



OCCMA Board of Directors Meeting

January 31, 10:00 am – 2:00 pm

Local Government Center

Board Room, 2nd floor

1201 Court Street, Salem, Oregon

AGENDA

- A. Welcome & Roll Call(10:00 am)**
 - 1. Agenda
 - 2. President's Report (Spencer Nebel)
- B. Consent Calendar***
- 1. Minutes of the November 7 2020 Board Meeting
 - 2. Minutes of the November 7-8 2020 Retreat
 - 3. Transactions by Vendor
 - 4. Summary of All Contracts Executed on Behalf of OCCMA
- C. Discussion and Adoption of 2020 Action Plan (Spencer Nebel)**
 - 1. Approval of 2020 Action Plan
 - 2. Creation of a Diversity Equity and Inclusion Ad Hoc Committee
 - 3. Creation of a Veterans in the Profession Ad Hoc Committee
- D. Communications**
 - 1. Mark Long/ Lori Graham Building Codes Division (*Jim McCauley*)(11:00am)
 - 2. NW Womens' Leadership Academy (request for standing committee recognition within OCCMA) (*Marty Wine*)
 - 3. Reimbursement Request (Sherilyn Lombos – ICMA Conference Planning Committee)
- E. Membership Report**
 - 1. (Membership update) (Spencer Nebel).....
- F. Committee Assignments, List Attached (Spencer Nebel).....**
- G. Committee Reports**
 - 1. Professional Development Committee (*Spencer Nebel*)
 - 2. Academic Affairs Committee (*Eileen Stein*)
 - 3. Communications Committee (*Ben Bryant*)
 - 4. Next Generation Committee
 - 5. Host Committee (*Spencer Nebel*)
 - 6. Membership Committee (*Robb Corbett*)
 - 7. ICMA Liaison Committee (*Peter Troedsson*)
- H. ICMA Conference Planning Committee (Sherilyn Lombos)**
- I. Adoption of a Budget for 2020 Calendar Year.....**

J. Future Conference Locations	-
1. Pendleton Conference Agreement 2022 – (Patty Mulvihill)	
2. Contract for Fall Retreat	
3. Previously approved conference contracts and locations	
K. Reports from Senior Advisors	
L. Other Business	
M. Adjournment	-

Note: A meeting of the Senior Advisors will follow the conclusion of the OCCMA Board meeting.



TO: OCCMA Board of Directors

FROM: Spencer Nebel, President OCCMA

DATE: January 23, 2020

SUBJECT: Report for the January 31, 2020 Board of Directors Meeting

The OCCMA Board of Directors will be meeting on January 31 from 10 AM until 2 PM in the second floor Board Room in the Local Government Center, located at 1201 Court Street, Salem, Oregon. The Board meeting will be followed with a Senior Advisor meeting at 2 PM following the Board of Director's meeting. Discussion items on the agenda include:

Discussion and Adoption of 2020 Action Plan

Included in the packet is a report from the November 7 and 8 retreat where directors identified various ideas for inclusion in the 2020 Action Plan to help guide the Board, standing committees, and ad hoc committees through this next year. I have structured a draft plan utilizing those items that were prioritized by two or more participants as part of the Action Plan. I have also listed all other ideas that came up through these discussions, as well. Please review the items that were prioritized by two or more participants in the conference which are identified as part of the work plan. Please note that changes can be made to the work plan based on discussion of the Board at this meeting. I would ask that the Board formally adopt a plan, as revised, to guide our various committees and the Board through the 2020 calendar year.

Creation of a Diversity, Equity and Inclusion Ad Hoc Committee

As part of the retreat, the Board had a consensus on the creation of a diversity, equity and inclusion ad hoc committee. I have included in the packet an outline for this committee for review and discussion by the Board. If the Board is interested in proceeding with the creation of this ad hoc committee, a motion should be made to create this committee. In the alternative, the Board could discuss refinements to the committee's description and bring this back at a later meeting for consideration and approval.

Creation of a Veterans in the Profession Ad Hoc Committee

At the retreat, the Board also discussed the possibility of creating a veterans in the profession ad hoc committee. This idea was advocated by Sean O'Day. I have provided an outline of possible responsibilities for this ad hoc committee for your review. If the Board is interested in proceeding with the creation of this ad hoc committee, a motion should be made to create this committee. In the alternative, the Board could discuss refinements to the committee's description and bring this back at a later meeting for consideration and approval.

Adoption of the Budget for the 2020 Calendar Year

A draft budget was prepared by Megan George and included in the packet for the annual retreat. I would ask that the Board members review the budget for any potential modification to the Budget. Please note that I will have several proposed changes for the draft budget to discuss with the Board members at our meeting on the 31st. After discussion and modification, a motion will need to be made and approved by the Board establishing a budget for the 2020 Fiscal Year.

Presentation from the Oregon Building Codes Division

Jim McCauley has asked that time be allowed for Mark Long and Lori Graham of the Oregon Building Codes Division to discuss efforts to address the issue regarding contractual building inspection services for local units of government in Oregon. The Building Codes Division is looking for some solutions to this effort and would like to obtain feedback from the OCCMA Board.

The NW Women's Leadership Academy

I have attached materials from the NW Women's Leadership Academy (NWWLA) for Board review. The NWWLA is requesting standing committee recognition within OCCMA, as well as, possible representation on the Board. Both of these requests would require the OCCMA membership to amend the bylaws to accommodate the request of the NWWLA. Marty Wine will provide additional background on the request. It would be appropriate for the Board to discuss this request and identify what steps would be necessary to move forward. In addition to the potential modifications to the OCCMA bylaws, the NWWLA is requesting certain support services to help them complete their mission in developing local government leaders. I believe that the support services can be dealt with separately from the request that would require amendment to the bylaws. Following Board discussion, it would be appropriate for the Board to provide some direction on how to proceed with this request.

Reimbursement Requests from Sherilyn Lombos for Serving on the ICMA Conference Planning Committee

Sherilyn Lombos was OCCMA's representative for the ICMA Conference Planning Committee for planning the 2020 Conference in Toronto. In accordance with Article 5 of the OCCMA Policy Annex, association members may request by petition to the Board up to one half of travel expenses for out-of-state participation on national committees, including but not limited to, the Conference Planning Committee, Strategic Planning Committee and Small Community Task Force. I would recommend that the Board of Directors authorization LOC to make this reimbursement in the amount of \$571.86.

Membership Report

I have requested that the League provide a current roster of paid members to OCCMA for review at the January 31 meeting.

Board and Committee Vacancies

OCCMA Board of Directors member Sean O'Day has resigned his position from the MWVCOG as of January 31. He has accepted a position as deputy director of the Oregon Department of Veterans Affairs. Congratulations to Sean on this new opportunity! Sean's term expires on December 31, 2020. Sean is currently filling the position as required in Article 7 Section 2 of the bylaws, in which the Association strives to include a minimum of one county member, which I believe is the position that Sean has been filling as Executive Director of the COG. The Board should discuss a process to fill Sean's position with someone representing a county (and we apparently utilized a member working for a non-city organization in the past to fill this position. Section 6 of Article 7 provides that a vacancy shall be filled by the Board after posting a notice of the vacancy on the website and listserv for at least 30 days.

Committee Assignments

Attached is a list of appointments that I have made to the various standing and ad hoc committees of OCCMA for your information. Appointment to Membership Committees is made by the President.

Committee Reports

Please be prepared to make a report on any activities that have occurred, or plans to convene committees in 2020. For future meetings, I would request that the committee chairs provide a brief report for inclusion in the agenda packet for the next Board meeting.

ICMA Conference Planning Committee

Attached is a report from Sherilyn Lombos on the Toronto Conference which will be occurring on September 23-26, 2020. Please note that these dates have the conference starting on a Wednesday running through Saturday. I appreciate Sherilyn as well as Jeff Towery who participated in the Planning Commission on behalf of ICMA for their role in shaping the 2020 Conference.

Future Conference Locations

There is a contract for the 2022 Summer Conference in Pendleton for review by the Board. Furthermore, we need to come to a conclusion of the 2020 Fall Retreat. Our original conference dates were in conflict with the ICMA Conference Planning Committee meeting which will be held in Portland in preparation for the 2021 ICMA Conference in which we are hosting. There was discussion about holding the retreat in Portland just prior to the conference planning meeting which will also include a Host Committee meeting. Ben Bryant had offered city facilities in Happy Valley as a potential retreat location for an abbreviated retreat. It will be important to have a discussion on how we want to coordinate these meetings in November 2020.

Senior Advisors

Any senior advisor present at the meeting will have an opportunity to report their activities prior to the adjournment of the Board of Directors meeting. There will be a meeting following the Board of Director's meeting with the Senior Advisors to discuss their plans and strategies for this coming year, as well. Please feel free to participate in this meeting if your schedule permits.

I look forward to seeing everyone this Friday.

Respectfully submitted,

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

Spencer R. Nebel
President of OCCMA

OCCCMA Minutes
Silver Falls Lodge and Conference Center
November 7, 2019

Attending Voting Members: Sean O'Day, Spencer Nebel, Marty Wine, Christy Wurster, Susie Marston, Brian Sjothun, Robb Corbett

Attending: Dave Kanner, Dave Waffle, Mike Cully, Jim McCauley, Dan Bartlett, Sheila Ritz, David Clyne, Steve Powers

- A. Called to order at 10:13 by President Marty Wine
 - a. Round Robin reporting what's new
 - i. Spencer reports that his City Attorney passed and they are seeking a replacement
 - ii. Sean reports that the COG's are moving in to social services and reported-out on bond passages in the last election.
 - iii. Mike C reports that the LOC is actively looking for solid employees and indicated he is strongly focused on putting a city manager in the role of Member Service Director
 - iv. Steve Powers reports that Salem is still working hard to find revenue for key city services and homelessness is prevalent
 - v. Dave reports that Ashland is looking at moving to a mayor-manager structure of government and dealt with his first termination after only 4-months on the job
 - vi. Dan reports that his son had a child
 - vii. Ben reports that Happy Valley got a jury award of \$21M and passed a .67-cents levy which totally supports police (80% passage) – first urban renewal plan adopted and fist all-access playground which serves kids with disabilities
 - viii. Brian S reported that Medford was awarded a \$15.5 M build grant which will expand roads and infrastructure in urban areas; also going to voters for funding of a\$60M events center
 - ix. Christy reports that Silverton is still looking for funds to construct its new civic center and police station and USDA may have some funds; nearly every land use application was denied by council
 - x. Susie reports that in Gervais there was a personnel issue that has drug on and survived three retirements; council did a new subdivision and will start construction in the Spring of 2020.
 - xi. Jim McCauley reports that the LOC is fully staffed on the Legislative side. He welcomed new lobbyists Mark Gharst and Ariel Nelson who will deal with tax/finance and housing respectively. Also Jenna has taken on a portfolio of telecommunications and has done phenomenally.
 - xii. Marty reports in Tigard that they are working with their neighbors on the environmental impact statement; local option level on the 2020 ballot – for police – and it is polling poorly.

- xiii. Sheila reports that at the Clackamas County meeting the talk was about a councilor who refused to turn over her meeting notes subject to a public records request – she refused – a court ruled she was not a government entity and not subject to comply.
 - xiv. Dave Waffle indicated he is working with some councils in strife and is looking for city
- B. Consent Calendar
 - a. Moved by Sean O’day and 2nd by Spencer
 - b. Unanimous to approve
- C. Nominating Committee
 - a. No report
- D. Ethics Committee
 - a. May be pulling this together for a purpose
- E. Support for the Managers
 - a. Michael not in attendance and no report
- F. Bylaws
 - a. No report
- G. Audit committee
 - a. Processes are key and this will be on the retreat agenda
- H. Professional Development Committee
 - a. Wants the survey responses from the conference
- I. Academic Affairs
 - a. Programs are going through academic review at PSU
 - b. Eileen Stein is taking a leadership role with PSU
- J. Communications Committee
 - a. Trying to put together a map of the existing senior advisors coverage area
 - i. Conversation revolved around who creates this – Jim McCauley indicates that the League is working on mapping software; Sean offered his GIS employee to work with the League
- K. Next Generation Committee
 - a. No report
- L. Host Committee
 - a. Actively engaged in trying to plan the 2021 meeting; significant meeting in Portland on 11/6 with the new leader of ICMA. Spencer reports he is very committed to reducing the burden on states related to sponsorships
 - b. Two most critical issues: dealing with the promotional committee and all media related to the Toronto conference presence and fundraising which seems to be challenging about how that is going to advance. We will likely have \$110,000 by the end of next year and a commitment from Washington League of \$50k. LOC \$30k and more which will push to \$200k in total. New addition to the host committee – Huel White as the student representative
- M. Membership committee
 - a. Rob Corbett discussed potential membership dues for educators; discussion revolved around rates

- b. Sean O'day moved that we accept the ad hoc membership report and move on – 2nd by Susie Marston. Unanimous to pass.
- N. ICMA Liaison
 - a. Will be joining with a report later during the retreat

Senior Advisor Reports:

- 1. Dan
 - a. most exciting thing he did recently is attend the wedding of the new ICMA leader
 - b. Stories in for newsletter
 - c. No issues of import for his areas
- 2. Sheila
 - a. Milwaukee is looking in to the possibility of paying city councilors
 - b. Eileen Stein says the council put a measure on the ballot to put back in some language that would make it very clear that any attorney reports directly to the city council
- 3. Dave Waffle
 - a. Has been on the road meeting city managers and administrator, with a great visit in the Dalles.
- 4. David Clyne
 - a. Focusing on Newberg – for obvious reasons – and is having a bit of difficulty filling the role and will be out-of-pocket until mid-May 2020.
 - b. Has been doing some work with Newberg, McMinnville and the recruiting process

Adjourn formal Business Meeting @ 11:25

Note: Aaron Palmquist arrived at the conclusion of the meeting

APPROVED by the OCCMA Board of Directors on January 31, 2020.

ATTEST:

Mike Cully, Secretary-Treasurer

Spencer Nebel, President

OCCMA Retreat Notes
Silver Falls Lodge & Conference Center
November 7, 2019

Retreat Agenda and Issues on Which to Expand Upon (Spencer)

- A. Spencer walked through policies, bylaws
 - a. Sean spoke about ambiguity in section 1 regarding whether non-members can serve on audit committee and more financials.
- B. Professional Development Committee Policies
 - a. Capturing some of the process of appointments
 - b. Conference charges and with formalities and structures
 - c. Sean thanked Spencer for taking the time to document and memorializing the policies and procedures which provides a roadmap. To that end, he pointed out:
 - i. Conference fees: who has the authority to set those fees? This policy should be clarified.
 - ii. There is concern about LOC support because the committee for summer conference kicks in to gear in January.
 - d. Sponsorship
 - i. Sean O'Day: sponsorships should have a non-discrimination policy. The idea of a sponsorship is to maintain a relationship – despite the fact that we may not see eye-to-eye with some private sector companies.
 - ii. Dave Waffle: shares this point of non-discrimination while Steve Powers raised the question of morals and ethics.
 - iii. Mike Cully weighed-in about the LOC and how it has handled this question in the past, to wit he replied that the League has taken a very firm approach to non-discrimination.
 - iv. Jim McCauley – on the legislative side – from the policy committee side, the LOC has had inquires from the private sector to serve on those committees. The League has denied this but has made accommodations to let them participate.
 - v. Marty: should the policy committee pick-up the issue and use the standards that Medford have in place as a starting point?
 - vi. It was the consensus of the Board that standards of guidelines should not be developed that would exclude a sponsor because of advocacy differences.
 - e. ICMA update
 - i. Peter gave an update about the progress on a work plan for new members and spoke about being appointed to the committee on professional conduct.
 - ii. He was also appointed to be the liaison to the Veteran's advisory board advises the Exec Director.
 - iii. Issues at ICMA needing future attention:
 - 1. Governance and regional representation
 - 2. Member dues (mentioned repeatedly)
 - 3. Amending the constitution to better reflect the code of ethics
 - 4. Pursuit of the "best in class" vision
 - 5. ICMA-RC relationship

- 6. Organizational structure and form
- 7. Global engagement
- iv. Marty: we will be looking for a non-CAO position within an Oregon city that might make a good nominee for the ICMA board.
- f. 2020 OCCMA Board Calendar (p26)
 - i. Regarding conference rooms for the January 31 meeting – Steve Powers and Mike Cully have both offered meeting space. The preference is the Local Government Center.
 - ii. There will also be further discussions brought at the January board meeting to finalize the date for the retreat. Happy Valley have been offered.
 - iii. November 12,13 to be discussed at a future board meeting
- g. Committees
 - i. Spencer: Historically we have always had someone from the board chairing the committee and lately we have gotten away from that practice. This was opened for discussion:
 - 1. Marty: appreciates the suggestion and how much we achieve as a committee can be improved by restoring the formal model.
 - ii. Standing committees v Ad hoc committees
 - 1. Do we need to make any changes in our committees going forward?
 - a. Need for a diversity, equity and inclusion – ad hoc?
 - b. Add a veterans advisory board? (Sean and echoed by D. Clyne)
 - i. Sean has offered to chair this ad hoc committee, in collaboration with Fred.
 - c. Suggestion to combining Academic affairs with Next-Gen as a way to address
 - d. “Support for Managers” group. Ben asked if there is a need to continue this committee and perhaps this becomes support from Sr. Advisors.
 - e. Bylaws committee should look at the coaching piece as well.
 - 2. For purposes of going forward:
 - a. Create the DEI committee and Veterans committee and use that structure to examine and consider whether the other committees should be combined.
 - b. Chairs need to be assigned and others are interested and need to be assigned as well. This is an obligation of the President-elect for the next year. All this will be finalized by years-end.
 - c. Legislative committee will also be revisited tomorrow
- h. Membership Drive
 - i. Talked about getting a list of members- non-members and strategize
 - ii. Dave: “I didn’t get much value out of ICMA,” it was a question of relatability and applicability. How much value is this organization providing to County government?
 - iii. There is a monthly CAO call that Marty has volunteered to be on. There was also a committee that was formed last year to find out why folks didn’t renew.

- iv. Find a way to institutionalize the way we reach to people who haven't renewed and find a way to connect regularly. Perhaps institute a dual track (city-county) at the OCCMA conference. While there are only 9 "official" CAO-types in Oregon, every county does have an administrator of one sort or another.
 - v. Spencer committed to writing a snappy/sappy letter encouraging engagement with the group by the end of November 2019.
- C. Senior Advisors
 - a. Discussion will happen tomorrow when all advisers are in attendance
- D. LOC Board of Directors Appointment
 - a. Marty gave history: recently there were no nominees or recommendations for the non-elected OCCMA to the LOC board. There was some discussion about endorsing/recommends for this. They opted not to make any recommendations because time was a factor (one day away from the LOC nominating committee).
 - b. Which direction should this body go? Recommend or not?
 - i. Problem #1: LOC has not always accepted the recommendation of the OCCMA when it comes to a board position. Could this mean a change in the bylaws for the LOC that would mandate? Structurally there is a problem with the LOC and the board inclusion policy.
 - ii. Problem #2: How do we select whom we anoint?
 - c. Regarding this: Sean will put together some language that can go before the LOC bylaws committee for consideration of inclusion. The suggestion was made that the OCCMA should be treated like the OMA with respect that if the OCCMA recommends – the LOC should accept.
- E. Strategic plan and budget
 - a. Will be discussed tomorrow
- F. Conference (2022)
 - a. 2021 will be an abbreviated summer conference in PDX, in 22 the conference is back in Bend and 23 in Pendleton
 - i. Bend: Riverhouse on the Dechutes and Eagle Crest
 - 1. Riverhouse dates work, Eagle Crest (Mt. Bachelor) does not but does on the secondary date.
 - 2. Voting: around the table for preference in Bend – Eagle Crest got the majority of votes.

Retreat Notes – Day 2 – November 8, 2019

Proposed Agenda for the Day

1. Review Strategic Plan
2. Discuss and Identify 2020 Actions
3. Review Senior Advisor Program
4. Prioritize 2020 Actions
5. Review Committee Structure
6. Identify Committee Chairs
7. Budget Review
8. Other Business

Attending: Steve Powers, Aaron Palmquist, Dan Kammer, Rob Corbett, Dave, Ben Bryant, Gary Milliman, Brian Sjothun, Christy Wurster, Larry, Jim McCauley, Marty Wine, Spencer Nebel, Dave Waffle, Susie Marston, Sean O'Day, Mike Cully, David Clyne

Meeting Opened by Spencer at 8:30 a.m.

- A. Review of proposed agenda (above)
- B. Strategic Plan Review – every attendee was given a card to add priority items

The mission statement and core beliefs were carried over for the 2020 fiscal year. At the retreat, the strategic focus areas for 2019 were reviewed with the intent of making the Professional Development, Outreach to Foster Diversity and Inclusiveness, Membership Support, and Hosting the 2021 ICMA Annual Conference in Portland, the four strategic areas for the coming year. The list of individual actions from 2019 was examined, and those items that were completed in 2019 were removed from the list.

Retreat participants were asked to identify possible ideas for the 2020 work plan for the various standing committees, ad hoc committees, and Board to fulfill for the 2020 calendar year.

Development of a 2020 Strategic Work Plan

The participants wrote individual ideas on index cards. The cards were collected and assigned to one of the standing committees, ad hoc committees, or the OCCMA Board for possible consideration in 2020. Items not completed from the 2019 strategic plan were included for prioritization along with the new ideas that were generated during the retreat. Seventy-five unique work plan ideas were identified through the process.

Work Plan Ideas Generated at the Retreat

The following work items were generated from the retreat participants during the course of the retreat or are items carried over from the 2019 strategic plan. The number in parentheses indicates the number of participants in the retreat who prioritized that action for the 2020 fiscal year. The possible work plan items for committees are as follows:

Nominating Committee

1. Recruit a diverse slate of candidates for the Board and president-elect reflective of the OCCMA community. (5)

Bylaws Committee

1. Review Policy Annex Article 7 regarding the OCCMA Coaching Program. (5)
2. Develop written procedures for scheduling the issuance of dues and collection of dues by OCCMA. (2)
3. Review Article 9 of the bylaws in regard to participation on standing and ad hoc committees. (1)

Audit Committee

1. Determine whether we need a financial review or audit of OCCMA financial statements.

Professional Development Committee

1. Provide an opportunity at the conference to promote ethical local government management based on the ICMA Code of Ethics and Oregon Government Ethics. (6)
2. Work with county managers to consider the development of a proposed county track of training opportunities at the conferences. (4)
3. Focus on utilization of Latino and Black professionals to speak at our conferences and engage with OCCMA. (2)
4. Utilize the draft PDC guidelines as a basis for conference planning in 2020, then provide comments on possible revisions or adjustments to these draft policy guidelines. (2)
5. Provide first time conference attendees with a discount to encourage participation.
6. Assess the impact of ICMA membership category changes on OCCMA professional development and governance.
7. Include a conference session on engaging youth.
8. Incorporate the CIS top ten case studies at future conferences.
9. Include programs on community engagement, strategies and outcomes.
10. Modify the PDC's guidelines to provide for Board review of conference Charges in January.
11. Collaborate with chiefs of police as conference speakers or serving on joint committees or task force.
12. Conduct the fall workshop.
13. Conduct the summer conference.
14. Develop a session or work shop on government ethics on the top ten violations.
15. Develop a work shop on how to land a dream job for membership.
16. Insure association goals have appropriate representation in our communications and conferences.

Support for Managers

1. Regularly promote senior advisor services and remind members to avail themselves of these services. (7)
2. Develop membership promotion package. (3)
3. Promote the new ICMA Managers in transition support programs.
4. Increase communities' participation in the coaching program.

5. Develop and provide OCCMA branded items for senior advisors to leave with managers when they visit, perhaps using our conference 2021 materials for that purpose.

Ethics

(No specific suggestions)

Academic Affairs Ad hoc Committee

1. Prepare a brief local government curriculum that local government officials can present when asked to speak with school groups. (6)
2. Pair up PSU students attending conferences (including ICMA) with managers attending that conference. (4)
3. Develop a program at Southern Oregon University linking students with OCCMA. (2)
4. Develop a civics education program for use for K-12, perhaps modeled after the ICMA curriculum developed by ICMA 20 years ago. (1)
5. Increase the use of interns by providing examples of programs utilized by current organizations, with that data being available on the website. (1)
6. Continue growing our relationship with PSU. (1)
7. Continue developing a program with a PSU liaison to utilize public administration students in support roles with pay within local government organizations. (1)
8. Create a list of students interested in internships that cities can access.
9. Look to combine Next Generations Committee with the Academic Affairs Committee.
10. Develop a program to grow the next generation of local government managers.

Communications Ad hoc Committee

1. Develop a survey for city/county managers regarding how OCCMA serves, or could serve, members of the association. (3)
2. Develop an OCCMA app. (3)
3. Produce a quarterly newsletter. (2)
4. Work with the League to improve the value of small cities' meetings. (1)
5. Create regular listserv email blasts about OCCMA/ICMA resources available to members, such as senior advisors, coaching and conference (1)
6. Encourage continued participation in the listserv. (1)
7. Provide regular ethics articles. (1)
8. Reach out to city staff and leaders beyond OCCMA membership to understand their needs and how OCCMA may be able to serve that population. (1)
9. Include a small write-up in the newsletter as a strategy to promote ethical and local government based on the ICMA Code of Ethics.
10. Notify ICMA student chapter of all events occurring at OCCMA and ICMA, including things such as regional meetings.
11. Identify and publish a listing of the regional managers meetings that occur across the state and include this as a regular insert in the newsletter.
12. Promote LOC, ICMA and CIS professional development opportunities.
13. Monitor IVCMA and OCCMA Code of Ethics.

Next Generation Ad hoc Committee

1. Pair up new managers and students with existing managers to help integrate those new members with the membership at conferences and other events. (4)
2. Welcome newly-appointed managers to the association by providing a welcome package. (2)
3. Engage League for America in developing and expanding their local government fellowship program in Oregon. (1)
4. Establish guidelines for sharing a city manager among several small cities, including things such as simple contracts, job descriptions, and qualifications. (1)
5. Continue OCCMA collaboration with ELGL. (1)
6. Encourage OCCMA members to engage proactively with schools and youth.

Diversity, Equity and Inclusion Ad hoc Committee

1. Increase support for the Women's Leadership Academy, including administration and logistics, continue with OCCMA memberships and expand programming. (7)
2. Specifically focus on recruiting gender diverse candidates for membership on OCCMA committees and the Board. (3)
3. Identify components or strategies to remove barriers to entry into the profession to promote diversity, equity and inclusion. (1)
4. Create a diversity, equity and inclusion subgroup utilizing the ELGL model. (1)
5. Change the strategic plan goal to outreach to foster equity and inclusion.
6. Survey members to identify barriers that impact membership to OCCMA.
7. Create a mentoring program as a strategy to promote development in inclusion of members into the profession.
8. Increase female leadership in cities, boards and committees and foster an understanding of the role of the Board to diversify membership.

Veterans Advisory Ad hoc Committee

1. Create the Veterans Advisory Ad hoc Committee to coordinate with the ICMA Veterans Committee.

Host Committee (ad hoc)

1. Educate Oregon managers about the 2021 ICMA conference, including discounts for first time attendees, scholarships and other programs that encourage managers from Oregon to be involved with this conference. (9)
2. Consider a scholarship program for 2021 ICMA conference utilizing funding raised by the Host Committee. (2)
3. Maintain all current OCCMA goals for the Host Committee. (1)

OCCMA Board

1. Promote the manager/council form of government by revising the model ordinance and creating a conference work shop on converting manager/ council form of government. (6)
2. Schedule a November 12-13 retreat in conjunction with the ICMA Planning Committee that meets November 13-15. (2)

3. Encourage the LOC to provide local management certification program classes all throughout the state. (1)
4. Create an agency membership to allow for more staff to become 4.4 managers.(l)
5. Advocate with LOC for bylaws changes regarding manager nomination and participation on the LOC Board of Directors. (1)
6. Ask LOC to adjust dates of small city meetings to avoid conflicts with organizational meetings that pull attendees away from small city meetings. (1)
7. Consider development of a legislative committee.
8. Work with LOC on staffing for small cities OCCMA.
9. Develop relationship with the Municipal Judges' Association to pursue common goals and shared information, including cross inviting speakers to annual conferences.

These items represent the data compiled by the Board at the 2019 OCCMA Board Retreat in Silver Falls. This information will be used to develop the strategic plan at the January 31, 2020 Board meeting in Salem, Oregon.

Assignment of Ideas:

1. Nominating Committee - Marty
2. Ethics –OCCMA President
3. Support for Managers – Susie
4. Academic Affairs – Marty/Eileen Stein Co-chair
5. Communications – Ben
6. Host Committee - Spencer
7. DEI - Brian
8. Professional Development - Steve
9. Bylaws Committee - Sean
10. Next Gen – Aaron Palmquist
11. Audit - Steve
12. Veterans – Aaron/Sean

C. Senior Advisors

- a. Senior advisor program was expanded from 5 to 8 members broadening regions. We want to make sure the program is working and want to discuss how to keep it going and going strong.
 - i. Some discussion revolved around the need for more support for this group, administratively and otherwise
 - ii. Gary Milliman debriefed on ICMA learnings
 1. There are 107 senior advisors nationally
 2. Most states provide some sort of expense reimbursement for attending
 3. Would be preferable to have someone formally designated by the League as a touch-point for admin going forward.
 4. Reports for ICMA are needed to be more formal in an excel format rather than how we've done it in the past (giving them a copy of our newsletter). This is going to be critical in data collection going forward.

5. Proposed that we task the Sr. Advisors to come back with some plans to advance this idea. Potential additional League staff support, technology support...Marty will convene

b. Budget

- i. Discussed and some issues were identified for further discussion

c. Other business

- i. Letter to the LOC regarding acceptance of the OCCMA nominee for the BOD through a bylaws amendment.
- ii. Moved and seconded by Aaron and Ben respectively; unanimous
- iii. President will sign the letter and will be sent to the LOC bylaws working group

d. Thoughts for the conference

- i. Regional breakfast/breakouts to benefit new members
- ii. Government ethics: invite recruiters to present on how to apply to provide feedback to talk about do's and don'ts....
- iii. Transitioning from armed forces/active duty in to this professions and perhaps the veteran group can discuss.
- iv. Practical applications in City Hall in terms of breaking down barriers to touch low income folks and involving them in the city process
- v. DEI panels
- vi. Sponsorships: presenters be part of this
- vii. Top 10 CIS
- viii. Reaching out to some cities really doing things with CIS...like Hillsboro, LO, Clackamas County
- ix. NW development tour in Bend – mobile workshop opportunity
- x. Have someone from Bend on the professional development committee
- xi. Guidance from the board – reconciling some of the discussion we had earlier regarding reconciling the diversity of our membership. Intentional about the conference being inclusive to everyone.

D. Adjourn at Noon



MEMORANDUM

To: OCCMA Board of Directors
From: Patty Mulvihill, LOC General Counsel
Date: January 23, 2020
Re: OCCMA Contractual Obligations – Past, Current and Future

The purpose of this memo is to outline the OCCMA's most recent past contractual obligations, the current contracts in place for the organization, and to summarize the current status of securing future contracts. LOC plans in calendar year 2020 to develop an overall contract management system which should allow for more ready access to all contracts in its possession and provide for greater detail into contractual terms – at this time, not all OCCMA contracts are readily accessible by the staff assigned to assist OCCMA in this LOC transition period.

Past Contractual Obligations

Between calendar years 2016 to 2019, LOC staff have been able to identify multiple contracts – most of which were related, in some fashion, to OCCMA hosting either a conference or a Board retreat. The contracts include:

1. 2016 Summer Conference, Contract with Mt. Bachelor Village.
 - Hotel room rates ranged between \$107.00 per night to \$405.00 per night.
 - The meeting room space cost \$2,075.00.
 - No food and beverage minimum. Final invoice was \$12,953.47.
2. 2016 Summer Conference, Contract with Keynote Speaker.
 - \$5,000 per day.
3. 2017 Summer Conference, Contract with Mt. Bachelor Village.
 - Hotel room rates ranged between \$110.00 per night to \$415.00 per night.
 - The meeting room space cost \$2,075.00.
 - No food and beverage minimum. Final invoice was \$16,682.78.
4. 2017 Board Retreat, Contract with Oregon Gardens.
 - Hotel room rates were \$109.00 per night.
 - The meeting room space cost \$250.00 per day.
 - No food or beverage minimum. Final invoice not readily available.
5. 2017 NW Regional Managers Conference, Contract with Resort at the Mountain.
 - Hotel room rates were \$117.00 per night.
 - The meeting space cost \$500.00.
 - No food and beverage minimum. Final invoice was \$28,134.91.

6. 2018 Summer Conference, Contract with Mt. Bachelor Village.
 - Hotel room rates ranged between \$110.00 per night to \$415.00 per night.
 - The meeting space cost \$2,075.00.
 - No food or beverage minimum. Final invoice was \$16,668.70.
7. 2018 Board Retreat, Contract with Oregon Gardens.
 - Hotel room rates were \$109.00 per night.
 - The meeting room space cost \$250.00 per day.
 - No food or beverage minimum. Final invoice not readily available.
8. 2019 Summer Conference, Contract with Best Western Agate Beach.
 - Hotel room rates ranged between \$119.00 per night to \$159.00 per night.
 - The meeting room space cost \$300.00.
 - Food and beverage minimum of \$18,500.00.
9. 2019 Summer Conference Aquarium Dinner, Contract with Oregon Coast Aquarium.
 - Facility rental was \$1,000.00.
 - Meal costs not readily available.
10. 2019 NW Regional Managers Conference, Contract with Best Western Hood River.
 - Hotel room rates ranged between \$119.00 per night to \$159.00 per night.
 - The meeting room space cost \$300.00.
 - Food and beverage minimum of \$18,500.00.
11. 2019 NW Women's Leadership Academy Retreat, Contract with Riverhouse.
 - Hotel room rates were \$113.00 per night.
 - Details on room rental and food and beverage minimum not readily available.
12. 2019 Board Retreat, Contract with Silver Falls State Park.
 - Total lodging cost was \$2,052.00.
 - Facility rental was \$572.50.
 - Food and beverage minimum was \$1,392.50.

Current Contractual Obligations

As of the date of this Memorandum, LOC staff have been able to identify five existing contracts. The contracts include:

1. Agreement Between OCCMA and LOC for Affiliate Management Services.
 - \$25,000 yearly fee (with a 3% adjustment each year).
 - Payments of 1/12 of the total fee to be made monthly.
 - Flat fee does not include hard costs like facility rental, meals, paper, postage, travel expenses, etc.
 - Contract expires on June 30, 2021.

2. Agreement Between OCCMA and LOC for Host Committee Services.
 - OCCMA will pay an hourly rate of \$30.00 per hour for any LOC staff time (if services outside original scope are required, those hours will be billed at the relevant LOC staff person's regular rate of pay).
 - LOC hours will be invoiced monthly.
 - Hard costs like facility rental, meals, paper, postage, travel expenses, etc. will be billed at actual cost incurred.
 - Contract expires on December 31, 2021.
3. Affiliation Agreement Between OCCMA and ICMA.
 - No direct or hard financial costs noted within agreement.
 - Agreement remains in force indefinitely, although annual review of provisions is required.
4. 2020 Summer Conference, Contract with Mount Bachelor Village Resort.
 - Hotel room rates range between \$138.00 per night to \$436.00 per night.
 - The meeting room space costs \$2,075.00.
 - No stated food and beverage minimum, but rates not secured by resort until 90 days in advance of the event.
5. 2022 Summer Conference, Contract with Eagle Crest Resort.
 - Hotel room rates range between \$149.00 per night to \$379.00 per night.
 - The meeting room space is free of charge.
 - No food or beverage minimum.

Future Contracts Needed

As of the date of this Memorandum, LOC staff have been able to identify several contracts that the Board needs to review, execute, or negotiate terms in order for the organization to secure locations for future events. The contracts include:

1. 2021 Summer Conference – One Day Event at Portland State University.
 - No contract has been provided for review or executed.
 - It is LOC's understanding that Marty Wine, OCCMA's 2019 President, contacted Phil Cooper and Steve Percy with PSU who agreed to host a one-day conference wherein the day will largely focus on finalizing plans for the 2021 ICMA conference in Portland.
 - It is possible that a formalized contract is not required.
2. Board Retreats for Calendar Years 2020, 2021 and 2022.
 - At the 2019 Board Retreat the Board directed LOC staff to negotiate contracts for all three years with the Oregon Garden Resorts. Those proposed contracts, along with an introductory memo, have been provided to this Board as a separate agenda item.
 - Execution (or authorization for a LOC representative to execute) of the contracts is needed.

3. 2023 Summer Conference, Pendleton Convention Center.

- At the 2019 Board Retreat the Board directed LOC staff to negotiate a contract with the Pendleton Convention Center to host the 2023 Summer conference. The proposed contract, along with an introductory memo, has been provided to this Board as a separate agenda item.
- Execution (or authorization for a LOC representative to execute) of the contract is needed.
- Also needed is authorization for the LOC to negotiate a contract (and execute if permitted by the Board) with the Oxford Suites hotel so that guests attending the Annual Conference have guaranteed hotel rooms.



MEMO

To: OCCMA Board of Directors

From: Patty Mulvihill, LOC General Counsel

Date: January 21, 2020

Re: Contracts for 2020, 2021 and 2022 Board Retreats at Oregon Gardens Resort

At the 2018 OCCMA Board Retreat, the OCCMA Board decided to host its 2020, 2021 and 2022 Board Retreats at the Oregon Gardens Resort in Silverton— see meeting minutes for further information on the motion and vote. Knowing of this motion, LOC staff asked the Oregon Gardens Resort to provide the necessary contracts. While I am not the OCCMA's attorney and I cannot provide legal advice, this contract reflects the same terms agreed to by the Oregon City Attorneys Association, which is hosting an event at the same facility in October 2020.

Four things to note with the venue for each contract.

- First, the venue is holding 20 rooms on the Thursday night of each retreat (10 King rooms and 10 Double Queen rooms). Each room, regardless of contractual year, is at the rate of \$94.00 per night, plus tax.
- Second, the retreat portion of each day will be held in the Lotus Meeting Room, while all meals will be held in the Trillium Room. There are photos of the relevant rooms attached hereto. The room rental, regardless of contractual year, is \$500.00.
- Third, the food and beverage minimum, regardless of contractual year, is \$1,000.00.
- Fourth, each contract requires the payment of a \$500.00 deposit, due upon signing.

The contracts (and dates of the retreats) are for the following dates:

- November 12-13, 2020;
- November 18-19, 2021; and
- November 17-18, 2022.

All three contracts must be signed. The venue, having worked with me as the liaison, has indicated that I am the signatory on their tendered contracts. If the OCCMA Board would prefer to have the Board president or the Executive Director of the LOC sign the documents, I can have the contracts amended accordingly.

MEETING SPACES

LOTUS ROOM

Located in the Oregon Garden Resort's Main Lodge

Seating Configurations

- Rounds of 8: 48
- Theater: 50
- U-Shape: 30
- Hollow Square: 35

Room Amenities

- Built-in sink
- Windows
- Door with direct access to outside space
- Column-free, unobstructed sight lines
- Controlled lighting
- Fully carpeted
- Ground floor

Pricing

- Minimum rental \$250, includes room set & linens. *18% service fee additional.*
- The Oregon Garden Resort is the exclusive caterer on property, no outside food or beverage.



MEETING SPACES

TRILLIUM ROOM

Located in the Oregon Garden Resort's Main Lodge

Seating Configurations

- Rounds of 8: 32
- Theater: 40
- U-Shape: 22
- Hollow Square: 25

Room Amenities

- Built-in sink
- Windows
- Door with direct access to outside spaces
- Column-free, unobstructed sight lines
- Controlled lighting
- Fully carpeted
- Ground floor

Pricing

- Minimum rental \$250, includes room set & linens. *18% service fee additional.*
- The Oregon Garden Resort is the exclusive caterer on property, no outside food or beverage.





Venue Rental & Rooms Contract

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

Event Date: November 12-13, 2020

Contract Date: January 16th, 2020

Group Name: Oregon City/County Management Association

Sales Person: Alisha Leonard

Event Name: Board Retreat

Market Segment: Association

Contact: Patty Mulvihill

Telephone: (503) 540-6572

Address: 1201 Court St NE Suite 200 Salem, OR 97301

Email: mnulvihill@orcities.org

Room Block Information

Arrival Date: Thursday, November 12th, 2020

Departure Date: Friday, November 13th, 2020

Dates:	November 12th
Day:	Thursday
King	10
Double Queen	10
Total	20

The Guest Room rate is **\$94** plus tax. We will hold the rooms in the room block until **October 12th, 2020**. At that time we will release any unreserved room back into our general inventory. After that we can still extend the group rate to new reservations but will not be able to guarantee room availability. **Please send the rooming list by the cut-off date.**

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

All rates are subject to the prevailing taxes and fees, currently at 10.8%. Above quoted rates are for 1 or 2 people per room. **Extra person charge is \$15.** All guest rooms, including patio areas, are designated smoke-free.

Event Agenda

Day	Date	Start Time	End Time	Function	Meeting Room	Set-Up	No. of People
Thursday	Nov 12	8am	5pm	Meeting	Lotus Room	TBD	30
Thursday	Nov 12	8am	5pm	Meals/Break	Trillium Room	TBD	30
Friday	Nov 13	8am	5pm	Meeting	Lotus Room	TBD	30
Friday	Nov 13	8am	5pm	Meals/Break	Trillium Room	TBD	30

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

Payment Information

Billing Instructions:

Bill to Organization: Venue, catering, A/V equipment and sleeping room + tax

Bill to Individual: Incidentals

Meeting Room Rental (deposit): \$500 with a \$1,000 catering minimum

Other Fees:

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

Additional Information

- Hotel guests receive complimentary admission into the Oregon Garden & complimentary hot American Breakfast buffet.
- Credit card is required at the time of reservation but is not charged until check-in.
- Billing procedure is Net 30 days.
- Deposit is required at time of contract & is the amount of your venue rental (\$500).
- All food & beverage is catered on-site. Oregon Garden Resort will provide OLCC trained bartenders for all alcohol needs.
- Please read if your group is holding more than 50 rooms:
 - We will allow for a 20% reduction of the above anticipated room nights. If less than 80% of your room block is picked up by arrival date of your event (X) your organization will be assessed attrition for the room nights lost. This amount would be included on your final invoice with payment due net 30 days after the event.
 - You are currently holding 250 room nights. We will require a minimum of 200 room nights to be picked up; if less than this is picked up, you will be assessed the cost for those unpicked up rooms. Example: X rooms would be 5 less than your minimum requirement. Meaning 5 room nights will be added to your final invoice.

Cancellation Policy

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

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

Contract Terms

Billing procedure is Net 30 days. Deposit is equal to 100% of venue rental. An additional non-refundable deposit of 50% of your room block is required for groups holding 50 rooms or more and is due on your cut-off date. The above stated cancellation policy applies.

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

To guarantee rates quoted, the availability of sleeping rooms requested, and all other terms, this contract must be signed and returned by **Friday, January 31st, 2020** or Oregon Garden Resort reserves the right to release the guest rooms and meeting space held.

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

Alisha Leonard, Sales Director

On behalf of Oregon Garden Resort

Signature:

Date:

Patty Mulvihill

Organization's Authorized Name

Signature:

Date:



Venue Rental & Rooms Contract

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

Event Date: November 18-19, 2021

Contract Date: January 16th, 2020

Group Name: Oregon City/County Management Association

Sales Person: Alisha Leonard

Event Name: Board Retreat

Market Segment: Association

Contact: Patty Mulvihill

Telephone: (503) 540-6572

Address: 1201 Court St NE Suite 200 Salem, OR 97301

Email: mnulvihill@orcities.org

Room Block Information

Arrival Date: Thursday, November 18th, 2021

Departure Date: Friday, November 19th, 2021

Dates:	November 18th
Day:	Thursday
King	10
Double Queen	10
Total	20

The Guest Room rate is **\$94** plus tax. We will hold the rooms in the room block until **October 18th, 2021**. At that time we will release any unreserved room back into our general inventory. After that we can still extend the group rate to new reservations but will not be able to guarantee room availability. **Please send the rooming list by the cut-off date.**

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

All rates are subject to the prevailing taxes and fees, currently at 10.8%. Above quoted rates are for 1 or 2 people per room. **Extra person charge is \$15.** All guest rooms, including patio areas, are designated smoke-free.

Event Agenda

Day	Date	Start Time	End Time	Function	Meeting Room	Set-Up	No. of People
Thursday	Nov 18	8am	5pm	Meeting	Lotus Room	TBD	30
Thursday	Nov 18	8am	5pm	Meals/Break	Trillium Room	TBD	30
Friday	Nov 19	8am	5pm	Meeting	Lotus Room	TBD	30
Friday	Nov 19	8am	5pm	Meals/Break	Trillium Room	TBD	30

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

Payment Information

Billing Instructions:

Bill to Organization: Venue, catering, A/V equipment and sleeping room + tax

Bill to Individual: Incidentals

Meeting Room Rental (deposit): \$500 with a \$1,000 catering minimum

Other Fees:

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

Additional Information

- Hotel guests receive complimentary admission into the Oregon Garden & complimentary hot American Breakfast buffet.
- Credit card is required at the time of reservation but is not charged until check-in.
- Billing procedure is Net 30 days.
- Deposit is required at time of contract & is the amount of your venue rental (\$500).
- All food & beverage is catered on-site. Oregon Garden Resort will provide OLCC trained bartenders for all alcohol needs.
- Please read if your group is holding more than 50 rooms:
 - We will allow for a 20% reduction of the above anticipated room nights. If less than 80% of your room block is picked up by arrival date of your event (X) your organization will be assessed attrition for the room nights lost. This amount would be included on your final invoice with payment due net 30 days after the event.
 - You are currently holding 250 room nights. We will require a minimum of 200 room nights to be picked up, if less than this is picked up, you will be assessed the cost for those un-picked up rooms. Example: X rooms would be 5 less than your minimum requirement. Meaning 5 room nights will be added to your final invoice.

Cancellation Policy

- 180-91 days out from event: The Oregon Garden Resort will hold your venue rental to use towards your next event if booked within 1 calendar year from the date of cancellation.
- 90-31 days out from event: Party will be charged full venue rental. A new deposit will need to be paid when event is rescheduled.
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Tel: (503) 874-2509

Event Date: November 17-18, 2022

Contract Date: January 16th, 2020

Group Name: Oregon City/County Management Association

Sales Person: Alisha Leonard

Event Name: Board Retreat

Market Segment: Association

Contact: Patty Mulvihill

Telephone: (503) 540-6572

Address: 1201 Court St NE Suite 200 Salem, OR 97301

Email: mnulvihill@orcities.org

Room Block Information

Arrival Date: Thursday, November 17th, 2022

Departure Date: Friday, November 18th, 2022

Dates:	November 17th
Day:	Thursday
King	10
Double Queen	10
Total	20

The Guest Room rate is **\$94** plus tax. We will hold the rooms in the room block until **October 17th, 2022**. At that time we will release any unreserved room back into our general inventory. After that we can still extend the group rate to new reservations but will not be able to guarantee room availability. **Please send the rooming list by the cut-off date.**

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

All rates are subject to the prevailing taxes and fees, currently at 10.8%. Above quoted rates are for 1 or 2 people per room. **Extra person charge is \$15.** All guest rooms, including patio areas, are designated smoke-free.

Event Agenda

Day	Date	Start Time	End Time	Function	Meeting Room	Set-Up	No. of People
Thursday	Nov 17	8am	5pm	Meeting	Lotus Room	TBD	30
Thursday	Nov 17	8am	5pm	Meals/Break	Trillium Room	TBD	30
Friday	Nov 18	8am	5pm	Meeting	Lotus Room	TBD	30
Friday	Nov 18	8am	5pm	Meals/Break	Trillium Room	TBD	30

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

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

Contract Terms

Billing procedure is Net 30 days. Deposit is equal to 100% of venue rental. An additional non-refundable deposit of 50% of your room block is required for groups holding 50 rooms or more and is due on your cut-off date. The above stated cancellation policy applies.

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

To guarantee rates quoted, the availability of sleeping rooms requested, and all other terms, this contract must be signed and returned by **Friday, January 31st, 2020** or Oregon Garden Resort reserves the right to release the guest rooms and meeting space held.

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

<u>Alisha Leonard, Sales Director</u>		
On behalf of Oregon Garden Resort	Signature:	Date:

<u>Patty Mulvihill</u>		
Organization's Authorized Name	Signature:	Date:



MEMO

To: OCCMA Board of Directors
From: Patty Mulvihill, LOC General Counsel
Date: November 6, 2019
Re: Proposals for OCCMA Summer Conference in Pendleton

At the 2018 OCCMA Board Retreat, the OCCMA Board decided to host its 2023 Summer Conference at the Pendleton Convention Center – see meeting minutes for further information on the motion and vote. Knowing of this motion, LOC staff asked the Pendleton Convention Center to provide a specific proposal for the venue so that a contract can be negotiated. Attached to this Memo are the documents provided by the Pendleton Convention Center.

Three things to note with the venue.

- First, the total rental for the Convention Center will be \$4,500. This amount includes the space rental and all AV rental.
- Second, the Convention Center has an exclusive catering contract with a local caterer. A sample menu is included for pricing estimates.
- Third, the Convention Center partners with the Oxford Suites Hotel, which is only a few blocks away from the facility, for hotel rooms. The Hotel has been made aware of this potential conference and will work with OCCMA to secure the necessary rooms.



PENDLETON COVENTION CENTER EVENT RENTAL COST PROPOSAL

Pendleton Convention Center
1601 Westgate
Pendleton, OR 97801
541-276-6569
pat.beard@ci.pendleton.or.us

Date: July 19 – 22, 2023
Project Type: LOC Municipal Fundamentals
Submitted to: Patty Mulvihill
Company: LOC
Address: 1201 Court St. NE Suite 200
Salem, OR 97301
Date: November 5, 2019

Pendleton Convention Center will provide:

- The entire Pendleton Convention Center facility for the 2023 League of Oregon City's OCCMA Summer Conference. The cost per day (including catering and AV) is \$850.00 per day. Set up and take down days are priced at \$400.00.
- Screens and projectors are \$25.00 per day per breakout room. 12' x 12' screens in Main Hall are \$50.00 each per day. Support staff will be onsite the entire event for set-up, AV support and cleaning.

Included In Pricing At No Charge

Parking, Wi-Fi, tables, linens, chairs, pipe and drape for attendees. Tables, chairs and electrical service for vendors are all included in the pricing.

Catering is an additional cost.

All catering in the Pendleton Convention Center is provided by CG Catering Company. Menus are included with the packet and LOC will choose menu items.

Total Cost of Event

4 x \$850.00 = \$3400.00 Facility

4 x \$275.00 = 1100.00 AV Equipment and Support

Total Cost \$4500.00

Please confirm the date as soon as possible by signing the proposal and a contract will be sent to you.

Event Manager

Pendleton Convention Center

By: _____

By: Pat Beard – Manager PCC

Date: _____

Date: 11/5/19



November 5, 2019

Patty Mulvihill
League of Oregon Cities
1201 Court St. NE, Suite 200
Salem, OR 97301

Dear Patty

Thank you for offering the opportunity of hosting the LOC Oregon City/County Managers Association Summer Conference 2023 to the Pendleton Convention Center. We would be honored to have the organization in Pendleton.

By having the conference in Pendleton, you are allowing easy access to the event by all eastern and central Oregon communities who would be attending. I-84 allows an easy commute for western Oregon attendees. Boutique Air offers 5 flights per day from Portland. The flight is like a sight seeing excursion and only takes 45 minutes. Pendleton has many attractions, restaurants, unique shopping and 1000 lodging rooms. It is the perfect place to bring the Summer Conference. Our staff is committed to customer service and dedicated to the success of your event.

Pendleton Convention Center is ADA compliant and has free parking for all your attendees. If there are those who bring RV's we have onsite parking and showers for their use. Our award-winning caterer does wonderful meals and beverage service and can do plated meals for up to 1000. Our lodging partner is Oxford Suites and I have made them aware of the 2023 date. They are excited to work with you on the event.

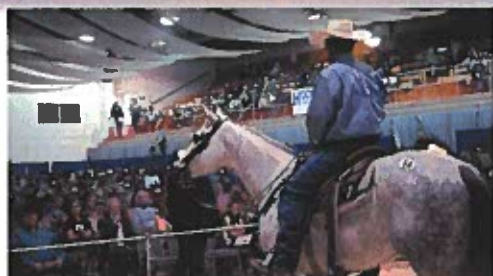
Thank you for the opportunity and will look forward to hearing the organization's decision. Please call with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Pat Beard".

Pat Beard
Manager, Pendleton Convention Center

IT'S EASY TO BRING YOUR EVENT TO THE



LOCATION, LOCATION, LOCATION

- Strategically located on I-84, 3 hours from 1.2 million people in Portland, Boise, Tri Cities and Spokane
- Regionally based companies and organizations will find Pendleton easy to connect in

ELBOW ROOM

- 40,000 square feet total space
- Flexible Capacity
- 9 Breakout rooms
- 12,000 square foot Main Hall
- Bleacher seating for 2800
- Free parking for 500 cars
- RV parking with power
- Large bar in the back, lounge area
- Happy Canyon Arena provides unique outdoor setting for events, concerts, even bonfires!

YOUR HOST WITH THE MOST

- Committed to customer service staffing for your Event
- Outstanding Reputation
- Expertise / Advice / Experience

BRING YOUR APPETITE

- New Award-Winning Caterer
- Unique menus
- Menu design for events
- Plated meals for up to 600
- Ability to serve up to 1200



HIT THE TOWN

- Old West Flavor
- Historic, tourism committed community
- Unique shopping and "makers" community
- 1200 lodging rooms in town
- Fine dining - 45 Restaurants

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- 1 Gigabyte of free Wi-Fi bandwidth
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- 2 - 12' x 12' screens
- LED projectors ceiling mounted in each breakout room
- Tech Support

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PENDLETONCONVENTIONCENTER.COM

Catering Menus



Breakfast

BYO Breakfast Sandwich (minimum 15 guests)

Square croissants and biscuits served with scrambled eggs, bacon, sausage, ham, 2 types of cheese, and country red potatoes

13.99

Classic Breakfast

Scrambled eggs, ½ bacon and ½ sausage, county red potatoes , biscuits and gravy.

11.99

Off the griddle

French toast, scrambled eggs, bacon and sausage and fresh fruit.

12.99

Substitute stuffed French toast for 3.00

Substitute cinnamon roll French toast 3.00

Kick Start

Assorted large muffins, fresh fruit, & yogurt parfait

10.99

Light Breakfast

Assorted Muffins, pastries, croissants,, bagels & fresh fruit

10.99

Continental Breakfast

Assorted Pastries

7.99

****All breakfast packages come with Coffee, hot tea and water.**

Juice

Add carafes (5 servings) of juice: 10.99

Orange, Apple, Cranberry, Grapefruit

Add Bottled Juice : 2.99

Orange, Apple, Cranberry and V8

Don't see what you want? Check out The next Page for the Create Your Own Breakfasts menu!

Breakfast

Create your own breakfast

Choose 4 \$12.99

Choose 5 \$15.99

Includes Coffee, hot tea and water

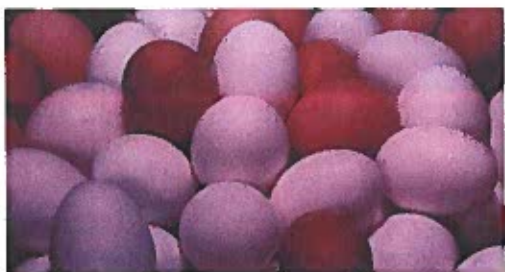
Assorted Pastries
Bacon and sausage
Bacon
Badger Scramble add \$2.25
Bagels and Cream Cheese (Asiago cheese, Blueberry, Cinnamon Raisin)
Biscuits and Gravy
Blintzes add \$4.25
Cheese Potatoes
Corned Beef Hash add \$3.50
Country Red Potatoes
French Toast
Fresh Fruit
Fruit and Cheese Kabob add \$1.00
Ham Steak add 2.00
Minced Ham and Eggs add \$1.50
Large Muffins
Oatmeal
O'Brian Red Potatoes
Sausage Links
Sausage Patty
Scrambled Eggs
Stuffed French Toast add \$3.00
Waffle Bar add \$(in house only)
Yogurt
Yogurt Parfaits add \$1.50

Juice

Add carafes (5 servings) of juice: 10.99

Orange, Apple, Cranberry, Grapefruit

Add Bottled Juice : 2.99



Lunch Buffets

Traditional Taco Bar

Seasoned beef & chicken, refried beans, flour tortillas, hard shells, lettuce, tomato, onion, olives, cheese, jalapeños, sour cream, salsa, Spanish rice & tortilla chips. \$13.99

CG Taco Bar

(minimum 15 guests)

Barbacoa Beef, Pork Carnitas, black beans, Spanish rice, warm corn tortillas, lettuce, tomato, onion, olives, cheddar cheese, cotija cheese, jalapeños, sour cream, salsa, and tortilla chips. \$14.99

Fiesta Buffet

Green chili chicken, cheese enchiladas, Spanish rice, confetti garden salad, tortilla chips, salsa and sour cream. \$13.99

Tuscan Lunch

Herb crusted chicken, roasted red potatoes, seasonal vegetables, Caesar salad and fresh baked rolls. \$14.99

Traditional Pasta Buffet

Red sauce with savory vegetables, creamy Alfredo sauce, penne pasta, green salad, and buttery bread sticks. \$11.99

Sub lasagna for one pasta 2.50

Add Chicken to one pasta 2.00

Add Mild Italian Sausage Links 2.50

Meat Lasagna

Traditional meat lasagna, Caesar salad and buttery bread sticks. \$12.99

Add mild Italian sausage links 2.50

Baked Potato Bar

Baked potatoes, chili, cheese, onion, sour cream, salsa, butter, steamed broccoli, bacon bites, and garden salad. \$11.99

USA Burger Buffet

Juicy 1/3 lb. all beef patties, buns, cheese, bacon, ham, lettuce, tomatoes, onions, and pickles. Includes red potato salad, baked beans & homemade chips. Vegetarian burgers upon request.

\$14.99

Lunch Buffets cont.

Duo of Flavor

Tri-Tip & pulled pork sandwiches, red potato salad, coleslaw, homemade chips & condiments.
\$13.99

French Dips

Tender thinly sliced tri-tip, with swiss cheese on a baguette roll, au jus for dipping, served with red potato salad, broccoli bacon salad, and homemade potato chips.
\$14.99

Soups & Assorted Sandwiches

Roasted turkey, sliced pit ham, and tri tip roast beef sandwiches (chicken salad and Tuna upon request), soup of the day, & homemade potato chips.
14.99

BYO Sandwich Bar

Roasted turkey, sliced pit ham, and tri tip roast beef, cheddar cheese, Swiss cheese, assorted breads, assorted condiments, spreads and aioli, red potato salad and signature pasta salad, homemade potato chips.
13.49

Assorted Sandwich Wraps

Roasted turkey with cranberry cream cheese wrap, sliced pit ham with swiss and roasted red pepper aioli wrap, and tri tip roast beef with cheddar and Dijon aioli wrap, red potato salad, signature pasta salad and homemade potato chips.
12.99

Tuscan Soup & Salad Buffet

Savory tomato basil bruschetta, Tuscan chicken Caesar salad, and roasted red pepper bisque
14.99

Colossal Salad Bar

(minimum 15 guests)

Julienned Chicken, pasta salad, shrimp curry salad, fresh fruit, spinach, romaine lettuce, array of assorted salad toppings, rolls & butter.

14.99

Add Soup \$3.00

Boxed Lunches

Cold Boxed lunches

CG Boxed Lunch

Choice of sandwich or wrap, pasta salad, bag of chips, and a large cookie. 13.99

Executive Boxed Lunch

Choice of sandwich, Greek pasta salad, fresh fruit, chips, and a large cookie. 14.99

Choice of Sandwiches and wraps

(Gluten free boxed lunches available upon request)

Turkey Cranberry Cream cheese

Turkey with Basil Pesto Aioli

Ham and Swiss with Roasted Red Pepper Aioli

Roasted Tri Tip and Cheddar with Dijon Aioli

Traditional (turkey, ham or roast tri-tip)

Egg Salad

Chicken Salad

Mediterranean

(kalamata olives, soft goat cheese, tomato, red leaf lettuce and basil pesto hummus served on the side.)

Boxed Salads

Boxed Chef Salad

Fresh romaine, turkey, ham, swiss cheese, cheddar cheese, tomato, hard boiled egg and ranch dressing. Served with roll, butter and large cookie. 14.99

Boxed Chicken Caesar Salad

Fresh Romaine, parmesan cheese, crotons, julienned chicken and accompanied with Caesar dressing. Served with roll, butter and large cookie. 14.99

Boxed Chicken Salad

Fresh Romaine , julienned chicken, candied pecans, mozzarella cheese, dried or fresh fruit (seasonal) accompanied with house balsamic dressing and served with role, butter and large cookie. 14.99

Southwest Chicken Salad

Fresh romaine hearts, seasoned chicken breast, tomatoes olives, black beans, corn, and tortilla strips. Accompanied with fiesta ranch, rolls, butter and a large cookie . 14.99



Hors D'oeuvres

Prices are per person

Canapés

Bay Shrimp on Bread Rounds	1.95
Beef Tenderloin Crostini	2.95
Créole Shrimp Canapé	2.95
Goat Cheese Tarts	1.85
Drunken peach goat cheese tart	2.75
Pesto Cheese Tarts	2.50
Smoked Salmon Mousse Canapé	2.95
Spiced Pork Tenderloin Crostini	2.50

Cold Hors d'oeuvres

Antipasto Flower Pick	2.95
Assorted Tortilla Pinwheels	2.95
BBQ Pork Display	3.25
Chilled Shrimp w/Red Sauce	3.95
Cubed Cheese Tray	3.25
Cubed Meat & Cheese Tray	4.75
Fresh Fruit Tray	1.95
Pre-made Small Sandwiches	2.95
Prosciutto Wrapped Asparagus	1.95
Sliced Meat & Cheese Tray	3.65
Smoked Salmon Display (Serves 40-50)	175.00
Tapenade Bar	2.75
Tomato Basil Bruschetta	1.75
Crab & Shrimp Puffs	2.50

Ask us about customized menus!!! We can tailor a menu to your needs and likings. We have a culinary team with combined experience of more than

50 years' experience

Hot Hors D'oeuvres

Prices are per person

Bacon Wrapped Loaded Jalapenos	2.50
Bacon Wrapped Scallops	3.25
Bacon Wrapped Stuffed Dates	2.50
Bacon Wrapped Water Chestnuts	2.25
BBQ Smokies	2.25
Brie & Berry Puffs	1.75
Brie & Walnut Pockets	1.75
BBQ chicken Flat Bread **	2.95
Chicken Cordon Bleu Pinwheels	2.95
Crab Cake Lollipops	3.25
Garlic Risotto Bites	1.95
Individual Quiche	2.75
Mac & cheese bites	1.95
Meatballs Signature	2.75
Meatballs Sweet Chile	2.75
Meatballs Spicy Curry	2.75
Pot Stickers	2.95
Potato Skins**	1.95
Sausage Stuffed Shrimp	5.25
Spinach & Artichoke Pockets	3.25
Spinach & Artichoke Dip	3.95
Spinach Crab Dip	4.95
Spring Rolls	1.95
Spinach Stuffed Mushrooms	2.25
Bacon Stuffed Mushrooms	2.25
Crab Stuffed Mushrooms	2.95
Herb Stuffed Mushrooms	1.95
Baked brie wheel	49.95
<i>Choose from caramel apple-caramelized onion or sundried tomato</i>	

Kabobs & Skewers

Beef Satay	2.95
Chicken Skewers Honey Dijon	2.25
Chicken Skewers Peanut Sauce	2.75
Hawaiian Chicken Satay	2.75
Chicken Skewers Teriyaki	2.25
Chicken Skewers Signature	2.75
Coconut Shrimp Skewers	3.95
Caprese Kabobs	2.95
Cheese & Fruit kabobs	2.95
Fresh Fruit Kabobs	2.25
Tortellini, Olive & Cheese Kabobs	2.95

**** served in house only**



Hors D'oeuvre Packages

CG Signature Package

Bacon Wrapped Water Chestnuts
Spinach and Artichoke Dip
Signature Meatballs
Herb Stuffed Mushrooms
Cubed Meat & Cheese Tray
Chicken Skewers Teriyaki
Vegetable Tray
16.99pp

On a stick

Bacon Wrapped Water Chestnuts
Beef Satay
Chicken Skewers Teriyaki
Caprese Kabobs
Cheese & Fruit kabobs
Herb Stuffed Mushrooms
Coconut Shrimp Skewers
15.99

Light Appetizer Option

Signature meatballs
Assorted Pinwheels
Chicken skewers
Herb Stuffed Mushrooms
Prosciutto Wrapped Asparagus
Assorted dessert bars
12.99
(not in lieu of a meal)

All prices are per person

All prices do not include tax & service charge

Delivery fees & minimums may apply.

Food Stations

*Food stations are a great way to impress your guests. All food stations are designed to be accompanied with other hors d'oeuvres. ****

Fried Mac and Cheese Station 6.75pp

BYO Mac and cheese. Cooked to order with a wide array of toppings.

Street Taco Station 6.25pp

Marinated flank steak, warm corn tortillas, minced onions, cilantro, sliced radishes and limes

Mashed Potato station 4.75pp

Fresh made mashed potatoes topped with your guest choice of a variety of topping

Served in a large martini glass or plate

Antipasto Station 6.75pp

Assorted Italian meats, domestic and import cheeses, artichoke hearts, assorted olives, and baguette bread.

Pasta Station 6.75pp

Cheese tortellini and penne with your choice of vodka sauce, basil pesto and marinara. Accompaniments include seasonal vegetables, meatballs, and Italian sausage. Served with shaved Italian cheeses and breads

Slider Station 6.50pp

Hamburger, tri-tip and BBQ pulled pork on petit slider rolls. Accompanied appropriate sauces, sautéed mushrooms, sautéed onion, assorted cheese and cole slaw served with our homemade potato chips

Carving stations

All carving stations are served with appropriate sauces and dinner rolls

Tri-Tip 4.75pp

Prime Rib 6.25pp

Pork Loin 4.00pp

Turkey 4.75pp

Signature baked ham 4.00pp

****** Some food stations need to be attended by a chef. Hourly rates do apply. A custom menu that includes one or more food stations needs to be accompanied with 3 or more hors d'oeuvres. See an event specialist for more details***

We add a 20% operations charge to each catering bill. While no portion of this operations charge is paid directly to the staff serving our catered guests, it allows us to pay better wages to our employees including, for example, those who served your guests and those who prepared the food for your event.



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

Date: January 23, 2020
TO: Board of Directors
FROM: Spencer Nebel, Chair of the Professional Development Committee
RE: Report on the 2020 Action Plan

Introduction

The Oregon City County Management Association met at Silver Falls on November 7 and 8 for a retreat for the Board members, incoming Board members, and senior advisors, to review strategic focus areas and develop a work plan for OCCMA for their 2020 Calendar year. Following a regular Board meeting, the members reviewed the OCCMA Bylaws and Policy Annex, reviewed possible operational procedures for the Professional Development Committee established meeting dates and locations for the 2020 year, examined the current Committee structure, discussed the senior advisor program, designated members of the Board to serve as chair of the various standing and ad hoc committees, and reviewed a proposed budget for 2020.

On Friday, the members reviewed and made modifications to the 2019 strategic plan, and developed an action plan for the 2020 calendar year.

Review of the 2019 Strategic Plan

The mission statement and core beliefs were carried over for the 2020 fiscal year. At the retreat, the strategic focus areas for 2019 were reviewed and modified to include Professional Development, Outreach to Foster Diversity and Inclusiveness, Membership Support, and Hosting the 2021 ICMA Annual Conference in Portland. The list of individual actions from 2019 was examined, and those items that were completed in 2019 were removed from the list.

Retreat participants were asked to identify possible ideas for the 2020 work plan for various standing committees, ad hoc committees and Board to fulfill during the 2020 calendar year.

Development of a 2020 Strategic Work Plan

The participants wrote individual ideas on index cards. The cards were collected and assigned to one of the standing committees, ad hoc committees, or the OCCMA Board for possible consideration in 2020. Items not completed from the 2019 strategic plan were included for prioritization along with the new ideas that were generated during the retreat. Seventy-five unique work plan ideas were identified through the process.

Work Plan Ideas Generated at the Retreat

The following work items were generated from the retreat participants during the course of the retreat or are items carried over from the 2019 strategic plan. The number in parentheses indicates the number of participants who prioritized that as an action for the 2020 fiscal year. Where there are no numbers listed after the work plan idea, the idea was generated during the retreat, but not prioritized by any participants at the meeting. The letters indicate which goals are addressed by the action. The items are organized by possible assignments to OCCMA standing committees, ad hoc committees, or the Board of Directors. After reviewing the work ideas as prioritized, there may be an opportunity to reorganize or shift some of these responsibilities from one committee to another, or have different committees take up different aspects of that work plan idea. Those concepts will be identified in the draft strategic plan for 2020. At the January Board meeting, the Board will review, modify and approve the 2020 work plan for the Board and advisory committees.

DRAFT 2020 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:

- A. Provide Professional Development Opportunities to our Members.
- B. Support our Members in the Profession
- C. Provide Outreach to Foster Diverse and Inclusiveness of our Membership.
- D. Host the 2021 ICMA Annual Conference in Portland.

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.

OUR OBJECTIVES FOR 2020

The Board of Directors has identified objectives for addressing OCCMA goals for the 2020 calendar year. These objectives are as follows:

A. OCCMA Board

- A.1 Promote the manager/council form of government by revising the model ordinance and creating a conference work shop on converting manager/ council form of government. (6) (B)
- A.2 Schedule a November 12-13 retreat in conjunction with the ICMA Planning Committee that meets November 13-15. (2) (B,D)
- A.3 Create a Diversity, Equity and Inclusion Ad hoc Committee. (C)
- A.4 Create a Veterans in the Profession Ad hoc Committee. (C)

Other items identified but not prioritized:

- Encourage the LOC to provide local management certification program classes all throughout the state. (1)
- Create an agency membership to allow for more staff to become 4.4 managers.(I)
- Advocate with LOC for bylaws changes regarding manager nomination and participation on the LOC Board of Directors. (1)
- Ask LOC to adjust dates of small city meetings to avoid conflicts with organizational meetings that pull attendees away from small city meetings. (1)
- Consider development of a legislative committee.
- Work with LOC on staffing for small cities OCCMA.
- Develop relationship with the Municipal Judges' Association to pursue common goals and shared information, including cross inviting speakers to annual conferences.

B. Nominating Committee

- B.1 Recruit a diverse slate of candidates for the Board and president-elect reflective of the OCCMA community. (5) (C)

C. Ethics

(No specific suggestions)

D. Support for Managers

- D.1 Regularly promote senior advisor services and remind members to avail themselves of these services. (7) (B)
- D.2 Develop membership promotion package. (3) (B)

Other items identified but not prioritized:

- Promote the new ICMA Managers in transition support programs.
- Increase communities' participation in the coaching program.
- Develop and provide OCCMA branded items for senior advisors to leave with managers when they visit, perhaps using our conference 2021 materials for that purpose.

E. Bylaws Committee

- E.1 Review Policy Annex Article 7 regarding the OCCMA Coaching Program. (5) (B)
- E.2 Develop written procedures for scheduling the issuance of dues and collection of dues by OCCMA. (2) (B)

Other items identified but not prioritized:

- Review Article 9 of the bylaws in regard to participation on standing and ad hoc committees. (1)

F. Audit Committee

- F.1 Determine whether we need a financial review or audit of OCCMA financial statements.(B)

G. Professional Development Committee

- G.1 Provide an opportunity at the conference to promote ethical local government management based on the ICMA Code of Ethics and Oregon Government Ethics. (6) (A)
- G.2 Work with county managers to consider the development of a proposed county track of training opportunities at the conferences. (4) (A)
- G.3 Focus on utilization of Latino and Black professionals to speak at our conferences and engage with OCCMA. (2)(A,C)
- G.4 Utilize the draft PDC guidelines as a basis for conference planning in 2020, then provide comments on possible revisions or adjustments to these draft policy guidelines. (2) (A)

Other items identified but not prioritized:

- Provide first time conference attendees with a discount to encourage participation.
- Assess the impact of ICMA membership category changes on OCCMA professional development and governance.
- Include a conference session on engaging youth.
- Incorporate the CIS top ten case studies at future conferences.
- Include programs on community engagement, strategies and outcomes.
- Modify the PDC's guidelines to provide for Board review of conference charges in January.
- Collaborate with chiefs of police as conference speakers or serving on joint committees or task force.
- Conduct the fall workshop.
- Conduct the summer conference.
- Develop a session or work shop on government ethics on the top ten violations.
- Develop a work shop on how to land a dream job for membership.
- Insure association goals have appropriate representation in our communications and conferences.

H. Academic Affairs Ad hoc Committee

H.1 Prepare a brief local government curriculum that local government officials can present when asked to speak with school groups. (6) (B)

H.2 Pair up PSU students attending conferences (including ICMA) with managers attending that conference. (4) (B,C)

H.3 Develop a program at Southern Oregon University linking students with OCCMA. (2) (B,C)

Other items identified but not prioritized:

- Develop a civics education program for use for K-12, perhaps modeled after the ICMA curriculum developed by ICMA 20 years ago. (1)
- Increase the use of interns by providing examples of programs utilized by current organizations, with that data being available on the website. (1)
- Continue growing our relationship with PSU. (1)
- Continue developing a program with a PSU liaison to utilize public administration students in support roles with pay within local government organizations. (1)
- Create a list of students interested in internships that cities can access.
- Look to combine Next Generations Committee with the Academic Affairs Committee.
- Develop a program to grow the next generation of local government managers.

I. Communications Ad hoc Committee

I.1 Develop a survey for city/county managers regarding how OCCMA serves, or could serve, members of the association. (3) (B)

I.2 Develop an OCCMA app. (3) (B)

I.3 Produce a quarterly newsletter. (2) (B)

Other items identified but not prioritized:

- Work with the League to improve the value of small cities' meetings. (1)
- Create regular listserv email blasts about OCCMA/ICMA resources available to members, such as senior advisors, coaching and conference (1)
- Encourage continued participation in the listserv. (1)
- Provide regular ethics articles. (1)
- Reach out to city staff and leaders beyond OCCMA membership to understand their needs and how OCCMA may be able to serve that population. (1)
- Include a small write-up in the newsletter as a strategy to promote ethical and local government based on the ICMA Code of Ethics.
- Notify ICMA student chapter of all events occurring at OCCMA and ICMA, including things such as regional meetings.
- Identify and publish a listing of the regional managers meetings that occur across the state and include this as a regular insert in the newsletter.
- Promote LOC, ICMA and CIS professional development opportunities.
- Monitor IVCMA and OCCMA Code of Ethics.

J. ICMA Liaison Committee

J.1 This report represents draft of an action plan based upon the raw data compiled by the Board at the 2019 OCCMA Board Retreat in Silver Falls. The Board will review, modify and adopt a strategic plan for OCCMA for the 2020 calendar year.

K. Diversity, Equity and Inclusion Ad hoc Committee

K.1 Increase support for the Women's Leadership Academy, including administration and logistics, continue with OCCMA memberships and expand programming. (7) (B,C)

K.2 Focus on recruiting gender diverse candidates for membership on OCCMA committees and the Board. (3) (B,C)

Other items identified but not prioritized:

- Identify components or strategies to remove barriers to entry into the profession to promote diversity, equity and inclusion. (1)
- Create a diversity, equity and inclusion subgroup utilizing the ELGL model. (1)
- Change the strategic plan goal to outreach to foster equity and inclusion.
- Survey members to identify barriers that impact membership to OCCMA.
- Create a mentoring program as a strategy to promote development in inclusion of members into the profession.
- Increase female leadership in cities, boards and committees and foster an understanding of the role of the Board to diversify membership.

L. Host Committee (ad hoc)

L.1 Educate Oregon managers about the 2021 ICMA conference, including discounts for first time attendees, scholarships and other programs that encourage managers from Oregon to be involved with this conference. (9) (A,D)

L.2 Consider a scholarship program for 2021 ICMA conference utilizing funding raised by the Host Committee. (2) (A,D)

Other items identified but not prioritized:

- Maintain all current OCCMA goals for the Host Committee. (1)

M. Next Generation Ad hoc Committee

M. 1 Pair up new managers and students with existing managers to help integrate those new members with the membership at conferences and other events. (4) (B,C)

M.2 Welcome newly-appointed managers to the association by providing a welcome package. (2) (B,C)

Other items identified but not prioritized:

- Engage League for America in developing and expanding their local government fellowship program in Oregon. (1)

- Establish guidelines for sharing a city manager among several small cities, including things such as simple contracts, job descriptions, and qualifications. (1)
- Continue OCCMA collaboration with ELGL. (1)
- Encourage OCCMA members to engage proactively with schools and youth.

N. Veterans Advisory Ad hoc Committee

N.1 Create the Veterans Advisory Ad hoc Committee to coordinate with the ICMA Veterans Committee. (B,C)



DRAFT- 1.24.20

Diversity, Equity and Inclusion Ad Hoc Committee

Purpose: Advancing diversity, equity and inclusion of and for the Membership of OCCMA.

Tasks: The Committee is tasked with ensuring a sense of belonging with OCCMA among its membership. Encourage and foster professional management reflective of the community we serve. Promote training and development, for cultural competency in conjunction with the Professional Development Committee for the members of OCCMA. The Committee shall report to the OCCMA Board of Directors.

Members: The President shall appoint members of the Association, and other contributing individuals, to serve on this committee for one year terms.



Draft 1.24.20

Veterans in the Profession Ad Hoc Committee

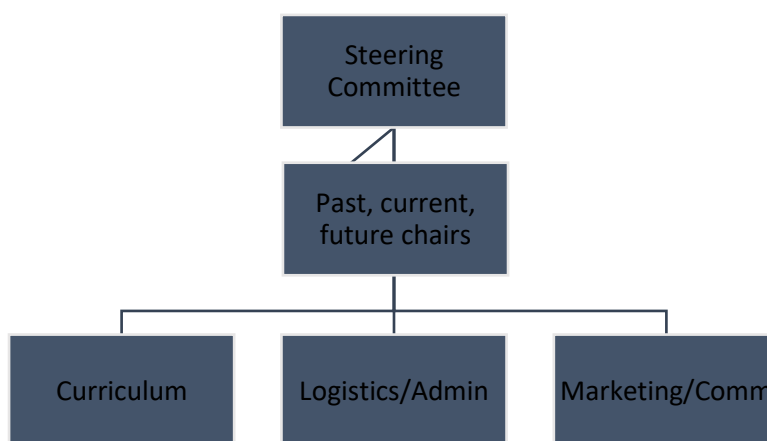
Purpose: Facilitate the recruitment, retention of veterans in the City Management Profession.

Tasks: The Committee is tasked with developing strategies to recruit and ensure success for veterans entering the City Manager profession. The Committee will work to create a sense of belonging of veterans who are members of the Association. The Committee will coordinate, with efforts from ICMA, to promote and utilize the highly capable and well-tested talent pool of veterans in local government management. The Committee shall report to the OCCMA Board of Directors.

Members: The President shall appoint members of the Association, and other contributing individuals, to serve on this committee for one year terms.



The Academy provides a variety of leadership and professional development opportunities for women in local government. The purpose of this document is to outline the roles and responsibilities. The roles within the academy include a steering committee, curriculum sub-committee, administrative and logistics sub-committee and a marketing/communications sub-committee. Each committee is assigned a lead who is ensuring the committee's tasks are completed.



Steering Committee (transition to a three-year term and a past chair, chair, future chair model)

- The Chair of the steering committee is responsible for overall coordination of the academy.
- Assist in the development of the NW Leadership Academy program with ideas and support.
- Proactively reach out to the cohort and serve as a resource to members of the cohort.
- Attend social events as available and take an active role during the hosting of a session in your community.
- Serve as a bridge/connector to the nominating agency and manager.
- Develop relationships with regional and state partners with the goal of institutionalizing the academy in the state.
- Proactively reach out to City Managers to share information about the academy and encourage engagement and nominations.
- As available, serve as a lead on one of the sub-committees
- Secure sponsorships for academy, including individual sessions and social events



Administrative and logistics

- Develop agenda, facilitate and coordinate planning meetings
- Organize and attend meetings of the steering committee.
- Keep the steering committee apprised of resource needs.
- Assist in the development of the academy curriculum.
- Communicate with the cohort, before and during the academy.
- Secure host cities for each session.
- Attend the overnight retreat, take an active role during the hosting of the retreat.
- As available, attend the individual sessions, take an active role during the hosting of the sessions.
- Designate a session coordinator for each session.
 - Coordinate logistics for the individual sessions using workshop logistics
 - Send a follow up email to the cohort, including the steering committee after each session.
- Designate a coordinator for the overnight retreat.
 - Coordinate logistics for the individual sessions using workshop logistics worksheet
- Develop and monitor academy budget
- Manage the selection process for the academy, including appointing sub-committee as needed
 - Communicate with selected cohort members.

Curriculum sub-committee

- Coordinate the curriculum topics and faculty for each of the sessions.
- Utilize feedback surveys and cohort surveys to adapt curriculum as needed.
- Proactively engage steering committee and cohort in curriculum development.
- Oversee leadership consultant contract
 - Develop leadership curriculum for the Academy.
 - Coordinate leadership topics with instructors to ensure consistency in the program.
 - Develop and implement a curriculum survey for the cohort.
 - Develop and implement feedback survey for each session.
 - Measure the success of the cohort through an exit survey.
 - Administer the Total SDI and creation of individual action plan

Marketing and communications sub-committee

Prepare a marketing plan for the academy



- Develop and maintain website content
- Develop content and coordinate monthly e-blasts
- Collect testimonials, video and photos to be used in marketing materials
- Coordinate articles, flyers and other materials for publications, conferences, etc.
- Actively promote the academy
- Communicate with academy graduates and other supporters to actively promote the academy. Coordinate follow-up events and surveys.



NW Women's Leadership Academy Proposal to OCCMA

What does it mean for the Academy to be a program or committee of OCCMA? What does that look like?

Amend the Bylaws to include the NW Women's Leadership as a standing committee of OCCMA:

A committee comprised of OCCMA members committed to advancing the role of women and helping them succeed in the public sector. The NW Women's Leadership Academy is an affiliate of Women Leading Government/League of Women in Government and will meet as necessary to provide holistic professional development, networking, and career building opportunities that allow women to succeed in public service in Oregon.

The steering committee of the NW Women's Leadership Academy will appoint one member to the OCCMA Board for a 2-year term, eligible for re-appointment. The academy representative serving as an OCCMA board member will provide periodic updates on the Academy/Committee's functions, budget, goals, and progress.

The NW Women's Leadership Academy will establish bylaws to govern the committee.

What is needed from LOC/OCCMA to support the academy?

The Academy requests ongoing administrative and back-end support via OCCMA/LOC including, but not limited to:

- Agendas and minutes
- Communication coordination and administrative support to chair
- Administrative coordination of academy sessions
- Recruitment support
- Financial/back-end support
- Other duties as outlined in the organization structure document – (see Administrative and Logistics)

The Academy proposes that this support be provided through OCCMA's relationship and operating agreement with LOC.

ICMA 2020 – Conference Planning Report

Good afternoon!

This is going to the list serve and also the host committee co-chairs for distribution to the host committee; if there is someone you know who doesn't check the list serve, please feel free to forward this along.

Jeff Towery and I just returned from Toronto where we spent 3 days with about 80 other people planning for the 2020 ICMA Conference.



A few take-aways:

- Toronto is going to be an awesome host city! There is so much to do and see. From the CN Tower, to St. Lawrence Market, the Entertainment District, the waterfront, Graffiti Alley, Chinatown, and the Distillery District, Toronto will not disappoint! It is very walkable; there is tons of public art, wayfinding signage, and options for things to see and do. September in Toronto is a lovely time of year and is quite comfortable for a wide variety of outdoor activities; in some years, the leaves have started to change colors, adding a spectacular aspect to the area.

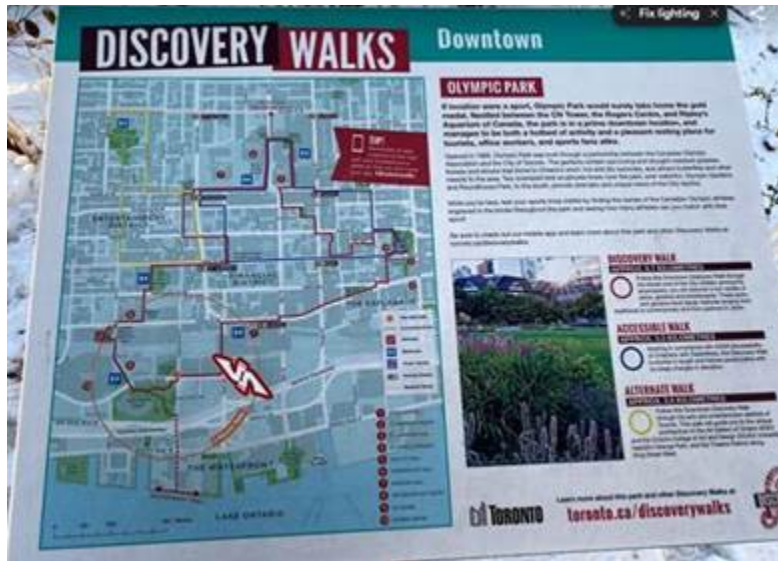
Graffiti Alley:



View from CN Tower:



Example of many opportunities to see sights:



- The Toronto Host Committee has put a lot of thought into hosting us; there will be tons of opportunities and options for athletic and active events (biking, boot camps, paddle boarding, daily runs, yoga, scavenger hunts); the mobile workshops they have put together sound relevant and very interesting (affordable housing & inclusion, climate change & adaptation, smart cities & modernization); and they are super excited to welcome us.
- The conference itself is shaping up to be a really good one; the Conference Director Jeremy shared that there was a 25% increase in speaker/presentation submittals this year, setting a record by a large margin. The committee poured over hundreds of ideas, working to narrow them down to ones that will be the most relevant, interesting, and educational. Depending on some staff and committee review, there may still be a decision to re-open the proposal process to address specific topics and/or the committee may curate some sessions to fill out the program.
- The Metro Toronto Conference Center is really nice; one of the things I liked about it, is that it's compact and we'll be in one main area. Some of the feedback from attendees last year was that many used the Exhibit Hall for networking activities; the hall in Toronto is about 40,000 sq. ft. larger, giving us some flexibility to make it an even more hospitable place for networking and taking in meals.



ICMA will be promoting the conference in the coming months so watch for that; a few things:

- The exchange rate makes Toronto less expensive than Nashville (from a hotel perspective). While the price of airfare will not be cheap, once you get there it's easy to get around (taking the train to and from the airport was \$12).
- There is no "headquarters" hotel again this year; the convention center is central and there are a number of options for hotels, but you'll want to jump on it quickly if you want to be close.
- To avoid the Jewish high holidays, the conference will start on Wednesday and go through Saturday (September 23-26). Given the change, Toronto will be used as a bit of a lab to try out a few new approaches to keep people engaged in the variety of activities available. Some ideas include: distributing awards and recognition activities throughout the schedule, fewer keynote addresses (maybe giving us the chance to better attract one or two well-known speakers), and more follow up sessions for the keynote speakers.
- If we stick to the same schedule for our Oregon/Washington dinner (usually on Monday night), it will be on Thursday this year. I checked out some places while there; we have some good options.

Thank you for the opportunity to be on the Planning Committee; we are looking forward to the conference next September!

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OCCMA Senior Advisor Report – Dave Waffle

October – December 2019

Andy Varner – City of North Plains

When Andy came to North Plains to become their City Manager in February 2018, he really reduced his commute time. Previously Andy served as City Manager for Sand Point Alaska (in the Aleutian Islands) and flew there monthly from an office shared with other government and non-profit officials in Anchorage. The flight was generally about 3 hours. He'd stay a week and return to Anchorage where he could remotely manage the community and interact with state and regional officials on city business.

Andy now lives in Washington County with his family and finds his new job fun and fascinating. North Plains has attracted considerable residential growth in recent years (300+ units) and recently approved a master plan for an even larger, 500-unit development. All this residential development in busy Washington County is now generating interest in commercial development. Most of the recent commercial development is near the Highway 26/Glencoe Road interchange which serves the North Plains community. Andy and the City's consultant team believe there is good potential in the downtown core where local government and retail services can co-exist. There is the underlying authority of an urban renewal district which permits the city to activate and incentivize new commercial investment. Andy's passion is in the field of economic development. If he could add a position, it would be a Community Development Director who would augment his skill set and extend the team's effectiveness.

The city will begin breaking ground on a new two-million gallon, seismically sound water reservoir closer to the new residential development this year. The school district will begin construction of a second elementary school this spring. The city also is building several new trail and pathway projects to improve walkability for residents.

One of the challenges of the past year was the transition from a city police force to a service contract from the Washington County Sheriff's Office (WSCO). The change occurred on July 1, 2019. Andy enjoys the leadership of Chief Jesse Baker, as assigned by the SO, who lives nearby and is in regular communication with city staff.

Among the upcoming issues for Andy and the North Plains leadership are a proposed expansion of the urban growth boundary, a civic facilities study, an emergency operations plan update and consideration of a local gas tax, which will require voter approval.

Robby Hammond, City of Hillsboro

Robby Hammond was excited to have the Hillsboro Mayor and City Council ask him to remove the "interim" tag from his title in September 2019. Robby was promoted from Assistant City Manager (ACM) to Interim City Manager in January 2019 after Michael Brown chose to leave the organization. Robby came to Hillsboro as Human Resources Director from the City of San Antonio Texas in 2012. Now he is faced with back-filling his vacated position of Assistant City Manager. Someone will likely be in that slot by the time you are reading this article. Robby said he intentionally left the assignment of departmental oversight responsibilities open in the job announcement and in conversations with the applicants as he wants to see how the new person blends with the skills and interests of himself and current ACM Simone Brooks.

Robby reports a regular meeting schedule with Mayor Steve Callaway and members of the city council. He'll often meet over dinner with his elected officials whose work responsibilities hinder day-time get-togethers. As Robby began his duties last January, he's already looking forward to a performance review conversation early in 2020.

The Council and staff will hold their annual retreat in February. Among the issues that may surface at the retreat are the continued challenges of affordable housing, homelessness and transportation. The regional affordable housing bond program from Metro allows Hillsboro and other cities to work with developers to generate new housing units. Hillsboro is aiming to offer a site to developers that is next to their new community center in the 53rd Street Park. The site is near a MAX light-rail station, Oregon human services offices and the Hawthorn walk-in mental health services facility.

Early in his tenure as the City Manager Robby was met with considerable social media activity and critical public meetings commentary regarding a street widening project on Jackson School Road that leads northward toward Highway 26. The protests are mostly focused on the removal of mature trees that lined the road near a creek crossing. Even with Hillsboro's sophisticated communication team resources, a steady drumbeat of controversy can be challenging!

Elsewhere in Hillsboro there are thousands of new homes coming to the South Hillsboro (SoHi) area. Among the tasks remaining for the city is to acquire a community center and fire station site to serve the growing population. SoHi residents will benefit from the city's new Internet service now under construction. By spring the service will be operational, offering 1 GIG service for only \$55 per month. Qualified low-income families can obtain the service for \$10 per month. The optic fiber network connects the schools and also serves an existing lower-income area immediately south of the historic downtown.

Hillsboro is a major employment center and Robby reports significant industrial development near Highway 26. In addition to the new firms offering manufacturing and warehousing jobs, the pharmaceutical company Genentech is expanding and Intel continues their substantial investment in new facilities.

Other News

There are two notable retirements of note in Washington County. **David Donaldson** is retiring from the City of Beaverton after serving as its Public Works Director since 2015. His previous experience includes 7 years with the City of Lake Oswego where he served as Assistant City Manager responsible for multiple departments including Public Works while also serving as City Manager for one year. Prior to that he served as Deputy City Manager for the City of Wilsonville for 9 years and was also responsible for supervising the Human Resources and Public Works department. In addition, Mr. Donaldson has 12 years of experience in the private sector as an Executive Recruiter for governmental entities across the county and spent a year in the non-profit sector as Vice President of Human Resources for the Woodland Park Zoo in Seattle. Donaldson also served on the OCCMA Board of Directors.

Bob Davis has retired from Washington County's as their Administrator. Bob worked at Washington County for 36 years, including the past 13 as the county's top executive. While recruitment for a successor continues, former Tualatin City Manager Steve Rhodes is serving as Interim County

Administrator. Rhodes also served as Clackamas County's Administrator among other positions in his career.