.

Customers Initials



### **BANQUET POLICIES:**

1. Master Account Payment: It is agreed that payment of the organization's master account shall be made upon completion of scheduled function(s) unless previous direct bill arrangements have been made with hotel representative. Failure to pay account upon completion of event(s) without previous arrangement will be subject to an immediate service charge.
2. Credit Terms: If previous arrangements are approved for credit privileges, those accounts are due in full in 30 days. If not paid in 30 days, these accounts will be subject to a service charge at the rate of 18% APR.
3. Guarantee: The hotel requires a guaranteed number of guests for each food function at least 72 hours in advance of each function. This guaranteed number is what you will be charged for and is not subject to reduction. If the hotel is not notified prior to the 72 hour cutoff, the original estimated figure will automatically become the guarantee. Special menu selections may need additional time.
4. Service Charge: A 20% service charge will apply for all food and beverage.
5. 5% Overage: We are prepared to serve 5% over your guarantee for your party. We will bill for the number of guests guaranteed in the event a lower number is served. Should you exceed your guarantee, we will bill for the exact number served. No unconsumed food and beverage can be taken from event.
6. Menu Selections: We require your group menu selections at least two weeks prior to your function to allow time for proper ordering. Please refer to our current menus for requirements and available options.
7. Banquet Bars: Banquet bars are either hosted or no host. If the amount of sales exceed \$200.00 for the first hour and \$75.00 for each additional hour, there will be no bartender fee. However, if the sales minimum is not met, a bartender fee of \$25.00 per hour will be added to your bill. Hosted bars are charged a 20% service charge in addition to the total bill.
8. Outside Food & Beverage: The Best Western Plus Hood River Inn does not allow food or beverage to be brought into any public space and/or meeting/banquet room at the hotel.
9. Meeting/Banquet Space: As your meeting/banquet may fluctuate in number of attendees, the Hood River Inn does not guarantee a specific meeting room for your function, although adequate space will be reserved to accommodate your group.



10. Cancellation Policies: There will be no penalty for cancellations made 45 days prior to the scheduled event. Functions cancelled with less than 45 days' notice will be charged the full banquet room rental/set-up fee. Meeting room rental fees on an 8am-5pm basis are as follows:

Gorge Room \$1000, Columbia Room \$600, Riverview Room \$500, Mountainview Room \$250, Hood and Adams Room \$150 each.

11. 7 Day Cancellation Policy: Full banquet room rental/set-up and anticipated food and beverage revenues will be charged should you cancel less than 7 days prior to your function. Wedding reception deposits are not refundable.
12. Loss of Property: The Best Western Plus Hood River Inn cannot be responsible for loss or damage to items left in hotel prior to, during or following an event.
13. Damage: Client agrees to be responsible for any damages done to premises during the period of time the meeting/banquet rooms are under their control or under the control of any independent contractor hired by them.
14. Time sensitive food items such as, but not limited to, dairy, eggs and meat/fish may not be left out for more than a two hour time period per Oregon health Department regulations. Non-time sensitive food items may be left out providing they are presentable and there has been no cross contamination.

Customer Initials   *MC*  

The Oregon City/County Management Association (OCCMA) agrees to hold harmless, indemnify, and defend Best Western Plus Hood River Inn (Hotel), 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, employees, subcontractors, or agents resulting from the event, or any connection to the event. Hood River Inn agrees to hold harmless, indemnify, and defend OCCMA and its officers and employees from any and all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from or arising out of, or related to the acts of omissions of the Hotel or its officers, employees, Subcontractors, or agents resulting from the event, or any connection to the event.

### ACCEPTANCE:

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

Accepted on behalf of the group:  
NW Regional City Managers

Name: Michael D Cully

Signature: *[Signature]*

Title: Executive Director

Date: 07.31.2018

This agreement must be signed and returned by: August 6th, 2018

Accepted on behalf of the hotel:

Hotel Representative:

Name: Susan Lutton

Signature: S Lutton

Title: D.O.M.

Date: 9/19/18





### *Agate Beach Inn*

3019 N Coast Hwy. Newport, OR 97365  
(541) 265-9411 Fax (541) 265-5342  
www.agatebeachinn.com

<b>Name:</b>	Jenni Kistler	<b>Name of Event:</b>	OCCMA 2019
<b>Address:</b>	1201 Court St. NE #200		<b>City Managers 2019 Summer Conference</b>
<b>City, State, Zip:</b>	Salem, OR 97301		
<b>Phone:</b>	503-540-6599	<b>Hotel Name:</b>	Best Western Agate Beach Inn
<b>Fax:</b>	503-399-4863	<b>Sales Manager:</b>	Sarah McLean
<b>Email:</b>	jkistler@orcities.org	<b>Phone:</b>	541-265-9411
		<b>Sales Office:</b>	541-574-2205

Thank you for selecting the **Best Western Agate Beach Inn** for the OCCMA 2019, Group. It is our pleasure to submit this Letter of Agreement for the dates of 07/09/2019- 07/12/2019. Upon return of this Letter of Agreement, the **Best Western Agate Beach Inn** will reserve on a definite basis the following meeting and lodging accommodations.

#### **GUEST ROOM ACCOMMODATIONS AND RATES**

We are pleased to extend special discounted group rates, see below. The number of rooms being held can be adjusted if needed.

ROOM TYPE	RATE	7/09/2019	7/10/2019	7/11/2019	7/12/2019
		Tues.	Wed.	Thurs.	Fri.
<b>Hillside</b> 2 Queen & King	\$149.00	5	60	60	5
<b>Oceanview</b> 2 Queen & King	\$189.00	5	40	40	5
<b>Total Room Block</b>		10	100	100	10

**TOTAL ROOM BLOCK RESERVED: 220**

All room rates are based on single or double occupancy and are quoted exclusive of applicable local tax, currently 11.3%. Each additional adult will be charged \$10.00 per room, per night. These rates are net, non-commissionable. The group rates will be honored two days prior to the event date and two days after the event date on a space available basis.

#### **PET/ROLL-A-WAY BED FEES**

Pet rooms are limited and offered on a space available basis. There is a daily pet fee of \$20.00 for up to two pets weighing less than 80 pounds each. The event planner is responsible for confirming pet fees to the conference attendees. Roll-a-way beds are limited and are available upon request at the rate of \$10.00 per night.

#### **RESERVATIONS AND CUT-OFF-DATE**

The cut-off date for accepting reservations into this room block is 6/09/2019. Reservation requests received after the cut-off date will be accepted on a space/rate available basis.



**Check in time is 4:00pm and check out time is 12:00Noon.**

**Individual Call In- Group Block**

To make reservations, your attendees need to call the hotel directly at 541-265-9411 on or before 6/09/2019 and identify themselves as participants of the group to receive the rates quoted. Each individual will be responsible for their own reservation, tax and all incidental charges upon check out. A credit card will be required to secure the reservation. The Group will be responsible of all scheduled catered events.

A 48 – hour cancellation fee will be enforced for individual reservations. Additionally, should any guest check out prior to the schedule departure date, a \$25.00 early departure fee will be charged to the individual.

**ROOM BLOCK REVIEW AND ATTRITION**

The Group and Hotel have agreed to review and make adjustments if necessary to the guestroom block on or before 6/09/2019. At this time, the group may reduce its contracted guestrooms by 10% without attrition fee charge.

**MEETING AND FUNCTION SPACE**

Based on your meeting requirements, the following space has been reserved. The Hotel does require a definite agenda no later than 30 days prior to the arrival date. We ask that the group provide one contact person to arrange all details of this event. Your contact person will be introduced to the Banquet Captain so that they are recognized as the decision maker. The Director of Catering, Ms. Tami O'Connor will be in contact with you to make all of the final arrangements, or please do feel free to contact her directly at: 541-574-2213 or [toconnor@vestahospitality.com](mailto:toconnor@vestahospitality.com).

**MEETING ROOM SET UP**

DAY	DATE	START	END	FUNCTION	ROOM	SETUP	ATTD
Tues.	7/9/2019	09:00 AM	06:30 PM	Registration	Foyer	Registration	2
Tues.	7/9/2019	01:00 PM	05:00 PM	Meeting	Jasper/Onyx	Rounds of 10	150
Tues.	7/9/2019	05:00 PM	06:30 PM	Reception	Rainbow/Moss	Reception	150
Wed.	7/10/2019	07:00 AM	06:30 PM	Registration	Foyer	Registration	2
Wed.	7/10/2019	07:00 AM	08:00 AM	Breakfast Buffet	Rainbow/Moss	Rounds of 10	150
Wed.	7/10/2019	08:30 AM	10:00 AM	Meeting	Jasper/Onyx	Rounds of 10	150
Wed.	7/10/2019	10:30 AM	12:00 PM	Meeting	Jasper/Onyx	Rounds of 10	150
Wed.	7/10/2019	12:00 PM	01:00 PM	Lunch	Rainbow/Moss	Rounds of 10	150
Wed.	7/10/2019	01:00 PM	05:00 PM	Meeting	Jasper/Onyx	Rounds of 10	150
Wed.	7/10/2019	05:00 PM	06:30 PM	Reception	Rainbow/Moss	Reception	150
Thurs.	7/11/2019	07:00 AM	08:00 AM	Breakfast Buffet	Rainbow/Moss	Rounds of 10	150
Thurs.	7/11/2019	08:30 AM	10:00 AM	Meeting	Jasper/Onyx	Rounds of 10	150
Thurs.	7/11/2019	10:30 AM	12:00 PM	Meeting	Jasper/Onyx	Rounds of 10	150
Thurs.	7/11/2019	12:00 PM	01:00 PM	Lunch	Rainbow/Moss	Rounds of 10	150
Thurs.	7/11/2019	01:00 PM	05:00 PM	Meeting	Jasper/Onyx	Rounds of 10	150
Fri.	7/12/2019	09:00 AM	12:00 PM	Meeting w/ breakfast	Rainbow/Moss	Rounds of 10	150

Based on the above agenda regarding your estimated total food & beverage purchases the meeting room rental will be offered complimentary. However, should your food and beverage purchase not meet the minimum requirement of \$7,000.00 (estimated charges) the group will be charged the difference as meeting room rental. The food and beverage minimum does not include the 20% service charge. Menu



prices will be guaranteed 90 days before your event date. Without food and beverage, each meeting room rents for \$250.00 per day.

The first meeting room set up is offered complimentary. If there are changings required there will be a \$75.00 charge per room, per day.

#### **EXHIBITORS/VENDORS**

There is a one-time \$25.00 fee for exhibitors, vendors, and auction tables per table/space[JK1]. This fee includes one clothed & skirted table with one chair and electrical access (extension cords not included).

#### **FOOD & BEVERAGE POLICES**

Due to licensing requirements and quality control issues, all food and beverage to be served in the Hotel's public meeting space must be supplied and prepared by the Hotel unless other agreements have been fully agreed upon by the Hotel in advance of the event date.

#### **SPECIAL CONSIDERATIONS**

- Basic AV Complimentary including; screen, podium, 2 microphones, projector and speakers table
- Complimentary Suite for President for three (3) nights, based on 200 room nights
- Complimentary meeting planner room for three (3) nights based on 200 room nights

#### **GROUP DEPOSIT**

A deposit in the amount of \$1,000 is due January, 2019. The hotel will invoice the group in December, 2018.

#### **BILLING ARRANGEMENTS**

##### **Direct Bill Requested**

It is our understanding that OCCMA 2019 would like to establish direct billing with the **Best Western Agate Beach Inn**. We ask that you complete the attached direct bill application and return it along with this Letter of Agreement. Direct billing requests will be reviewed in accordance with the Hotel's normal approval process and may take up to forty-five (45) days to process. A master account will be set up for the Group covering all agreed upon charges. Terms: Net 30 days, for established accounts.

#### **RELOCATION**

In the event the **Best Western Agate Beach Inn** cannot accommodate any member of your group with a guaranteed reservation, the Hotel will provide the following: Accommodations at a comparable Hotel, as close as reasonably possible, at no charge to the guest for the first night the guest is displaced from the Hotel. Offer to relocate displaced guest back to first available room. If room becomes available and the guest elects not to return to the Hotel, the Hotel will have no further obligations under this clause.

Credit to the Group for any guests displaced toward its room block pick-up for purposes of this Letter of Agreement and for calculation of the Group complimentary room credit.

#### **CANCELLATION POLICY**

Should the Group cancel this event for any reason other than a natural disaster (Act of God) the following cancellation fees would apply. Written notice to the Hotel is required.

0-60 days prior to arrival date:	100% of the estimated guest room revenue
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61-120 days prior to arrival date:	75% of the estimated guest room revenue
121-180 days prior to arrival date:	50% of the estimated guest room revenue
181 days to signature date:	25% of the estimated guest room revenue

#### **FORCE MAJEURE**

The parties' performance under this Letter of Agreement is subject to acts of God, war, government regulation, threats or acts of terrorism or similar acts, disease, State Department or other agency travel advisory, disaster, strikes (except those involving the Hotel's employees or agents), civil disorder, curtailment of transportation facilities, or any other cause beyond the parties' control, which would tend to make it inadvisable, illegal or impossible for such party or its members to perform their obligations under this Agreement. Either party may cancel the Letter of Agreement for any one or more of such reasons upon written notice to the other. In the event Group decides to hold its Meeting despite such circumstances, the Hotel shall waive any fees related to a reduced - sized meeting (including any room attrition fees, function space rental, food and beverage attrition fees) and shall offer the Group's guests any lower room rate offered to guests during the contracted dates.

#### **MATERIAL HANDLING**

The Hotel will not assume responsibility for damage or loss of any merchandise or articles left in the Hotel prior to, during or following the function. Any freight or shipping charges incurred as a result of materials, i.e., literature, audio/visual and/or video equipment, books, etc., being shipped to or from the **Best Western Agate Beach Inn** remains the sole responsibility of the conference, association or group. It is the client's responsibility to contact the freight carrier and properly pack and label all boxes to be shipped to or from the Hotel. Packages should not be scheduled to arrive more than two (2) days prior to the scheduled event. Any materials left over two days will be assessed a fee of \$25.00 per day for storage.

#### **INSURANCE**

The Group and the Hotel shall obtain, maintain and provide evidence of insurance upon request in amounts sufficient to provide coverage for any liabilities which may reasonably arise out of or result from the respective obligations pursuant to this Letter of Agreement.

#### **INDEMNIFICATION**

Each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the gross negligence or intentional misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees and agents, such individuals are acting within the scope of their employment or agency, as applicable.

#### **AMERICANS WITH DISABILITIES**

Both the Group and the Hotel shall be responsible for compliance with the public accommodation requirements of the Americans with Disabilities Act as defined by law. The Hotel shall provide, to the extent required by the Act, such auxiliary aids and/or services as may be reasonably requested by the Group, provided that the Group gives reasonable advance written notice to the Hotel of such needs. Group shall be responsible for the cost of any auxiliary aids and services (including engagement of and payment to specialized service providers, such as sign language interpreters), other than those types and quantities typically maintained by the Hotel.

#### **ARBITRATION/DISPUTE RESOLUTION/ATTORNEY'S FEES**

Any controversy, claim or dispute arising out of or relating to this Letter of Agreement, shall at the option of the Hotel be settled through non-binding mediation or binding arbitration conducted in accordance with the rules of the American Arbitration Association or through an action brought in any court of competent jurisdiction in the State in which the Hotel is located for trial and determination by such court sitting



without a jury, under the law of such State in either case. In connection with any such litigation, including appellate proceedings, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs. In addition, the Group shall be responsible for payment of attorneys' fees and interest associated with the Hotel's efforts to collect monies owed under the terms of this Agreement. The parties consent to the exclusive jurisdiction of a court of competent jurisdiction in the State in which the Hotel is located and to service of process outside the State in which the Hotel is located pursuant to the applicable requirements of such court in any matter so submitted to it and the parties each expressly waive the right to a trial by jury. Any judgment or award rendered by the arbitration as referenced above may be entered in any court in the State in which the Hotel is located having jurisdiction thereof or in any court having jurisdiction over the party against whom judgment is sought to be enforced. Neither party shall under any circumstances be responsible for indirect, consequential or punitive damages.

Jenni, between now and 12/2/2017, unless both parties have agreed upon and fully execute this Letter of Agreement, should another organization request the dates and be in a position to confirm immediately, the Hotel will advise the Group and the Group will have three (2) business days to confirm on a definite basis.

Should any changes be made to this Letter of Agreement without prior notice to the hotel, the hotel reserves the right to re-issue this Letter of Agreement with the requested changes.

Thank you again for selecting **Best Western Agate Beach Inn**, and on behalf of the entire staff, we look forward to serving you.

*Sarah McLean*

Sarah McLean, Sales Manager  
Best Western Agate Beach Inn

*11-7-17*

Date:

*G. S. H. / my*

Authorized signature  
City Managers 2019 Summer Conference

*11-6-17*

Date:



# OREGON COAST AQUARIUM

2820 SE Ferry Slip Rd | Newport, OR 97365 | 541-867-3474 x5319

## Full Facility Event Contract Evening Reception/Event

**Group: Oregon City/County  
Management Association (OCCMA)  
President's Reception**

Today's Date: 11/3/2017

Contact: Jenni Kistler

**Reserved Date: July 11, 2019**

Address: 1201 Court St NE Ste #200

**Time: ~6:30pm (7pm – 10pm)**

City: Salem

Location: Full Facility

State: Or Zip: 97301

**Guest Count: +/-150**

Telephone: 541-918-1588

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

### Terms and Conditions

The Oregon Coast Aquarium is a non-profit, educational facility. It is dedicated to instilling in the public a broad understanding of the wealth and fragility of Oregon's coastal resources, so that they and future generations will cherish and conserve them.

#### **Exhibits:**

- Circumstances may require exhibit changes or repairs without notice.
- The Aquarium is a non-smoking facility.
- Any decorations or additional set-up requirements require *approval in advance* of the event.
- Due to lack of storing capabilities and legal responsibility, no items relating to a wedding/reception may be delivered **PRIOR** to the closing of the Aquarium to the public. This includes: wedding cake, alcohol, flowers, and decorations.

#### **Special Requirements:**

- **Caterer – Oregon Coast Aquarium Ferry Slip Catering.**
- **Menu Selections: TBD**
- **Bar Service (\$100 per bar): Yes. No-host Beer, Wine, & Liquor selections.**

#### **2017 Facility Rental Fees: (Special Discounted Nonprofit Rate 50% off)**

~~\$2000.00~~

**\$1000.00**

Full Facility rental fee includes admission, all set up and tear down of aquarium equipment, security, access to all exhibits (except aviary), education staff posted at touch pool and dedicated on site event staff for your event. The Oregon Coast Aquarium agrees to provide venue and, when contracted, catering services. All other event related items are the responsibility of the client.



**Payment Terms:**

The rental fee for private use of the Oregon Coast Aquarium for the OCCMA President's Reception on July 11, 2019 is discounted to \$1000.00. Food and beverage totals will be based on menu selections, plus a 20% service fee. A facility deposit in the amount of \$200 (20%) is requested at the time of contract signing, with the *remaining balance, including food and beverage balance, due one week prior to the event, or by July 4, 2019. Signed contract and deposit are requested by November 16, 2017.*

Unless other arrangements have been agreed upon, if signed contract and deposit has not been received by the Aquarium by the date stated above, the Aquarium reserves the right to release the tentative hold status and open the date for another client.

**Ferry Slip Catering service is billed based on individual food and beverage menu selections and setup requirements. A confirmation including any outstanding facility fees will be submitted to OCCMA for review between 30 and 14 days before your scheduled event. The confirmation is considered final, unless otherwise arranged.**

**All food and beverage services are subject to a standard 20% service fee.**

**Catering Terms:**

The Oregon Coast Aquarium and Ferry Slip Catering request the final menu selection, facility setup requirements and all special arrangements to be made **30 days** before the event date. Final guest count must be submitted **10 business days** prior to the event. This number will be considered a guarantee and not subject to reduction.

No outside food or beverage will be allowed onsite by organizers or guests without prior notice, and approval from Aquarium Management. The Oregon Coast Aquarium and Ferry Slip Catering shall be held harmless from responsibility for any incidents involving leftover food or beverage taken off premises after an event.

All catering charges will be paid as per billing instructions listed above under "Payment Terms" and/or on a cash basis upon conclusion of the event, when arranged in advance.

**Decorations:**

All décor and vendors must be approved in advance. Because of the sensitivity of our exhibits and animals, no confetti, balloons, sand, live fish, sea shells or other dried marine life, glitter, rice, bird seed, Mylar ribbon or monofilament line are allowed in the Aquarium.

All decorations, supplies, wedding gifts, rental equipment, etc., must be removed immediately following the event. **It is important for the care of our animals that all clean up and removal of decorations/gifts by the client must be completed by 10:30 p.m. when it is necessary to turn off the lights throughout the galleries.**

The Aquarium is not responsible for any materials or equipment left behind.

**Cancellation and Rescheduling Policy:**

Notices of cancellation must be made in writing by either party. The effective date of the cancellation will be the date the written cancellation notice is received by the Aquarium or the client. The Aquarium is not liable for any other expenses that the client may have incurred in the preparation and execution of the event.

Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions, wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

Events may be rescheduled up to 90 days prior to the event date, based on OCAq availability. The client agrees that all deposits and payments are forfeited if the agreed upon reschedule date is cancelled within any timeframe after rescheduling.

**Facility Rental Refunds:**

No deposit refunds will be provided for cancellations occurring within 90 days of the scheduled event. A deposit refund of 50% will be returned for cancellations by the client occurring with more than 90 days notice. Rescheduled events are not eligible for a deposit refund.

**Failure to Make Payment When Due or Late Payment:**

Failure to make any payment required herein when due shall be considered a material breach of the contract by the group or organization renting the facility, and the Aquarium, at its sole option, may cancel and terminate this agreement. All unpaid invoices are subject to a late charge of 1.5% per month, 18% per year. All returned checks are subject to a 20% service charge.

**Liability:**

All organizations shall indemnify and hold harmless the Oregon Coast Aquarium, their agents and employees, against any and all damages, claims or other liability due to personal injury, death, or damage to property of others arising out of reserved admission to the Oregon Coast Aquarium excluding claims for active or other negligence of the Oregon Coast aquarium or any of its employees or agents and to pay any claims relating to the condition of Oregon Coast Aquarium property or facilities unless caused by active or other negligence of Oregon Coast Aquarium or its employees or agents. It is understood that you agree to pay in full for any and all damages incurred during your reserved date at the Oregon Coast Aquarium except to the extent indicated.

**Attorney's Fees:**

In the event any suit or action is instituted to enforce any of the terms or conditions of this agreement, the prevailing party shall be entitled to recover from the losing party the prevailing party's reasonable attorney's fees, including attorney's fees on any appeal.

**Acceptance:**

By signing this agreement, client agrees to abide by the terms and regulations specified in this contract. In order for this agreement to be considered a binding contract, please return signed contract and deposit by **November 16, 2017**. A signed copy will be returned upon receipt of client's signature and deposit.

For: OCCMA President's Reception

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

Name: CRAIG S. HONEYMAN  
Title: SEC/TREAS OCCMA

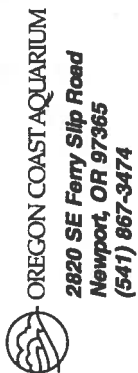
Date: 11-3-17

For: Oregon Coast Aquarium

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

Name: Jason King  
Title: Events Manager

Date: 11/3/2017



November 27, 2017

Receipt # 88040

Member # 1606546

Oregon City/County Mgmt Assoc  
1201 Court St NE Ste 200  
Salem, OR 97308

Receipt Total: \$200.00  
Paid by Check

For: facility rental, '2019 OCCMA Summer Conference'

Oregon Coast Aquarium  
Admission  
2820 SE Ferry Slip Rd  
Newport, OR 97365  
Ph:5418673474  
www.aquarium.org

Qty	Product	Disc	Amount T
1	Event Rental Balance NA		\$200.00
Sub Total		\$0.00	\$200.00
TOTAL			\$200.00
CHECK			\$200.00
Change Due			\$0.00

Date : 27-Nov-2017 04:10 PM  
POS ID : 4  
CASHIER ID : vmurphy  
Customer Code : C010001053  
Customer Name : League Of Oregon



17111104002135



### Venue Rental & Rooms Contract

Oregon Garden Resort  
895 West Main Street, Silverton, OR 97381  
Tel: (503) 874-2509

<b>Event Date:</b> November 8 <sup>th</sup> & 9 <sup>th</sup> , 2018	<b>Contract Date:</b> March 1 <sup>st</sup> , 2017
<b>Group Name:</b> Oregon City/Country Management Association	<b>Sales Person:</b> Alisha Leonard
<b>Event Name:</b> Board Retreat 2017	<b>Market Segment:</b> Government
<b>Contact:</b> Jenni Kistler	<b>Telephone:</b> (503) 588-6550
<b>Address:</b> 1201 Court Street NE Salem, OR 97301	<b>Email:</b> <a href="mailto:jkistler@orcities.org">jkistler@orcities.org</a>

### Room Block Information

<b>Arrival Date:</b> Thursday, November 8 <sup>th</sup> , 2018	<b>Departure Date:</b> Friday, November 9 <sup>th</sup> , 2018
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Dates:	November 8 <sup>th</sup> , 2018
Day:	Thursday
<b>King</b>	<b>10</b>
<b>Double Queen</b>	<b>2</b>
<b>Garden Suite</b>	<b>1</b>

The Guest Room rate is **\$109** plus tax. We will hold the rooms in the room block until **October 8<sup>th</sup>, 2018**. At that time we will release any unreserved room back into our general inventory. After that we can still extend the group rate to new reservations but will not be able to guarantee room availability. **Please send the rooming list by the cut-off date.**

Hotel check-in time is after 3:00pm on the day of arrival. Check-out time is 11am on the day of departure.

All rates are subject to the prevailing taxes and fees, currently at 10.8%. Unless otherwise stated above, **extra person charge is \$15**. All guestrooms, including patio areas, are designated smoke-free.

### Event Agenda

Day	Date	Start Time	End Time	Function	Meeting Room	Set-Up	No. of People
Thursday	November 8 <sup>th</sup>	8am	6pm	Meeting	Lotus Room	Hollow Square	15
Thursday	November 8 <sup>th</sup>	12pm	1pm	Lunch	Trillium Room	Rounds	15
Friday	November 9 <sup>th</sup>	8am	1pm	Meeting	Lotus Room	Hollow Square	15

Please note that definite scheduled times, room rental, A/V equipment and final menu selections will be included on the BEO (Banquet Events Order).

## Payment Information

### Billing Instructions:

Charges to Master: Venue, catering, A/V equipment

Individuals Pay: Room & Tax

**Meeting Room Rental (deposit): \$250/day**

### Other Fees:

**18% Service Charge added to final catering invoice which includes food & beverage, venue rental, A/V equipment & other fees.**

## Additional Information

- Hotel guests receive complimentary admission into the Oregon Garden & complimentary hot American Breakfast buffet.
- Credit card is required at time of reservation but is not charged until check-in.
- Billing procedure is Net 30 days.
- Deposit is required at time of contract & is the amount of your venue rental (**\$500**).
- All food & beverage is catered on-site. Oregon Garden Resort will provide OLCC trained bartenders for all alcohol needs.

## Cancellation Policy

- 180-91 days out from event: The Oregon Garden Resort will hold your venue rental to use towards your next event if booked within 1 calendar year from date of cancellation.
- 90-31 days out from event: Party will be charged full venue rental. A new deposit will need to be paid when event is rescheduled.
- 30 days out from event: Party will be charged full venue rental and 50% of food & beverage minimum plus the 18% service charge. A new deposit will need to be paid when event is rescheduled.

**Force Majeure:** If the Authorized Area(s) or other part of The Oregon Garden is damaged by fire, natural disaster or other unforeseen occurrence, which renders the fulfillment of this Agreement impossible or impracticable, then this Agreement shall be terminated and any deposit paid will be refunded to the Lessee. The Lessee hereby waives any claim for damages or compensation from The Oregon Garden on account of such termination.

## Contract Terms

Billing procedure is Net 30 days. Deposit is equal to 100% of venue rental. The above stated cancellation policy applies.

This agreement is not binding until signed and the required deposit has been paid. The Lessee's signature below signifies that he/she has read and understands the above policies set forth in the Oregon Garden Resort contract.

To guarantee rates quoted, the availability of sleeping rooms requested, and all other terms, this contract must be signed and returned by **March 31<sup>st</sup>, 2017** or Oregon Garden Resort reserves the right to release the guest rooms and meeting space held.

I hereby accept the above-stated terms and conditions, and further warrant that I have authority to sign on behalf of the Oregon City/County Management Association group.

Alisha Leonard

Sales Manager

March 1<sup>st</sup>, 2017

On behalf of Oregon Garden Resort

Title:

Date:



Organization's Authorized Name,

Title and Signature:

on behalf of OCCMA as its Secretary-Treasurer

Date:

03/07/2017



# MOUNT BACHELOR VILLAGE RESORT

19717 Mount Bachelor Drive Bend, Oregon 97702  
Phone: 541-389-5900 / 800-452-9846 Fax: 541-388-7820

ACCOUNT:	Oregon City / County Management Association	TODAY'S DATE:	July 19, 2017
POST AS:	OCCMA - 2020 Annual Meeting	FILE NUMBER:	OCCMA
CONTACT:	Jenni Kistler	BOOKED BY:	Wendy Puller
ADDRESS:	1201 Court Street NE Suite 200	PROGRAM DATE:	July 7-10, 2020
CITY:	Salem	STATE:	OR
TELEPHONE:	503-540-6599	ZIP:	97301
		EMAIL:	jkistler@orcities.org

The following information constitutes a binding contract between Mount Bachelor Village Resort and Oregon City / County Management Association regarding their upcoming meeting. Signatures at the end of this document by representatives of both parties indicate mutual agreement of the arrangements contained herein.

Mount Bachelor Village Resort has protected all rooms available at the resort over the OCCMA dates. As rental inventory changes (off program or owner usage) we will update the OCCMA to the number of rooms available. However we guarantee the following block listed below.

ALL PROPERTY AVAILABILITY	
River Ridge Executive	39
Ski House One Bedroom	16
Ski House One Bedroom w/Loft	12
Ski House Two Bedrooms	3
River Ridge One Bedroom Suite	19
River Ridge Two Bedroom	
River Ridge Two Bedroom Suite	18
River Ridge Three Bedroom	
RiverWild Forest Homes	2
<b>TOTAL</b>	<b>109</b>

## GUESTROOM COMMITMENT

We are a non-smoking, no pet lodging property.

	Mon 07/06	Tue 07/07	Wed 07/08	Thu 07/09
River Ridge Executive	2	33	33	24
Ski House One Bedroom	4	16	16	16
Ski House One Bedroom w/Loft	2	12	12	12
Ski House Two Bedrooms	0	2	2	2
River Ridge One Bedroom Suite	2	10	10	12
River Ridge Two Bedroom	0	1	1	1
River Ridge Two Bedroom Suite	2	10	10	12
River Wild Forest Home	0	1	1	1
<b>TOTAL</b>	<b>12</b>	<b>85</b>	<b>85</b>	<b>75</b>

## RATES

Room	Discounted Rates for 2020	Published 2017 Summer Rates
River Ridge Executive	** 138.00	186.00
Ski House One Bedroom	149.00	265.00
Ski House One Bedroom w/Loft	179.00	295.00
Ski House Two Bedrooms	189.00	295.00
River Ridge One Bedroom Suite	241.00	360.00
River Ridge Two Bedroom	293.00	435.00
River Ridge Two Bedroom Suite	311.00	460.00
River Ridge Three Bedroom	381.00	560.00
RiverWild Forest Homes	436.00	560.00

\*\* Based on Per Diem Rate. OCCMA's membership is made up of city and county officials that work within per diem for lodging. Mount Bachelor Village Resort will offer our River Ridge Executives at the current per diem rate for the contracted year. Per diem rates will be established by October 2019 for the summer of 2020. Current per diem (2017/2018) rates for Deschutes County for July/August is \$138.00 per night. This rate will adjust up or down based on the per diem rate for the 2019/2020 calendar year.



### CONCESSIONS

Mount Bachelor Village Resort will provide the following:

- (1) River Ridge Two Bedroom Suite on a complimentary basis for a maximum of 2 nights over the conference dates for the OCCMA President, each additional night billed at 50% discount off our the resort published rate.
- (2) River Ridge Two Bedroom Suite for OCCMA at a River Ridge One Bedroom Suite rate.

### INDIVIDUAL RESERVATIONS

Each individual will make reservations for this program directly with the Reservations Department. Reservations will be confirmed by credit card at the time reservation is made. All reservation requests must be received by June 06, 2020. After this date, all unreserved rooms in the room block will be returned to general inventory. Reservation requests made after the cut-off date will be accepted on a rate and availability basis.

Rates listed above are available up until 30 days prior to the event, based on availability and rates are non-commissionable, net rates, subject to a 18.7% tax and assessment which is broken down as follows: A resort fee of 6% (six percent) plus a city tax of 10.4% (ten.four percent) and a state tax of 1.8% (one.eight percent) per room night. The resort fee is also subject to a city tax of 10.4% (ten.four percent) and a state tax of 1.8% (one.eight percent). All rates are subject to change.

### ROOM CHARGES

Individuals will be responsible for their own charges (room, tax, and incidentals). To establish charging privileges, the guest will be asked to provide a credit card at the time of requesting the room reservation as well as upon arrival. All group function charges will be posted to the master account.

### CANCELLATIONS / NO SHOWS

For individual reservations cancelled or modified by the group/individual will be charged for the full amount of the stay based on the guidelines below:

Reservations made 20 or more days prior to arrival date; A 10 day cancellation is required

Reservations made 19 – 4 days prior to arrival date; A 3 day cancellation is required

Reservations made fewer than 3 days prior to arrival date; No cancellation

A confirmed guest who fails to arrive on their scheduled date of arrival will be considered a "no show" and their entire reservation will be canceled and charged at group rate, unless notified by the guest of a later arrival date. Mount Bachelor Village Resort cannot guarantee room availability for guests arriving after their scheduled arrival date, but will make the best effort to accommodate guests arriving after their scheduled date of arrival. A guest who departs prior to their confirmed departure date will be charged for their entire scheduled stay.

### DEPOSIT REQUIREMENT

WAIVED

### MASTER BILL AND PAYMENT TERMS

A master account will be established for Oregon City / County Management Association. All meetings, food & beverage and other charges you indicate will be posted to this account. *Payment of Master Account can be paid by check, cash or money order. Credit cards will not be accepted.*

### LATE OR PAST DUE ACCOUNTS

A finance charge of 1.5% per month will be applied to any outstanding balances over 30 days.

### RATES/SPACE AVAILABLE AFTER CUT OFF DATE

We will continue to accept reservations after the cut off date, subject to availability at the prevailing rate.

### ATTRITION

Outlined in this agreement is a room block of 257 at a contract average daily rate of \$188.34. Mount Bachelor Village Resort will allow Oregon City / County Management Association to drop *your total room night block of 257 by 20 % or 51 total room nights without financial penalty prior to the contracted cut off date of June 06, 2020. Each room night below the allowable attrition not picked up will be billed at the contracted average daily rate upon completion of the final bill.*

<b>Reservation Made By:</b> INDIVIDUAL	<b>Cut-off Date:</b> June 6, 2020	• All reservations must be guaranteed for late arrival by advance deposit or a major credit card.
<b>Lodging Billing Arrangements:</b> INDIVIDUAL	<b>Group Function Billing Arrangements:</b> MASTER ACCOUNT	

**EARLY ARRIVALS**

Please inform your attendees that our check in time is 5:00 p.m., check out time is 11:00 am. If rooms are available we welcome your early arrivals. Please advise your guests that this policy is based on an availability basis. Guests arriving before the 5:00 p.m. check in time will be accommodated as rooms become available.

**RESPONSIBILITY OF CLIENT**

It is the responsibility of Oregon City / County Management Association to instruct and inform arriving guests of the provisions of this agreement. All Guests will be bound to the terms and conditions of the agreement and Oregon City / County Management Association shall be responsible for any costs, expenses or damages associated with the failure of guests to comply with the terms herein. Damages are to be paid in full by the contracting organization, no later than 45 days after group departure date.

**MEETING ROOM REQUIREMENTS**

Date	Start Time	End Time	Function	Room	Setup	Aggr
7/11/2017	9:00 AM	11:00 AM	Client Access	Lobby Area		
7/11/2017	11:00 AM	3:45 PM	Catering Service	Hall		
7/11/2017	11:00 AM	6:30 PM	Registration	Lobby Area		
7/11/2017	11:30 AM	1:00 PM	Catering Service	Hall		
7/11/2017	1:00 PM	5:00 PM	Meeting	Winter's Hope	Rounds	120
7/11/2017	1:00 PM	6:45 PM	Exhibits	Foyer West	Existing	
7/11/2017	1:00 PM	6:45 PM	Exhibits	Hall	Exhibit Tables	
7/11/2017	1:00 PM	6:45 PM	Exhibits	Summer Twilight	Exhibit Tables	
7/11/2017	2:00 PM	2:15 PM	Break	Hall		100
7/11/2017	3:30 PM	3:45 PM	Break	Hall		100
7/11/2017	5:00 PM	6:30 PM	Reception	East Deck		
7/11/2017	5:00 PM	6:30 PM	Reception	Summer Twilight		160
7/11/2017	5:00 PM	6:30 PM	Reception	Foyer West		
7/11/2017	5:00 PM	6:30 PM	Reception	Summer Twilight		
7/12/2017	7:00 AM	6:30 PM	Registration	Lobby Area		
7/12/2017	7:30 AM	10:00 AM	Continental Breakfast	Summer Twilight	Rounds of 8	165
7/12/2017	7:30 AM	10:00 AM	Seating	East Deck		
7/12/2017	7:30 AM	10:00 AM	Seating	East Deck		
7/12/2017	7:30 AM	3:30 PM	Exhibits	Summer Twilight	Exhibit Tables	
7/12/2017	7:30 AM	3:30 PM	Exhibits	Hall	Exhibit Tables	
7/12/2017	8:30 AM	9:30 AM	Meeting	Autumn Skies Boardroom		
7/12/2017	8:30 AM	9:30 AM	Meeting	Autumn Skies Boardroom		15
7/12/2017	8:30 AM	4:45 PM	Meeting	Winter's Hope	Rounds	120
7/12/2017	10:00 AM	10:15 AM	Break	Summer Twilight		
7/12/2017	10:00 AM	2:30 PM	Coffee Service	Summer Twilight		110
7/12/2017	12:00 PM	1:30 PM	Seating	East Deck	Rounds	
7/12/2017	12:00 PM	1:30 PM	Lunch	Summer Twilight	Rounds	130
7/12/2017	3:00 PM	3:15 PM	Break	Hall		110
7/12/2017	3:15 PM	4:45 PM	Meeting	Summer Twilight	Rounds of 10	
7/12/2017	5:00 PM	6:30 PM	Weather Backup	Summer Twilight	Rounds	150
7/12/2017	5:00 PM	6:30 PM	Bar Hours	East Deck		
7/13/2017	7:00 AM	8:45 AM	Breakfast	Winter's Hope	Rounds	125
7/13/2017	7:30 AM	8:45 AM	Seating	West Deck	Rounds	
7/13/2017	8:45 AM	12:30 PM	Meeting	Winter's Hope	Rounds	120
7/13/2017	9:45 AM	3:15 PM	Break	Hall		100
7/13/2017	11:30 AM	1:00 PM	Lunch	Winter's Hope	Rounds	120
7/13/2017	12:00 PM	1:30 PM	Seating	East Deck		
7/13/2017	2:00 PM	3:00 PM	Rounds	Winter's Hope		
7/13/2017	3:00 PM	3:15 PM	Break	Hall		100
7/13/2017	3:15 PM	4:30 PM	Meeting	Summer Twilight		
7/14/2017	7:30 AM	8:30 AM	Breakfast	Winter's Hope	Rounds	115
7/14/2017	8:45 AM	11:30 AM	Meeting	Winter's Hope	Rounds	115

The above agendas are based on the BEO's from the 2017 agenda. The space will be updated based on usage after the 2018 conference.

**MEETING ROOM RENTAL**

Meeting room fees for the above agenda total \$2,075.00. Taking your planned food and beverage revenue into consideration, I am able to reduce the meeting room rental fee to a onetime fee of \$550.00.

The meeting space reserved is for the attendance, as outlined. Any increase in function size must be discussed and approved by Mount Bachelor Village and additional meeting room rental fees may apply.

In the event your meeting function schedule changes from the above outline, we cannot guarantee meeting or function space will be available. We will, of course, make all efforts to accommodate your changes. Any meeting space held and not canceled within 60 days prior to function dates will be charged at the full function space rate. Mount Bachelor Village Resort reserves the right to reassign specific function space provided the revised space adequately accommodates the function space requirements. Any changes will be mutually agreed upon by both parties.

#### **CATERING SERVICES**

Mount Bachelor Village Resort will guarantee Food & Beverage rates 90 days prior to your event. **No food or beverage of any kind may be brought into, or removed from the function areas by you, your client, your guests, representatives, vendors or any other persons who are not Mount Bachelor Village Resort staff. A penalty charge of up to the cost of our minimum meal service price may be assessed and billed to your Master Account for breach of this policy. To assist the chef, your menu selections must be made 45 days prior to your group's arrival and submitted in writing to the Convention Services Manager.** Sample selections are available; please refer to our Banquet menus. Currently, a 19% service charge will be added to all food and beverage items.

*All food & beverage events held in function rooms must be coordinated by Mount Bachelor Village Resort. There is a minimum requirement of 10 people for all food and/or beverage functions. If less than 10 people in attendance, you will be billed for 10 people. Some menu items are not available for groups of less than 25 people. Please consult with our Conference Services department for details.*

#### **SPECIAL DIETARY NEEDS**

We are happy to accommodate any special dietary needs with advance notice. Requests for dietary substitutions and/or special dietary meals may incur additional charges.

#### **FOOD & BEVERAGE GUARANTEES**

Guarantees for all organized meal functions need to be received 7 business days prior to your meeting. You will be billed for your guaranteed number plus any additional attendees at each function. You may raise your guarantee at any time after the 7 days. We are happy to accommodate any special dietary needs with advance notice. If you select two entrees for a served meal you will be required to provide a guarantee for each entrée selection.

#### **CANCELLATION OF FOOD & BEVERAGE EVENTS**

Mount Bachelor Village Resort will charge Oregon City / County Management Association for all scheduled food and beverage functions that are canceled within 60 days, based on the following schedule:

<i>Cancelled 60-31 days prior to scheduled event</i>	<i>50% of anticipated Food &amp; Beverage profit</i>
<i>Cancelled 30 -14 days prior to scheduled event</i>	<i>75% of anticipated Food &amp; Beverage profit</i>
<i>Cancelled 13 days or less of scheduled event</i>	<i>100% of anticipated Food &amp; Beverage charges</i>

#### **EXHIBITOR GUIDELINES**

Mount Bachelor Village Resort will provide one 6' skirted table for each exhibitor. Exhibit space is \$35.00 per exhibitor (this is a onetime charge). Exhibitor set-up restrictions only allow for the 6' table against the wall with a tabletop exhibit only. Electricity can be provided for \$10.00 per day, per booth. Exhibitor shipping should be addressed to Mount Bachelor Village Resort, Attn. Conference Center, and will not be accepted outside 7 days prior to the scheduled set-up date of event.

#### **IN HOUSE EQUIPMENT**

Mount Bachelor Village Resort will provide, at no charge, a reasonable amount of meeting equipment, i.e., chairs, tables, etc. This complimentary arrangement does not include special set-ups or extraordinary formats that would exhaust our present in-house equipment to the point of requiring rental of an additional supply to accommodate your needs.

#### **AUDIO/VISUAL SERVICES**

Mount Bachelor Village Resort provides one (1) complimentary house screen, podium and skirted AV table with each meeting room. Mount Bachelor Village Resort has a limited inventory of on-premise audio/visual equipment available for rent. A complete list of equipment and rental fees is available. Additional items can be arranged.

#### **HOUSEKEEPING POLICIES**

Mount Bachelor Village Resort provides daily complimentary housekeeping service, which includes towel service, trash emptied, beds made and supplies restocked for guests staying 2 - 3 nights. For visits of 4 nights or more, units will be vacuumed; bed linens changed and bathrooms cleaned midway through the visit, in addition to the daily services.

#### **HOTEL SIGNAGE REGULATIONS**

All guests/groups must comply with hotel signage regulations such as the location, size, method of placement, and type. Only stenciled or professionally manufactured signs will be permitted during an event. The Convention Services Manager will be glad to assist you in meeting your needs.

### **OUTSIDE SERVICES**

Mount Bachelor Village Resort is happy to coordinate all functions of your program, as well as recreation with established vendors. All outside services coordinated by Mount Bachelor Village Resort will have a 20% service charge applied.

### **DAMAGES**

Oregon City / County Management Association assumes full responsibility for any damages to any part of the resort's premises by the group, the group's agents, attendees, employees, or independent contractors hired by and/or for the group. Damages will be discussed with the group contact and then charged accordingly to the master account. Damages are to be paid in full by the contracting organization, no later than 45 days after group departure date.

### **FORCE MAJEURE**

In the event of a strike, act of God, or civil disturbance that prevents Mount Bachelor Village Resort or Oregon City / County Management Association from performing this contract, the contract shall terminate immediately without liability to either party.

### **MUTUAL INDEMNITY AGREEMENT**

Oregon City County Management Association, agrees to hold harmless, indemnify, and defend Mount Bachelor Village Resort, 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, employees, subcontractors, or agents resulting from the event, or any connection to the event.

Mount Bachelor Village Resort agrees to hold harmless, indemnify, and defend OCCMA 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 Mount Bachelor Village Resort or its officers, employees, subcontractors, or agents resulting from the event, or any connection to the event.

### **CANCELLATION POLICY**

Upon receipt of your signed contract, the overnight accommodations and meeting arrangements described in this contract will be reserved for Oregon City / County Management Association. Both parties agree that the damages suffered by Mount Bachelor Village Resort would be difficult to determine, therefore the following amounts will be due to Mount Bachelor Village resort as liquidated damages, based on the date cancellation is received by Mount Bachelor Village Resort.

Cancellation between signature date and July 7, 2019  
5% = \*1486.96

Cancellation between July 8, 2019 – August 30, 2019  
10% = \*2973.94

Cancellation September 1, 2019 – October 31, 2019  
20% = \*\$5947.87

Cancellation between November 1, 2019 – December 31, 2019  
35% = \*\$10,408.77

Cancellation between January 1, 2020 – March 31, 2020  
50% = \*\$14869.67

Cancellation between April 1, 2020 and the group's arrival date  
75% = \*\$22,304.51

\*=80% of contracted rooms (257) x 80% of the contract average daily rate (\$181.34) x cancellation percentage  
(=80% of 257 = 205 contracted rooms x 80% of \$181.34 = \$145.07 room rates x cancellation percentage)

\*=80% of contracted meeting room rental (\$550.00) = \$440.00

Cancellation fees are due within 30 days of group's official cancellation notice. Cancellation fees may be adjusted if any reserved rooms are resold prior to arrival date and refunded within 30 days of the group's original departure date.

### **CHANGES, ADDITIONS OR STIPULATIONS**

Any changes, additions, stipulations or "corrections" made by Oregon City / County Management Association will not be binding to the resort until such additions, clauses, stipulations or "corrections" have been approved by means of a written contractual agreement and/or addendum by Mount Bachelor Village Resort.

**WITHDRAWAL OF OFFER**

Due to demand, all of the guest rooms and function space will be released if the signed contract is not received by August 30, 2017 to be considered a confirmed group reservation.

**CONTRACT CONFIRMED BY:**

Wendy Puller

Director of Group Sales

Wendy Puller 8.16.17  
Signature Date

**ACCEPTED BY:**

Michael J. McCauley

Executive Director – League of  
Oregon Cities on behalf of  
OCCMA as its Secretary  
Treasurer.

[Signature] 8/16/2017  
Signature Date



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Megan George, Operations Director  
**Date:** September 19, 2018  
**Subject:** Senior Advisor Evaluations

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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 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 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. Attached to this memo are the results of the electronic survey in aggregate and each senior advisor's completed self-evaluation.

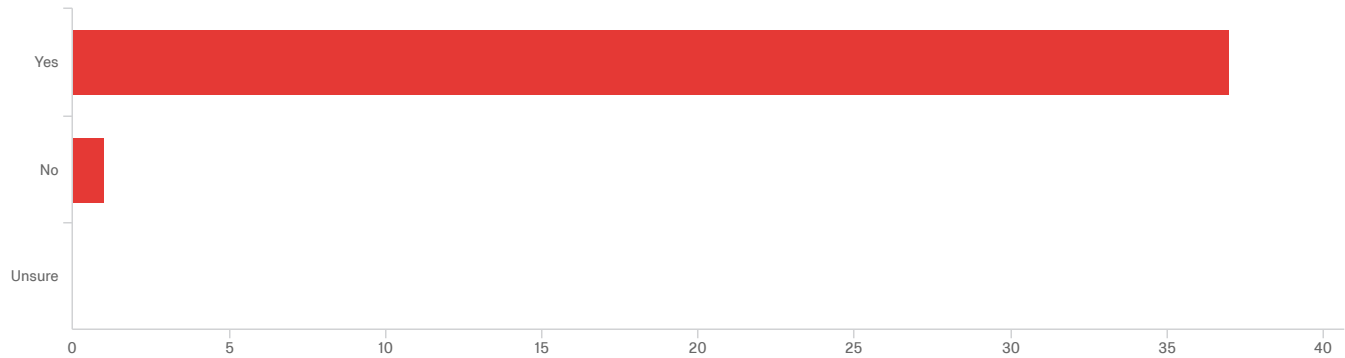
Each senior advisor must be evaluated and reappointed every two-years.

# Default Report

OCCMA Senior Advisor Evaluations

September 19, 2018 7:18 PM MDT

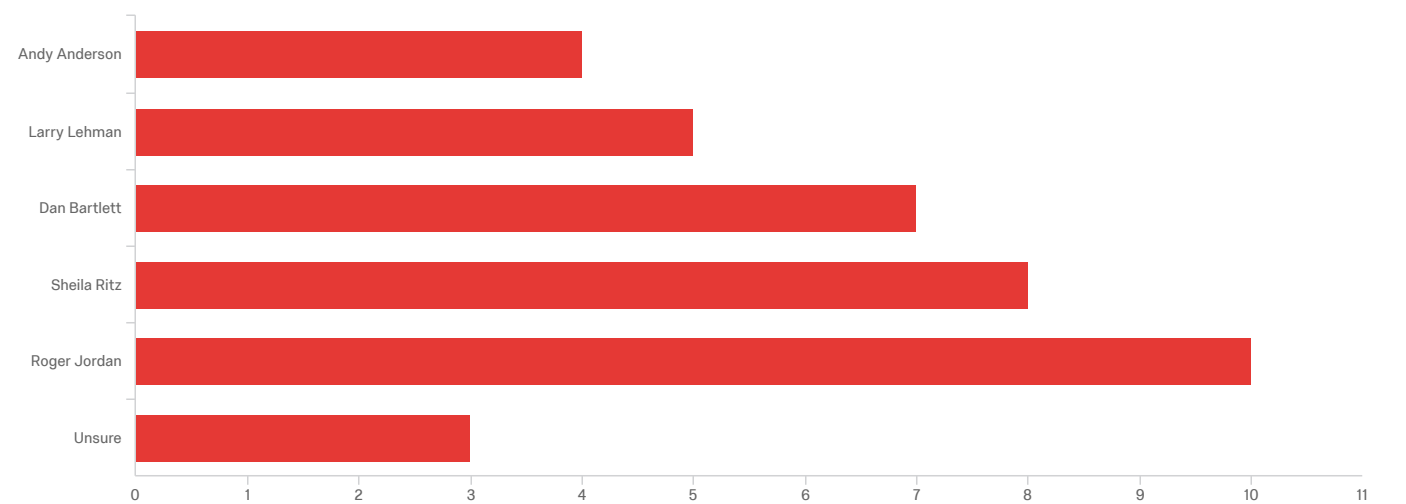
## Q1 - Have you heard of the OCCMA Senior Advisor Program?



#	Field	Choice	Count
1	Yes	97.37%	37
2	No	2.63%	1
3	Unsure	0.00%	0
			38

Showing Rows: 1 - 4 Of 4

Q2 - Who is your local senior advisor?



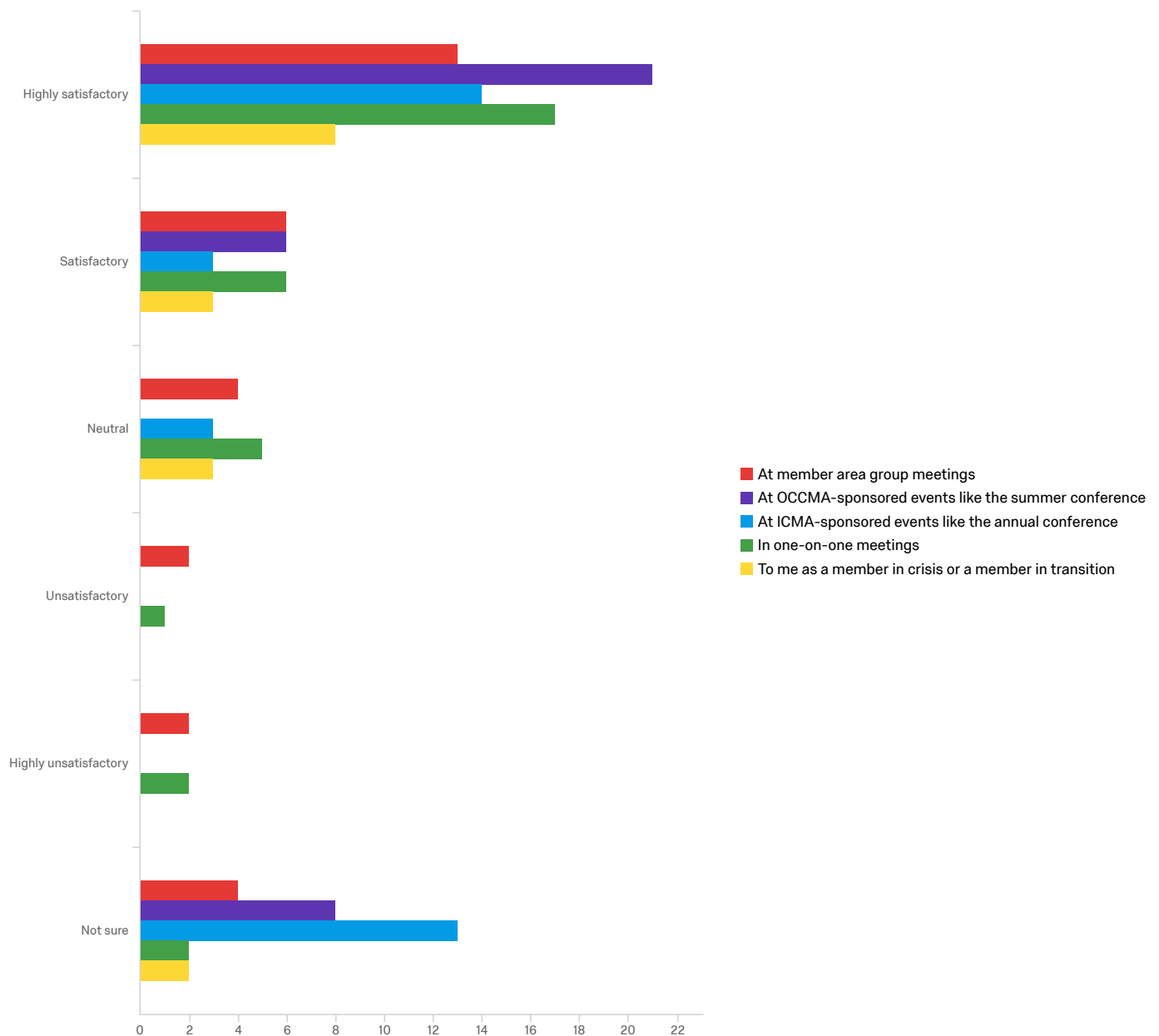
#	Field	Choice Count
1	Andy Anderson	10.81% 4
2	Larry Lehman	13.51% 5
3	Dan Bartlett	18.92% 7
4	Sheila Ritz	21.62% 8
5	Roger Jordan	27.03% 10
6	Unsure	8.11% 3

37

Showing Rows: 1 - 7 Of 7



## Q4 - My senior advisor has been...

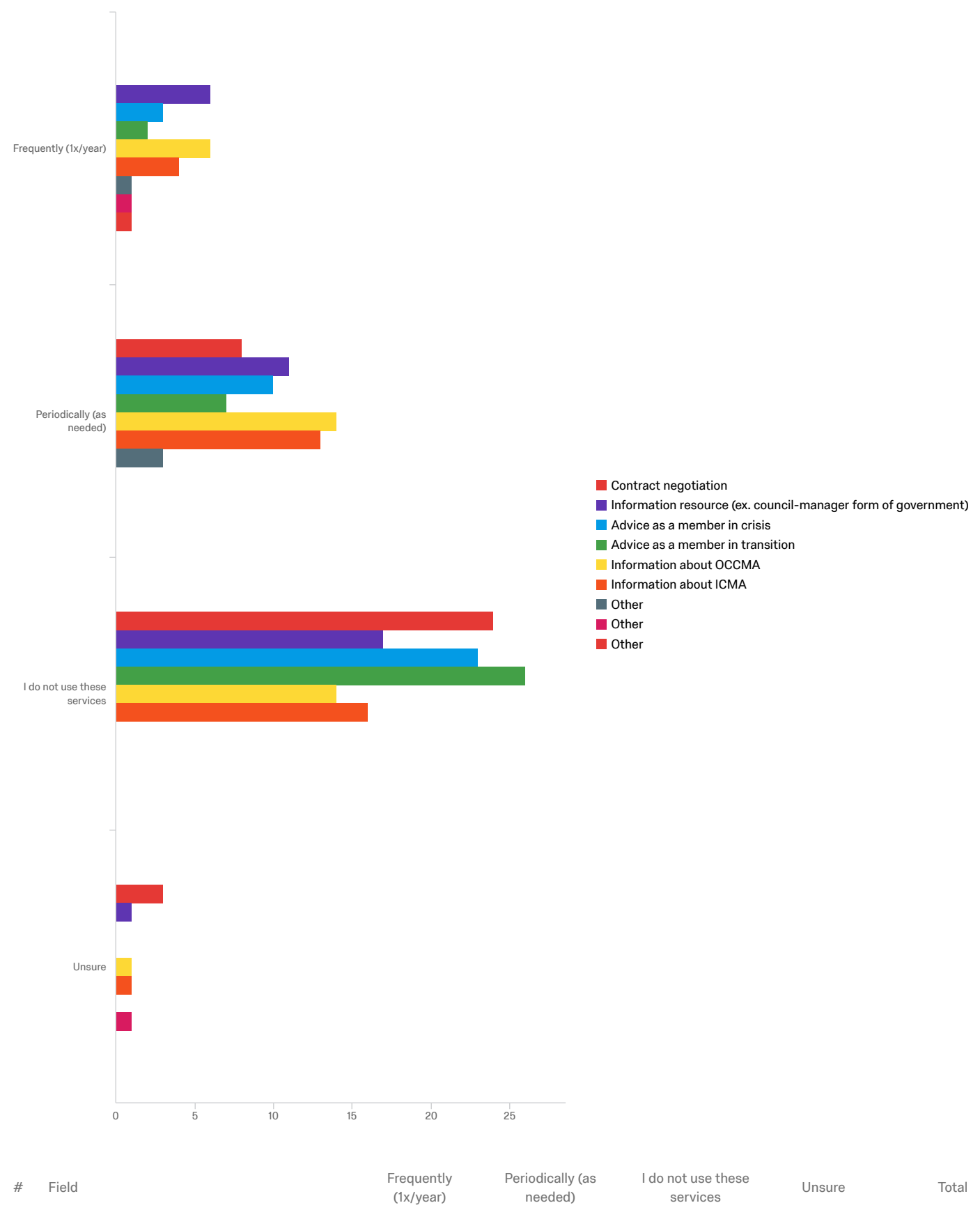


#	Field	Highly satisfactory		Satisfactory		Neutral		Unsatisfactory		Highly unsatisfactory		Not sure		Total
1	At member area group meetings	41.94%	13	19.35%	6	12.90%	4	6.45%	2	6.45%	2	12.90%	4	31
2	At OCCMA-sponsored events like the summer conference	60.00%	21	17.14%	6	0.00%	0	0.00%	0	0.00%	0	22.86%	8	35
3	At ICMA-sponsored events like the annual conference	42.42%	14	9.09%	3	9.09%	3	0.00%	0	0.00%	0	39.39%	13	33
4	In one-on-one meetings	51.52%	17	18.18%	6	15.15%	5	3.03%	1	6.06%	2	6.06%	2	33

5	To me as a member in crisis or a member in transition	50.00% 8	18.75% 3	18.75% 3	0.00% 0	0.00% 0	12.50% 2	16
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Showing Rows: 1 - 5 Of 5

Q7 - I use the following services provided by senior advisors:



1	Contract negotiation	0.00%	0	22.86%	8	68.57%	24	8.57%	3	35
2	Information resource (ex. council-manager form of government)	17.14%	6	31.43%	11	48.57%	17	2.86%	1	35
3	Advice as a member in crisis	8.33%	3	27.78%	10	63.89%	23	0.00%	0	36
4	Advice as a member in transition	5.71%	2	20.00%	7	74.29%	26	0.00%	0	35
5	Information about OCCMA	17.14%	6	40.00%	14	40.00%	14	2.86%	1	35
6	Information about ICMA	11.76%	4	38.24%	13	47.06%	16	2.94%	1	34
7	Other	25.00%	1	75.00%	3	0.00%	0	0.00%	0	4
8	Other	50.00%	1	0.00%	0	0.00%	0	50.00%	1	2
9	Other	100.00%	1	0.00%	0	0.00%	0	0.00%	0	1

Showing Rows: 1 - 9 Of 9

Other

Other
I might in the future.
Have not interacted with a Senior Advisor, but I am not a city manger so their services are not quite as needed from me.
To figure out which other OCCMA Member has more expertise in an area I do not.
as an interim CM - sent me some good documents.
Support and advice on issues
Just as a sounding board for ideas.
Catch up happenings
Reaches out in times of need

Showing records 1 - 8 of 8

Other

Other
Friendly and interested in the members in her area

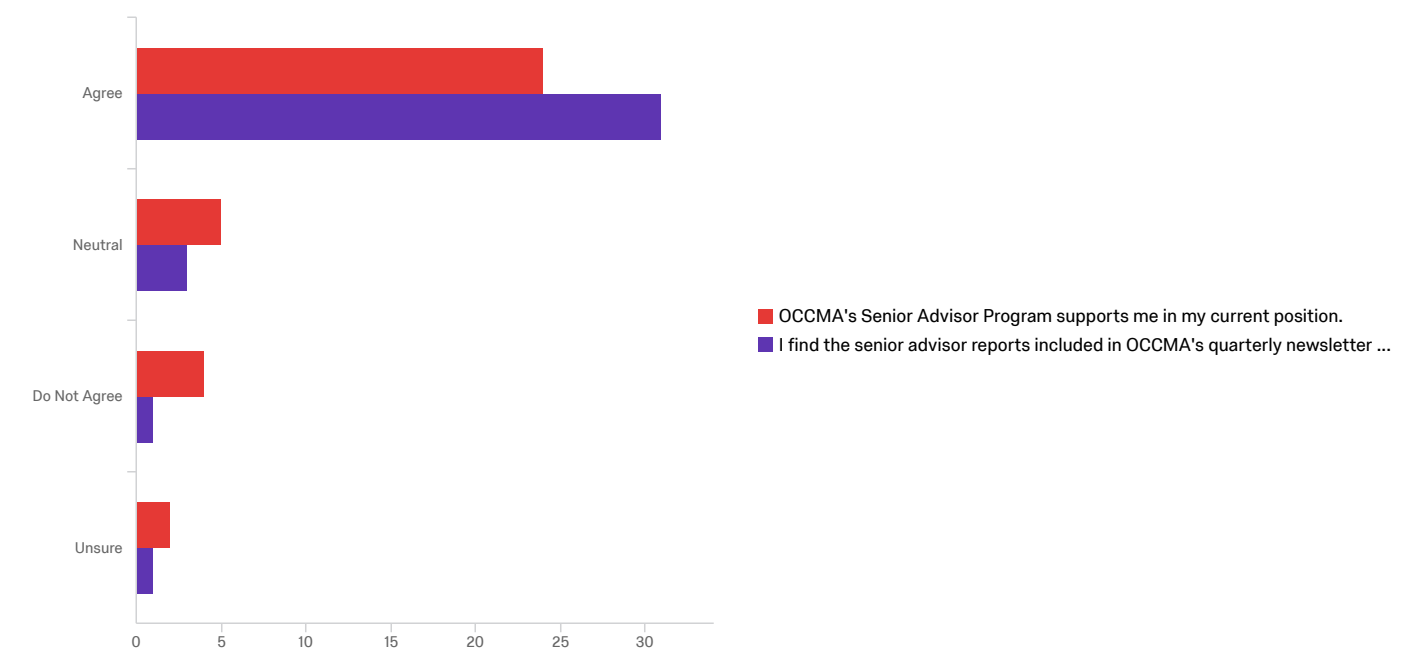
Showing records 1 - 1 of 1

Other

A passionate, retired and giving resource to OCCMA

Showing records 1 - 1 of 1

Q8 - Please select the degree to which you agree with the following statements.



#	Field	Agree		Neutral		Do Not Agree		Unsure		Total
1	OCCMA's Senior Advisor Program supports me in my current position.	68.57%	24	14.29%	5	11.43%	4	5.71%	2	35
2	I find the senior advisor reports included in OCCMA's quarterly newsletter helpful.	86.11%	31	8.33%	3	2.78%	1	2.78%	1	36

Showing Rows: 1 - 2 Of 2

End of Report

# OCCMA Senior Advisor Program

## Performance Review Self-Evaluation

Date Due: \_\_\_\_7/13/18\_\_\_\_

Period of Review: Several Years

Senior Advisor Name: Dan Bartlett Region: \_1

**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\_\_\_\_1\_\_\_\_

(b) Attendance at Member Area Group Meetings\_\_\_\_1\_\_\_\_

(c) Contacts with new managers in my Area\_\_1\_\_\_\_

(d) Contacts with other members\_\_\_\_1\_\_\_\_

(e) Attendance at state wide sponsor meetings\_\_1\_\_\_\_

(f) Attendance at national and regional ICMA events\_\_\_\_1\_\_\_\_

(g) Participation in Senior Advisor Conference calls\_\_\_\_1\_\_\_\_

(h) Timely reports\_\_1\_\_\_\_

(i) Participation / attendance at other events for members in my Area\_\_1\_\_\_\_

(j) Maintaining awareness of resources for members\_\_\_\_1\_\_\_\_

(k) Maintaining general knowledge of current issues facing local  
Governments and members\_\_1\_\_\_\_

(l) Other: Went out for beers for members

**2. Overall Performance Rating:** \_\_\_\_1\_\_\_\_

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

I keep up on the list serv to hear about members. I participate in ICMA and OCCMA Senior Advisor calls.

I try to call in on MIT calls and encourage ICMA Members to participate in those calls.

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

Work to attend more area meetings when possible.

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

Not much. I've gotten quick response from ICMA and OCCMA staff whenever I've had requests.

Dan Bartlett

7-8-18

\_\_\_\_\_  
Senior Advisor

\_\_\_\_\_  
Date

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## OCCMA Performance Evaluation

I agree. Check \_\_\_\_.

I suggest the following for improved performance. Check \_\_\_\_.

\_\_\_\_\_  
Christy Wurster, City Manager, Silverton

\_\_\_\_\_  
Date

2018 OCCMA President



# OCCMA Senior Advisor Program

## Performance Review Self-Evaluation

Date Due: July 2018 Period of Review: 2018

Senior Advisor Name: Larry Lehman Region: Eastern Oregon

**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 1

(b) Attendance at Member Area Group Meetings 2

(c) Contacts with new managers in my Area 1

(d) Contacts with other members 1

(e) Attendance at state wide sponsor meetings 2

(f) Attendance at national and regional ICMA events 1

(g) Participation in Senior Advisor Conference calls 1

(h) Timely reports 1

(i) Participation / attendance at other events for members in my Area 2

(j) Maintaining awareness of resources for members 1

(k) Maintaining general knowledge of current issues facing local

Governments and members 1

(l) Other: \_\_\_\_\_

**2. Overall Performance Rating:** 1

- 3. What I am doing that I believe makes me an effective Senior Adviser and that I plan to continue. I meet with each member annually and try to be available if they need assistance. Also try to encourage them to be good managers.**

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

Let them know I am available for assistance

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

Inform me faster when OCCMA or LOC learns of managers in transition or trouble.

\_\_\_\_Larry Lehman\_\_\_\_\_

Senior Advisor

\_\_\_\_July 6, 2018\_\_\_\_\_

Date

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## OCCMA Performance Evaluation

I agree. Check\_\_\_\_\_.

I suggest the following for improved performance. Check\_\_\_\_\_.

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Christy Wurster, City Manager, Silverton

2018 OCCMA President

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Date

# OCCMA Senior Advisor Program

## Performance Review Self-Evaluation

Date Due: 7/13/2018 Period of Review: 1st evaluation since appointment January, 2011

Senior Advisor Name: Sheila Ritz Region: Portland Metro

**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 1

(b) Attendance at Member Area Group Meetings 1

(c) Contacts with new managers in my Area 1

(d) Contacts with other members 1

(e) Attendance at state wide sponsor meetings 1

(f) Attendance at national and regional ICMA events 1

(g) Participation in Senior Advisor Conference calls 1

(h) Timely reports 1

(i) Participation / attendance at other events for members in my Area 1

(j) Maintaining awareness of resources for members 1

(k) Maintaining general knowledge of current issues facing local Governments and members 1

(l) Other: \_\_\_\_\_

**2. Overall Performance Rating:** 1

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

Keep in touch with MITs and try to be very supportive. Keep people aware of job opportunities.

Always tell people they can call me anytime when they would like to talk about something. Used to have "google alerts" for all cities in my territory but it got to be way too much irrelevant stuff so I canceled that. Occasionally check the City News on the LOC website. If I become aware that someone may be having problems, I contact them to see if they would like to talk. Always read the posts on the OCCMA

listserve to keep up with what people are dealing with across the state. Keep records on when I've met with someone for the OCCMA newsletter and set up new appointments with people who have been the longest since they were in the newsletter. Meet with members who are not city managers, all new city managers in my territory and occasionally students. Send articles I think would be helpful to people I've talked with. Read publications and ICMA news emails. Meet with non-members and inform them of the advantages to become a member of both ICMA and OCCMA. Participate in Senior Advisor conference calls, both in-state and with ICMA.

There is probably a lot more that I'm just not thinking of right now.

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

Good question, but if I knew what that was I would be doing it! I need feedback from the membership if there is something else they would like for me to do.

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

ICMA should update their membership list more often - in the past I know this was a problem. I don't know how often now they are getting the on-line membership list updated. I have not been able to view the OCCMA newsletter on-line. Even though the site says I am logged-in, it says I am denied access to the newsletter.

Sheila Ritz

7/4/2018

Senior Advisor

Date

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## OCCMA Performance Evaluation

I agree. Check\_\_\_\_\_.

I suggest the following for improved performance. Check\_\_\_\_\_.

---

Christy Wurster, City Manager, Silverton

---

Date

2018 OCCMA President



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Megan George, Operations Director  
**Date:** September 19, 2018  
**Subject:** OCCMA/LOC Contract Addendum

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As discussed at the July 13, 2018 Board of Directors Meeting, the contract for services between OCCMA and LOC does not include services for intermittent or periodic activities – like the Northwest Regional Managers Conference. As OCCMA is slotted to host this conference (and has secured a venue) in 2019, LOC staff has prepared a draft addendum for the board's review (see attached). The addendum should be reviewed and approved at the November 8-9, 2018 Board Retreat.

## ADDENDUM TO CONTRACT FOR SERVICES

1. This Addendum supplements the attached Contract for Services (Contract) between the Oregon City/County Management Association (OCCMA) and the League of Oregon Cities (LOC) concerning and shall be effective on upon signature of both parties.
2. This Addendum supplements the Contract for Services effected as of July 1, 2018, as provided in Exhibit A.
3. All existing provisions on the Contract for Services remain in full force and effect, other than any provision that conflicts with the terms and spirit of this Addendum, which shall be deemed to be amended appropriately in order to be consistent with this Addendum.

The Oregon City/County Management  
Association

\_\_\_\_\_  
Christy Wurster  
OCCMA President

\_\_\_\_\_  
Date

The League of Oregon Cities

\_\_\_\_\_  
Mike Cully  
Executive Director

\_\_\_\_\_  
Date

## ADDENDUM TO CONTRACT FOR SERVICES - EXHIBIT A

**Section 1. 2019 NW Regional Managers Conference Scope of Services.** The parties agree that both will play a role in the creation and production of the 2019 NW Regional Managers Conference held from April 30 to May 3, 2019. 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:

- A. 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 the conference.
- B. Handle all funds and management expenses related to the conference.
- C. Set up conference registration by using an existing LOC system.
- D. Submit invitations to the conference to OCCMA and Washington City/County Management Association (WCCMA) members.
- E. Track conference registrations.
- F. Securely process registration funds for the conference, including accounting for merchant and interchange fees (credit card, etc.).
- G. Send registration confirmations, email follow-ups, etc.
- H. Source appropriate meeting and function space including venue negotiations and contract execution.
- I. Hotel room negotiations and contract execution (if different from venue).
- J. Catering contract execution (if different from venue).
- K. Provide logistical support to the OCCMA professional development committee.
- L. Process speaker registrations and ensure all speakers are registered.
- M. Greet and managing speakers at the conference.
- N. Coordinate, record and provide archiving service for speaker presentations.
- O. Coordinate conference publications (print or electronic).

- P. Manage on-site setup of the conference.
- Q. Negotiate contracts for AV and WI-FI.
- R. Serve as on-site liaison with AV and technical suppliers.
- S. Negotiate and obtain liability insurance.
- T. Track and coordinate conference sponsorships.
- U. Track and coordinate conference scholarships.
- V. Generate certificates of attendance for LGMC purposes.
- W. Administer and collect results from satisfaction surveys.

**Section 2. Payment for Services.** OCCMA agrees to pay LOC a flat fee of [REDACTED] (\$[REDACTED]) for services provided under this Addendum. The Fee will cover all of LOC's services provided in Section 1 above. The Fee shall be paid by [DATE], to cover the cost of personnel expenses incurred by LOC in provided services to the OCCMA. 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 staffing compensation divided by 2080 hours. In addition to the flat fee, the OCCMA shall be financially responsible for the following:

- A. Hard costs associated with the conference 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 OCCMA 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 the 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.

DRAFT

# MEMO

DATE: September 10, 2018

TO: Oregon City/County Management Association Board of Directors

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

SUBJECT: Consideration and Approval of Comprehensive Amendments to the Oregon City/County Management Association Policy Annex

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## **Background:**

On July 13, 2018, the Board of Directors formally introduced amendments to the OCCMA Policy Annex, and scheduled possible approval of the amended Policy Annex for the September 27, 2018 Board meeting. Notice to the membership of the proposed changes was provided on August 13, 2018 on the OCCMA listserv and website as required by the Bylaws.

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 Bylaws 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 recommends 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 been 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 procedural questions during this meeting. Please note, one correction has been made to the draft formally introduced at the July, 2018 Board

Meeting. Approval of minutes of the last Membership Meeting has been added as an agenda item for the Annual Membership Meeting.

ARTICLE 3 Elections. (Formally 17.3.) ARTICLE 3, Elections has been approved by the Board at the July 13 Directors meeting. The changes are included in the attached Policy Annex amendment for informational purposes only.

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 Bylaws and Policy Committee recommends the following:

1. Modify Article 2, Meetings/Conferences, as proposed originally for approval, by adding "Minute Approval" to the amendments introduced at the July 13 Board Meeting, and posted for review of the membership.
2. Adopt amendments to the Policy Annex as previously modified for all Articles, except Article 3, Elections, which has been previously adopted by the Board.

**Alternatives:**

If there are questions or concerns about specific sections of the amended Policy Annex, the Board could approve all sections where there is agreement, and table any sections needing further review to the November Board Retreat and Meeting.

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "S. R. Nebel", is positioned above the typed name.

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 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~~ 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~~ 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 Advisors 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
<b>General Liability</b> 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
<b>Auto Liability</b> Scheduled Autos Hired Autos Non-Owned Autos						
<b>Auto Physical Damage</b> Scheduled Autos Hired Autos Non-Owned Autos						
<b>Property</b>						
<b>Boiler and Machinery</b>						
<b>Excess Crime</b>						
<b>Excess Earthquake</b>						
<b>Excess Flood</b>						
<b>Difference in Conditions</b>						
<b>Excess Cyber Liability</b>						
<b>Workers' Compensation</b>						

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 15<sup>th</sup> 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

## **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"> <li><b>ETHICS</b></li> </ul>	<ul style="list-style-type: none"> <li>Make ICMA ethics training available upon request from the state</li> <li>Up to 75 minute ethics session free of charge from Regional Director upon request</li> <li>ICMA will conduct ethics investigations for ICMA members in your state (state leads fact finding if needed)</li> <li>ICMA will provide consultation on complaints for individuals who are not ICMA members but are state association members</li> <li>ICMA will facilitate an annual conference call with your state association board to review ethics priorities and issues</li> </ul>	<ul style="list-style-type: none"> <li>Recognize the importance of ethics education for members in your state</li> <li>Strive to include one ICMA Ethics training for your state association members per year</li> <li>When needed, the state association will support fact finding for a potential ethics investigation if requested by ICMA</li> </ul>	<p>ICMA:</p> <p>STATE:</p>
<ul style="list-style-type: none"> <li><b>LEADERSHIP AND PROFESSIONAL DEVELOPMENT</b></li> </ul>	<p>ICMA has valuable content available for state association conferences:</p> <ul style="list-style-type: none"> <li>Your ICMA <b>point of contact (Regional Director/Team Leader)</b> will assist in the development of your state association's conference program to ensure a robust offering</li> </ul>	<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"> <li><b>ADVOCACY FOR THE PROFESSION</b></li> </ul>	<ul style="list-style-type: none"> <li>ICMA supports and responds to requests for advocacy (adoption/defense) of council manager form of government</li> </ul>	<ul style="list-style-type: none"> <li>States will contact ICMA in the event of an opportunity for adoption or possible abandonment of the Council/Manager form in their state</li> </ul>	<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"> <li>Financial support from the Fund for Professional Management for citizen led adoption/retention campaigns</li> <li>ICMA will continue to actively promote the value of professional local government management globally</li> </ul>	<ul style="list-style-type: none"> <li>States will consider contributions to the Fund for Professional Management</li> <li>States will encourage individual members to contribute to the Fund for Professional Management</li> </ul>	
<ul style="list-style-type: none"> <li><b>MEMBERSHIP DEVELOPMENT, ENGAGEMENT, AND SUPPORT</b></li> </ul>	<ul style="list-style-type: none"> <li>ICMA will spearhead and administer joint membership recruitment campaigns for every career stage from student to encore</li> <li>ICMA Leadership and/or senior staff will attend and present an ICMA update at one state association meeting per year</li> <li>ICMA will extend comp membership to one state staff person</li> <li>ICMA will extend one comp ICMA Annual Conference registration to one state staff person annually</li> <li>ICMA will convene state secretariat meeting at ICMA Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>State leadership will provide state membership data, engage in and collaborate on joint recruitment initiatives through formal outreach and personal contact</li> <li>State will provide comp registration for Regional Director and Regional Vice President at annual conference(s)</li> <li>State will comp ICMA Executive Director when he/she can attend</li> <li>State will allot time at a general session on conference schedule for ICMA Update (allow minimum of 20 minutes/provide tech support as needed)</li> <li>State will provide ICMA with comp exhibit space at annual conference</li> </ul>	<p>ICMA:</p> <p>STATE:</p>
<ul style="list-style-type: none"> <li><b>ICMA GOVERNANCE</b></li> </ul>	<ul style="list-style-type: none"> <li>ICMA will organize the Regional Nominating Committee process for state and affiliate organizations annually</li> </ul>	<ul style="list-style-type: none"> <li>States will designate representatives for the annual regional nominating committee</li> <li>States will distribute information provided by ICMA on how to</li> </ul>	<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"> <li>ICMA will encourage candidates to consider Regional Vice President positions on the ICMA Executive Board</li> </ul>	participate on ICMA member committees and task forces and the ICMA Executive Board	
<ul style="list-style-type: none"> <li><b>INCLUSIVENESS AND DIVERSITY INITIATIVES</b></li> </ul>	<ul style="list-style-type: none"> <li>Continue to seek new ways to strengthen the selection process for the ICMA Executive Board to encourage diversity and inclusion</li> <li>Promote ICMA student chapters in every state</li> <li>Include key skills that support inclusive behavior into ICMA training and development portfolio</li> </ul>	<ul style="list-style-type: none"> <li>Confirm state association acknowledgement and support of ICMA commitment to a diverse Executive Board</li> <li>Assist in identification of college / university links for prospective student chapters</li> <li>Consider inclusion of ICMA diversity and inclusiveness offerings on state conference programs</li> </ul>	ICMA:  STATE:

#### DURATION

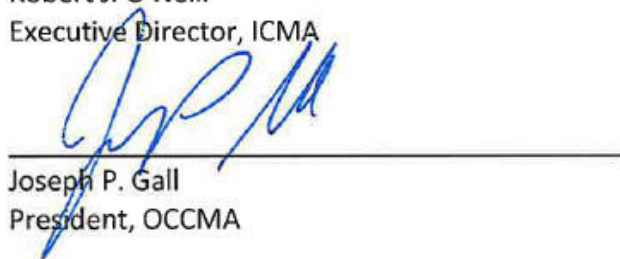
This agreement shall remain in force indefinitely, by mutual consent of OCCMA and ICMA. Agreed upon goals will be reviewed and updated semi-annually by the Oregon City/County Management Association's executive committee in collaboration with the ICMA West Coast Regional Director and dedicated ICMA Liaison 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**

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**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

# OMA/OCCMA Website Redevelopment

## Scope of Work and Estimates

Both the Oregon Mayors Association (OMA) and the Oregon City/County Management Association (OCCMA) websites are currently being hosted and managed by the League of Oregon Cities. Redeveloping the LOC website includes hosting the new site in a professionally managed external server space. The LOC wishes to begin hosting the OMA and OCCMA websites in the external hosting environment as well, and for all three sites to utilize the same content management system (CMS) for ease of maintenance.

Because the OMA and OCCMA websites are badly in need of updates, they also see this as an opportune time to redevelop both sites to take advantage of the contemporary capabilities offered by the CMS and within the new hosting environment. The LOC would also like to take advantage of the LOC site template development work, wherever possible, to reduce technical development efforts.

Our estimates are based upon a number of assumptions:

- Work on these sites will begin after the LOC Site has launched (or at least at the later stages), although some planning can happen earlier.
- Discovery can be limited to a single meeting covering both sites.
- Minimal UX design required, limited to a single site map per site, and a single home page wireframe per site.
- LOC staff will perform a content audit for each site. A single content inventory template will be provided for LOC staff to complete.
- Minimal visual design required, addressing home page look and feel, global color and font options only. No brand modifications/updates are required.
- No contact forms are required.
- iMIS connectivity is needed for just one of the Sites (OCCMA for course listings).
- No special SEO considerations.
- No in-site search required (as both sites are quite small).
- Template development limited to one custom home page template to be shared by both sites. All other pages will use repeating templates from LOC layouts (with possible color and font changes to distinguish each site).
- There is one “register/login” feature we’re not sure about in the OCCMA site. We’re assuming it’s related to iMIS and does not require any custom support.

- All page content will be populated by LOC staff members.
- The navigation scheme will be the same as, or a subset of, the LOC website with different navigation titles.
- Happy, inc. will install an independent instance of the LOC CMS for each site in the same hosting environment as the LOC website.
- Editor interface training requirements are minimal as the interface will mimic that of LOC site.
- Standard mobile test passes and W3C accessibility requirements.

Our estimates for the effort required to deliver redeveloped OMA and OCCMA websites are listed below. We have provided a low-end estimate that constrains our ability to engage with the LOC staff but conforms to the OMA's and OCCMA's stated budget limits. We have also included a high-end estimate that allows for a more standard communication process and accommodates additional feedback and revision opportunities.

Low End Cost Estimate	Hours
<b>Discovery</b> - Establish project utilizing our standard project management and communication toolset, review existing sites from a UX, visual design and technical development perspective, conduct a single one hour Discovery meeting with combined OMA/OCCMA stakeholders.	31
<b>UX Design</b> - Site Map development (One site map per site, one round revision), Wireframes development (limited to one homepage wireframe per site, plus one round revision). All other templates will be pulled directly from LOC project. No mobile wireframes developed - sites would follow same model as LOC site. <b>Content Inventory Template</b> - development of a single blank template, adapted from the LOC website version to be complete by LOC staff, no revisions. <b>Visual Design</b> - Two sets of comps, One home page and one secondary page for each site demonstrating image treatment, logo placement, color palette and font selections, one round revision for each. No mobile comps - design would follow same model as LOC site.	42
<b>Technical Development</b> - CMS implementation, HTML page template development (single home page template to be shared by both sites), implement repurposed LOC web page templates.	75
<b>QA and Site Launch Activities</b> - QA test of beta site and "bug" resolution, transfer files to hosting server, register site with Google, Bing, Yahoo search engines, single editor interface training session.	28
<b>total hours for all tasks</b>	176



High End Cost Estimate	Hours
<b>Discovery</b> - Establish project utilizing our standard project management and communication toolset, review existing sites from a UX, visual design and technical development perspective, conduct a single two hour Discovery meeting with combined OMA/OCCMA stakeholders.	50
<b>UX Design</b> - Site Map development (One site map per site, one round revision), Wireframes development (limited to one homepage wireframe, plus two subpage wireframes per site, one round revision). All other templates will be pulled directly from LOC project. No mobile wireframes developed - sites follow same model as LOC site. <b>Content Inventory Template</b> - Development of a partially populated template for each site, adapted from the LOC website version to be complete by LOC staff, no revisions. <b>Visual Design</b> - Two sets of comps, One home page and one secondary page for each site demonstrating image treatment, logo placement, color palette and font selections, two rounds revision for each. No mobile comps - design would follow same model as LOC site.	69
<b>Technical Development</b> - CMS implementation, HTML page template development (single home page template to be shared by both sites), implement repurposed LOC web page templates, populate limited amount of initial site content.	130
<b>QA and Site Launch Activities</b> - QA test of beta site and "bug" resolution, transfer files to hosting server, register site with Google, Bing, Yahoo search engines, single editor interface training session.	41
<b>total hours for all tasks</b>	290

**Low end estimate - 176 hrs / \$25,520.00**

**High end estimate - 290 hrs / \$42,050.00**

The information above represents our best estimates for the resources required to execute the work as described. Depending on additions or changes to the parameters stated in the above estimate, the final costs may be slightly higher or lower. Materials expenses, if incurred, will be passed through to the client at cost plus 10%. Billing for this work will occur on a time-and-materials basis, with invoicing based upon our blended agency rate of \$145/hour. Progress billing is provided every 30 days with net 30 payment terms.

We are delighted to have the opportunity to submit this proposal. We thank you for your time and consideration and invite you to contact us if we can provide any further information or clarification.

# MEMO

Date: September 10, 2018

TO: OCCMA Board of Directors

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

SUBJECT: Consideration of a Memorandum of Authorization Outlining Responsibilities and Authorities of the ICMA Host Committee and Information of the Appointment of Host Committee Co-chairs for the ICMA Host Committee.

**Background:** On July 13, 2018 the Board of Directors reviewed a draft of a Memorandum of Authorization (MOA) for the OCCMA Host Committee relating to the Association's responsibilities for hosting the 107<sup>th</sup> ICMA Conference in Portland, Oregon on October 3-6, 2021. The MOA provides specific responsibilities and authorization for the Host Committee Co-chairs and Host Committee in fulfilling these responsibilities through the conference in 2021. It was indicated that the draft MOA would be brought back to the Board at the September 27 Board meeting for additional discussion, modification, and possible approval. It was also suggested that the Board of Directors formally confirm the appointment of the Co-chairs of the ICMA 2021 Host Committees as provided for in the MOA.

The structure outlined in the MOA has been developed based on experiences that other state Host Committees have had in fulfilling the responsibilities of hosting an ICMA Conference. 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 Stein 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 draft of a MOA has been developed by the co-chairs for possible Board approval. The draft MOA outlines various hosting responsibilities and authorities of the co-chairs, the host committee, and the Board of Directors. The MOA proposes a number of things regarding committee membership. It provides that the President shall appoint members to the host committee for terms that will run through December 31, 2021. The terms differ from the one year terms for other standing committees of the Association. 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 ICMA 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.

If the MOA is approved, then it would be appropriate that the Board formally confirm the appointment of the Co-chairs in accordance with the provision to designate up to three Co-chairs to coordinate Host Committee activities.

**Recommendations:** It is recommended that the Board approve a Memorandum of Authorization that defines the roles and authorization of the OCCMA Host Committee and Host Committee Co-chairs for the 107<sup>th</sup> ICMA Conference in Portland, Oregon.

If the MOA is approved, it is further recommended that the Board confirm the appointment of Joseph Gall, Eileen Stein and Spencer Nebel as Co-chairs for the OCCMA Host Committee.

**Alternatives:** If the Board feels that additional discussion is needed on the MOA, the Board could refer this matter to the November Board Retreat and Meeting. It should be noted, however, that the first full Host Committee meeting is currently scheduled to be held just prior to the Board's November retreat.

Respectfully submitted:

Joseph Gall, Eileen Stein, and Spencer R. Nebel, Co-chairs  
ICMA 2021 Host Committee

## **OCCMA Host Committee- -- 107<sup>th</sup> OCCMA Conference - Portland, Oregon**

### **October 3 - 6, 2021**

#### **Mission:**

It is the responsibility of the OCCMA Host Committee to work with the ICMA Annual Conference planning staff to provide an enjoyable and rewarding experience for ICMA members and their families, while attending the ICMA conference in Portland, Oregon October 3-6, 2021.

#### **Purpose:**

107<sup>th</sup> ICMA Host Committee is responsible for working with the ICMA planning staff on the major evening social events, such as the Saturday reception, Sunday welcoming reception and Tuesday evening events. The Host Committee helps with the opening session, inspirational breakfast, field demonstrations, athletic events, tours, partners' activities, and the assistance exchange program. The Host Committee will plan an exhibit for the 106<sup>th</sup> ICMA Conference, which will be held in Toronto, to promote members and their families coming to the Portland Conference. Furthermore, the Host Committee is responsible for VIP transportation, welcome desks and registration bags for the attendees. All of this is done with the careful oversight of ICMA staffing.

### **107<sup>th</sup> ICMA Conference Host Committee- Portland**

#### **Membership:**

-- Appointed by the President of OCCMA for a term that runs through the Portland OCCMA Conference in 2021.

-- New appointments can be done prior to the conference by the then current President on an annual basis through 2021.

-- Host Committee Membership will include all members who have served on the ICMA Conference Planning Committee from 2015 through the 2021 conference.

#### **Responsibilities:**

-- Coordinate all local host responsibilities for the 107<sup>th</sup> ICMA Conference which will be held in Portland, Oregon on October 3-6, 2021.

-- Provide direction and receive regular reports from subcommittees established.

-- Confirm the appointment by the co-chairs of chairs and members for other subcommittees.

-- Committee members are encouraged to attend the special meeting which is held each year at the ICMA Conference for Future Conference Host Committees.

-- Host Committee members will staff the Host Committee booth in Toronto on September 27-30, 2020.

-- the Host Committee co-chairs will introduce a 5-minute promotional video supplied by the CVB at the ICMA Conference in Toronto at the closing session on Saturday, September 30, 2020.

-- ICMA staff will meet with the Host Committee in October 2020 to review hosting plans for the 2021 conference to hear all subcommittee reports.

- Host Committee will name a Host Committee Liaison to ICMA staff, one year from the conference date..
- November 2020 ICMA staff will meet a second time with the Host Committee.
- November 2020 Host Committee members will be invited to participate in the ICMA Planning Committee which will be held in Portland and will make a presentation on the social program.
- Host Committee will host the Planning Committee with a reception and/or dinner in November 2020.
- ICMA prepares the conference program in March, 2021.
- June 2021 ICMA staff will work with the Host Committee, including reports from all of the subcommittees responsible for the conference to finalize the conference agenda.

**Meeting Schedule:**

- The Host Committee will meet at the N.W. Regional Managers' Meeting and the summer OCCMA Conference in 2018 and 2019. The Host Committee will meet quarterly in 2020, and as needed in 2021.

**Officers:**

- There shall be two co-chairs appointed by the OCCMA President with the terms running through 2021.
- A recorder shall be designated by the co-chairs to keep a record of all Host Committee meetings.

## **Executive Coordinating Committee**

### **Membership:**

-- Members of the Executive Committee will be the co-chairs of the committee, President of OCCMA and two other association members appointed by the co-chairs and confirmed by the Host Committee.

### **Responsibilities:**

-- The Executive Coordinating Committee will handle business in between meetings of the full conference host committee. A report will be made at the next fall Host Conference Committee, as to any actions taken by the Executive Coordinating Committee since last meeting. The liaison to ICMA staff will also participate in any Executive Coordinating meetings, once selected.

### **Meeting Schedule:**

-- Executive Coordinating Committee will be established in 2018 and will meet as needed.

### **Officers:**

-- Officers will be the co-chairs for the Executive Coordinating Committee.

## **Fundraising Subcommittee**

### **Membership:**

-- It is recommended that the Fundraising Committee have five to seven members appointed by the co-chairs and confirmed by the Host Committee.

### **Purpose:**

-- Pursue funding for the 2021 ICMA conference - coordinate with the ICMA Strategic Partner Program staff to assure that the donors for the Host Committee are acceptable to ICMA since ICMA has the number of specific contracts with certain donors for the conference itself.

-- Evaluate and recommend to the Host Committee the need to hire a fundraising company to assist in the solicitation of the contributions for the conference (be sure to exclude any commitments obtained previously by OCCMA.)

### **Meeting Schedule:**

-- The fundraising should begin meeting in 2018 to work with groups such as the Washington City Managers' Association, LOC and other potential supporters who may need to set aside funds over a series of years to fund their commitment to this event.

-- It may be important to initiate conversations with potential other donors in advance of the conference year in order to understand budget schedules and financing opportunities in advance of the conference year. It has been noted, however, and that many contributions will not be made until the actual convention year and in some cases personnel may change.

### **Officers:**

--A Chair shall be appointed by the co-chairs of the fundraising committee subject to the confirmation of the Host Committee.



## **Major Evening Social Events Subcommittee**

### **Membership:**

-- Five to nine members suggested, appointed by the co-chairs and confirmed by the Host Committee.

### **Responsibilities:**

-- Provide recommendations for venues. Consider subsidizing the costs of the events. Working with ICMA staff and the designated management company (DMC) to make final decisions on the programs which will be offered for the following events:

- 1.) The Saturday Reception.
- 2.) The Sunday Welcoming Reception.
- 3.) The Tuesday Evening Events.

-- Plan the Saturday reception, plan the Sunday welcoming reception, plan the Tuesday events, typically one to three events.

-- Meet with the ICMA staff 1.5-2 years before the conference to interview and hire a local Destination Management Company (DMC.)

-- October 2020, the major evening social events committee will meet with ICMA staff to discuss perspective social event venues selected by the DMC.

-- The committee will present recommendations to the Host Committee on various venues for the Host Committee to review and recommend to ICMA.

### **Meeting Schedule:**

-- The subcommittee should be established in 2019 in order to begin exploring options and to be available to participate in the interview of the DMC.

### **Officers:**

-- The co-chairs shall appoint a chair for the committee subject for the Major Evening Social subcommittee, subject to confirmation by the Host Committee.

## **The Voluntary Coordination/Support Services Subcommittee**

### **Membership:**

--Seven to eleven members suggested, appointed by the co-chairs and confirmed by the Host Committee.

### **Responsibilities:**

- Arrange for VIP transportation for the 2021 conference.
- Arrange for volunteers to man desks at the airport and in the lobby of conference hotels during peak arrival times and a host desk near the registration area to answer questions during registration hours, which spans five days.
- Volunteers need to be familiar with those events that are sponsored by the Host Committee, field demonstrations and sports events.
- Host Committees usually purchase identifiable attire for volunteers during the conference.
- Volunteer Subcommittee is responsible for recommending the design of the conference bag, as well as the items which will be placed in the bag. This includes, restaurant guide, low-cost items from local companies and finally volunteers will be needed to stuff the bags for registration.

### **Meeting Schedule:**

-- The subcommittee should be appointed in 2020. Members should participate in ICMA briefings in October 2020 for the needs and processes for recruiting volunteers. The subcommittee will then recruit volunteers in 2021 for the various needs which are identified for the conference. The Volunteer Subcommittee will be active right up and through the ICMA conference.

### **Officers:**

-- The co-chairs shall appoint a vice- chair for the committee for the Volunteer Subcommittee, subject to confirmation by the Host Committee.

## **The Partners Program Subcommittee**

### **Membership:**

--Three to seven members suggested, appointed by the co-chairs and confirmed by the Host Committee.

### **Responsibilities:**

-- ICMA provides separate partners programs on Monday and Tuesday of the conference. The subcommittee members may wish to assist the executive board partners in greeting those that attend.

-- The subcommittee may want to identify a service project that the partners can participate in during the conference. The subcommittee will be responsible for arranging any transportation for this program, as well. The subcommittee will report to the Host Committee their recommendations.

### **Meeting Schedule:**

-- The subcommittee should be appointed in 2020 with recommendations coming back and be prepared to give a report in the fall of 2020 to the ICMA staff.

### **Officers:**

-- The co-chairs shall appoint a chair for the committee for the Partners Program Subcommittee, subject to confirmation by the Host Committee.

## **Inspirational Breakfast Subcommittee**

### **Membership:**

-- Three to five members suggested appointed by the co-chairs and confirmed by the Host Committee.

### **Responsibilities:**

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

### **Meeting Schedule:**

-- The subcommittee should be appointed in 2019 and have recommendations to prepare in October 2020 for the ICMA Planning Committee, with preliminary program copy due by early March 2021.

### **Officers:**

-- The co-chairs shall appoint a chair for the committee subject to confirmation by the Host Committee.

## **Athletic Events Subcommittee**

### **Membership:**

--Three to five members suggested, appointed by the co-chairs and confirmed by the Host Committee.

### **Responsibilities:**

-- The athletic events usually include golf, a 5k run/walk with other occasional activities, including tennis, bowling events, as well as daily yoga.

-- The committee is responsible for overseeing the events, contacting pros as needed and arranging for refreshments, t-shirts and awards.

-- Tickets are presold by ICMA to cover fees, refreshments, transportation, trophies and usually t-shirts. Some level of Host Committee subsidy may be required. Attendance varies from 25-150 per event.

### **Meeting Schedule:**

-- The subcommittee should be appointed in 2020 by the co-chairs, subject to confirmation by the Host Committee. Preliminary reports will be due in October 2020. The subcommittee will make recommendations to the Host Committee.

### **Officers:**

-- The co-chairs shall appoint a chair for the committee subject for the Athletic Events Subcommittee, subject to confirmation by the Host Committee.

## **Assistance Exchange Program Subcommittee**

### **Membership:**

--Three to seven members suggested, appointed by the co-chairs and confirmed by the Host Committee.

### **Responsibilities:**

-- The Assistance Exchange Program occurs on the Friday before the conference. The Assistance Exchange offers early career professionals an opportunity to spend the day visiting a local government, in the vicinity of the conference site.

-- Subcommittee is responsible for organizing host communities, fielding applications from participants (usually 10-15) and matching host communities with participants. An informal gathering of all participants will take place on Friday evening.

-- Host communities are asked to arrange transportation to and from the conference site and supply participants with lunch.

-- The subcommittee reports their recommendations to the Host Committee.

### **Meeting Schedule:**

-- The subcommittee should be appointed in 2020 in order to identify possible communities for the Assistance Exchange program for a report to be given by Host Committee in October 2020 to the ICMA staff.

### **Officers:**

-- The co-chairs shall appoint a chair for the committee subject to confirmation by the Host Committee.

## **Field Demonstration Subcommittee**

### **Membership:**

- Five to nine members suggested, appointed by the co-chairs.

### **Responsibilities:**

- Identify five to seven potential field demo sites for ICMA staff to visit and together with the committee, narrow three to five demos on the basis of interest and cost.
- Work with local governments chosen for the demonstrations to prepare presentations, make logistical arrangements and identifying any associated costs for the demonstration.
- ICMA arranges for transportation costs which is recovered by a modest fee.
- Report recommendations to the Host Committee.

### **Meeting Schedule:**

- The subcommittee should be appointed in 2020 with preliminary recommendations due in October 2020.

### **Officers:**

- The co-chairs shall appoint a chair for the committee subject for the Field Demonstration Subcommittee, subject to confirmation by the Host Committee.

## **Tour Subcommittee**

### **Membership:**

--Three to seven members suggested, appointed by the co-chairs and confirmed by the Host Committee.

### **Responsibilities:**

-- The subcommittee is to identify possible tours for the four days of the conference, and if appropriate, pre and post conference tours, as well. The subcommittee will present ideas to the Host Committee and will then work with ICMA staff and the local DMC to make final decisions on the tours which will be offered.

-- The subcommittee will report to the Host Committee.

### **Meeting Schedule:**

-- The subcommittee should be appointed in 2020 with a report being forwarded to the committee for the conference planning committee in November 2020.

### **Officers:**

-- The co-chairs shall appoint a chair for the committee for the Tours Subcommittee, subject to confirmation by the Host Committee.



## The Promotional Activities / Toronto 2020 Booth Subcommittee

### Membership:

--Three to seven members suggested, appointed by the co-chairs and confirmed by the Host Committee.

### Responsibilities:

-- Procuring a 5-minute promotional video. This is normally provided by the Convention and Visitor's Bureau for the Toronto conference.

-- Scheduling OCCMA members attending the 2020 Toronto ICMA Conference to man the desk for the upcoming Portland conference.

### Meeting Schedule:

-- The Promotion/Host Committee will need to have their work completed in advance of the Toronto conference, September 27-30, 2020. The subcommittee reports to the Host Committee should be appointed in 2020, for any activities related to the Toronto conference. The subcommittee may suggest other promotional activity to promote attendance at the Portland conference during the course of 2021.

### Officers:

-- The chair shall be appointed by the co-chairs for the committee for the Promotional Activities / Toronto 2020 Booth Subcommittee, subject to confirmation by the Host Committee.

## Other Issues

Two significant issues which need to be addressed as part of this overall process:

- 1.) I believe that we need to work out an agreement with the OCCMA Board of Directors as to how we will be proceeding with these efforts moving forward; particularly how it relates to financial matters and financial commitments on behalf of the association.
- 2.) Our association is not a non-profit organization. There may be some benefit of partnering with the League of Oregon Cities Foundation for any contributions. That would benefit contributors who require a tax-exempt organization.
- 3.) We may want to negotiate some sort of agreement with the League of Oregon Cities for additional administrative support through this effort.
- 4.) Washington State had significant issues with their members not following through with commitments that they made. I believe that by formalizing the process, we may be able to better track what is going on or not going on in the planning process.
- 5.) Washington had the advantage of using the assistant to the city manager of Bainbridge Island for 25% of her time, a year out of her conference and working 55 hours a week from June up until the conference time. This is a huge imposition on an organization who supplies the personnel. The association may want to consider hiring an individual (perhaps a recently retired manager or an

individual that would be able to commit that year to the conference) in order to meet these requirements.

If we are successful in getting solid participation from our various subcommittees, it may reduce the time commitments for the ICMA liaison person.

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

**Memorandum of Authorization**

WHEREAS, on October 3-6, 2021, Portland, Oregon will be the host city for the 107<sup>th</sup> 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 from 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 functions 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.
- 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 current 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.

#### Amendment

The Board may consider amending any portion of the Memorandum of Authorization with 10-day notice to the Co-chairs, through the expiration of the MOA.

#### 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.

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Christy Wurster, President  
Oregon City/County Management Association



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Megan George, Operations Director  
**Date:** September 19, 2018  
**Subject:** Conference Schedule for 2021

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At the July 13, 2018 Board of Directors Meeting, the board moved to find an alternative host for the ICMA West Coast Summit, host the Northwest Regional Managers Conference as per the normal rotation, and to host a one or two-day meeting in Portland prior to the ICMA Annual Conference scheduled for October 3-6, 2021 in Portland, Oregon.

#### ICMA West Coast Summit

Jeff Towery was able to confirm with ICMA that they do not intend to schedule an ICMA West Coast Summit in the Pacific Northwest in 2021. There is no action required on this.

#### Northwest Regional Managers Conference (NWRMC)

Megan George plans to reach out to ICMA, WCMA or the AMMA and confirm that OCCMA will be the host of the 2021 NWRMC this fall. Once that has been accomplished, LOC staff will begin to identify possible venues for the board's discussion at an upcoming meeting. There is no action required on this.

#### One-Day Meeting

Dr. Phil Cooper reached out to Christy Wurster about the possibility of the one-day workshop being hosted at Portland State University. The University has access to a hotel on-site and various meeting spaces. The question for the board is whether this is an agreeable option, or whether to consider alternatives.

August 8, 2018

Christy Wurster  
2018 OCCMA Board President &  
OCCMA Board Members

Re: Request for Assistance for ICMA Conference Planning Expenses

As you know, I will be representing OCCMA this year on the Planning Committee for the 2019 ICMA Conference in Nashville. The committee will convene in Nashville from November 16-18, 2018.

The OCCMA Bylaws Section 17-6, Section 3 states that "Active Association 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."

Accordingly, please consider this request for assistance with one-half of my travel expenses which will transportation and lodging. As a co-Chair of the 2021 ICMA Conference Host Committee, it will be a worthwhile investment by OCCMA to be coordinated on the content side of conference planning over the next few years.

I appreciate the Board's consideration of this request.

Respectfully,



Eileen Stein  
City Manager  
City of West Linn