



OCCMA Board of Directors Meeting

May 3, 2019 | 10:00 am – 12:00 pm

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

or via Conference Call | Dial 1-800-504-8071 and Enter Access Code 8410998#

AGENDA

A. Welcome & Roll Call (<i>Marty Wine</i>)	-
B. Consent Calendar* (<i>Marty Wine</i>)	-
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E. Timing of the Northwest Regional Managers Conference (<i>Spencer Nebel</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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10. ICMA Liaison Committee (<i>Marty Wine</i>)	-
11. Host Committee (<i>Spencer Nebel</i>)	28
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K. Potential Policy Implications of SB 479 and SB 726 (<i>Scott Winkels</i>)	-
L. Other Business (<i>Marty Wine</i>)	-
M. 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

February 1, 2019 9:07 am – 11:34 am

Tigard City Hall | 13125 SW Hall Blvd. Tigard, OR 97223

MINUTES

PRESENT

Board Members:

Marty Wine, President
Spencer Nebel, President-Elect (arrived 9:47 am)
Christy Wurster, Past President
Ben Bryant, Director
Robb Corbett, Director (arrived 10:16 am, via phone)
Joe Hannan, Director
Susie Marston, Director
Brian Sjothun, Director (via phone)
John Walsh, Director

Staff:

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

Other:

Dan Bartlett, OCCMA Senior Advisor
Eileen Stein, City Manager, West Linn
Joe Gall, City Manager, Sherwood

Absent:

Sean O'Day, Director

A. Welcome & Roll Call

9:07 am

President Marty Wine called the meeting to order at 9:07 am and asked everyone to share what they are most looking forward to in the next year.

B. Consent Calendar

9:28 am

It was moved by Aaron Palmquist and seconded by Joe Hannan to approve the consent calendar. The motion passed unanimously (7 Yes [Bryant, Hannan, Marston, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 3 Absent [Corbett, Nebel and O'Day]).

C. 2019 OCCMA Membership

9:37 am

Megan George referred board members to page twelve of the agenda packet and summarized the contents. The board discussed the current status of the membership drive and asked that the timeline be moved up the following year so that the largest push for renewals occur prior to the end of the

calendar year. In addition, Megan George shared that staff was investigating options to transition the membership drive to an online platform that would ideally allow people to pay via credit card online directly.

Megan George then referred board members to page thirteen of the agenda packet and summarized the contents. OCCMA's Bylaws allow for two special categories of membership: Honorary and Lifetime. Potential Lifetime Members must be recommended by the OCCMA Board of Directors and ratified by the Membership, therein requiring that nomination letters be received prior to the July 12th OCCMA Board of Directors meeting. Marty Wine directed staff to notify the membership of this timeline and opportunity via the listerv.

D. Committee Appointments

9:40 am

Marty Wine referred board members to page fourteen of the agenda packet and summarized the contents. The purpose of this agenda item is to appoint volunteers to serve on each of the committees. The board discussed current committee membership and advised the president to appoint Peter Troedsson and Ann Ober to the Professional Development Committee and Peter Troedsson to the ICMA Liaison Committee. In addition, Marty Wine will serve as Chair of the ICMA Liaison Committee.

Marty Wine appointed those individuals listed on pages sixteen through nineteen of the agenda packets, as well as the board's suggestions, to serve on the Nominating Committee, Ethics Committee, Support for Managers Committee, Bylaws and Policy Committee, Audit Committee, Professional Development Committee, Academic Affairs Committee, Communications Committee, Next Generation Committee, ICMA Liaison Committee, Membership Committee and Host Committee.

E. Committee Updates

9:45 am

Nominating Committee

Chair Christy Wurster shared that she expects this committee will take an active role in encouraging applications for the board, as per the board's previous discussion about increasing diversity in its membership.

Ethics Committee

Chair Marty Wine shared that there was 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.

Professional Development Committee

Chair Spencer Nebel referred board members to page twenty of the agenda packet and summarized the contents. The Professional Development Committee had met once and was scheduled to meet again in the upcoming week. The committee is tasked with planning the Northwest Regional Managers Conference, Summer Conference and Fall Workshop. Due to the nature of OCCMA's committee structure, the timeline for planning the Northwest Regional Managers Conference is compressed. In the future, Spencer Nebel encouraged the prior year's Professional Development Committee to begin the planning process.

Spencer Nebel asked the board for content ideas and the board brainstormed:

- Tamara Jones of CIS;
- Lessons Learned from Local Ballot Initiatives;
- How Has the Political Climate Influenced State and Local Politics;
- Hillsboro's Eureka Teams; and
- How to Keep Your Council Focused at the 50,000 foot-level.

Marty Wine shared that the 2018 Professional Development Committee had discussed having concurrent sessions and ultimately decided against it. The board discussed and posited that this could be a consideration in years where the committee was only responsible for planning the Summer Conference and the Fall Workshop. In addition, the board discussed how to encourage attendees to take advantage of opportunities to network.

Academic Affairs Committee

Marty Wine shared that Chair Eileen Stein would provide her report later in the meeting.

Communications Committee

Chair Ben Bryant shared that the committee was moving forward with their plans to redevelop OCCMA's website using the Wild Apricot platform. Melissa Thompson-Kiefer, Assistant City Manager of Nehalem, was taking the lead on this. Ben Bryant asked that committee chairs take a look at what currently exists on the OCCMA website and evaluate what should be transferred, deleted, or generated. Megan George will inform committee chairs of this task when the first notice is distributed.

Next Generation Committee

Chair Joe Hannan shared that there was nothing to report.

ICMA Liaison Committee

Chair Marty Wine shared that there was nothing to report.

Host Committee

Chair Spencer Nebel shared that the Host Committee's update would be deferred until his fellow co-chairs Joe Gall and Eileen Stein were in attendance.

Membership Committee

Marty Wine shared that Chair Robb Corbett would provide his update at a later point in the meeting.

F. 2019 Strategic Plan**10:15 am**

Marty Wine referred board members to page thirty-two of the strategic plan and summarized the board's work on the plan thus far. Friday (11/9) of the OCCMA Board Retreat was dedicated to reviewing the current strategic plan and making updates to it. Marty Wine noted that since then ICMA's Core Beliefs and a new focus area had been incorporated into the draft.

The board reviewed the draft strategic plan and assigned the strategies under the "Outreach to Foster Diversity and Inclusiveness" goal. These assignments are reflected in the final 2019 OCCMA Strategic Plan. Marty Wine reminded the board that this plan will be disseminated to each of the committee chairs to guide their workplan for the following year.

It was moved by Spencer Nebel and seconded by Ben Bryant to adopt the strategic plan with the additional assignments as noted. The motion passed unanimously (9 Yes [Bryant, Corbett, Hannan, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 1 Absent [O'Day]).

F. 2019 OCCMA Accepted Budget**10:30 am**

Marty Wine referred board members to page thirty-six of the agenda packet and summarized the changes made since the board reviewed the budget at the November 8-9th Board Retreat.

It was moved by Ben Bryant and seconded by Joe Hannan to adopt the budget as presented. The motion passed unanimously (9 Yes [Bryant, Corbett, Hannan, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 1 Absent [O'Day]).

G. Senior Advisor Region 5 Vacancy**10:34 am**

Megan George referred board members to page forty of the agenda packet and summarized the contents. Harold "Andy" Anderson had resigned his position as Region Five Senior Advisor effective December 31, 2018. The board had directed staff to advertise the vacancy and OCCMA had received three applications: David Clyne, Dave Kanner and Dave Waffle. The OCCMA Senior Advisors met on January 17th to discuss and recommended two things. First, that Dave Kanner be appointed to fill the Region Five vacancy. Second, that the OCCMA Board of Directors take steps to add an additional senior advisor position to support managers in Oregon.

The board discussed the applicants and the current senior advisors' recommendation. Dan Bartlett shared that he expected that even with the addition of a sixth senior advisor, they would fall within their current budget allotment. The cost of the senior advisor program is split 50/50 with ICMA. In addition, CIS provides further subsidization of the program.

It was moved by Aaron Palmquist and seconded by Spencer Nebel to appoint Dave Kanner to the Region 5 Vacancy. The motion passed unanimously (9 Yes [Bryant, Corbett, Hannan, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 1 Absent [O'Day]).

Marty Wine will reach out to the applicants following the board meeting to notify them of the board's decision. In addition, she will reach out to ICMA to learn what next steps would look like for adding an additional senior advisor position in Oregon. This will then be brought to the board for further discussion at the May 3rd OCCMA Board of Directors meeting.

I. Future Conferences and Meetings Update**10:45 am**

Megan George referred board members to page fifty-six of the agenda packet and summarized the contents. Staff was directed to investigate alternative timelines for scheduling the OCCMA Board of Directors meeting and the Annual Membership Meeting in conjunction with the OCCMA Fall Workshop.

It was moved by Spencer Nebel and seconded by Aaron Palmquist to go with option one. The motion passed unanimously (9 Yes [Bryant, Corbett, Hannan, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 1 Absent [O'Day]).

Megan George then referred board members to page fifty-seven of the agenda packet and summarized the contents. The board had directed staff to investigate the cost of hosting the 2019 OCCMA Board Retreat at the Silver Falls Lodge instead of the Oregon Garden Resort. Staff determined that the costs were comparable. The board discussed and their consensus was to direct staff to contract with the Silver Falls Lodge for November 7-8th. Dinner would be held onsite on the evening of November 7th.

Marty Wine advised the board that they would be returning to Agenda Item E.

E. Committee Updates

11:03 am

Membership Committee

Chair Robb Corbett shared that the committee had nothing to report at this time.

Academic Affairs Committee

Chair Eileen Stein shared that the committee had not yet met, but that the PSU Local Government Advisory Committee had met and was planning to meet again on February 13th. She and Pete Fernandez (Public Works Director of Salem) are currently teaching the Public Works Administration course and Scott Lazenby is planning to teach Executive Leadership and Decision Making in the spring term at PSU.

Eileen Stein shared that ELGL had made a connection at Willamette and has hosted events there previously. In addition, individuals within the membership have reached out to the University of Oregon as well.

Host Committee

Spencer Nebel referred board members to page twenty-nine of the agenda packet and summarized the contents. Eileen Stein shared that she had been appointed to the ICMA Planning Committee for the Nashville Conference and had recently made a trip out there to participate in initial planning meetings. The conference will take place at the Nashville Convention Center which is a somewhat compact area so it will be easy to get around. Registration will open in June. The OCCMA/WCMA dinner will be held at BB Kings Blues Club. Washington is organizing the dinner this time around.

The committee identified the following tracks: civic health, equity, innovation, sustainability, personnel issues and leadership. The sustainability track, for example, will feature sessions on environmental hazards and resiliency, lessons from Flint, preparing a community for an aging population and leveraging university partnerships.

As part of her role on the committee, she is responsible for encouraging as many Oregon attendees as possible. She passed out a save-the-date card that will also be distributed to the membership via the newsletter.

Lastly, the co-chairs shared that they had met with Mike Cully of LOC about the possibility of LOC providing staffing support to the Host Committee. Mike Cully agreed to provide support and staff would draft a contract for the Host Committee's review that would detail this arrangement now and during the year of the conference.

J. Other Business

11:34 am

There was no other business.

President Marty Wine adjourned the meeting at 11:34 am.

APPROVED by the OCCMA Board of Directors on May 3, 2019.

ATTEST:

Mike Cully, Secretary-Treasurer

Marty Wine, President

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

January - March, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3-4000 Fund Income				
3-4001 Dues	31,834.59	46,900.00	-15,065.41	67.88 %
3-4003 Dues Surcharge 2021	5,617.52	6,700.00	-1,082.48	83.84 %
3-4103 Registration Fall Conference		9,000.00	-9,000.00	
3-4104 Registration Summer Conference		28,000.00	-28,000.00	
3-4182 Sponsorships	6,750.00	14,000.00	-7,250.00	48.21 %
3-41841 Summer Wells/Jordan Scholarship	1,000.00	1,000.00	0.00	100.00 %
Total 3-4000 Fund Income	45,202.11	105,600.00	-60,397.89	42.81 %
3-4102 NW Regional Conference reg	27,465.00	25,000.00	2,465.00	109.86 %
3-4101 NW Regional Conf - Sponsorships		12,000.00	-12,000.00	
Total 3-4102 NW Regional Conference reg	27,465.00	37,000.00	-9,535.00	74.23 %
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		6,000.00	-6,000.00	
Total 3-4200 General Operations	966.16	9,500.00	-8,533.84	10.17 %
Beginning Cash		83,009.00	-83,009.00	
Beginning Cash - 2021 ICMA Conf		76,304.00	-76,304.00	
Total Income	\$73,633.27	\$326,413.00	\$ -252,779.73	22.56 %
GROSS PROFIT	\$73,633.27	\$326,413.00	\$ -252,779.73	22.56 %
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	
3-5156 NW Postage/Printing		500.00	-500.00	

		TOTAL		Page 9 of 54
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
3-5157 NW Travel		4,000.00	-4,000.00	
3-5159 NW Speakers		8,000.00	-8,000.00	
Total 3-5150 NW Regional	1,518.20	37,500.00	-35,981.80	4.05 %
Total 3-5100 Conferences	1,518.20	86,450.00	-84,931.80	1.76 %
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	1,202.70	6,000.00	-4,797.30	20.05 %
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	10,738.30	76,025.00	-65,286.70	14.12 %
Total Expenses	\$12,256.50	\$177,475.00	\$ -165,218.50	6.91 %
NET OPERATING INCOME	\$61,376.77	\$148,938.00	\$ -87,561.23	41.21 %
NET INCOME	\$61,376.77	\$148,938.00	\$ -87,561.23	41.21 %

Oregon City/County Management Association
Transaction List by Vendor
January - March, 2019

	Date	Transaction Type	Num	Posting	Memo/Description	Account	Amount
A. Anderson	01/15/2019	Bill Payment (Check)	3029	Yes		3-1001 Checking	-531.36
Alice Cannon	01/15/2019	Bill Payment (Check)	3030	Yes		3-1001 Checking	-199.95
C. Wurster	01/15/2019	Bill Payment (Check)	3031	Yes	Voided	3-1001 Checking	0.00
	02/15/2019	Bill Payment (Check)	3040	Yes		3-1001 Checking	-98.77
Danny Bartlett	01/15/2019	Bill Payment (Check)	3032	Yes		3-1001 Checking	-960.16
	03/31/2019	Bill		Yes	Sr. Advisors Q4 2017	3-2099 Accounts Payable	95.12
Eileen Stein	01/15/2019	Bill Payment (Check)	3033	Yes		3-1001 Checking	-597.00
Garten	03/31/2019	Bill		Yes		3-2099 Accounts Payable	438.05
Lehman, Larry	03/31/2019	Bill		Yes	Q3 2018	3-2099 Accounts Payable	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
Megan George	01/28/2019	Bill		Yes		3-2099 Accounts Payable	40.50
	02/15/2019	Bill Payment (Check)	3037	Yes		3-1001 Checking	-66.25
Select Impressions	01/28/2019	Bill		Yes	Q3 OCCMA Newsletter. Invoice 93189 and 93200	3-2099 Accounts Payable	1,202.70
	02/15/2019	Bill Payment (Check)	3038	Yes		3-1001 Checking	-1,202.70
Sheila Ritz	01/15/2019	Bill Payment (Check)	3034	Yes		3-1001 Checking	-178.42
	03/31/2019	Bill		Yes	Reimb - Qtr 4 2017 - Sr Adv Exp	3-2099 Accounts Payable	121.36
Silver Falls Recreation Company	03/31/2019	Bill		Yes		3-2099 Accounts Payable	1,076.15
The Oregon Garden Resort	01/15/2019	Bill Payment (Check)	3035	Yes		3-1001 Checking	-3,398.31
Tigard	01/14/2019	Bill		Yes		3-2099 Accounts Payable	339.84
	01/15/2019	Bill Payment (Check)	3036	Yes		3-1001 Checking	-339.84
Wild Apricot	02/15/2019	Bill Payment (Check)	3039	Yes	Voided	3-1001 Checking	0.00

Monday, Apr 22, 2019 02:54:31 PM GMT-7

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

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: April 23, 2019
Subject: Summary of Contracts Executed on Behalf of OCCMA

There has been one contract executed since the February 1, 2019 Board of Directors Meeting. A copy of this contract is attached to this memo.

- Venue for 2019 OCCMA Board Retreat

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



Urban Park Concessionaires Silver Falls Recreation Company Event Contract

PLEASE NOTE: All tentative reservations EXPIRE IN 14 CALENDAR DAYS.

The parties to this contract are Urban Parks Concessionaires dba Silver Falls Recreation Company (which is the authorized concessionaire and operator of Silver Falls Lodge & Conference Center at Silver Falls State Park for the Oregon Parks Recreation Department/OPRD), and **Oregon City County Managers Association/OCCMA**, hereinafter referred to as the "Group". This contract states specific legal and financial obligations your company or group agrees to accept for use of facilities and services offered by Silver Falls Recreation Company. Please read this contract carefully. Return one signed copy along with your first payment to Silver Falls Recreation Company within 10 business days. Thank you for selecting Silver Falls Lodge & Conference Center for your event.

GROUP INFORMATION

Group Name: OCCMA
Event Chairperson: Jenni Kistler
Address: 1201 Court St NE Ste 200

Address 2: Salem, Or 97301
Email Address: jkistler@orcities.org
Phone: 503-588-6550

EVENT INFORMATION

Event Date(s): 11/7/19-11/8/19
Venue(s): Smith Creek Meeting Hall
Room Arrangements: TBD
Estimated Attendance: 25
Lodging: 3 Lodges
Estimated Room Nights: 1
Other: N/A

ESTIMATED CHARGES

Estimated Lodging: \$2052.00
Estimated Facility Rental: \$572.50
Estimated Food & Beverage: \$1392.50

Estimated Service Charge: \$250.65
Estimated Lodging Tax: \$36.94
Estimated Equipment Rental Charges: \$0.00
Estimated All Other Charges: \$0.00
Total Event Estimate: \$4304.59

Deposit 25%: \$1076.15
Deposit Due Date 3/29/19

Guarantee Due (15 Business Days Before Event): 10/17/19

Final Payment Due (14 Days Before Event): 10/24/19


Included in above estimate:

Lodging: Blueberry, Cedar & Dogwood Lodges. Check-in at 3pm on November 7, 2019. Check-out at 11am on November 8, 2019.

Meeting: Smith Creek Meeting Hall starting at 8am on November 7, 2019 thru 12pm on November 8, 2019.

Meals: 25 Adults starting with Lunch on November 7, 2019 thru Breakfast on November 8, 2019.


All selections listed are for estimate purposes only and may be adjusted during the planning process. For Food & Beverage the estimated charge is based on the minimum required 10 guests for each selected meal period in order to secure meal services. The Estimated Attendance will be used for the Guaranteed Meal Numbers in the event that you do not inform us of your exact number. All final guest meal numbers are due at the Guarantee Date and will be invoiced at that time with payment due in full. The addition of any lodging, meal services/catering and/or meeting space during the life of this contract will be subject to the terms and conditions outlined within this contract.

Initial: 

TERMS AND CONDITIONS:**Please initial next to section E before returning to your coordinator**

The Group's use of the facilities and services at Silver Falls Lodge & Conference Center is subject to the following:

- A. **Confirmation:** Upon receipt of your first payment and a signed copy of this contract, the event listed above will be confirmed.
- B. **Deposit:** We require that you pay a deposit of twenty-five percent (25%) of the estimated dollar value of your lodging rooms, meeting space, food, beverage, and any other event expenses when you sign this contract. The space is not confirmed until this signed contract and deposit are received.
- C. **Guarantee:** At least **fifteen (15) business days** prior to the beginning of your event, you must confirm all catering selections in writing, as well as the exact number of attendees that you guarantee for each meal service. In the event that you do not inform us of the guarantee number 15 business days prior to the beginning of your event, the estimated attendance at last point of contact will be the guarantee number.
- D. **Payment schedule:**
- **Signed contract and first payment (deposit): \$ 1076.15 Due by: 3/29/19**
 - **Remainder of payment:** The remaining balance of one hundred percent (100%) of the estimated dollar value of your lodging rooms, meeting space, food, beverage, service charge, and any other event expenses is due two weeks before your scheduled arrival. Failure to pay the remaining estimated dollar value of your event fourteen (14) days prior to scheduled arrival may result in cancellation of the event and cancellation fees will apply. **FULL PAYMENT (IN THE FORM OF A CHECK, MONEY ORDER, VISA, MASTERCARD, DISCOVER, OR AMERICAN EXPRESS) FOR THIS INVOICE IS DUE NO LATER THAN FOURTEEN (14) DAYS PRIOR TO YOUR EVENT. DUE BY 10/24/19.**
 - **Third payment (if needed):** Any final amounts due from additional charges during the event will be due upon check out at the conclusion of the event.
- E. **Cancellation:** You may cancel this Contract only upon giving written notice to us. The parties agree and understand that in the event of cancellation or reduction of selections listed in this contract, our actual damages would be difficult to determine. Therefore, the parties agree on the following amounts to be paid as a cancellation fee by the Group to the Silver Falls Recreation Company:
- **(until 8/9/19)** Cancellation or reduction in lodging, venues, meal service periods and catering services between date of signing and ninety (90) days prior to the beginning of the event = Cancellation fee of fifty percent (50%) of the deposit paid on any cancelled portion of the reservation.
 - **(8/10/19-10/16/19)** Cancellation or reduction in lodging, venues, meal service periods and catering services less than ninety (90) days prior to the beginning of the event = Cancellation fee of one hundred percent (100%) of the deposit paid on any cancelled portion of the reservation.
 - **(10/17/19)** Cancellation or reduction in lodging, venues, meal service periods and catering services less than fifteen business (15) days prior to the beginning of the event = Cancellation fee of one hundred percent (100%) of the total estimated dollar value of your lodging rooms, meeting space, food, beverage, service charge, and any other event expenses.
- F. **Group rates:** If one group books or guarantees all six (6) rooms in a lodge, a group rate may be applied. In the event of a group's reduction of lodge rooms, the remaining rooms in the reservation will be adjusted back to the regular rate if the group rate no longer applies within a given lodge.
- G. **Price increases:** Due to unforeseen changes in market conditions at the time of your event, there may be increases in food or beverage prices. Should this occur, we will communicate these increases to you at least 30 days in advance. We will require written confirmation that you agree to pay these increased prices. Alternatively, we, at our option, may in such event make reasonable substitutions in menus and you agree to accept such substitutions.
- H. **Service charge and tax:** An eighteen percent (18%) Service Charge will be applied to all food and beverage service and a 1.8% lodging tax applied to all lodging purchased on your event contract. All taxes and service fees are non-negotiable. In addition, all state and local taxes and fees will be applied to the bill as appropriate.
- I. **Security:** Silver Falls Recreation Company does not assume responsibility for damage or loss of any merchandise or articles left on the premises prior to, during or following an event. Additional security can be arranged with your catering representative.
- J. **Exceptions:** Silver Falls Recreation Company shall be excused from performance during the time and to the extent that Silver Falls Recreation Company is prevented from performing in the customary manner by acts of God, fire, strikes, picketing, inability to obtain supplies, or other unavoidable causes.
- K. **Issues:** Any controversy or claim arising out of, or relating to, this contract, shall be settled by binding arbitration in Marion County, State of Oregon, under the commercial arbitration rules of the American Arbitration Association then existing, and judgment on the arbitration award may be entered in any court having jurisdiction over the subject matter of the controversy.
- L. **Liability Insurance:** Groups are required to provide a Certificate of Insurance naming Silver Falls Recreation Company as an "Additionally Insured" for the date(s) of stay during their event from an insurance company in good standing. The certificate shall provide proof of coverage of \$1,000,000 per occurrence and \$2,000,000 in all for General Liability Insurance against claims for bodily injury or death and property damage occurring in or upon any grounds operated by Silver Falls Recreation Company. In alignment with OPRD's Special Use Permit Process, the above certificates shall be required for groups with activities outside of the norm and will be communicated by your coordinator if it is required at the final planning meeting. Should a certificate of insurance be required, proof of coverage must be received by your coordinator no less than fifteen (15) business days prior to arrival, or by **10/17/19.**

Initial: 

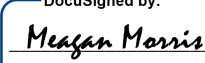
- For all outside vendors hired, Silver Falls Recreation Company requires an insurance certificate with Silver Falls Recreation Company to be added as additionally insured, and all insurance certificates to be submitted no less than fifteen (15) business days prior to event date. For more information please ask your coordinator.

- M. **Hold harmless:** The group agrees to indemnify and hold harmless Urban Parks Concessionaires dba Silver Falls Recreation Company and its officers, directors, agents and employees as well as the State of Oregon from all liabilities, claims, expenses (including attorneys' fees), demands suits or costs of whatever nature for injury to, or death of, any person or persons or damage, theft, loss or destruction of property arising out of activities conducted in connection with the patron's use of Silver Falls Lodge & Conference Center, excepting only such injury or damage as may be caused solely by the willful misconduct or sole negligence of Silver Falls Recreation Company. Urban Park Concessionaires shall have no responsibility to safeguard the equipment or property of the Group or any of its guests.
- N. **Policies & Procedures:** The Group by and through its authorized representative certifies that it has read, understands, and agrees to all of the conditions and covenants in the contract and in the enclosed Policies & Rules.
- O. **Terms and conditions:** All of the conditions and covenants set forth in the enclosed Policies & Rules are hereby a part of this contract and incorporated herein by reference.
- P. **Mutual Indemnity**
Each party ("Indemnitor") will defend or, at its option settle, indemnify and hold the other party ("Indemnitee") harmless against any third party claim, lawsuit or proceeding brought against Indemnitee to the extent arising out of (a) the gross negligence or willful misconduct of Indemnitor or its personnel, employees, agents or representatives; (b) Indemnitor's breach or claimed breach of representations and warranties made under this Agreement; or (c) bodily injury, death of any person or damage to real or tangible, personal property resulting from Indemnitor's acts or omissions.

Silver Falls Recreation Company Authorized Representative:

Name: Meagan Morris

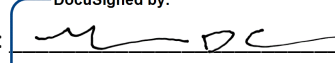
Title: Group Event Coordinator

Signature:  Date: 4/4/2019 | 7:32 PM PDT
B96632B85EA148B...

Authorized Group Representative:

Name:

Title:

Signature:  Date: 4/4/2019 | 3:40 PM PDT
38C546F8869143E...

SUBMITTING YOUR PAYMENTS AND SIGNED CONTRACT


Please make your check payable to **Urban Park Concessionaires**, or submit your payment by via phone with a credit card (Visa, MasterCard, Discover, or American Express). Payments, accounting or billing questions, and credit card authorization forms may be directed to our office.
Phone: (866) 575-8875, fax: (503) 873-2937

Please mail your signed contract and payments to:

Silver Falls Recreation Company
20022 Silver Falls Highway S.E.
Sublimity, OR 97385

For questions on event planning, contracts, or reservations, please call (866) 575-8875.

Thank you for selecting Silver Falls Recreation Company for your event!


Initial: 



Policies and Rules

Silver Falls Recreation Company (dba division of Urban Park Concessionaires) is the authorized concessionaire of the Silver Falls Lodge & Conference Center at Silver Falls State Park for the Oregon Parks and Recreation Department.

1. Registered guests and event attendees can use the facilities and services of Silver Falls Lodge & Conference Center. Non-registered guests who are visiting the State Park for recreation purposes may pass through and use the public restrooms in the Conference Center.
2. Arrival and departure times must conform to the dates and times listed; lodging check in is **3:00 p.m.** and check out is at **11:00 a.m.** Late check-out fees may apply to guests who have not vacated their lodging by 11:00 a.m. When checking out, please ensure your cabin is locked and turn your keys in at the office.
3. Quiet time at Silver Falls Lodge & Conference Center is between **10:00 p.m. - 8:00 a.m.**
4. We would appreciate users of the Conference Center's facilities leaving their lodging units and meeting rooms in a clean condition at the end of their occupancy. Should damages occur during a guest's stay, a cleaning and/or repair fee may be assessed as appropriate and invoiced to the guest at the discretion of Silver Falls Lodge & Conference Center.
5. **No outside food or beverage is permitted within the meeting/venue spaces.** Please contact your venue coordinator for catering arrangements. Coffee makers, hot plates, microwaves, and other cooking devices are not permitted within lodges and cabins. Some lodging is already equipped with coffee makers and/or microwaves. Use of additional small appliances, such as those mentioned above, is not permitted.
6. Trailers, tents, campers or other camping units will not be allowed to stay overnight at the Conference Center.
7. Pets are permitted in designated lodging when their owner complies with the Silver Falls Lodge & Conference Center's Pet Policy.
8. Silver Falls Recreation Company does not permit affixing anything to the walls, floors, or ceilings with nails, staples, or masking tape. Please advise your venue coordinator of any signage needing to be hung and we will assist you as needed. No incense, candles, or fire is permitted outside of designated fire places and fire pits.
9. Horses and all recreational motorized vehicles are prohibited from the Conference Center's grounds.
10. All rooms and meeting halls as well as outside areas at Silver Falls Lodge & Conference Center are **non-smoking**, per OAR 736-010-0040. Smoking is permitted only in private vehicles and at designated fire pits. A \$200 cleaning fee may be charged to any guests found smoking in their lodging. Please do not dispose of cigarette butts in interior garbage cans.
11. Oregon Parks and Recreation Department rules and regulations will further govern the use and occupancy of the Conference Center. A copy is available upon request.
12. Oregon Parks and Recreation Department and the operator assume no responsibility for injury to guests or for loss or damages of personal property. Occupants are responsible for safeguarding their possessions. Please lock your cabin prior to leaving.
13. In accordance with Title VI of the 1964 Civil Right Act, no person in the United States, shall, on grounds of race, color, sex, or national origin, be excluded from participating, be denied the benefits of and otherwise be subjected to discrimination under and program or activity administered by the user group.

Initial: 



OCCMA

Oregon City/County Management Association

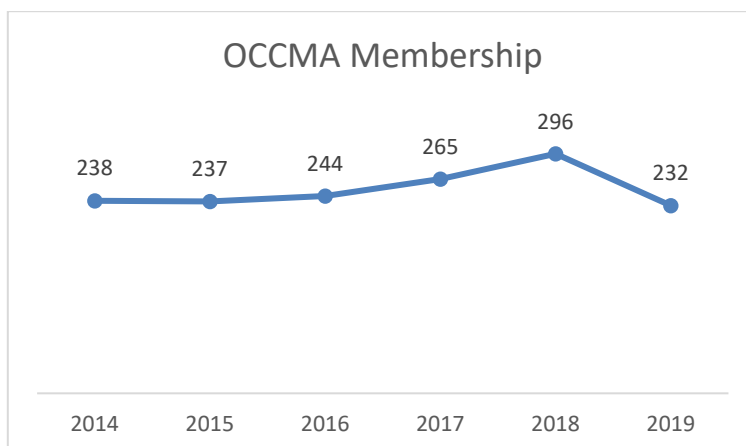
A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: April 23, 2019
Subject: Membership Report

As of April 22, 2019, OCCMA has received 232 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 24, 2018 and December 31, 2018 are included for the board's reference.

	04.22.2019	04.24.2018	12.31.2018
ACTIVE	166	185	214
AFFILIATE	20	20	31
COOPERATING	2	2	3
HONORARY	2	2	2
ICMA COMPLIMENTARY	7	7	7
LIFETIME	33	32	33
RETIRED	30	27	27
STUDENT	4	4	11
MEMBERS IN TRANSITION	3	2	3
TOTAL	267	283	331

The figure below demonstrates that membership in the OCCMA has grown slightly over the last six-years. While it looks like there has been a significant dip in memberships in 2019, this, in part, is due to the appearance of partial data. In 2016, twenty-five membership applications were received after May 1st. In 2017, twenty-two membership applications were received after May 1st. In 2018, forty-eight applications for membership were received after May 1st.



At this point, OCCMA is slightly behind in their recruitment of active members in the association as compared to last year. However, as compared to years prior, membership is on target.

Membership materials were distributed in December via email and in January via hard copy. No further outreach has occurred at this point.

Several other strategies for the board to consider include:

1. Blast Email to Former OCCMA Members (Non-Renewals);
2. Blast Email to all Chief Administrative Officers;
3. Letter or Postcard to Former OCCMA Members (Non-Renewals);
4. Letter or Postcard to all Chief Administrative Officers;
5. Personal Outreach (Phone Calls or Other); or
6. Other.

MEMO

Date: April 25, 2019

To: Marty Wine, President
OCCMA Board of Directors

From: Christy Wurster, Chair
OCCMA Nominating Committee

Re: Committee Update

The Nominating Committee met by conference call on Thursday, April 18, 2019. We discussed our responsibilities under the current OCCMA Bylaws, Article 7, for nominations and elections of officers representing a diverse range of organizations and regions for service on the Board of Directors. In addition we discussed direction from the Board to focus on diversity and inclusiveness among our membership in the elections process this year. Committee members will strive to seek interested candidates representing the diversity of our membership.

The committee will coordinate the advertisement of upcoming Board vacancies in the next OCCMA newsletter, on the website, and on the OCCMA listserv in order to meet the established elections timeline. If there any vacancies announced on the Board in the next few months, the committee recommends that the position remain vacant and filled through the general elections process. In addition, the committee recommends that the terms of service be evaluated and realigned with a staggered rotation in the upcoming elections cycle.

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.

The final topic discussed during our meeting centered around the City Manager positions on the LOC Board of Directors. The committee recommends that manager applicants seeking appointment to the LOC Board notify the OCCMA Board President of their interest in applying for a position so that an official endorsement by OCCMA may be included in their application.



Date: April 26, 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, which appears to read 'S. Nebel', is positioned above the printed name of the signatory.

Spencer Nebel
Chair of the Audit Committee



Date: April 26, 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. 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. I want to express great appreciation for Megan George and Jenni Kistler for working through many details in pulling together a successful NW Conference. I am attaching a copy of the program for the NW Conference and the preliminary draft agenda for the Summer Conference, for your review.

Two things, I believe, the Board should consider doing is having a joint discussion with Washington state regarding the timing of the NW Conference. We have received feedback that the timing of this conference is conflicting with Budget Committee activities for a number of communities. I am not sure if this is the same timing issue that Washington state faces. Our registration numbers are down a bit from two years ago. In the past, we have tried to avoid Spring Break, however, with the timing of this conference (just two months prior to our summer conference) it may also be creating some hardships for our members to try to attend both conferences. It will potentially be three years before we host another NW Conference, but it is probably appropriate to have discussions on this matter while the topic is fresh.

I think the final item which should be discussed by the Board is, the challenge of having the Professional Development Committee appointed in January, a few months before NW Conference takes place. This is a very short window, and the Committee starts planning both conferences at the same time. It may be appropriate for the Board to consider having the Professional Development Committee appointed the year before the NW Conference to initiate that planning process. We could either run with the Professional Development Committee from the year prior working through the NW Conference, or turn over the planning to a new Professional Development Committee at the beginning of the year. I believe this deserves some discussion with the Board for our future efforts.

Respectfully submitted,

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

Spencer Nebel, Chair
OCCMA Professional Development Committee
Attached: NW Conference Program
Preliminary Program (Draft) for Summer Conference



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

Presentations provided in advance are available electronically at www.occma.org

Tuesday, July 9

12:00 p.m. - 6:30 p.m.

Registration

2:00 p.m. – 3:15 p.m.

Thinking Outside the Box on Revenue Generation - AARON

3:15 p.m. – 3:30 p.m.

BREAK

3:30 p.m. – 4:45 p.m.

Financial Forecasting Tools - JOE

5:00 p.m. - 6:30 p.m.

Trade Show Reception

Visit our conference sponsors/vendors, check out their business opportunities and enjoy light refreshments as you network with peers.

6:30 p.m.

Dinner on Own.

Wednesday, July 10

7:00 a.m. – 6:30 p.m.

Registration

7:00 a.m. – 8:30 a.m.

Breakfast & Welcome

8:00 a.m. - 3:30 p.m.

OCCMA Trade Show

Our sponsor/vendors will be available during session breaks and meals. Be sure to stop by for a visit.

8:30 a.m. - 10:00 a.m.

Facilitation and Meeting Management - SARA

10:00 a.m. – 10:15 a.m.

BREAK w/ Trade Show Visit

10:15 a.m. – 11:45 a.m.

Legislative Update – MICHAEL/SPENCER

11:45 a.m. - 1:30 p.m.

Lunch and Keynote Speaker

1:30 p.m. - 3:00 p.m.

Case Studies on Personnel Issues with Tamara Jones - MARTY

3:00 p.m. – 3:15 p.m.

BREAK w/ Trade Show Visit

3:15 p.m. – 4:45 p.m.

How to Talk with your Council About Social Media – AARON/MEGAN

5:00 p.m. – 8:00 p.m.

Dinner on Own or sign up to join one of the pre-arranged dinners.

8:00 p.m. – 10:00 p.m.

S'mores on the Beach Reception

Thursday, July 11

7:00 a.m. - 4:30 p.m.	Registration
7:00 a.m. - 8:30 a.m.	Breakfast & ICMA 2021 Report
8:30 a.m. – 10:00 a.m.	Balance Between Staff and Council Goals – SARA/AARON
10:00 a.m. – 10:15 a.m.	BREAK
10:15 a.m. – 11:45 a.m.	Lessons from Local Ballot Initiatives - MARTY
11:45 a.m. - 1:30 p.m.	Lunch and ICMA Update
1:30 p.m. – 3:00 p.m.	Conference Session
3:00 p.m. – 3:15 p.m.	BREAK
3:15 p.m. – 4:45 p.m.	Lessons Learned from the Field - MICHAEL
3:15 p.m. – 4:45 p.m.	Optional Activity – Urban Renewal? – STEVE
3:00 p.m. – 5:00 p.m.	Host Committee Meeting at Oregon Coast Aquarium
6:30 p.m. - 10:00 p.m.	President's Reception at Oregon Coast Aquarium

Friday, July 12

7:30 a.m. - 8:30 a.m.	Breakfast
8:30 a.m. – 9:30 a.m.	Round Robin with Peers
9:45 a.m. - 10:45 a.m.	OCCMA Board of Directors Meeting

MEMO

Date: April 23, 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.

Background: At a previous Board Meeting, direction was given to the Communications Committee to redevelop the website through a platform called “Wild Apricot.”

Committee Chair Feedback: As part of the website redevelopment process, a request was sent out to all committee chairs for input regarding their respective sections of the website. Much of the feedback that was provided can easily be incorporated into the new website, except for one item detailed under discussion, below.

Status & Next Steps: A subcommittee comprised of Rachel Sykes, Dan Bartlett, Marty Wine, Melissa Thompson-Kiefer, Kelsey Lewis, Ben Bryant, and Megan George have had a couple of meetings to begin the process of migrating data/information from the existing site to the new platform. The goal is to have a fully functioning new website by the July Conference. **Major kudos to the website team, especially Melissa Thompson-Kiefer for their efforts on the website!**

Discussion for the Board: Spencer Nebel expressed interest in having a tab/webpage for each committee that would allow the chair to post meeting agendas, minutes, materials, etc. The concern from the website subcommittee is that not every chair will use this function and the information will become outdated. Is this still of interest to the Board?

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 4th quarter newsletter. The feature article was about our newest Senior Advisor, Dave Kanner.

On the Monday prior to the Board Meeting, the Communications Committee had 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 Second Quarter 2019 Copy Due Date: Monday, May 6th			
Article	Author/Coordinator	Word Count	Copy Received
President's Message (with photo)	Marty Wine	750	
Feature Article:		1,500	
NW Regional Managers Conference Recap (with photos)	Copy: Photos:	400	
Summer Conference Registration Now Open	Megan George	N/A	
Fall Workshop Save the Date & Registration Opens July 1	Megan George	N/A	
ICMA Ethics (ICMA website): Ethics and the Public Trust	Megan George	800	
Career Compass No. 71: Why Won't They Collaborate with Us?	Megan George	800	
ICMA Resources Highlights: ICMA Virtual Conference	Megan George	300	
LOC Resources Highlights: City Focus Podcast	Megan George	350	
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	
OCCMA Board Solicitation for 2019	Megan George	N/A	
Calendar of Events (repeat)	Megan George	N/A	
Membership Drive Reminder	Megan George	500	
Retirements: Lance Colley	Sheila Ritz	N/A	✓
2019 ICMA Annual Conference Save-the-Date	Megan George	N/A	

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	

OCCMA Newsletter Fourth Quarter 2019 Copy Due Date: November 4, 2019				
	Article	Author/Coordinator	Word Count	Copy Received
	President's Message (with photo)	Marty Wine	750	
	Feature Article:		1,500	
	ICMA Ethics (ICMA website):	Megan George	800	
	Career Compass (ICMA website):	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	
	Calendar of Events 2020	Megan George	N/A	
	Fall Workshop Recap with Photos	Copy: Photos:	500	
	2020 OCCMA Board List	Megan George	N/A	
	2020 Summer Conference Save-the-Date	Megan George	N/A	
	2020 NWRMC Save-the-Date	Megan George	N/A	
	2020 OCCMA Committees (Descriptions & Chairs)	Megan George	N/A	
	Solicitation for summer conference topic ideas	Megan George	N/A	



Date: April 26, 2019

TO: Host Committee Members

FROM: Spencer Nebel, Co-Chair of the ICMA
2021 Host Committee

RE: 2021 ICMA Conference

Work is ramping up with a number of the subcommittees for hosting the 2021 ICMA Conference. Joe Gall, Eileen Stein and I have been reviewing efforts to prepare for the next Host Committee meeting. This meeting will be in conjunction with the Summer Conference in Newport. The two committees that are becoming more engaged in the coming months are the Fundraising Committee and the Promotions Committee. The Promotion Committees will need to be gearing up for the Toronto Conference in 2020. The Fundraising Committee is developing strategies and a framework to address its responsibilities. The other subcommittee that is meeting during this conference is the Social Evening Events Committee to begin identifying venues for the Portland Conference.

We will be encouraging subcommittees to try to get together prior to the Summer Conference and will be requesting reports from these committees, as to the status of various activities at that time.

2021 will be upon us before we know it!

Respectfully submitted,

Spencer Nebel
Co-Chair of the ICMA Host Committee



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: April 23, 2019
Subject: Committee Updates – Host Committee

A verbal update will be provided at the board meeting. Attached to this memo is documentation of appointments to the Host Committee which have occurred in between OCCMA board meetings. Appointments include:

- Cate Schneider, Planning and Management Analyst, Multnomah County
- Gary Schmidt, County Administrator, Clackamas County
- Jan Carothers
- Susan Hartnett, Strategic Projects & Opportunities Interim Manager, City of Portland
- Pete Capell, City Administrator, City of Camas
- Steve Taylor, City Manager, City of Kelson
- Shawn Hennessee, County Manager, Clark County
- Lindsey Shafar, Senior Legislative Assistant, Clark County

In addition, two individuals are in need of formal appointment:

- Ashley Sonoff, Administrative Analyst, City of Gresham
- Timothy Mongin, Convention Services Manager, Travel Portland

From: [Cate Schneider](#)
To: [Marty Wine](#)
Cc: [Spencer Nebel](#); [Ben Bryant](#); [estein](#); [Joseph Gall](#); [Megan George](#)
Subject: Re: ICMA 2021 Multnomah County Rep
Date: Friday, February 22, 2019 8:23:48 AM

Hi Marty,

Thanks for the official appointment. I look forward to it!

Cate

Cate Schneider
Planning and Management Analyst | Department of County Management
Communications Lead | [Multco Align](#)
503.988.9898 | catherine.l.schneider@multco.us
she/her pronouns



On Thu, Feb 21, 2019 at 9:11 PM Marty Wine <Marty@tigard-or.gov> wrote:

External Sender

Hi everyone:

We should probably confirm a simple process for appointment unless I need some other board approval. Like this, by email, unless Megan tells me otherwise:

I hereby appoint Cate Schneider to the ICMA 2021 Committee.

Thanks Cate for volunteering and we appreciate your help!

Marty

Sent from my iPhone

On Feb 21, 2019, at 4:39 PM, Spencer Nebel <S.Nebel@newportoregon.gov> wrote:

Thanks Ben: It sounds like she would be a welcomed addition to the Committee. The

first step would be to have Marty formally appoint her to the Committee. Then we could see what subcommittees would be a good fit for her involvement. I appreciate your outreach to folks that will be critical to hosting a successful ICMA Conference in Portland!

Spencer R. Nebel

City Manager

City of Newport, Oregon 97365

541-574-0601

s.nebel@newportoregon.gov

From: Ben Bryant [<mailto:benb@happyvalleyor.gov>]
Sent: Thursday, February 21, 2019 4:19 PM
To: Stein, Eileen <estein@westlinnoregon.gov>; Joseph Gall <GallJ@SherwoodOregon.gov>; Spencer Nebel <S.Nebel@NewportOregon.gov>; 'Marty Wine' <Marty@tigard-or.gov>
Cc: Cate Schneider <catherine.l.schneider@multco.us>
Subject: ICMA 2021 Multnomah County Rep

Eileen, Joe, & Spencer:

Cate Schneider reached out to volunteer to be a Multnomah County representative on the ICMA 2021 Committee. I believe you all know her, but if not, she is the Planning and Management Analyst in the Multnomah County Management Department. She has been involved in OCCMA in the past when she worked for Lake Oswego. Not only would she bring the connection to Multnomah County, she's just a great person with knowledge, energy, and passion for local government. I just wanted to pass along her interest in serving on the committee.

Ben Bryant | Assistant City Manager

503-783-3840 | happyvalleyor.gov
 <image001.png>

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From: [Marty Wine](#)
To: [Schmidt, Gary](#); ["Spencer Nebel"](#); [BCS - Ben s. Bryant](#); [estein](#); [Joseph Gall](#)
Cc: [Megan George](#)
Subject: RE: ICMA 2021 Committee
Date: Tuesday, March 5, 2019 9:51:30 AM
Attachments: [image003.png](#)

Good morning Gary and everyone –

Welcome to OCCMA and thanks for being part of the host committee! This message confirms that you're officially appointed.

Best regards,
Marty



From: Schmidt, Gary <GSchmidt@co.clackamas.or.us>
Sent: Thursday, February 14, 2019 2:41 PM
To: 'Spencer Nebel' <S.Nebel@NewportOregon.gov>; BCS - Ben s. Bryant <benb@happyvalleyor.gov>; Stein, Eileen <estein@westlinnoregon.gov>; Joseph Gall <GallJ@SherwoodOregon.gov>
Cc: Marty Wine <Marty@tigard-or.gov>; 'Megan George' <mgeorge@orcities.org>
Subject: RE: ICMA 2021 Committee

Thank you all! I look forward to working with you on the host committee, and joining OCCMA. Thanks!

Gary Schmidt
Director, Public and Government Affairs
Clackamas County
503-742-5908
gschmidt@clackamas.us

From: Spencer Nebel <S.Nebel@NewportOregon.gov>
Sent: Monday, February 11, 2019 1:02 PM
To: BCS - Ben s. Bryant <benb@happyvalleyor.gov>; Stein, Eileen <estein@westlinnoregon.gov>; Joseph Gall <GallJ@SherwoodOregon.gov>
Cc: Schmidt, Gary <GSchmidt@co.clackamas.or.us>; Marty Wine <Marty@tigard-or.gov>; 'Megan George' <mgeorge@orcities.org>
Subject: RE: ICMA 2021 Committee

Welcome Gary!

Congratulations on your appointment as Clackamas County Administrator. As Ben has indicated, Portland will be hosting the 2021 ICMA Conference on October 3-6. We will be asking OCCMA President Mart Wine to appoint you to the Host Committee. Once she has appointed you we can send you information on the various sub-committees that have been created to plan hosting responsibilities for this conference. I am also happy to hear that you are interested in joining OCCMA. As an association, we really would like more direct involvement from our County Administrators. If you have any questions please feel free to contact any of us!

Spencer R. Nebel

City Manager
 City of Newport, Oregon 97365
 541-574-0601
s.nebel@newportoregon.gov

From: Ben Bryant [<mailto:benb@happyvalleyor.gov>]
Sent: Monday, February 11, 2019 11:30 AM
To: Stein, Eileen <estein@westlinnoregon.gov>; Joseph Gall <GallJ@SherwoodOregon.gov>; Spencer Nebel <S.Nebel@NewportOregon.gov>
Cc: Gary Schmidt (GSchmidt@co.clackamas.or.us) <GSchmidt@co.clackamas.or.us>
Subject: ICMA 2021 Committee

Eileen, Joe, & Spencer:

As promised during our meeting on the 1st, I wanted to facilitate an email introduction to Gary Schmidt who is the incoming Clackamas County Administrator. He is a member of ICMA, is interested in joining OCCMA, and willing to participate on the ICMA 2021 Host Committee.

Gary, these three are the Co-Chairs of the 2021 Host Committee. I believe the next meeting of the Host Committee will be on July 13th in Newport at the regular Summer OCCMA Conference. If I'm wrong, our fearless organizer, Spencer, will correct me.

Welcome to the fold!

Ben Bryant | Assistant City Manager

503-783-3840 | happyvalleyor.gov



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From: [Marty Wine](#)
To: [Megan George](#)
Cc: [Spencer Nebel](#); ["Joseph Gall"](#); [estein](#); [jan@jancarothers.com](#)
Subject: RE: ICMA 2021 Committee
Date: Monday, March 25, 2019 8:28:12 PM
Attachments: [image001.png](#)

Yes, with this message Jan Carouthers is appointed to the Host Committee.

Thanks everyone for building the committee's capacity!

Marty

From: Megan George <mgeorge@orcities.org>
Sent: Monday, March 25, 2019 4:15 PM
To: Marty Wine <Marty@tigard-or.gov>
Cc: Spencer Nebel <S.Nebel@NewportOregon.gov>; 'Joseph Gall' <GallJ@SherwoodOregon.gov>; estein <estein@westlinnoregon.gov>; jan@jancarothers.com
Subject: FW: ICMA 2021 Committee

Hi Marty ?

The three co-chairs of the Host Committee met today and reminded me that we had one additional request to serve on the Host Committee (see below). Would you mind formally appointing Jan to the Host Committee?

Megan



Megan George, Operations Director

503-588-6550 direct: 503-540-6595 cell: 503-807-2829

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

www.orcities.org



From: Stein, Eileen <estein@westlinnoregon.gov>
Sent: Monday, February 11, 2019 2:09 PM
To: 'Joseph Gall' <GallJ@SherwoodOregon.gov>; Spencer Nebel <S.Nebel@NewportOregon.gov>; 'Ben Bryant' <benb@happyvalleyor.gov>
Cc: Marty Wine <Marty@tigard-or.gov>; Megan George <mgeorge@orcities.org>
Subject: RE: ICMA 2021 Committee

By the way, I had lunch with Jan Carouthers last week and she would like to help out also. Eileen

From: Joseph Gall [<mailto:GallJ@SherwoodOregon.gov>]
Sent: Monday, February 11, 2019 1:05 PM
To: Spencer Nebel <S.Nebel@NewportOregon.gov>; 'Ben Bryant' <benb@happyvalleyor.gov>; Stein, Eileen <estein@westlinnoregon.gov>
Cc: Gary Schmidt (GSchmidt@co.clackamas.or.us) <GSchmidt@co.clackamas.or.us>; Marty Wine <Marty@tigard-or.gov>; 'Megan George' <mgeorge@orcities.org>
Subject: RE: ICMA 2021 Committee

I echo Spencer's comments and welcome onboard!

Joseph Gall, ICMA-CM

City Manager

City of Sherwood ? 22560 SW Pine Street ? Sherwood, Oregon 97140 - 503.625.4200 (direct)
971.979.2989 (cell)

"The pessimist complains about the wind; the optimist expects it to change; the realist adjusts the sails."

-- William Arthur Ward, American writer

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Cc: Gary Schmidt (GSchmidt@co.clackamas.or.us) <GSchmidt@co.clackamas.or.us>; Marty Wine <Marty@tigard-or.gov>; 'Megan George' <mgeorge@orcities.org>
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Spencer R. Nebel

City Manager
City of Newport, Oregon 97365
541-574-0601
s.nebel@newportoregon.gov

From: Ben Bryant [<mailto:benb@happyvalleyor.gov>]
Sent: Monday, February 11, 2019 11:30 AM
To: Stein, Eileen <estein@westlinnoregon.gov>; Joseph Gall <GallJ@SherwoodOregon.gov>; Spencer Nebel <S.Nebel@NewportOregon.gov>
Cc: Gary Schmidt (GSchmidt@co.clackamas.or.us) <GSchmidt@co.clackamas.or.us>
Subject: ICMA 2021 Committee

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Welcome to the fold!

Ben Bryant | Assistant City Manager
503-783-3840 | happyvalleyor.gov



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Eileen Stein, ICMA-CM
City Manager
Administration

22500 Salamo Rd.

West Linn, Oregon 97068
estein@westlinnoregon.gov
westlinnoregon.gov
503-742-6025



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From: [Marty Wine](#)
To: [Megan George](#)
Cc: [Spencer Nebel](#); ["Joseph Gall"](#); [estein](#)
Subject: RE: ICMA Conference support
Date: Monday, March 25, 2019 8:29:26 PM
Attachments: [image003.png](#)

Thanks, with this message Susan Hartnett is appointed to the Host Committee. Glad to have some support from the City of Portland and/or their retirees also.

Marty

From: Megan George <mgeorge@orcities.org>
Sent: Monday, March 25, 2019 4:31 PM
To: Marty Wine <Marty@tigard-or.gov>
Cc: Spencer Nebel <S.Nebel@NewportOregon.gov>; 'Joseph Gall' <GallJ@SherwoodOregon.gov>; estein <estein@westlinnoregon.gov>
Subject: FW: ICMA Conference support

Marty ?

Here?s another one who is going to need a formal appointment (see below).

Megan



Megan George, Operations Director

503-588-6550 direct: 503-540-6595 cell: 503-807-2829
 1201 Court St. NE, Suite 200, Salem, OR 97301-4194

www.orcities.org



From: Joseph Gall <GallJ@SherwoodOregon.gov>
Sent: Monday, February 18, 2019 2:29 PM
To: Megan George <mgeorge@orcities.org>
Cc: s.nebel@newportoregon.gov
Subject: FW: ICMA Conference support

Below is our primary contact for the City of Portland ? can you add this person to our Host Committee list? Thank you!

From: Gibson-Hartnett, Susan [<mailto:Susan.Hartnett@portlandoregon.gov>]
Sent: Friday, February 15, 2019 4:15 PM
To: Martha Bennett <Martha.Bennett@oregonmetro.gov>; Joseph Gall

<GallJ@SherwoodOregon.gov>; Stein, Eileen <estein@westlinnoregon.gov>

Cc: Stacy Coonfield <Stacy.Coonfield@oregonmetro.gov>

Subject: RE: ICMA Conference support

Hi all ? I am looking forward to working with you on this conference. I understand it will be in Oct 2021, but my guess is you are already getting organized. I am moving into a part time ?returning retiree? status very soon and am kicking that off by being gone for most of March and April. If getting together sometime after I?m back makes sense, I would be happy to do so. I expect to be in town from May 1st until late Aug and then gone again for about 2 months. Best - Susan



Susan Hartnett
Strategic Projects & Opportunities Interim Manager
d: (503) 823-6958

From: Martha Bennett <Martha.Bennett@oregonmetro.gov>

Sent: Friday, February 15, 2019 4:02 PM

To: 'Joseph Gall' <GallJ@SherwoodOregon.gov>; Stein, Eileen <estein@westlinnoregon.gov>

Cc: Gibson-Hartnett, Susan <Susan.Hartnett@portlandoregon.gov>; Stacy Coonfield <Stacy.Coonfield@oregonmetro.gov>

Subject: RE: ICMA Conference support

Joe and Eileen ?

Tom R. has asked Susan Hartnett to be our liaison to the host committee. She is a delight to work with and is very adept at getting things done (if we need them) at the City of Portland. I?ve copied her on this email.

Best,
Martha

From: Shiplet, Diana [<mailto:Diana.Shiplet@portlandoregon.gov>]

Sent: Friday, February 08, 2019 4:34 PM

To: Stacy Coonfield; Martha Bennett

Cc: Gibson-Hartnett, Susan; Merlo, Carmen

Subject: RE: ICMA Conference support

Martha and Stacy ? Tom and Carmen Merlo talked and agreed that Susan Hartnett (cc'd here) would be the best person to provide conference support from the City's side of things. They want to make sure that she's connected with whatever planning group is organizing everything. I assume you can help get her connected.

Thanks all. -Diana

Diana Shiplet

Executive Assistant for the CAO and CFO

City of Portland, Office of Management and Finance

d: (503) 823-5160

From: Martha Bennett <Martha.Bennett@oregonmetro.gov>

Sent: Friday, January 25, 2019 10:02 AM

To: Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>

Cc: Stacy Coonfield <Stacy.Coonfield@oregonmetro.gov>

Subject: RE: ICMA Conference support

Hey ?

We need someone who can guide the host committee when and if there are permits or inter-bureau coordination needed as part of planning for conference events. For example, someone who would help a committee figure out how to get a permit for a running event or whether we need to reserve a park for the Sunday Morning soccer tournament. Additionally, there will be a point where ICMA will ask us to arrange for a welcome from the Mayor, so it would need to be someone who knows how to work with the Mayor's office.

Back in 1999, it was Steve Manton who at the time did special projects for Tim Grewe. So, I am picturing someone like Susan Hartnett or maybe that project person that I hear you all are recruiting for right now.

Let me know if that's not clear.

Hope you are well, too!

Martha

From: Shiplet, Diana [<mailto:Diana.Shiplet@portlandoregon.gov>]

Sent: Thursday, January 24, 2019 8:58 AM

To: Martha Bennett

Cc: Stacy Coonfield
Subject: ICMA Conference support

Martha ? Tom asked me to see what support you might be needing from us for the ICMA conference coming to Portland.

Hope your new year is starting off well. -Diana

Diana Shiplet

Executive Assistant for the CAO and CFO

City of Portland, Office of Management and Finance

d: (503) 823-5160

1120 SW Fifth Avenue, Room 1250

Portland, Oregon 97204

diana.shiplet@portlandoregon.gov

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From: [Marty Wine](#)
To: [Joseph Gall](#); [estein](#); s.nebel@newportoregon.gov
Cc: [Megan George](#)
Subject: RE: Four New Host Committee Members - Clark County
Date: Tuesday, March 5, 2019 9:56:25 AM

Joe,

Great news! Thank you for your outreach.

Please consider all the Clark County folks appointed to the Host Committee.

Thanks,
Marty



From: Joseph Gall <GallJ@SherwoodOregon.gov>
Sent: Friday, March 1, 2019 2:41 PM
To: [estein](mailto:estein@westlinnoregon.gov) <estein@westlinnoregon.gov>; s.nebel@newportoregon.gov; Marty Wine <Marty@tigard-or.gov>
Cc: Megan George <mgeorge@orcities.org>
Subject: Four New Host Committee Members - Clark County

So my outreach to Clark County folks to get involved with the Host Committee for 2021 has proven fruitful. I have four people that want to be appointed to the Host Committee and our committees. They include:

- Pete Capell, City Administrator, City of Camas – pcapell@cityofcamas.us (360) 834-6864
- Steve Taylor, City Manager, City of Kelso – staylor@kelso.gov (360) 270-0191
- Shawn Hennessee, County Manager, Clark County – shawn.hennessee@clark.wa.gov
- Lindsey Shafar, Senior Legislative Assistant, Clark County – lindsey.shafar@clark.wa.gov

I know we had some discussion about how to officially add folks to the host committee so I have included Marty on this email. I think she gets to do it by royal decree or something similar to that?

Megan – is there a document that you can share with these new folks about the different

subcommittee options for them to sign up for? The folks from Clark County were definitely interested in the field demonstrations (e.g. the Vancouver waterfront redevelopment should definitely be under consideration for a field visit), but they all wanted to see options.

Let me know if you need anything else from me!

Joseph Gall, ICMA-CM

City Manager

City of Sherwood – 22560 SW Pine Street – Sherwood, Oregon 97140 - 503.625.4200 (direct)
971.979.2989 (cell)

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CITY OF PENDLETON

Office of the City Manager

500 S.W. Dorion Ave.

Pendleton OR 97801-2090

Telephone (541) 966-0201

FAX (541) 966-0231

TDD Phone (541) 966-0230

Website: www.pendleton.or.us

MEMO

To: OCCMA Board of Directors
From: Robb Corbett, Chair
Ad Hoc Committee on Membership Dues
Date: April 26, 2019
Re: Board Update

The Ad Hoc committee was tasked to look at our OCCMA dues structure and consider “new member rates”.

During our discussion, concern was expressed that by expanding membership we would create a problem at our conferences which have become increasingly difficult because of the growing participation. Recommendation: leave active member dues the same. Reach out to our county colleagues but do not offer introductory membership rates.

Committee discussed a problem with Cooperative Members who are solely interested in building business relationships. OCCMA charges \$90 for cooperative membership and Washington charges \$185. Recommendation: increase the membership rate to mirror Washington’s.

Committee discussed a problem with Affiliate Memberships having access the list-serve to alert them to issues that may impact their business interests. Recommendation: consider increasing the membership rate to mirror Cooperative Members and/or removing list serve privileges.

Committee discussed the importance of a strong relationship with our universities. Recommendation: reduce educator’s membership dues to equal student membership.



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)**



OCCMA

Oregon City/County Management Association

A State Affiliate of ICMA

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: April 23, 2019
Subject: Senior Advisor At-Large Vacancies

At the February 8, 2019 OCCMA Board of Directors meeting, the board discussed appointments to the region five vacancy. Dave Kanner was appointed to fill this position. As part of this conversation, the board discussed what it would look like to add an additional senior advisor position(s). The minutes of the meeting state:

Megan George referred board members to page forty of the agenda packet and summarized the contents. Harold "Andy" Anderson had resigned his position as Region Five Senior Advisor effective December 31, 2018. The board had directed staff to advertise the vacancy and OCCMA had received three applications: David Clyne, Dave Kanner and Dave Waffle. The OCCMA Senior Advisors met on January 17th to discuss and recommended two things. First, that Dave Kanner be appointed to fill the Region Five vacancy. Second, that the OCCMA Board of Directors take steps to add an additional senior advisor position to support managers in Oregon.

The board discussed the applicants and the current senior advisors' recommendation. Dan Bartlett shared that he expected that even with the addition of a sixth senior advisor, they would fall within their current budget allotment. The cost of the senior advisor program is split 50/50 with ICMA. In addition, CIS provides further subsidization of the program.

It was moved by Aaron Palmquist and seconded by Spencer Nebel to appoint Dave Kanner to the Region 5 Vacancy. The motion passed unanimously (9 Yes [Bryant, Corbett, Hannan, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 1 Absent [O'Day]).

Marty Wine will reach out to the applicants following the board meeting to notify them of the board's decision. In addition, she will reach out to ICMA to learn what next steps would look like for adding an additional senior advisor position in Oregon. This will then be brought to the board for further discussion at the May 3rd OCCMA Board of Directors meeting.

Following that meeting, Marty Wine reached out to ICMA to learn what next steps would look like and learned that an email to Martha Perego, Greg Bielawski and Kevin Duggan that stated the reasons for adding the additional senior advisor position(s) and an estimate of the reimbursable expenses associated with him or her would be sufficient. The current OCCMA senior advisors met via conference call on March 21st and recommended to Marty that two at-large positions be advertised for the board's action at the upcoming May 3, 2019 meeting.

The position was advertised with a due date of Monday, April 29th for applications. At the time this memo is written, OCCMA has received two applications. All applications received by the deadline will be printed and provided to board members in person on Friday, May 3rd.

The current OCCMA senior advisors plan to meet during the Northwest Regional Managers Conference, but prior to the board meeting, to discuss applications and will provide a verbal recommendation to the board on Friday, May 3rd. If appointments are made, the senior advisors will meet in-person at the OCCMA Summer Conference to discuss adjustments to territories.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: April 22, 2019
Subject: Future Conferences Update

The following list includes all known conferences hosted by OCCMA through 2023. Since the last update of this nature (Nov. 8 – 9, 2018), staff has made updates to several events which are noted below.

2019

Northwest Regional Managers Conference | April 30 – May 3, 2019 | Best Western Plus | Hood River, OR
OCCMA Summer Conference | July 9 – 12, 2019 | Best Western Agate Beach Inn | Newport, OR
OCCMA Fall Workshop | September 26, 2019 | Riverhouse on the Deschutes | Bend, OR

2020

OCCMA Summer Conference | July 7 – 10, 2020 | Mt. Bachelor Village Resort | Bend, OR
OCCMA Fall Workshop | October 14, 2020 | Salem Convention Center | Salem, OR

2021

~~**Northwest Regional Managers Conference** | Dates TBD | Fairbanks, AK~~
OCCMA Summer One-Day Conference | Dates TBD | Location TBD | Portland, OR
OCCMA Fall Workshop | October 20, 2021 | Riverhouse on the Deschutes | Bend, OR
ICMA Annual Conference | October 3- 6, 2021 | Hyatt | Portland, OR

2022

OCCMA Summer Conference | Dates TBD | Mt. Bachelor Village Resort | Bend, OR
OCCMA Fall Workshop | Dates TBD | Location TBD

2023

OCCMA Summer Conference | Dates TBD | Pendleton Convention Center | Pendleton, OR
OCCMA Fall Workshop | Dates TBD | Location TBD