



OCCMA Board of Directors Meeting

July 12, 2019 | 9:45 am – 11:45 am

Best Western Agate Beach | Agate Ballroom | 3019 North Coast Highway, Newport

AGENDA

A. Welcome & Roll Call (<i>Marty Wine</i>)	-
B. Consent Calendar* (<i>Marty Wine</i>)	-
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3. Support for Managers Committee (<i>Michael Sykes</i>)	-
4. Bylaws and Policy Committee (<i>Sean O'Day</i>)	-
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8. Communications Committee (<i>Ben Bryant</i>)	43
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a. OCCMA Membership*	55
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F. 2019 Strategic Plan (<i>Marty Wine</i>)	59
G. Other Business (<i>Marty Wine</i>)	-
H. Adjournment (<i>Marty Wine</i>)	-

* Agenda items denoted with an asterisk indicate a motion is recommended. The sample motion will appear in the agenda item's associated materials.



OCCMA Board of Directors Meeting

May 3, 2019 9:59 am – 11:48 am

Best Western Plus | Columbia Room | 1108 East Marina Way, Hood River, OR 97031

MINUTES

PRESENT

Board Members:

Marty Wine, President
Spencer Nebel, President-Elect
Christy Wurster, Past President
Ben Bryant, Director
Robb Corbett, Director (via phone)
Susie Marston, Director
Brian Sjothun, Director
John Walsh, Director

Staff:

Mike Cully, Executive Director, LOC
Megan George, Operations Director, LOC

Other:

Scott Winkels, Intergovernmental Relations Associate, LOC
Randy Ealy, Director of Government Affairs, PGE

Absent:

Joe Hannan, Director
Sean O'Day, Director

A. Welcome & Roll Call

9:59 am

President Marty Wine called the meeting to order at 9:59 am. Marty Wine advised the board that there were two other items being added to other business at the end of the agenda.

B. Consent Calendar

10:00 am

Aaron Palmquist asked that the minutes of the February 1, 2019 OCCMA Board of Directors Meeting be removed.

It was moved by Spencer Nebel and seconded by Aaron Palmquist to approve the balance of the consent calendar. The motion passed unanimously (8 Yes [Bryant, Corbett, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [Hannan and O'Day]).

Aaron Palmquist shared that he was not listed as present during the meeting nor counted as part of the vote for subsequent actions throughout the meeting.

It was moved by Aaron Palmquist and seconded by Spencer Nebel to approve the minutes as amended by the board to include Aaron Palmquist in the meeting minutes. The motion passed unanimously (8 Yes [Bryant, Corbett, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [Hannan and O'Day]).

C. 2019 OCCMA Membership

10:04 am

Megan George referred board members to page sixteen of the agenda packet and summarized the contents. At this point, OCCMA is slightly behind in their recruitment of active members in the association as compared to last year (2018). However, as compared to years prior, membership is on target.

The board discussed and their consensus was to send a blast email to those who had not yet renewed their membership and provide a list of names to board members and senior advisors so that additional outreach could be conducted.

D. 2019 NWRMC Registration Cancellation Requests

10:07 am

Marty Wine referred board members to the handouts provided for this agenda item summarizing the four cancellation requests that had been received thus far for the Northwest Regional Managers Conference.

The board discussed the current process for issuing refunds for OCCMA events and expressed concern with the timeline associated and the lack of clarity year-to-year on what constitutes an acceptable excuse.

It was moved by Spencer Nebel and seconded by Aaron Palmquist to make an exception to the policy for Michael Grayum and provide a full refund as a result of the car crash. The motion passed unanimously (8 Yes [Bryant, Corbett, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [Hannan and O'Day]).

It was moved by Spencer Nebel and seconded by Ben Bryant to direct staff to prepare a cancellation policy for the board's review that includes exceptions in the event of health issues and family emergencies and allows staff to use their discretion in making exceptions. The motion passed unanimously (8 Yes [Bryant, Corbett, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [Hannan and O'Day]).

E. Timing of the Northwest Regional Managers Conference

10:17 am

Spencer Nebel shared that he had received feedback from the membership on the timing of the Northwest Regional Managers Conference. Many were unable to attend because they were occupied with their city's budget process. Spencer suggested, and the board agreed, that the conference should be held in March in future years, if possible.

The board also discussed adjusting the timeline for professional development committee appointments, particularly in those years that the committee will be responsible for planning the Northwest Regional Managers Conference. The board supported making this adjustment but deferred formal action until a subsequent board meeting.

In addition, the board discussed the upcoming timeline for hosting the Northwest Regional Managers Conference. Megan George shared that Washington is responsible for the conference in 2020, but that it would be paired with the ICMA Regional Summit again. Alaska is responsible for the conference in 2021. The associations had not yet clarified who would be responsible in 2022. Megan George suggested OCCMA consider 2022 because it will be a short session and staffing support will be higher. The board agreed and directed staff to reach out to the other associations.

F. ICMA Planning Committee Appointment

10:24 am

Marty Wine announced that she had appointed Sherilyn Lombos, City Manager of Tualatin, to serve on the ICMA Planning Committee for the 2020 conference in Toronto. The Co-Chairs of the Host Committee recommended her for this appointment.

G. Committee Updates

10:26 am

Nominating Committee

Chair Christy Wurster referred board members to page eighteen of the agenda packet. She thanked the committee members for their time and summarized the materials.

Spencer Nebel asked that paper applications be made available at the summer conference.

Ethics Committee

Chair Marty Wine shared that this committee had nothing to report.

Support for Managers Committee

Marty Wine shared that Chair Michael Sykes had nothing to report for this committee.

Bylaws and Policy Committee

Marty Wine shared that Chair Sean O'Day was not able to attend the meeting and had nothing to report.

Audit Committee

Chair Spencer Nebel shared that there was nothing to report. The committee will meet following the summer conference and prior to the workshop in the fall.

Professional Development Committee

Chair Spencer Nebel shared that the committee had spoken of the process for conference planning. The committee could bring back a possible policy suggestion for the board's consideration for the timing of the committee.

Academic Affairs Committee

Marty Wine shared that Chair Eileen Stein had nothing to report.

Communications Committee

Chair Ben Bryant referred board members to page twenty-four of the agenda packet. He shared that a sub-committee is working on updating the website and thanked Melissa Thompson-Kiefer for her role in making this happen. The new website will be on the Wild Apricot platform.

The board discussed whether to provide separate tabs for each committee on the website. The consensus was to provide each committee a tab, if requested, and to review the use of these tabs at future OCCMA Board of Directors meetings. Megan George shared that if the purpose is solely to share information within existing committees, Dropbox may be a better option. However, if the intent is to provide information to the membership about ongoing committee work, the website makes sense.

Next Generation Committee

Marty Wine shared that Chair Joe Hannan had nothing to report for this committee.

ICMA Liaison Committee

Chair Marty Wine appointed Jeff Towery, City Manager of McMinnville, to serve on this committee. Otherwise, she shared that this committee had nothing to report.

Host Committee

Chair Spencer Nebel referred board members to page twenty-eight of the agenda packet. The Host Committee will meet in July at the summer conference. Each of the sub-committees will have a meeting prior to then and submit a written report for the full committee's review.

Steve Powers shared that the Fundraising Committee had met this past Monday. Kevin Duggan shared that ICMA has been having some preliminary conversations about the fundraising requirements as a result of the appointment of a new conference director. Leadership has some concerns about fundraising because it reduces the diversity of locations because many state groups are uncomfortable taking it on, there's a potential ethical issue in fundraising, and ICMA staff is simultaneously soliciting sponsors so the two fundraising arms must communicate regularly. The ICMA Board of Directors may reach a decision on this at their June board meeting.

The board discussed and decided to continue with fundraising methods already established like the dues surcharge. If ICMA can reach a decision, the board decided to revisit the discussion at the September 25th board meeting prior to membership materials being distributed.

Marty Wine appointed Ashley Sonoff, Administrative Analyst with Gresham and Timothy Mongin, Convention Services Manager with Travel Portland to serve on the Host Committee.

Membership Committee

Chair Robb Corbett referred board members to page forty-seven of the packet and summarized the contents. He'd like to remove the recommendation regarding Affiliate Members of the organization summarized in the memo.

Aaron Palmquist said that he disagreed with the committee's recommendation to reduce membership dues for educators. The board directed Robb Corbett to reach out to members of universities to determine whether the current dues rate is prohibitive.

It was moved by Christy Wurster and seconded by Spencer Nebel to increase the Cooperative Member rate to \$185. The motion passed unanimously (8 Yes [Bryant, Corbett, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [Hannan and O'Day]).

H. 2019 Strategic Plan

11:12 am

Marty Wine referred board members to page fifty of the agenda packet and summarized the contents. The Strategic Plan includes a goal of "Outreach to Foster Diversity and Inclusiveness". Marty Wine asked board members to brainstorm and bring ideas for discussion at the July 12th board meeting.

I. Senior Advisor At-Large Vacancies

11:13 am

Megan George referred board members to page fifty-two of the agenda packet and the handouts provided with each applicant's materials. Dan Bartlett shared that the current senior advisors met earlier this week to review applications and recommended that the board appoint all three applicants with the understanding that this would not exceed the budgeted amount.

It was moved by Christy Wurster and seconded by Susie Marston to appoint David Clyne, Dave Waffle and Gary Milliman to serve as senior advisors. The motion passed unanimously (8 Yes [Bryant, Corbett, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [Hannan and O'Day]).

J. Future Conferences Update

11:21 am

Megan George referred board members to page fifty-four of the agenda packet and summarized the contents. The board had no questions or concerns.

K. Potential Policy Implications of SB 479 and SB 726

11:24 am

Marty Wine introduced LOC's Intergovernmental Relations Association, Scott Winkels, who shared an update over the phone. LOC is anticipating significant sexual harassment and discrimination legislation coming out of session this year. These two bills will likely extend the statute of limitations to five-years, require employers to have policies that not only deter harassment but also clarify the manner in which a report can be made, and require employers to advise employees on their rights and access to BOLI. The LOC Weekly Bulletin includes an alert on this topic and request for city members to contact their legislators.

L. Other Business

11:34 am

Marty Wine introduced Randy Ealy of Portland General Electric (PGE). Randy Ealy referred board members to handouts and shared that he would like to encourage city managers to be aware of proposed legislation on community choice aggregation and ask that city managers include PGE in these conversations with their councils as a partner organization.

Megan George shared that the Northwest Women's Leadership Academy had secured a venue for the kickoff event for the second cohort and needs board approval to sign the venue contract on their behalf.

It was moved by Spencer Nebel and seconded by Christy Wurster to approve the contract with Riverhouse on the Deschutes for the Northwest Women's Leadership Academy. The motion passed unanimously (8 Yes [Bryant, Corbett, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [Hannan and O'Day]).

M. Adjournment

11:48 am

It was moved by Spencer Nebel and seconded by Ben Bryant to adjourn the meeting. The motion passed unanimously (8 Yes [Bryant, Corbett, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 2 Absent [Hannan and O'Day]).

President Marty Wine adjourned the meeting at 11:48 am.

APPROVED by the OCCMA Board of Directors on July 12, 2019.

ATTEST:

Mike Cully, Secretary-Treasurer

Marty Wine, President

BUDGET VS. ACTUALS: FY19 JAN-DEC - FY19 P&L

January - May, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3-4000 Fund Income				
3-4001 Dues	37,573.42	46,900.00	-9,326.58	80.11 %
3-4003 Dues Surcharge 2021	4,775.02	6,700.00	-1,924.98	71.27 %
3-4103 Registration Fall Conference		9,000.00	-9,000.00	
3-4104 Registration Summer Conference	30,100.00	28,000.00	2,100.00	107.50 %
3-4182 Sponsorships	24,000.00	14,000.00	10,000.00	171.43 %
3-41841 Summer Wells/Jordan Scholarship	1,000.00	1,000.00	0.00	100.00 %
3-4188 Food Charges	200.00		200.00	
Total 3-4000 Fund Income	97,648.44	105,600.00	-7,951.56	92.47 %
3-4102 NW Regional Conference reg	42,185.00	25,000.00	17,185.00	168.74 %
3-4101 NW Regional Conf - Sponsorships		12,000.00	-12,000.00	
Total 3-4102 NW Regional Conference reg	42,185.00	37,000.00	5,185.00	114.01 %
3-4105 3-4105 NW Women's Leader Summit		15,000.00	-15,000.00	
3-4200 General Operations				
3-4260 Board Retreat Meetings	966.16	1,000.00	-33.84	96.62 %
3-4270 CIS Senior Advisor		2,500.00	-2,500.00	
3-4280 ICMA Senior Advisor	2,601.49	6,000.00	-3,398.51	43.36 %
Total 3-4200 General Operations	3,567.65	9,500.00	-5,932.35	37.55 %
Beginning Cash		83,009.00	-83,009.00	
Beginning Cash - 2021 ICMA Conf		76,304.00	-76,304.00	
Total Income	\$143,401.09	\$326,413.00	\$ -183,011.91	43.93 %
GROSS PROFIT	\$143,401.09	\$326,413.00	\$ -183,011.91	43.93 %
Expenses				
3-5100 Conferences				
3-5130 Fall Conference				
3-5134 Food & Beverage Fall		5,000.00	-5,000.00	
3-5135 Room Rental Fall		650.00	-650.00	
3-5138 Administration - Fall		5,000.00	-5,000.00	
Total 3-5130 Fall Conference		10,650.00	-10,650.00	
3-5140 Summer Conference				
3-5143 Audio/Trade Show Summer		2,500.00	-2,500.00	
3-5144 Food & Beverage Summer		20,000.00	-20,000.00	
3-5145 Lodging Summer		4,000.00	-4,000.00	
3-5146 Postage/Printing Summer		500.00	-500.00	
3-5147 Travel Summer		300.00	-300.00	
3-51481 Summer Wells/Jordan Scholarship		3,000.00	-3,000.00	
3-5149 Speaker Summer		8,000.00	-8,000.00	
Total 3-5140 Summer Conference		38,300.00	-38,300.00	
3-5150 NW Regional	1,475.00		1,475.00	
3-5152 NW Administration	43.20	5,000.00	-4,956.80	0.86 %
3-5154 NW Hotel/Food/Reception		20,000.00	-20,000.00	

		TOTAL		Page 9 of 63
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
3-5156 NW Postage/Printing	51.30	500.00	-448.70	10.26 %
3-5157 NW Travel	255.78	4,000.00	-3,744.22	6.39 %
3-5159 NW Speakers	1,944.04	8,000.00	-6,055.96	24.30 %
Total 3-5150 NW Regional	3,769.32	37,500.00	-33,730.68	10.05 %
Total 3-5100 Conferences	3,769.32	86,450.00	-82,680.68	4.36 %
3-5206 Miscellaneous		15,000.00	-15,000.00	
3-6000 Operations Expense				
3-6001 LOC Services	6,290.49	25,375.00	-19,084.51	24.79 %
3-6016 Board Functions	1,415.99	9,000.00	-7,584.01	15.73 %
3-6020 Coaching Program		1,000.00	-1,000.00	
3-6021 Conference Calls		200.00	-200.00	
3-6027 Marketing/Supplies		750.00	-750.00	
3-6033 Miscellaneous		1,500.00	-1,500.00	
3-6034 Miscellaneous Credit Card Exp	822.34	1,500.00	-677.66	54.82 %
3-6036 National/Committee Travel		3,000.00	-3,000.00	
3-6039 Newsletter	2,541.40	6,000.00	-3,458.60	42.36 %
3-6042 Postage	172.98	400.00	-227.02	43.25 %
3-6045 Printing, Fax	327.32	300.00	27.32	109.11 %
3-6051 Scholarships Charlie Henry		3,000.00	-3,000.00	
3-6054 Senior Advisor	506.48	12,000.00	-11,493.52	4.22 %
3-6057 Web Support		1,500.00	-1,500.00	
3-6058 Audit		8,500.00	-8,500.00	
3-6059 Sponsorship of Other Organizations		2,000.00	-2,000.00	
Total 3-6000 Operations Expense	12,077.00	76,025.00	-63,948.00	15.89 %
Total Expenses	\$15,846.32	\$177,475.00	\$ -161,628.68	8.93 %
NET OPERATING INCOME	\$127,554.77	\$148,938.00	\$ -21,383.23	85.64 %
NET INCOME	\$127,554.77	\$148,938.00	\$ -21,383.23	85.64 %

Oregon City/County Management Association

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TRANSACTION LIST BY VENDOR

March - May, 2019

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
City of Albany.						
04/05/2019	Bill		Yes		3-2099 Accounts Payable	140.00
04/05/2019	Bill Payment (Check)	3043	Yes		3-1001 Checking	-140.00
City of Mercer Island						
04/29/2019	Bill		Yes	A.Spietz cancellation	3-2099 Accounts Payable	375.00
05/30/2019	Bill Payment (Check)	3048	Yes		3-1001 Checking	-375.00
Danny Bartlett						
03/31/2019	Bill		Yes	Sr. Advisors Q4 2017	3-2099 Accounts Payable	95.12
04/09/2019	Bill Payment (Check)	3047	Yes		3-1001 Checking	-95.12
Dayton						
04/29/2019	Bill		Yes	R.Roaden cancellation NWRMC	3-2099 Accounts Payable	415.00
05/30/2019	Bill Payment (Check)	3049	Yes		3-1001 Checking	-415.00
Garten						
03/31/2019	Bill		Yes		3-2099 Accounts Payable	438.05
04/05/2019	Bill Payment (Check)	3042	Yes		3-1001 Checking	-438.05
Jenni Kistler						
04/29/2019	Bill		Yes	EXP111717	3-2099 Accounts Payable	128.76
05/30/2019	Bill Payment (Check)	3050	Yes		3-1001 Checking	-128.76
John Lenssen						
04/05/2019	Bill Payment (Check)	3041	Yes		3-1001 Checking	-1,300.00
Kelli Matthews						
05/31/2019	Bill		Yes		3-2099 Accounts Payable	1,000.00
05/31/2019	Bill Payment (Check)	3057	Yes		3-1001 Checking	-1,000.00
Lehman, Larry						
03/31/2019	Bill		Yes	Q3 2018	3-2099 Accounts Payable	290.00
04/09/2019	Bill Payment (Check)	3046	Yes		3-1001 Checking	-290.00
LOC						
03/31/2019	Bill		Yes	Web Support	3-2099 Accounts Payable	6,312.24
03/31/2019	Bill		Yes		3-2099 Accounts Payable	1,518.20
05/30/2019	Bill Payment (Check)	3066	Yes		3-1001 Checking	-7,830.44

Luke Fretwell

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	Page 11 of 63	AMOUNT
04/29/2019	Bill		Yes		3-2099 Accounts Payable		487.23
05/30/2019	Bill Payment (Check)	3051	Yes		3-1001 Checking		-487.23
Megan George							
04/29/2019	Bill		Yes		3-2099 Accounts Payable		127.02
05/30/2019	Bill Payment (Check)	3052	Yes		3-1001 Checking		-127.02
Ontario							
04/29/2019	Bill		Yes	A.Brown cancellation	3-2099 Accounts Payable		275.00
05/30/2019	Bill Payment (Check)	3053	Yes		3-1001 Checking		-275.00
Salem Blue							
04/29/2019	Bill	216148	Yes	Inv 199915	3-2099 Accounts Payable		51.30
05/30/2019	Bill Payment (Check)	3054	Yes		3-1001 Checking		-51.30
Select Impressions							
04/29/2019	Bill		Yes	Q3 OCCMA Newsletter. Invoice 93189 and 93200	3-2099 Accounts Payable		1,338.70
05/30/2019	Bill Payment (Check)	3055	Yes		3-1001 Checking		-1,338.70
Sheila Ritz							
03/31/2019	Bill		Yes	Reimb - Qtr 4 2017 - Sr Adv Exp	3-2099 Accounts Payable		121.36
04/05/2019	Bill Payment (Check)	3044	Yes		3-1001 Checking		-121.36
Silver Falls Recreation Company							
03/31/2019	Bill		Yes		3-2099 Accounts Payable		1,076.15
04/05/2019	Bill Payment (Check)	3045	Yes		3-1001 Checking		-1,076.15
Talia Smith							
04/29/2019	Bill		Yes		3-2099 Accounts Payable		456.81
05/30/2019	Bill Payment (Check)	3056	Yes		3-1001 Checking		-456.81

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

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: July 1, 2019
Subject: Summary of Contracts Executed on Behalf of OCCMA

There has been one contract executed since the May 3, 2019 Board of Directors Meeting. A copy of this contract is attached to this memo.

- Venue for Northwest Women's Leadership Academy kickoff event venue

Upcoming Contracts

- Venue for 2020 OCCMA Board Retreat
- Venue for 2021 OCCMA Summer One-Day Conference
- Venue for 2021 OCCMA Board Retreat
- Venue for 2022 OCCMA Summer Conference
- Venue for 2022 OCCMA Board Retreat
- Venue for 2023 OCCMA Summer Conference

RIVERHOUSE

ON THE DESCHUTES

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Account Name:	Ms. Alex Rains	Hotel Name:	Riverhouse on the Deschutes 3075 N. Business 97 Bend, OR 97703
Title:		Hotel Contact:	Christina Caudillo
Group Name:	Oregon City/County Management Association	Phone:	(816) 589-0623
Address:	1201 Court Street	E-mail:	ccaudillo@vestahospitality.com
City, State, Zip:	Salem, OR 97308	Name of Event:	NW Womens Leadership Academy Retreat
Phone:	(541) 543-7184	Arrival Date:	Monday, September 23, 2019
Email:	arains@cityofscappoose.org	Departure Date:	Tuesday, September 24, 2019

The sleeping rooms listed below will be considered definite commitments upon signing of this agreement by both parties, and will be subject to all terms and conditions set forth herein.

Upon acceptance, The Riverhouse will remove from its inventory for sale, the hotel rooms identified below.

LODGING ROOM BLOCK and RATES

Guestroom Type	Monday 09/23/2019	Guestroom Rate Single/Double Occupancy
Deluxe Guestroom, non-view	24	\$113.00*

*Guestroom rate is based on prevailing government per diem.

Room rates are net, non-commissionable quoted exclusive of applicable state and local taxes, fees and assessments, currently 17.2%.

TOTAL ROOM BLOCK RESERVED: 24 RESERVATION METHOD: Individual Call-In

METHOD OF PAYMENT: All guestroom charges will be paid by individual guests.

TERMS AND CONDITIONS:

1. RESERVATIONS: Reservations will be made directly with Riverhouse on the Deschutes room reservation department by calling our toll-free number 1-866-453-4480. In doing so, please ask your attendees to request the group rate for **NW Women's Leadership Academy Retreat**.

RIVERHOUSE

ON THE DESCHUTES

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Reservations must be made no later than the cutoff date of **Monday, August 26, 2019**. After that date, you agree that we may offer unused rooms held in your block to other customers to reduce our losses and your obligations. Reservations requested by your attendees after this date will be accepted based upon availability. Room and tax will be paid by individuals.

2. NIGHTLY ROOM RATES: The nightly room rate(s) quoted above are net non-commissionable rates based on single or double occupancy. **Oregon City/County Management Association** agrees above rates are subject to an additional **\$10.00** per night per person that occupies a room in excess of the specified occupancy for that room.

3. TAXES AND FEES: **Oregon City/County Management Association** agrees that, in addition to the quoted nightly room rates, all rooms are subject to any and all taxes and fees whether imposed by the State, County, City, or otherwise and are subject to change. Taxes and fees are currently 17.2%.

4. CONFIRMATION: A credit card is required at the time of reservation to guarantee the guestroom reservation.

5. CHECK-IN/CHECK-OUT: Check-in time is **4:00 pm** on the arrival date. Checkout time is **11:00 am** on the departure date. Attendees must present to The Riverhouse a valid credit card at check-in. Full payment is required at the time of checkout.

6. LATE CHECKOUT: **Oregon City/County Management Association** agrees its attendees will pay to The Riverhouse a Late Check-out Fee equal to 100% of the quoted nightly room rate for each instance that its attendees checks-out of The Riverhouse after 3:00pm on the departure date. Late Check-out Fees will be charged to the attendee as appropriate. The Riverhouse agrees to notify each attendee of this policy at the time the reservation is made.

7. NO-SHOW: An attendee of yours who fails to arrive on the scheduled arrival date will be considered a "no show" and the room will be removed from the Lodging Room Block and returned to The Riverhouse's room inventory. **Oregon City/County Management Association** agrees that its attendees will pay to The Riverhouse a "No Show Fee" equal to the nightly room rental rate for one night plus taxes and fees, for each no show by its attendees. No Show Fees will be charged to the attendee as appropriate. Any room night charged as such will be credited to the **Oregon City/County Management Association** total room pickup. The Riverhouse agrees to notify each attendee of this policy at the time the reservation is made.

8. ATTRITION: The various rates and terms we have provided are based in whole or in part on the outline "Lodging Room Block". In order to allow you flexibility in adjusting your program, we will permit you to reduce, without charge, the Room Night Revenue Figure in the Anticipated Room Revenue section to (85%) of its contracted total thirty (30) days prior to the date of the event. At the conclusion of your meeting, we will subtract the lodging rooms revenue derived from your meeting (including revenue derived from pre and post program stays) and the amount of any permissible attrition you have taken from the Room Night Revenue Figure in the Anticipated Room

RIVERHOUSE

ON THE DESCHUTES

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Revenue section. Any remaining amount will be posted as a charge to your master account, plus applicable taxes and fees.

At this time, The Riverhouse is holding **24** room nights for your use over the contracted dates which will generate total revenues of **\$2,712.00**. These figures shall be referred to herein as the "Anticipated Room Revenue Figures". All revenue figures are net and not inclusive of service charge, taxes, fees, assessments or commissions (if applicable).

9. PAYMENT: Guestroom charges will be settled by individual guests.

10. FORCE MAJEURE: Neither party shall be responsible for failure to perform this contract if circumstances beyond their control (including, but not limited to; acts of God, shortage of commodities or supplies to be furnished by the Hotel, governmental authority, or declared war in the United States) make it illegal or impossible for the Hotel to hold the event.

11. LIQUIDATED DAMAGES: Oregon City/County Management Association agrees that the amounts listed below are a genuine and good-faith estimate of the economic injury The Riverhouse would suffer in the event of termination for cause or cancellation of all or a part of the Agreement after Oregon City/County Management Association acceptance:

- A. If the termination or cancellation occurs between 6 and 3 months prior to the first to occur of the first date of the Lodging Room Block reservation or the Event Date, **Oregon City/County Management Association** will pay to The Riverhouse the amount equal to 65% of the "Anticipated Room and Food and Beverage Revenue Figures" Such amount shall be due and payable by **Oregon City/County Management Association** to The Riverhouse within 5 days after the cancellation.
- B. If the termination or cancellation occurs between 3 and 0 months prior to the first to occur of the first date of the Lodging Room Block reservation or the Event Date, **Oregon City/County Management Association** will pay to The Riverhouse the amount equal to 85% of the "Anticipated Room and Food and Beverage Revenue Figures" Such amount shall be due and payable by **Oregon City/County Management Association** to The Riverhouse within 5 days after the cancellation.

12. OPTION DATES: These arrangements are being held on a first option basis until **Friday May 3, 2019**. However, should another organization request the dates and be in a position to confirm immediately, you will be advised and given seven (7) days to confirm on a definite basis or alternate dates can be researched and held for your use. Please note that it is the responsibility of your organization to notify Riverhouse on the Deschutes if you need to extend your option. If written confirmation is not received by Riverhouse on the Deschutes by **Friday May 3, 2019** your hold may be automatically released. This contract will become a binding commitment once it has

RIVERHOUSE

ON THE DESCHUTES

4

been signed by both **Oregon City/County Management Association** and **Riverhouse** on the Deschutes.

13. MISCELLANEOUS: The parties agree that for purposes of this contract and any amendment or modification thereto, or for any other notice or communication between the parties, signatures sent or received by facsimile transmission will be considered as enforceable and valid as original signature by the party signing. The effective date of communications between the parties will be determined as follows:

1. Communications sent via U.S. Mail or private mail delivery service (i.e. Fed Ex) will be effective as of the date sent;

This contract, with exhibits attached hereto (if any), upon signature by both parties below constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by **Riverhouse on the Deschutes** and **Oregon City/County Management Association**. For the avoidance of doubt, emails, including emails that bear an electronic "signature block" identifying the sender, do not constitute signed writings for purposes of this Agreement.

The undersigned expressly agree and warrant that they are authorized to sign and enter into this contract on behalf of the party for which they sign.

ORGANIZATION:

HOTEL:

Oregon City/County Management Association**Riverhouse on the Deschutes**By: Michael D Cully 4/17/19

Authorized Signature Date

Name: Michael D Cully

Please print

By: Christina Caudillo 5/8/19

[sign above] Date

Name: Christina Caudillo, Director of National Sales

By: Neal Washington 5/8/19

[sign above] Date

Name: Neal Washington, Director of Sales



OCCMA

Oregon City/County Management Association

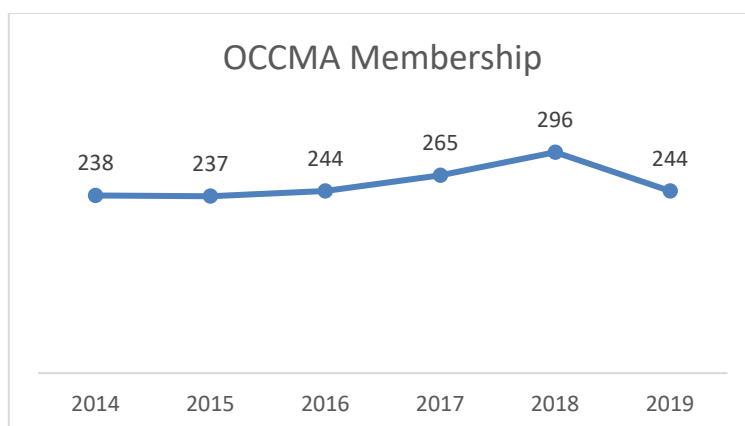
A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: July 1, 2019
Subject: Membership Report

As of July 1, 2019, OCCMA has received 244 applications for membership (excluding Lifetime and Honorary Members). The specific breakdown between membership classifications is included below. For the purposes of tracking the volume of membership applications, the numbers as of April 22, 2019 and December 31, 2018 are included for the board's reference.

	07.01.2019	04.22.2019	12.31.2018
ACTIVE	171	166	214
AFFILIATE	22	20	31
COOPERATING	2	2	3
HONORARY	2	2	2
ICMA COMPLIMENTARY	7	7	7
LIFETIME	33	33	33
RETIRED	31	30	27
STUDENT	7	4	11
MEMBERS IN TRANSITION	4	3	3
TOTAL	279	267	331

The figure below shows total membership since 2014 excluding honorary and lifetime members. At the end of 2017 and 2018, there were between 20 – 50 more members of the association. While OCCMA typically recruits members throughout the calendar year, there are fewer members in the association now than there were at this time in either years.



At the May 3rd OCCMA Board of Directors Meeting, the board asked that those who had not yet renewed their membership in the association be solicited again via email. This outreach will occur on Monday, July 8th. In addition, the board asked that a roster of non-renewals be provided at the next board meeting for additional outreach. Staff will bring a handout to the meeting for the board's reference and further discussion.



OCCMA

Oregon City/County Management Association

A State Affiliate of ICMA

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: July 1, 2019
Subject: Lifetime Appointment(s)

Article four of the OCCMA Bylaws state:

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

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

The OCCMA Board of Directors has received two requests for recommendation in advance of the Annual Membership Meeting scheduled for September 26th.

1. Scott Lazenby; and
2. Dave Waffle.

Staff have reviewed both nominations and only one (Scott Lazenby) has the necessary signatures for consideration by the board. Both letters are attached to this memo.

Potential Motion

"I move to recommend to the OCCMA Membership that Scott Lazenby be conferred a Lifetime Membership in the OCCMA."



CITY MANAGER'S OFFICE

July 1, 2019

Dear Ms. George, OCCMA President Wine and Board Members:

Please consider Dr. Lazenby for a lifetime membership in OCCMA. We can think of no one more deserving of this honor than Scott, who has been an ambassador of local government for 40 years. He served as the City Manager of Lake Oswego for the past 6 years and was the City Manager of Sandy for the previous 21 years. He also served the communities of Glendale, AZ and Vancouver, WA.

Scott believes that people are capable of breathtaking achievements when given the tools, freedom, and support. He embodies a leadership style that focuses on hiring the right people, promoting from within, creating an audacious vision, fostering a growth-mindset culture, and then letting everyone achieve victories with complete autonomy. He is a mentor to countless employees, peers, councilors, and community members. Scott is an absolute beacon of light in this profession.

He has also written two love letters to the local government community through his books *Playing with Fire* and *State of the City*. He even invented a new way of budgeting that has been successfully implemented in Sandy and Lake Oswego as outlined in the *Human Side of Budgeting*. His budgeting philosophy empowers employees to make optimal budget decisions by eliminating arbitrary rules, which has made his framework a fan favorite of everyone.

Scott is an innovator and visionary. He has completed more creative and collaborative projects than we can possibly list. He was instrumental in bringing government-run affordable high speed internet to Sandy. He launched a façade grant program that transformed the Sandy downtown area. Scott created and led a Master of Public Administration Lite program at Lake Oswego that has inspired and connected many people. He was a program dean and teacher for community leaders for the Chamber of Commerce's leadership program. In so many ways, his legacy is that he is a cultivator of people.

Lastly, Dr. Lazenby has been a professor at Portland State University since 2007 and is contributor to PSU's Center for Public Service. He will continue to be active in this arena after his retirement. Scott also served on the OCCMA Board and was OCCMA President in 2006. For all these reasons and so many more, please approve a lifetime membership for Scott. Thank you for your consideration.

Sincerely,

Lifetime OCCMA Membership for Scott Lazenby Endorsed and Signed By:

Anthony L. Hooper

Anthony Hooper
Deputy City Manager

Megan Phelan

Megan Phelan
Assistant City Manager

Eileen Stein

Eileen Stein
City Manager of West Linn

Sherilyn Lombos

Sherilyn Lombos
City Manager of Tualatin

Cornelius

Oregon's Family Town

June 4, 2019

Ms. Marty Wine
President, OCCMA
City Manager, Tigard

Ms. Megan George
Operations Director
League of Oregon Cities

Dear Marty and Megan,

It is with great respect for Dave Waffle that I nominate him for lifetime membership in OCCMA. He is soon to retire and finish a sterling career in city management. How do I know he is so good and deserving of this recognition? I followed him as city manager in Cornelius and could find his excellent professionalism up, down and throughout the organization when I arrived! He hired and mentored many of the excellent department heads I now manage.

Dave is receiving his 45-year service award from ICMA this year. He started his career in Lansing, Michigan in the 1970s and finished in Beaverton as Assistant Finance Director since 2011. He served as administrator for Oakridge, Winston and Cornelius, Oregon as well as Platteville, Village of Allouez and Reedsburg, Wisconsin.

He is an excellent technician, knows the inner-workings of a city, and thoroughly has enjoyed multiple successful collaborations throughout his career. Dave has a friendly and helpful style that is appreciated by his peers and co-workers. I have heard countless stories about Dave's good nature and genuine heart while serving in Cornelius these past seven years. Dave has lived in Cornelius since leaving employment with the City and is now Chair of the Cornelius Planning Commission!

Please consider granting Dave a lifetime membership in OCCMA. I can't think of a more deserving person who has earned this honor!

Sincerely,



Rob Drake
City Manager

MEMO

Date: July 1, 2019

To: Marty Wine, President
OCCMA Board of Directors

From: Christy Wurster, Chair
OCCMA Nominating Committee

Re: Committee Update

The election process is now open for the 2020 OCCMA Board of Directors in accordance with the established elections timeline. The applications are available on the OCCMA website and paper copies will be available at the summer conference.

The OCCMA Board is accepting applications through July 31 from active members for the following positions:

- 1) President-Elect
- 2) Director (3 year)
- 3) Director (1 year)

Committee members will strive to select candidates representing the diversity of our membership.

The committee will reconvene in August 2019 to review the applications. Thirty days before the annual meeting the Nominating Committee will provide a report to the Board including the names of the applicants and a recommended slate of officers for election.



Date: June 28, 2019
TO: Board of Directors
FROM: OCCMA Audit Committee
RE: Report

The Audit Committee consisting of Sean O'Day, Executive Director of MWVCOG; Dale Shafer, City Manager, City of Nehalem and the President-Elect of OCCMA, myself.

The Audit Committee is charged with meeting with the Secretary-Treasurer to review all financial transactions and provide a report to the Board after the close of the fiscal year. We will be scheduling this meeting in August to prepare a report for the Board for the September meeting.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel", is positioned above the printed name of the signatory.

Spencer Nebel
Chair of the Audit Committee



Date: June 28, 2019

TO: Professional Development Committee

FROM: Spencer Nebel, Chair of the Professional Development Committee

RE: Report

The Professional Development Committee has been very busy with planning the NW and Summer Conferences, and the Fall Workshop. Members of the Committee are as follows:

Spencer Nebel, City Manager, Newport
 Nathan Cherpeski, City Manager, Klamath Falls
 Phillip Cooper, Professor of Public Administration, PSU
 Steve Dahl, City Administrator, Drain
 Joe Gall, City Manager, Sherwood
 Susie Marston, City Manager, Gervais
 Masami Nishishiba, Associate Professor & Department Chair
 Aaron Palmquist, City Manager, Irrigon
 John Walsh, City Administrator, St. Helens
 Sara Singer Wilson, Principal, SSW Consulting
 Michael Sykes, City Manager, Scappoose
 Marty Wine, City Manager, Tigard
 Christy Wurster, City Manager, Silverton

It has been a very active and busy Committee, and I appreciate everyone's participation in developing the two conferences and the workshop. I want to express great appreciation for Megan George and Jenni Kistler for working through many details in pulling together these conferences. I am attaching a preliminary copy of the program for the Summer Conference for your review.

2019 Northwest Regional Managers' Conference

The Northwest Regional Managers' Conference was held from April 30-May 3, 2019 at the Best Western Plus Hood River Inn. Overall, the conference went off without a hitch. Attendance was down a bit from two years ago, when OCCMA last hosted the regional conference. From a financial standpoint, the preliminary numbers compiled by Jenni Kistler indicated that we will slightly exceed the net profit of \$2500 budgeted by the Board of Directors. Overall, the respondents enjoyed the conference location, with 93% either somewhat agreeing or agreeing that it was a convenient location. 90% felt the conference provided useful information, and 93% believed the conference allowed for many important networking opportunities.

The lowest score related to the timing of the conference, with only 48% believing that the conference was held at a convenient time of year.

Our top-rated speaker was Mona Barnes, the former director of emergency services for the Virgin Islands. 62% rated her excellent and 21% rated her above-average. A breakdown of the other sessions is attached for your review.

Our top-rated conference event was dinner on the sternwheeler, with everyone giving it an excellent or above-average rating. The same was true for Thursday's cornhole tournament. Most importantly, Oregon brought home the first cornhole trophy for the NW Regional Conference! I've enclosed a copy of the evaluation for the NW Conference for your review.

The primary issue that I believe should be discussed between the NW regional states is the timing for this conference. I believe our attendance was impacted by the scheduling of the conference during many Oregon cities budget processes. I believe there should be discussions with Washington State regarding the timing of this conference in the future.

2019 Summer Conference

The Professional Development Committee has put together a great program for the OCCMA Summer Conference, which is being held in Newport. From a financial standpoint our registration fees are ahead of the budgeted amount by over \$12,000, as of the date of this report, with our sponsorships ahead by \$17,000 over the budgeted amount. This will offset some of our increased expenses with having our President's reception and dinner at the aquarium. We appreciate the generous sponsorship which enables us to provide a quality conference with opportunities for enjoyable events for networking purposes, as well. Overall, once expenses are paid, we are projecting a significantly greater return to OCCMA than what was budgeted by the Board of Directors.

2019 Fall Workshop

The Fall Workshop will take place in Bend, in conjunction with the League of Oregon Cities at their 94th Annual Conference. The workshop subcommittee has opted to move forward with a "locally grown" program, which will feature Scott Lazenby, (retired Lake Oswego Manager), and Jordan Wheeler (Sandy City Manager) to discuss the human side of budgeting. This will be based on Scott's book, which approaches budgeting from a local government management point of view, and makes the case that traditional budget systems work against almost everything we know about good management. Scott offers an alternative to a system that is a continuing source of frustration. His alternative fits between the politics, public budgeting and the mechanics of public budgeting. This session will begin at 8:30 and run until 11:30. The OCCMA membership meeting will then start at 11:45 and run until 12:30. The membership meeting will occur during lunch. The Board of Directors meeting will be held on Wednesday to allow adequate time for the membership meeting and the presentation on Thursday.

Recommendations

There are a couple of recommendations I would make to the Board for future Professional Development Committees. The timing for the NW Conference is just over two months apart from our Summer Conference, and falls during a time in which many Oregon managers are dealing with budget committee meetings. I would recommend that the Board consider communicating with Washington State to look at a different timeframe for the NW Regional Conference, perhaps in February or March. This dialogue should occur soon with Washington, since they will plan the 2020 NW Regional Conference.

As we discussed at the Board meeting in Hood River, I believe that when Oregon is hosting the NW Regional Conference, this responsibility should be with the Professional Development Committee appointed the year prior to the NW conference, particularly, if the date for the conference is moved up earlier in the year. From a timing standpoint, this would make more logical sense and would give much better lead time, both for planning the Summer Conference and the NW conference, which would take place early the following year.

At the same time, the next Professional Development Committee would be appointed in the beginning of the next year to begin working on the Summer Conference. Under this scenario, you would have, in effect, two Professional Development Committees overlapping up until the time of the NW Conference. In theory, most of the work should be done for the NW Conference prior to the end of the year, giving everyone significantly more information earlier on the program for this conference. In the alternative, it was suggested at the last Board meeting that in those years in which Oregon is hosting the NW Regional Conference, the Professional Development Committee could be appointed for a two-year period. Personally, I think the first option may make more sense, but it is worth discussion.

Again, I would like to thank the members of the Professional Development Committee, who have done a great job in pulling together the various aspects of the NW Regional Conference, the Summer Conference and the Fall Workshop for 2019. It has been a very active and engaged Committee through this process.

Respectfully submitted,

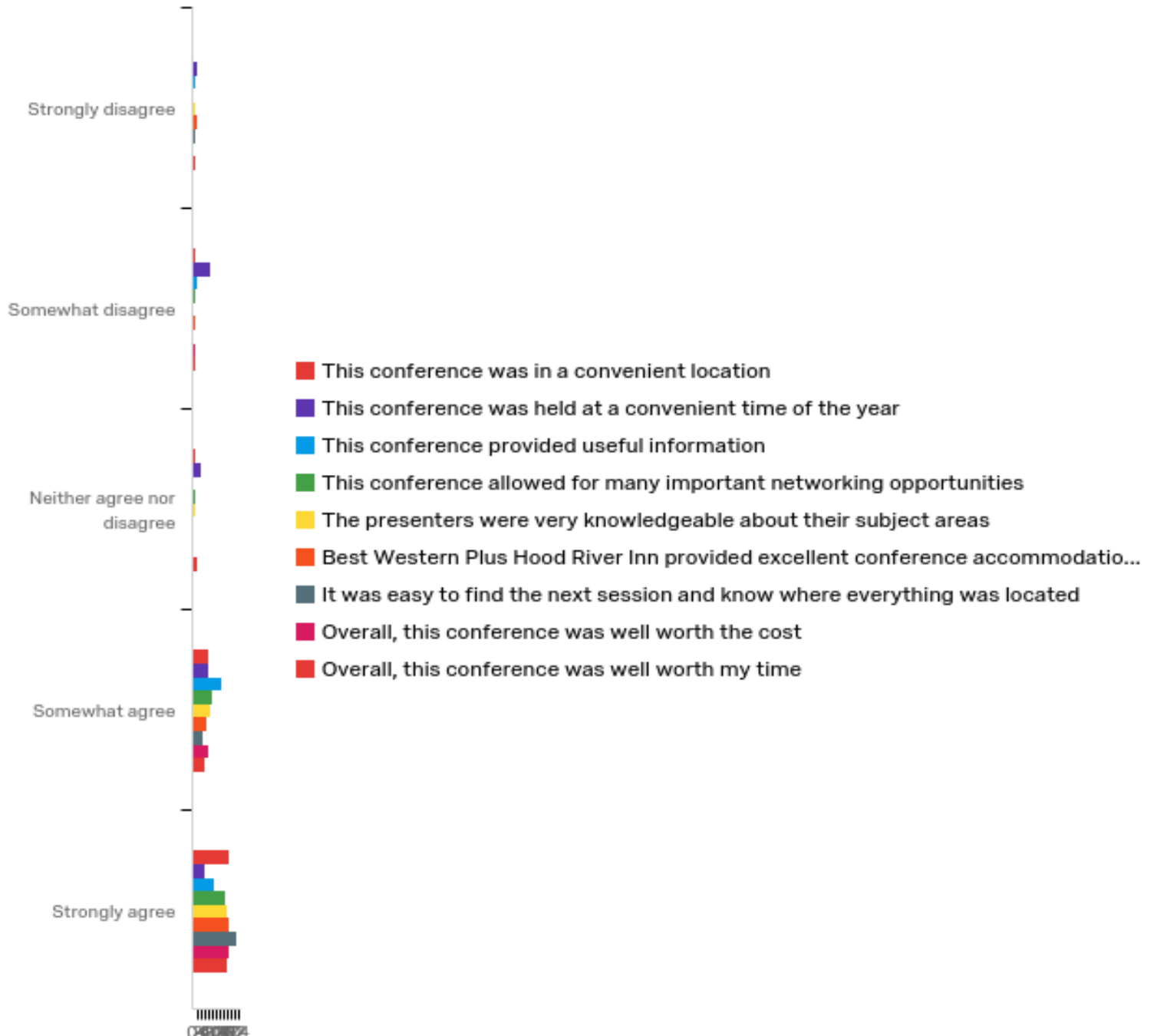


Spencer Nebel, Chair
OCCMA Professional Development Committee
Attached: Draft Program for Summer Conference
Evaluation for the NW Conference

2019 NWRMC Evaluation

April 30 – May 3, 2019 – Best Western Plus Hood River Inn

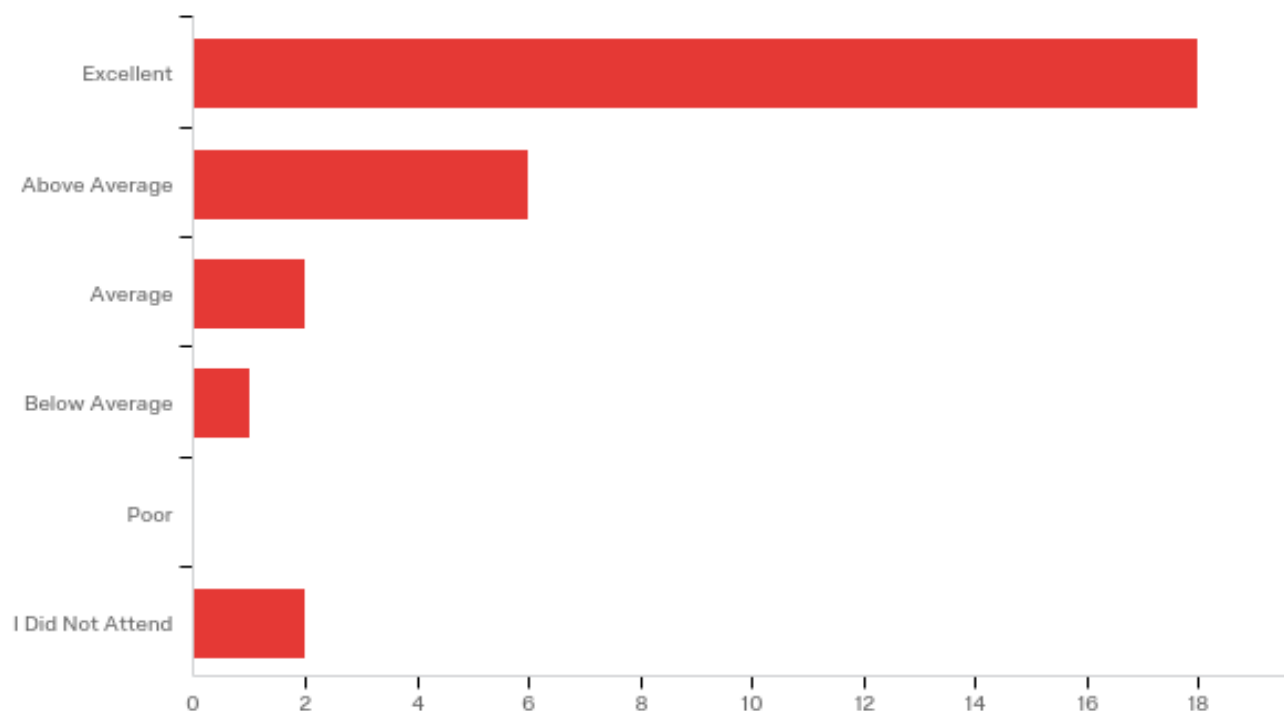
Please evaluate the following statements about the conference



Please evaluate the following statements about the conference

#	Question	Strongly disagree		Somewhat disagree		Neither agree nor disagree		Somewhat agree		Strongly agree		Total
1	This conference was in a convenient location	0.00%	0	3.45%	1	3.45%	1	27.59%	8	65.52%	19	29
2	This conference was held at a convenient time of the year	6.90%	2	31.03%	9	13.79%	4	27.59%	8	20.69%	6	29
3	This conference provided useful information	3.45%	1	6.90%	2	0.00%	0	51.72%	15	37.93%	11	29
4	This conference allowed for many important networking opportunities	0.00%	0	3.45%	1	3.45%	1	34.48%	10	58.62%	17	29
5	The presenters were very knowledgeable about their subject areas	3.45%	1	0.00%	0	3.45%	1	31.03%	9	62.07%	18	29
6	Best Western Plus Hood River Inn provided excellent conference accommodations	6.90%	2	3.45%	1	0.00%	0	24.14%	7	65.52%	19	29
7	It was easy to find the next session and know where everything was located	3.45%	1	0.00%	0	0.00%	0	17.24%	5	79.31%	23	29
8	Overall, this conference was well worth the cost	0.00%	0	3.57%	1	0.00%	0	28.57%	8	67.86%	19	28
9	Overall, this conference was well worth my time	3.57%	1	3.57%	1	7.14%	2	21.43%	6	64.29%	18	28

How would you rate our keynote speaker, Mona Barns?



How would you rate our keynote speaker, Mona Barns?

#	Answer	%	Count
5	Excellent	62.07%	18
4	Above Average	20.69%	6
3	Average	6.90%	2
2	Below Average	3.45%	1
1	Poor	0.00%	0
0	I Did Not Attend	6.90%	2
	Total	100%	29

Please evaluate the conference sessions:



Please evaluate the conference sessions:

#	Question	Excellent		Above Average		Average		Below Average		Poor		Did Not Attend		Total
1	When Crisis Hits - Managing Through a Crisis or Significant Event in Your Community (Wed. 9:15a.m.)	27.59%	8	51.72%	15	6.90%	2	0.00%	0	0.00%	0	13.79%	4	29
2	Crisis Communications (Wed. 10:45 a.m.)	34.48%	10	34.48%	10	24.14%	7	0.00%	0	0.00%	0	6.90%	2	29
3	Ethics Survivor (Wed. 1:30 p.m.)	10.34%	3	20.69%	6	34.48%	10	6.90%	2	0.00%	0	27.59%	8	29
4	Crisis Planning with Intergovernmental Partners (Thurs. 9:00 a.m.)	25.00%	7	21.43%	6	42.86%	12	3.57%	1	0.00%	0	7.14%	2	28
5	Digital Ready: Scaling and Adopting Disaster Preparedness Using Lessons from the California Fires (Thurs. 10:45 a.m.)	24.14%	7	24.14%	7	37.93%	11	6.90%	2	0.00%	0	6.90%	2	29
6	Lunch with ICMA Update (Thurs. 12:00 p.m.)	20.69%	6	31.03%	9	44.83%	13	0.00%	0	0.00%	0	3.45%	1	29
7	Preparing the Next Generation of Civic Leaders (Thurs. 2:00 p.m.)	17.24%	5	24.14%	7	34.48%	10	0.00%	0	0.00%	0	24.14%	7	29
8	NW Women's Leadership Academy: Supporting and Advancing Women in the Profession (Thurs. 3:15 p.m.)	24.14%	7	17.24%	5	20.69%	6	10.34%	3	0.00%	0	27.59%	8	29
9	Oregon Legislative Update (Fri. 9:00 a.m.)	0.00%	0	24.14%	7	20.69%	6	6.90%	2	0.00%	0	48.28%	14	29

Do you have any general comments on the sessions you attended?

End of April is budget prep time. If the conference is the last week of April, I don't be attending in the future. Additionally I know several CMs who did not attend due to budget meetings. :-)

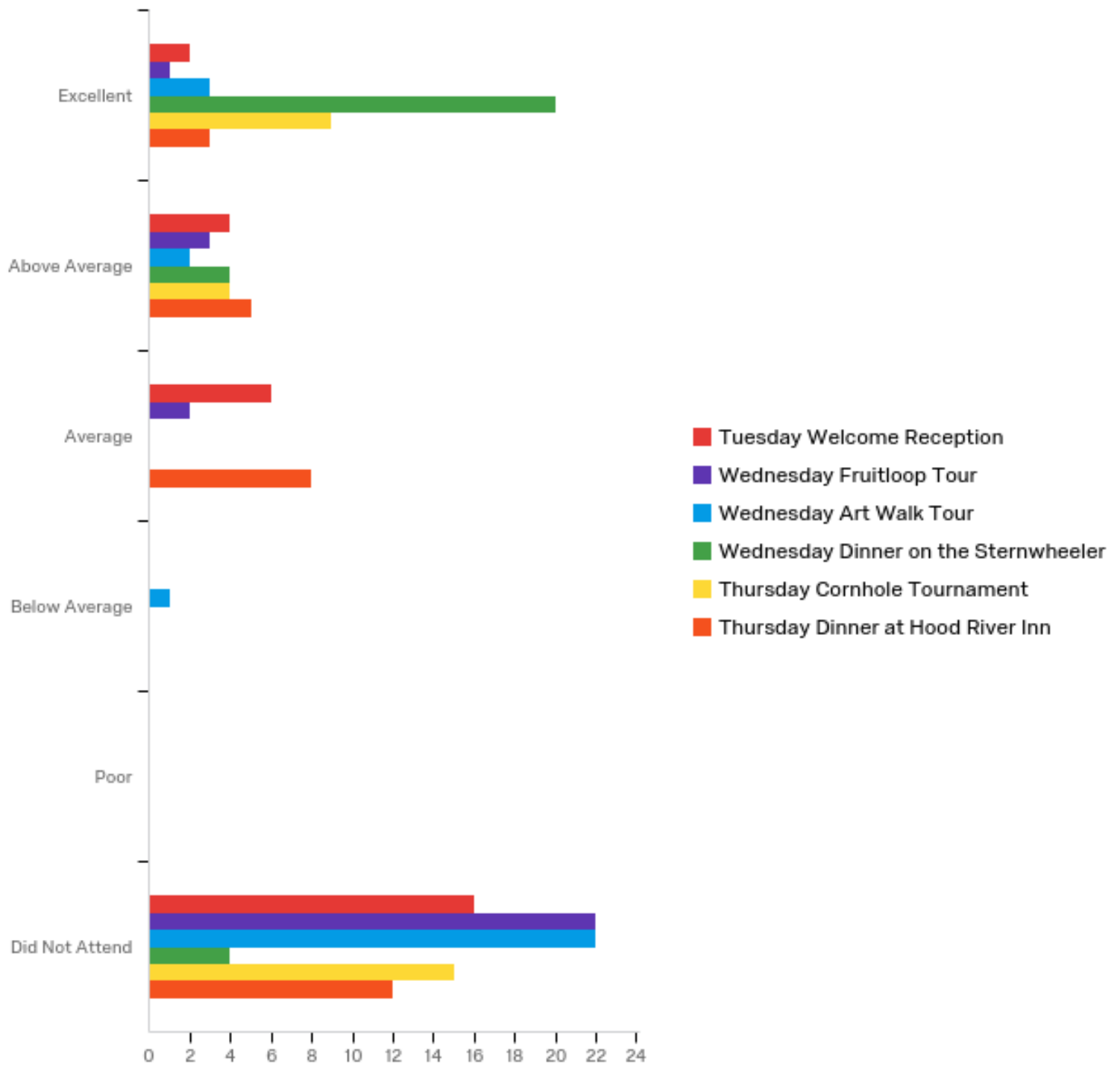
While it was great to have a theme for the conference- a few of the sessions felt repetitive or redundant.

Very well prepared and executed.

Always enjoy this location. They've made some changes in the food service and the new layout seemed fine.

I had great difficulty getting to the sessions on the last day that were held upstairs. I am in need of a double knee replacement and I used the "elevator" but it wasn't a fun experience.

Less on Emergency Mgmt, add some Mgmt Skills or panel session on leadership

Please evaluate the conference events:

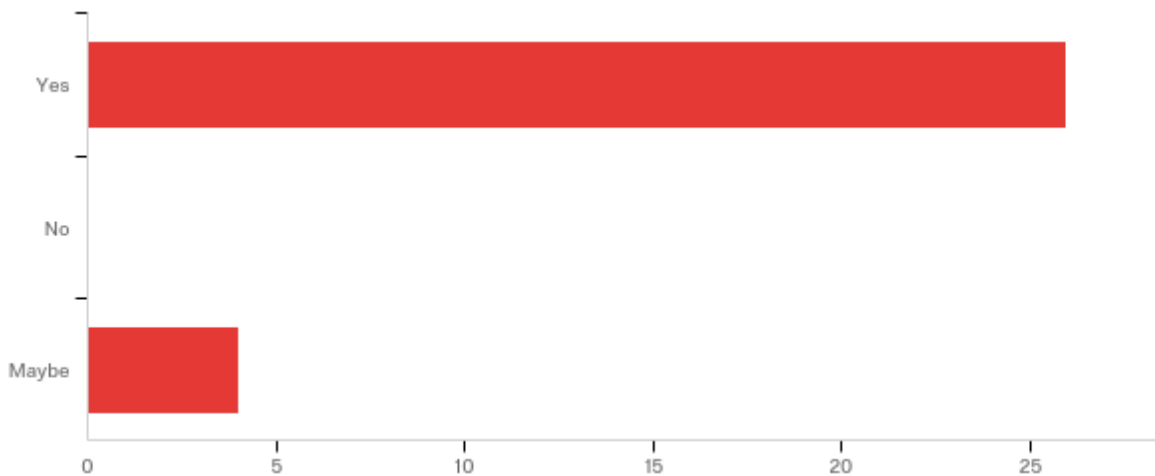
Please evaluate the conference events:

#	Question	Excellent		Above Average		Average		Below Average		Poor		Did Not Attend		Total
1	Tuesday Welcome Reception	7.14%	2	14.29%	4	21.43%	6	0.00%	0	0.00%	0	57.14%	16	28
2	Wednesday Fruitloop Tour	3.57%	1	10.71%	3	7.14%	2	0.00%	0	0.00%	0	78.57%	22	28
3	Wednesday Art Walk Tour	10.71%	3	7.14%	2	0.00%	0	3.57%	1	0.00%	0	78.57%	22	28
4	Wednesday Dinner on the Sternwheeler	71.43%	20	14.29%	4	0.00%	0	0.00%	0	0.00%	0	14.29%	4	28
5	Thursday Cornhole Tournament	32.14%	9	14.29%	4	0.00%	0	0.00%	0	0.00%	0	53.57%	15	28
6	Thursday Dinner at Hood River Inn	10.71%	3	17.86%	5	28.57%	8	0.00%	0	0.00%	0	42.86%	12	28

Do you have any general comments on the events you attended?

Good conference, and opportunity to connect across the state lines. Excellent chance for WCMA board to meet in person.

Would you attend the Northwest Regional Managers conference in future years?



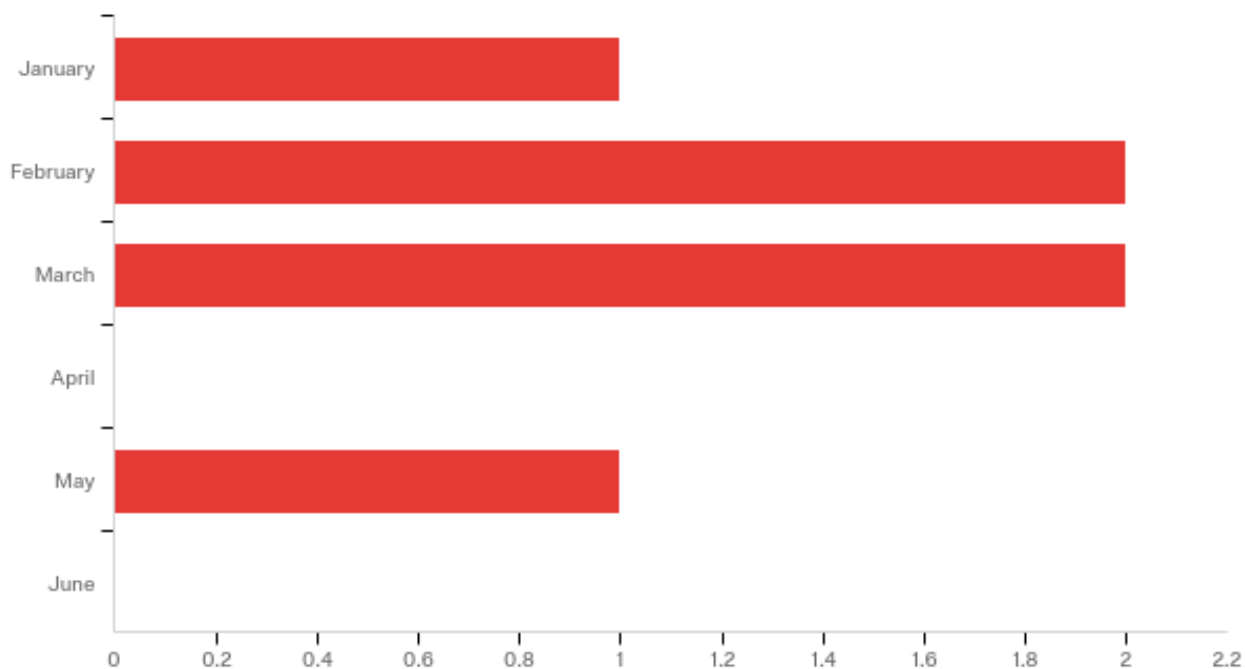
Would you attend the Northwest Regional Managers conference in future years?

#	Answer	%	Count
1	Yes	86.67%	26
2	No	0.00%	0
3	Maybe	13.33%	4
	Total	100%	30

Why would you not attend future conferences?

No responses received.

In which months would you be willing to attend? (Check all that Apply)



In which months would you be willing to attend? (Check all that Apply)

#	Answer	%	Count
1	January	16.67%	1
2	February	33.33%	2
3	March	33.33%	2
4	April	0.00%	0
5	May	16.67%	1
6	June	0.00%	0
	Total	100%	6

Do you have any additional comments about the conference?

Due to budget deadlines, would like to see this scheduled in March.

Let's explore what may be a better time of the year/season to hold the NW Conference.

See you in Newport

Thanks to the organizers, and to helpful staff.

The timing for Oregon Managers is challenging. Budget Committee meetings are taking place during this time period and it is only two months before the OCCMA Summer Conference. I think that these two factors impact attendance.

Well done Professional Development Committee!

Agree with the idea to schedule it to not conflict w/oregon budget process

Kudos to the conference planning committee -- excellent content!



July 9 – July 12, 2019 ♦ Best Western Agate Beach, Newport

Printed copies of the agenda will be available onsite.

All other handouts and presentations will be available online following the conference.

Tuesday, July 9

1:00 pm – 5:00 pm

Registration

OCEAN VIEW FOYER

Duration

The Amazing Newport Race

This race is fashioned after the television series. Teams will be given clues regarding interesting and unique locations in Newport and will be asked to provide a photo of yourselves at that location. Your smart phone photos will be reviewed at the registration desk on Thursday, July 11th anytime between 3:00 pm and 4:45 pm. The winner of the Amazing Newport Race will be announced at the President's Reception on Thursday.

2:00 pm – 4:45 pm

Media Relations Workshop

AGATE BALLROOM

{LGMC – 7}

Facilitator:

- Spencer Nebel, City Manager, Newport

Speakers:

- Kelli Matthews, Senior Instructor at University of Oregon and Managing Director of Verve Northwest Communications

Kelli Matthews provides core tips for communicating in a crisis. The workshop will include scenario-based activity with the opportunity to develop quick messaging, holding statements and practice media interview skills.

5:00 pm – 6:30 pm

Trade Show Reception

OCEAN VIEW FOYER GALLERY

Visit our conference sponsors/vendors, check out their business opportunities and enjoy light refreshments and a no host bar as you network with peers.

6:30 pm

Dinner on Own

Newport has many local restaurants. For recommendations, please refer to the "Newport Attractions" handout available on www.occma.org or sign up to join one of the pre-arranged dinners at Registration.

Wednesday, July 10

7:00 am – 5:00 pm

Registration

OCEAN VIEW FOYER

8:00 am – 3:30 pm

Sponsor Exhibits Open

OCEAN VIEW FOYER GALLERY

Our sponsors/vendors will be available during session breaks and meals. Be sure to stop by for a visit. For a full list of sponsors/vendors, please visit www.occma.org.



July 9 – July 12, 2019 ♦ Best Western Agate Beach, Newport

7:30 am – 8:30 am

ICMA Workshop & Continental Breakfast

AGATE BALLROOM

Facilitator:

- Martha Bennett, City Manager, Lake Oswego

This session will begin promptly at 7:30 am, so please grab your food and take a seat. Join Martha for a discussion of ICMA's strategic plan objective of expanding and diversifying the membership and the ICMA Executive Board. The ICMA board needs your thoughts on the best way to include new members in the association. The outcome may require changing the ICMA constitution and it's critical that all voices, including yours, be heard.

8:30 am – 10:00 am

Financial Forecasting

AGATE BALLROOM

{LGMC – 1}

Facilitator:

- Joe Gall, City Manager, Sherwood

Speakers:

- Katie Henry, Municipal Services Director, Forecast5 Analytics
- Josh Hoyer, Finance Officer, Aumsville
- Matt Zook, Finance Director, Newberg

Multi-year forecasting is an essential cog in all stages of the financial planning process. Properly executed, it can help identify budgeting weaknesses in the long-term and develop steps that can be taken to mitigate its impact on operations. This session will provide you with a framework for long range financial planning applicable to any organization, with a strong emphasis on simplifying a daunting exercise into manageable pieces to get you moving in the right direction.

10:00 am – 10:15 am

Break

OCEAN VIEW FOYER GALLERY

10:15 am – 11:45 am

Legislative Update

AGATE BALLROOM

Facilitator:

- Michael Sykes, City Manager, Scappoose, OR

Speakers:

- Representative David Gomberg
- Representative David Brock Smith
- Jim McCauley, Legislative Director, League of Oregon Cities

As a result of the 2018 election cycle, Oregon's legislative process entered uncharted ground with one political part having supermajorities in both chambers of the Legislature and the Governor's Office during the 2019 session. In addition to presenting the results of the LOC's effort this panel will share perspectives from two members of the House of Representatives, Rep. David Gomberg (D-Lincoln City) and Rep. David Brock Smith (R-Port Orford).



July 9 – July 12, 2019 ♦ Best Western Agate Beach, Newport

11:45 am – 1:30 pm

ICMA and OCCMA Updates with Lunch

AGATE BALLROOM

Speakers:

- Dean Sawyer, Mayor, Newport
- Martha Bennett, City Manager, Lake Oswego
- Marty Wine, City Manager, Tigard
- Sherilyn Lombos, City Manager, Tualatin
- Ben Bryant, Assistant City Manager, Happy Valley

Mayor Dean Sawyer of Newport welcomes OCCMA to Newport and will share a few words in greeting. Then, join Martha Bennett for an update on news, issues and resources of interest to ICMA members, Marty Wine for an update on the OCCMA Board of Directors, Ben Bryant for a special announcement about the OCCMA website and Sherilyn Lombos for an update on the LOC Foundation.

1:30 pm – 3:00 pm

Case Studies on Personnel Issues

AGATE BALLROOM

{LGMC – 2}

Facilitator:

- Marty Wine, City Manager, Tigard

Speakers:

- Tamara Jones, Pre-Loss Program Supervisor/Senior Pre-Loss Attorney, CIS

Managing people issues is one of the most difficult and important things a local government manager does. This session will explore the themes all cities have been facing in the world of personnel issues (and how they're dealing with them). How can a local government function well to respond to people issues? What kind of help can CIS offer? In this session you'll hear stories from around the state, and you'll be asked to consider what you might do in some challenging personnel situations. Come ready with your toughest people-related situations to discuss. Get a preview of new employment laws that will impact public employers in the coming year, laws we should be paying attention to, and which laws have been tripping cities and counties up.

3:00 pm – 3:15 pm

Break

OCEAN VIEW FOYER GALLERY

3:15 pm – 4:45 pm

Social Media and Your City

AGATE BALLROOM

{LGMC – 9}

Facilitator:

- Megan George, Operations Director, LOC

Speakers:

- Joe Gall, City Manager, Sherwood
- Megan Messmer, City Projects Manager, Florence
- Kent Wyatt, Communications Manager, Tigard

Local governments have started to embrace the use of social media to communicate with members of the public – you may have seen zoos vie for the cutest animal award on Twitter or library's post Bookface Friday photos on Instagram. How do you talk with your council about



July 9 – July 12, 2019 ♦ Best Western Agate Beach, Newport

using their personal accounts to discuss city or county business? How do you develop a social media strategy with limited resources? Join this session to hear more about how three different cities have approached social media in their organizations.

4:30 pm – 6:00 pm

Get Acquainted Reception

STARFISH ROOM

Sponsored by Ameresco

A great opportunity for attendees and their families to get together, make new friends, or just catch up on all the events that have transpired since the last conference.



6:00 pm – 8:00 pm

Dinner on Own

Newport has many local restaurants. For recommendations, please refer to the “Newport Attractions” handout available on www.occma.org or sign up to join one of the pre-arranged dinners at Registration.

8:00 pm – 10:00 pm

S’mores Overlooking the Beach Reception

SEAVIEW DECK

Sponsored by McKinstry

Enjoy a bonfire, music, s’mores, refreshments, and sunset overlooking beautiful Agate Beach at the hotel, following your dinner out in Newport.



Thursday, July 11

7:00 am – 4:30 pm

Registration

OCEAN VIEW FOYER

7:30 am – 8:30 am

Empowering Local Government Success & Continental Breakfast

AGATE BALLROOM

Facilitator:

- Dr. Phil Cooper, Professor, Portland State University

Speakers:

- Tracy Burrows, Executive Director, Municipal Research and Services Center
- Marty Wine, City Manager, Tigard

What would it look like to have full access to a pool of expertise that expands your ability to achieve success? Washington State’s Municipal Research and Services Center (MRSC) is a successful shared service model that saves local governments in Washington millions of dollars each year in time and resources. Come learn about MRSC’s approach to providing practical, actionable guidance to local governments and how the organization is responding to new challenges. Leaders from Portland State’s Mark O. Hatfield School of Government are exploring how this model could be applied here. Share your ideas about what types of technical assistance and support are most needed for local governments in Oregon. This session will begin promptly at 7:30 am, so please grab your food and take a seat.



July 9 – July 12, 2019 ♦ Best Western Agate Beach, Newport

8:30 am – 10:00 am

Lessons from Local Ballot Initiatives

AGATE BALLROOM

{LGMC – 7}

Facilitator:

- Spencer Nebel, City Manager, Newport

Speakers:

- Mark Shepard, City Manager, Corvallis
- Gary Milliman, Former City Manager and Current Senior Advisor, Brookings
- Jason Tuck, City Manager, Happy Valley

Of the tools in the toolbox, local ballot initiatives, are one of the ways in which local governments can raise funds for ongoing operating costs. Learn from communities who have either succeeded – or failed – to pass these initiatives in their communities.

10:00 am – 10:15 am

Break

10:15 am – 11:45 am

Balance Between Staff and Council Goals

AGATE BALLROOM

{LGMC – 9}

Facilitator:

- Sara Singer Wilson, SSW Consulting

Speakers:

- Sherilyn Lombos, City Manager, Tualatin
- Andy Varner, City Manager, North Plains

Are staff and council seeking direction? Following your appointment as a new manager or the election of your Council, what are your collective goals for the next few years? In this session we will explore the Council goal setting process. Our panelists will share how they facilitate the process of getting the council on the same page around a set of shared priorities. How do you make these goals relevant to the organization? This session will also discuss how to take the Council's high-level goals and turn them into an action plan for your team.

11:45 am – 1:15 pm

Lunch and Keynote Speaker Part I

AGATE BALLROOM

Sponsored by PGE

{LGMC – 2}

Facilitator:

- Spencer Nebel, City Manager, Newport

Speakers:

- Dr. De Hicks, President and CEO, The Stuart Consulting Group Inc.

Dr. De Hicks will provide a highly interactive training session to equip participants to see and understand the impacts of workplace culture on productivity, engagement and continual improvement at work. This session is an introduction to the behind-the-scenes look at the forces that create culture and shape behavior at work.





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1:15 pm – 1:30 pm

Break

1:30 pm – 3:00 pm

Keynote Speaker Part II

AGATE BALLROOM

{LGMC – 2}

Facilitator:

- Spencer Nebel, City Manager, Newport

Speakers:

- Dr. De Hicks, President and CEO, The Stuart Consulting Group Inc.

The second part of Dr. De Hicks' presentation will be more interactive. In this session, participants, regardless of their position in the organizational hierarchy, will: understand the basics of culture at work and the values, mental models and traditions that drive the current culture; learn how to identify the characteristics that define culture; learn the difference between accidental (the most common type) and intentional (the most effective type) cultures; identify the elements of their workplace culture that they can change to create an intentional culture that preserves the most valuable elements and transforms the least valuable elements of the current culture; learn how to know when it is time to change culture at work; identify specific approaches to changing culture resulting in changed behavior; and make a plan for addressing culture.

3:00 pm – 3:15 pm

Break

3:00 pm – 5:00 pm

The Amazing Newport Race

Report in at the registration desk for review of your smart phone photos for the Amazing Newport Race. The winner will be announced at the President's Reception beginning at 6:30 pm at the Oregon Coast Aquarium.

3:15 pm – 4:45 pm

Lessons Learned from the Field

AGATE BALLROOM

Facilitator:

- Michael Sykes, City Manager, Scappoose

Speakers:

- Chris Eppley, City Manager, Keizer
- David Clyne, Senior Advisor, OCCMA
- Dave Waffle, Senior Advisor, OCCMA
- Gary Milliman, Senior Advisor, OCCMA

Please attend this session to learn valuable lessons from some of our colleagues who have spent their entire careers building communities. What has worked well? What hasn't? Please learn from the wisdom of four city managers who have had great success in moving their communities forward, despite the challenges they've faced.

3:15 pm – 4:45 pm

Urban Renewal Tour

OCEAN VIEW FOYER

Speakers:

- Derrick Tokos, Community Development Director, Newport



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- Elaine Howard, Elaine Howard Consulting

Sign up at the registration desk to participate in this free tour – space is limited! The City of Newport has utilized Urban Renewal Districts to revitalize various areas of the community over the past four decades. This tour will provide examples of how urban renewal continues to be used to define and guide the redevelopment of the city.

5:00 pm – 6:30 pm

Host Committee Meeting

The Host Committee is responsible for working with ICMA to plan and prepare for ICMA's 107th Annual Conference (2021) in Portland, Oregon. For more information and a list of members, visit www.occma.org. Members of the Host Committee are asked to attend.

**GLEASON ROOM –
OREGON COAST AQUARIUM**

6:30 pm – 10:00 pm

President's Reception and Dinner

Sponsored by Comcast

This event will be held at the Oregon Coast Aquarium and is open to attendees and their families. Due to the nature of this event, we ask that you please RSVP for all expected attendees and kindly let us know prior to the event if your attendance plans change.

OREGON COAST AQUARIUM



Friday, July 12

7:30 am – 8:30 am

Breakfast and Host Committee Report

Speakers:

- Joe Gall, City Manager, Sherwood
- Eileen Stein, City Manager, West Linn
- Spencer Nebel, City Manager, Newport

Hear from the Host Committee about preparations for ICMA's 107th Annual Conference (2021) in Portland, Oregon.

AGATE BALLROOM

8:30 am – 9:30 am

Round Robin with Peers

Facilitator:

- Dr. Phil Cooper, Professor, Portland State University

The Round Robin session is an interactive, energetic idea exchange designed to inspire and engage attendees. Participating in the Round Robin session will be a number of seasoned city managers with expertise in the nuts-and-bolts issues of particular interest to managers. The Round Robin is a forum for the exchange of information and the fostering of local government innovation.

AGATE BALLROOM

9:45 am – 11:45 am

OCCMA Board of Directors Meeting

To access the agenda packet associated with this meeting, please visit www.occma.org. The packet will be posted approximately five-days prior to the meeting.

AGATE BALLROOM

MEMO

Date: June 21, 2019
To: President Marty Wine & OCCMA Board of Directors
From: Ben Bryant, Chair Communications Committee
Subject: Communications Committee Report

Since the last OCCMA Board of Directors meeting, below is an update on committee activities related to items detailed in the 2019 Strategic Plan.

Strategic Plan Objective: Redevelop the OCCMA Website.

Status & Next Steps: By the time of the OCCMA Summer Conference, the new website will be live! Edits can still be made, so feel free to provide suggestions. Major kudos to the website team, especially Melissa Thompson-Kiefer for their efforts on the website!

Strategic Plan Objective: Continue to provide members with an OCCMA quarterly newsletter.

The Communications Committee, with the help of Megan George and a few guest feature writers (Dan Bartlett, Sheila Ritz, Kevin Duggan, and Frank Benest) produced the 1st and 2nd quarter newsletters. The 2nd quarter newsletter featuring the PSU awards to celebrate the service of Wes Hare, Cynthia Alamillo, Andrea Valderrama, Laura John, Doug Decker, and Dr. Phil Cooper.

Later in July, the Communications Committee will have a conference call to go over the storyboard for the next newsletter (attached). If any members of the Board have ideas or feedback, please let us know.

OCCMA Newsletter Third Quarter 2019 Copy Due Date: August 5, 2019				
	Article	Author/Coordinator	Word Count	Copy Received
	President's Message (with photo)	Marty Wine	750	
	Feature Article:		1,500	
	Summer Conference Recap (with photos)	Copy: Photos:	2 pages	
	Thank You to Summer Conference Sponsors	Julie Oke	1 page	
	ICMA Ethics:	Megan George	800	
	Career Compass:	Megan George	800	
	ICMA Resources Highlights:	Megan George	300	
	LOC Resources Highlights:	Megan George	200	
	Retirements (if any):		800 words	
	Senior Advisor Reports	Dave Kanner Dan Bartlett Larry Lehman Sheila Ritz Wes Hare	max 2,000 words per SA (average 350 words per visit)	DK - DB - LL - SR - WH -
	Managers on the Move (Recruitments in Progress & Managers Recently Appointed)	Megan George	N/A	
	2020 OCCMA Committees Solicitation	Megan George	N/A	



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).

BENEFITS OF AFFILIATION

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.

PURPOSE:

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

- The collaborative commitments outlined in this agreement will contribute to greater success for both the state association and ICMA in areas including 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, accomplish organizational mission and goals, reduce duplication of effort, and use existing resources more efficiently.
- This agreement supports ICMA's vision and mission and core beliefs:
- **ICMA's Mission:** To advance professional local government through leadership, management, innovation, and ethics.
- **ICMA's Vision:** To be the leading association of local government professionals dedicated to creating and sustaining thriving communities throughout the world.

ICMA's Core Beliefs, We Believe In:

1. **Public Service:** Including the stewardship of democratic principles and the efficient and transparent use of public resources.
2. **Ethics:** As the core of professionalism in local government leadership and management as outline in the ICMA Code of Ethics.
3. **Council-Manager Form of Government and Professional Management:** As the preferred local government structure
4. **Equity and Inclusion:** Ensuring that local governments are inclusive and mirror the diversity in communities
5. **The Continuous Pursuit of Excellence:** including professional development, life-long learning,

networking, capacity building, knowledge sharing, and engagement

6. Stewardship: Balancing resources including people, financial, social capital, and environmental so that communities are better than we found them

7. Leadership: Developing leadership capacity and attracting and developing future generations of leaders.

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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, as well as 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 worldwide 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 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

PRIORITY AREAS OF COLLABORATION:

This agreement lists priority areas for collaboration and mutual support between ICMA and state associations of professional local government managers.

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**
- **ICMA PROGRAMS/INITIATIVES IN SUPPORT OF MEMBERS**

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 and OCCMA promote 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 priority, coequal to Ethics. Commit to ensuring that professional and leadership development is made relevant and available to our members.

3) **ADVOCACY FOR THE PROFESSION:**

- Raise awareness of and appreciation for the role that professional managers play in delivering community services ethically, efficiently, and effectively. Use ICMA's Future of Professional Management Fund to support community efforts to adopt, retain, and promote the council-manager form and professional local government management.

4) **MEMBER DEVELOPMENT, ENGAGEMENT, AND SUPPORT:**

- ICMA and OCCMA will strive to achieve as much membership alignment as possible.
- OCCMA will be represented in ICMA leadership positions on the ICMA Executive Board and ICMA committees and task forces.

5) **ICMA GOVERNANCE:**

- OCCMA will have opportunities to participate in the Regional Nominating Process and approval of the Regional Protocols. Additionally, OCCMA will be part of a network of West Coast associations to advise elected leadership and staff on issues of importance regarding governance.

6) **INCLUSIVENESS AND DIVERSITY INITIATIVES:**

- Increase diversity and inclusivity of the profession

7) **ICMA PROGRAMS/INITIATIVES IN SUPPORT OF MEMBERS:**

- ICMA and OCCMA will work to fulfill all the obligations of the Senior Advisor Program Agreement to assure a viable and effective program.
- Will work cooperatively to support Members in Transition (MIT-~~5~~) in the state through both the ICMA MIT Program and any state level support initiatives.
- ICMA and OCCMA will work cooperatively to support other ICMA initiatives including the ICMA Credentialing Program, the Student Chapter Program and other leadership development programs.

PRIORITY AREA OF COLLABORATION	ICMA COMMITMENT	STATE ASSOCIATION COMMITMENT	
<ul style="list-style-type: none"> ETHICS 	<ul style="list-style-type: none"> Will make ICMA ethics training available upon request from the state (up to 75 minute ethics session free of charge from Regional Director upon request) Will conduct ethics investigations for ICMA members in your state (OCCMA leads fact finding if needed) Will provide consultation on complaints for individuals who are not ICMA members but are OCCMA members 	<ul style="list-style-type: none"> Will recognize the importance of ethics education for members in your state Will strive to include ICMA ethics training at your state association meetings on a regular basis When needed, will support fact finding for a potential ethics investigation if requested by ICMA Will <u>utilize the ICMA Code of Ethics as a guide when dealing with a member who is not a member of ICMA.</u> 	<p>Commented [JT1]: Did we pay for Martha to provide the training in Hood River?</p>
<ul style="list-style-type: none"> LEADERSHIP AND PROFESSIONAL DEVELOPMENT 	<p><u>ICMA has developed Practice Areas that can help inform conference topics and sessions.</u></p> <p>ICMA has valuable content available for state association conferences:</p> <ul style="list-style-type: none"> Your ICMA Regional Director is available to assist in the development of your state association's conference program to ensure a robust offering 	<p>OCCMA conference planning committee will consider the array of ICMA content sessions/speakers available</p>	
<ul style="list-style-type: none"> ADVOCACY FOR THE PROFESSION 	<ul style="list-style-type: none"> Will support and respond to requests for advocacy (adoption/defense) of council manager form of government 	<ul style="list-style-type: none"> Will contact ICMA in the event of an opportunity for adoption or possible abandonment of the Council/Manager form in their state 	

PRIORITY AREA OF COLLABORATION	ICMA COMMITMENT	STATE ASSOCIATION COMMITMENT	
	<ul style="list-style-type: none"> Will provide <u>print materials, presentations and financial</u> support from ICMA's Future of Professional Management Fund for citizen led adoption/retention campaigns Will continue to actively promote the value of professional local government management globally 	<ul style="list-style-type: none"> Will <u>offer information, speakers, Senior Advisors to assist in form of government campaigns.</u> Will consider contributions to the ICMA's Future of Professional Management Fund Will encourage individual members to contribute to ICMA's Future of Professional Management Fund 	
<ul style="list-style-type: none"> MEMBERSHIP DEVELOPMENT, ENGAGEMENT, AND SUPPORT 	<ul style="list-style-type: none"> Will spearhead and administer joint membership recruitment campaigns ICMA Leadership and/or senior staff will attend and present an ICMA update at one state association meeting per year Will extend <u>comp</u> membership to one state staff person Will extend one comp ICMA Annual Conference registration to one state staff person annually Will convene state secretariat meeting at ICMA Annual Conference 	<ul style="list-style-type: none"> Will provide state membership data, engage in and collaborate on joint recruitment initiatives through formal outreach and personal contact Will provide comp registration for Regional Director and Regional Vice President at annual conference(s) Will comp ICMA Executive Director/<u>ICMA President</u> when he/she can attend Will allot time at a general session on conference schedule for ICMA Update Will provide ICMA with comp exhibit space at annual conference 	<p>Commented [JT2]: Should we replace all with "complementary"?</p>
<ul style="list-style-type: none"> ICMA GOVERNANCE 	<ul style="list-style-type: none"> Will organize the Regional Nominating Committee process annually 	<ul style="list-style-type: none"> Will designate representatives for the annual regional nominating committee Will distribute information provided by ICMA on how to 	

PRIORITY AREA OF COLLABORATION	ICMA COMMITMENT	STATE ASSOCIATION COMMITMENT	
	<ul style="list-style-type: none"> Will encourage candidates to consider Regional Vice President positions on the ICMA Executive Board <u>ICMA will maintain the Regional Nomination Protocol and update as needed/requested.</u> 	<p>Will participate on ICMA member committees and task forces and the ICMA Executive Board</p>	
<ul style="list-style-type: none"> INCLUSIVENESS AND DIVERSITY INITIATIVES 	<ul style="list-style-type: none"> Will continue to seek new ways to strengthen the selection process for the ICMA Executive Board to encourage diversity and inclusion Will promote ICMA student chapters in every state Will include key skills that support inclusive behavior into ICMA training and development portfolio 	<ul style="list-style-type: none"> Will <u>assist in identifying a well-qualified and diverse group of candidates to participate in the regional ICMA Board nomination process.</u> Will assist in identification of college / university links for prospective student chapters Will <u>consider reducing access barriers for students' involvement in state chapter</u> Will consider inclusion of ICMA diversity and inclusiveness offerings on state conference programs 	
<ul style="list-style-type: none"> PROGRAMS AND INITIATIVES IN SUPPORT OF ITS MEMBERS 	<ul style="list-style-type: none"> Will partner with OCCMA to financially support a Senior Advisor Program and to provide information, training and other assistance to these programs. Will provide members in transition support through a formal MIT Program. <u>Will recognize retiring members either Retiree or Life Memberships.</u> Will provide a variety of other resources/programs to states and members including the ICMA Coaching Program, the ICMA Local Government Management Fellowship 	<ul style="list-style-type: none"> Will partner with ICMA to operate the Senior Advisor Program in accordance the Senior Advisor Program Guidelines/State Agreements Will help inform ICMA of members in transition and provide local support to augment ICMA's national program <u>Will help ICMA identify retiring members for consideration of Retiree or Life ICMA Memberships.</u> Will help promote ICMA programs and initiatives in the state and partner with these programs, as the state association deems appropriate. 	

	Program, Veterans Local Government Fellowship , and the Credentialed Manager Program		
	<ul style="list-style-type: none"> Will continue to promote and support ICMA Student Chapters at colleges and universities with MPA programs. 	<ul style="list-style-type: none"> Will assist in identifying and encouraging additional student chapters 	

DURATION

This agreement shall remain in force indefinitely, by mutual consent of OCCMA and ICMA. OCCMA and ICMA representatives will annually review the provisions of this agreement and confirm compliance with its terms. The agreement can be amended by mutual consent as determined by the parties.

Authorizing signatures

Marc Ott, Executive Director, ICMA

Marty Wine, President, OCCMA

**OCCMA****Oregon City/County
Management Association****A State Affiliate of ICMA****Re: Report for the July 12, 2019 Host Committees**

To the OCCMA Board of Directors:

As of today, we are 814 days away from hosting the 107th ICMA Conference in Portland, Oregon. The Host Committee is ramping up our efforts to meet our hosting responsibilities. The second meeting of the Host Committee will be held in Newport, Oregon on Thursday July 11, 2019 at 5:00 p.m. in the Gleason Room at the Oregon Coast Aquarium. This will immediately proceed the OCCMA President's Reception and Dinner at the aquarium.

Each of the sub-committee chairs have been asked to convene a conference call with their committee members to provide a written report on the status of the responsibilities of each sub-committee for hosting the conference.

A new development relating to Host Committee responsibilities is the possibility that we will not need to obtain sponsors as a host committee for the Portland Conference! The ICMA Board is expected to review a recommendation that would significantly modify this responsibility. We are anxiously awaiting a decision on this policy change.

We have had a number of new members appointed to the Host Committee, including a number of managers from Washington State. (See attached listing) We will be assigning the new members to sub-committees prior to the July Host Committee meeting. We will update the Board with information from Thursday's full Host Committee meeting at Friday's Board meeting.

Sincerely,

Joseph Gall, Co-Chair; Eileen Stein, Co-Chair; and Spencer Nebel, Co-Chair

Host Committee

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

Joe Gall, City Manager, Sherwood (Chair)

Spencer Nebel, City Manager, Newport (Chair)

Eileen Stein, City Manager, West Linn (Chair)

Cynthia Alamillo, City Manager, Manzanita

Dan Bartlett, Senior Advisor, OCCMA

Martha Bennett, Chief Operating Officer, Metro

Ben Bryant, Assistant City Manager, Happy Valley

Jan Carothers, President, Carothers, Bornefeld & Associates

Pete Capell, City Administrator, Camas

Zach Chamberlin, Student, Portland State University

Elizabeth Gray, Student, Portland State University

Joe Hannan, City Manager, Newberg

Susan Hartnett, Strategic Projects Manager, Portland

Shawn Hennessee, County Manager, Clark County

Erik Jensen, Principal, Jensen Strategies

Michael Jordan, Director, Portland Bureau of Enviro. Services

Brian Latta, City Administrator, Harrisburg

Kelsey Lewis, Management Analyst II, Tualatin

Sherilyn Lombos, City Manager, Tualatin

Richard Meyers, City Manager, Cottage Grove

Cory Misley, City Manager, Sisters

Bill Monahan, Retired City Manager

Timothy Mongin, Convention Services Manager, Travel Portland

Ann Ober, City Manager, Milwaukie

Sean O'Day, Executive Director, MWVCOG

Aaron Palmquist, City Manager, Irrigon

Megan Phelan, Assistant City Manager, Lake Oswego

Steve Powers, City Manager, Salem

Amanda Rapinchuk, Student, Portland State University

Colleen Riggs, Assistant City Manager/City Recorder, Cannon Beach

Gary Schmidt, County Administrator, Clackamas County

Cate Schneider, Analyst, Multnomah County

Dale Shafer, City Manager, Nehalem

Lindsey Shafer, Senior Legislative Assistant, Clark County

Sara Singer Wilson, Principal, SSW Consulting

Ashley Sonoff, Administrative Analyst, Gresham

Steve Taylor, City Manager, Kelso

Madison Thesing, Management & Program Analyst, Lake Oswego

Jeanna Troha, Assistant City Manager, Wilsonville

Dave Waffle, Assistant Finance Director, Beaverton

Marty Wine, City Manager, Tigard

Kim Yamashita, City Manager, Sandy

Eric Zimmerman, Deputy City Manager, Medford

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OCCMA

Oregon City/County Management Association

A State Affiliate of ICMA

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: July 1, 2019
Subject: Host Committee & OCCMA Membership

There are several individuals who have signed up to serve on the OCCMA Host Committee that are not currently members of the OCCMA. Some of these individuals were solicited because of their unique ability to serve on the committee. For example, a representative from the City of Portland was recruited because of their ability to liaise with the city. The complete list is below:

- Masami Nishishiba, Associate Professor & Department Chair, Portland State University
- Christina Fadenrecht, Administrative Specialist, Milwaukie
- Jan Carothers, President, Carothers, Bornefeld & Associates
- Pete Capell, City Administrator, Camas
- Zach Chamberlin, Student, Portland State University
- Amanda Rapinchuk, Student, Portland State University
- Steve Taylor, City Manager, Kelso
- Jeanna Troha, Assistant City Manager, Wilsonville
- Kim Yamashita, Retired City Manager
- Eric Zimmerman, Deputy City Manager, Medford
- Susan Hartnett, Strategic Projects Manager, Portland
- Shawn Hennessee, County Manager, Clark County
- Timothy Mongin, Convention Services Manager, Travel Portland
- Lindsey Shafer, Senior Legislative Assistant, Clark County

Marty Wine asked that the board consider granting an exception to the association membership requirement for those interested in serving on the OCCMA Host Committee.

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

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: July 1, 2019
Subject: Cancellation Policy

At the May 3rd OCCMA Board of Directors meeting, the board requested staff draft an event cancellation policy for the board's review and adoption that specifically addressed exceptions and discretionary authority for making those exceptions. In the last month, LOC staff updated their event cancellation policy (see attached) which includes similar provisions to those discussed by the OCCMA Board of Directors.

Potential Motions

1. I move to adopt the cancellation policy as presented.
2. I move to adopt the cancellation policy as amended.
3. Other.

Cancellation Policy.

Training and continuing education programs are designed to promote a reliable and consistent learning experience for members. While schedules change, and emergencies unfortunately occur, when reservations are cancelled, particularly close to the event date, additional personnel and financial resources are expended, the cost of which are often difficult if not impossible to recoup. Therefore, refunds for cancelling participation in a training or continuing education program will only be provided in accordance with this Cancellation Policy.

1. 30 or More Days Prior. Cancellations made 30 or more days in advance of the event date will receive a full refund, minus a \$50.00 administrative fee.
2. 14-30 Days Prior. Cancellations made between 14 to 30 days in advance of the event date will receive a full refund, minus a \$100.00 administrative fee.
3. 14 Days Prior. Cancellations made 14 days or less in advance of the event date are not eligible for a refund.
4. Exception Requests. Notwithstanding the preceding sections, refunds may be provided in accordance with the terms of this section.
 - a. *Bereavement*. Full refunds will be given in the event of the death of the registrant or an immediate family member of the registrant. A registrant's immediate family includes any of the following: spouse, child, parent, sibling, grandparent, grandchildren, parent-in-law, child-in-law, sibling-in-law, stepparent, stepchild, stepsibling, step-grandparent, or step-grandchild.
 - b. *Critical Illness*. Full refunds will be given in the event the registrant suffers from a critical illness. A critical illness is one in which:
 - The registrant or an immediately family member of the registrant requires inpatient medical care. Immediate family is defined in the above subsection 4(a).
 - The registrant is under the care of a physician and has been deemed contagious.
 - c. *Transportation Failure*. Full refunds may be given in the event the registrant is unable to attend the event due to an unforeseen transportation failure. Examples of an unforeseen transportation event include: motor vehicle accident on the way to the event; a flat tire on the way to the event; or cancellation/delay of air/bus/train travel beyond the control of the registrant.

- d. *Event of Force Majeure.* If a force majeure event occurs and prevents the registrant from attending the event, a full refund may be provided. A force majeure event includes:
- An act of God, such as, but not limited to, fires, explosions, earthquakes, tidal waves, and floods;
 - War, hostilities (whether war be declared or not), invasion, or act of foreign enemies.
 - Riot, commotion, or strike.
 - Acts or threats of terrorism.
5. Documentation. To receive a refund, a registrant must submit written documentation to the League of Oregon Cities (LOC) identifying why they believe a refund is entitled.
- a. *Format.* The written documentation can be in the form of an email or letter which identifies the registrant's name, the name of the event the registrant is enrolled to attend, the date of cancellation, the reason for the cancellation, and an explanation of why the registrant believes they are entitled to a refund.
- b. *Submission.* All requests for refunds shall be submitted to the LOC either at: loc@orcities.org; or, LOC, 1201 Court Street NE, Suite 200, Salem, Oregon 97301.
- c. *Additional Document.* LOC reserves the right to ask a registrant seeking a refund for additional documentation to support their request. For example, in the event a registrant is seeking a refund due to a critical illness, LOC reserves the right to ask for a statement from the registrant's medical provider.
- d. *Discretionary Approval.* The LOC Executive Director has sole and exclusive discretion to grant a refund, provided the terms and conditions of this Cancellation Policy are followed.
6. Refunds. If LOC determines that a registrant is entitled to a refund, the refund will be processed, and the registrant reimbursed within 60 days of LOC's decision to grant the refund request.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: July 1, 2019
Subject: 2019 Strategic Plan

At the May 3rd OCCMA Board of Directors meeting, Marty Wine asked the board to brainstorm and bring ideas for discussion for the goal “Outreach to Foster Diversity and Inclusiveness” which is assigned to the board. The 2019 OCCMA Strategic Plan is attached to this memo.



2019 Strategic Plan

OUR MISSION

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

OUR STRATEGIC GOALS

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

CORE BELIEFS (taken from Envision ICMA Strategic Plan – Adopted February 17, 2017)

1. **PUBLIC SERVICE:** including the stewardship of democratic principles and the efficient and transparent use of public resources;
2. **ETHICS:** as the core of professionalism in local government leadership and management as outlined in the ICMA Code of Ethics;
3. **COUNCIL-MANAGER FORM OF GOVERNMENT AND PROFESSIONAL MANAGEMENT:** as the preferred local government structure;
4. **EQUITY AND INCLUSION:** ensuring that local governments are inclusive and mirror the diversity in communities;
5. **THE CONTINUOUS PURSUIT OF EXCELLENCE:** including professional development, life-long learning, networking, capacity building, knowledge sharing, and engagement;
6. **STEWARDSHIP:** balancing resources including people, financial, social capital, and environmental so that communities are better than we found them; and
7. **LEADERSHIP:** developing leadership capacity and attracting and developing future generations of leaders.

Strategic Focus Areas For 2019

Professional Development

- **Enhance and promote professional development and training opportunities to help advance the professional capabilities of OCCMA members.**
 - Promote LOC, ICMA and CIS professional development opportunities. **(Communications Committee)**
 - Provide relevant sessions that encourage members to attend OCCMA conferences. **(Professional Development Committee)**
 - Develop training to prepare managers for resiliency and preparing for the future. **(Professional Development Committee)**
- **Nurture communication between Board and membership in order to increase value in membership and involvement.**
 - Continue to provide members with an OCCMA quarterly newsletter. **(Communications Committee)**
 - Encourage continued participation in the listserv. **(Communications Committee)**
 - Redevelop the OCCMA Website. **(Communications Committee)**
 - Restructure the Annual Membership Meeting to provide greatest value to the membership. **(OCCMA Board of Directors)**
- **Promote and educate members about ICMA Code of Ethics.**
 - Plan and include at least one session on ethics at an OCCMA conference. **(Ethics Committee)**
 - Monitor OCCMA and ICMA compliance with the ICMA Code of Ethics. Activate committee to serve as the local fact-finding body for any ethics inquiry. **(Ethics Committee)**
 - Include ICMA Code of Ethics articles in the quarterly OCCMA newsletter and make the newsletter available on the website. **(Communications Committee)**
- **Develop future generations of local government managers to sustain the profession.**
 - Continue involvement with the ICMA student chapter at Portland State University and University of Oregon. Attend chapter meetings and encourage students to attend conference. **(Next Generation Committee)**
 - Provide scholarships for students to attend the OCCMA Summer Conference. **(Professional Development Committee)**
 - Provide articles for the newsletter and session ideas for conferences that are relevant to supporting the next generation. **(Next Generation Committee)**
 - Explore possibility of providing membership in OCCMA to members of the Northwest Women's Leadership Academy cohort. **(Ben Bryant and Marty Wine)**
- **Assist with the development of educational programs that promote city management and internship opportunities.**
 - Increase the use of interns and ICMA Fellows by cities in Oregon. **(Next Generation Committee)**

- Support and collaborate with the Engaging Local Government Leaders (ELGL). **(Next Generation Committee)**
- Survey the membership annually to determine effectiveness of professional development opportunities and resources available. **(OCCMA Board of Directors)**

Outreach to Foster Diversity and Inclusiveness

- Develop an OCCMA statement of intent valuing diversity, inclusion and equity in our organization and communities. **(OCCMA Board of Directors)**
- Develop strategies to remove barriers and create opportunities for participation of communities and populations facing disparities in being part of OCCMA. **(OCCMA Board of Directors)**
- Recruitment of local government managers and local government professionals, generally. **(Next Generation Committee)**
- Recruitment of OCCMA Board members that are reflective of our communities. **(Nominating Committee)**
- Leverage relationship network to craft and disseminate messages to the general public on issues that impact all local governments. **(OCCMA Board of Directors)**

Membership Support

- Connect our members with a network of opportunities to gain knowledge, insight, experience and perspective through developing relationships with other professionals in the field.
 - Work with ICMA to increase the number of Oregon communities participating in the coaching program. **(Support for Managers)**
 - Identify areas where there are regional manager meetings. Create a list of regional meetings and publish their meeting dates in the OCCMA Newsletter and website. **(Communications Committee)**
 - Welcome newly appointed managers to the association by providing a welcome packet from OCCMA with information on resources available. **(Next Generation Committee)**
 - Determine the future of an OCCMA-specific Coaching Program and how it is distinguished from, or the same as, the work of Senior Advisors. **(Support for Managers and Bylaws and Policy Committee)**
 - Review the membership classifications and dues schedule. **(Membership Committee)**
 - Reach out and encourage participation from counties. **(Membership Committee)**

Leadership

- Develop a diverse slate of candidates to serve on the OCCMA Board of Directors.
 - Develop a recommendation for the Board of Directors on how to incorporate a member of an ICMA Student Chapter on the Board of Directors. **(Academic Affairs Committee)**
 - Encourage diverse applicants. **(OCCMA Senior Advisors)**

- **Increase partnerships with the education system (K-12 and Universities) to help build future generations of local government managers.**
 - Provide informational sessions at universities about local government. **(Next Generation Committee)**
 - Encourage OCCMA members to engage proactively with schools and youth in their communities about local government service. **(Next Generation Committee)**
 - Plan and include at least one session on engaging youth at an OCCMA conference. **(Next Generation Committee)**
- **Identify and recommend action in relation to the ICMA/OCCMA Affiliation Agreement. (ICMA Liaison Committee)**

Host Committee

- **Host a well-organized, sufficiently funded and successful conference.**
 - Ensure Oregon retakes the honor of having the best attended ICMA conference. **(Host Committee)**
 - Continue dues surcharge through 2021. **(Board of Directors)**
- **Focus efforts on fund raising, social activities, program activities and business and logistical support.**
 - Have an OCCMA member appointed to the ICMA Planning Committee through 2021. **(Host Committee)**
 - Follow through with the Memorandum of Authorization as it relates to planning the conference. **(Host Committee)**