



OCCMA Annual Membership Meeting

October 14, 2020 | 9:00 am – 9:45 am

VIA Zoom

<https://us02web.zoom.us/j/87906136820?pwd=WjlfTjVWVZRSWxXek9RYzRydTV1Zz09>

Meeting ID: 879 0613 6820

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AGENDA

A. Call to Order & Roll Call (Spencer Nebel)	01
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*Agenda items denoted with an asterisk indicate a motion is recommended. The sample motion will appear in the agenda item's associated materials.

The OCCMA President and LOC staff are respectfully asking each Board member to follow the below protocols when participating in a Board meeting on the Zoom platform. These protocols allow for the Board President to better recognize those members who wish to speak, while simultaneously ensuring that LOC staff can properly monitor quorum status and create accurate minutes. If you need assistance with any of these protocols, have questions, or perhaps even have suggested protocols of your own, please contact Kelly Richardson at krichardson@orcities.org.

1. Before entering a Zoom meeting, please make sure that your displayed profile identifies you by your name and the name of your city, so you are easily identifiable. If you need assistance in changing your displayed name or adding the name of your city to your displayed profile, please contact Kelly and she can provide you the needed instructions.
2. When entering a Zoom meeting, please state your name clearly for the record. After you have identified yourself, please consider putting yourself in mute. By placing yourself in mute, you will eliminate any potential distracting background noise.
3. Once the President and LOC staff believe a quorum has been established, the Board President will clearly state for the record the date and time which a meeting begins.
4. After the Board President has officially started the meeting, LOC staff will take the official roll call for meeting for the record. If you have muted yourself, staff asks that you please unmute yourself to participate in the roll call and then place yourself back in a mute status after having identified yourself during the roll call.
5. Board meetings can often go for several hours, which means it's not unreasonable to assume that at some point you may need to excuse yourself for a short break. If you leave the meeting at any time, please utilize the Chat Feature in Zoom to advise both the Board President and LOC staff that you are leaving the meeting. The notification in the Chat Feature should provide both your name and the time that you are leaving. We are asking that you utilize the Chat Feature instead of verbalizing your departure so as to not interrupt the flow of an ongoing conversation or point of debate. If you need assistance in learning how to utilize the Chat Feature, please contact Kelly and she can provide you the needed instructions.
6. If you join a meeting after it has begun, or return to a meeting after a brief departure, please utilize the Chat Feature in Zoom to advise both the Board President and LOC staff that you have joined/rejoined the meeting. The notification in the Chat Feature should provide both your name and time that you join the meeting. We are asking that you utilize the Chat Feature instead of verbalizing your arrival so as not to interrupt the flow of an ongoing conversation or point of debate. Please consider putting yourself in mute upon joining/rejoining the meeting so as to eliminate any potential distracting background noise. If you need assistance in learning how to utilize the Chat Feature, please contact Kelly and she can provide you the needed assistance.
7. If you have a question or wish to make a comment, please utilize the Hand Raising Feature in Zoom and wait to be recognized by the Board President before speaking. When you have been recognized by the President, to ensure clarity in the minutes, LOC staff respectfully asks that you clearly state your name for the record and then ask your question or make your comment. If

you need assistance in learning how to utilize the Hand Raising Feature in Zoom, please contact Kelly and she can provide you the needed assistance.

8. Please only use the chat feature for official business not for actual chatting amongst yourselves, this will help staff keep accurate records for the meeting.
9. If you make a motion, please clearly state your name for the record.
10. If you second a motion, please clearly state your name for the record.
11. The President will repeat back for the record, who made the motion, who seconded the motion, and a summary of that motion.
12. At adjournment the Board President will clearly state the closure and time of meeting for the record.

Thank you for your assistance in helping to streamline Board meetings that occur on the Zoom platform. In following these protocols, the Board President and LOC staff believe the meeting will run more efficiently and the record of the meeting will be more accurate.



OCCMA Annual Membership Meeting

September 26, 2019 | 11:30 am – 12:08 pm | Riverhouse on the Deschutes

MINUTES

PRESENT

Board Members:	Marty Wine, President Spencer Nebel, President-Elect Christy Wurster, Past President Ben Bryant, Director Robb Corbett, Director Susie Marston, Director Sean O'Day, Director Aaron Palmquist, Director Brian Sjothun, Director John Walsh, Director
Staff:	Mike Cully, Executive Director, LOC Megan George, Operations Director, LOC
Other:	Members of OCCMA (See Attached)
Absent:	

A. Call to Order & Roll Call **11:30 am**

President Marty Wine called the meeting to order at 11:30 am.

B. Appointment of a Parliamentarian **11:30 am**

Marty Wine announced that she appointed Sean O'Day to serve in this role.

C. Approval of Minutes of the September 27, 2018 Meeting **11:31 am**

It was moved by Martha Bennett and seconded by Richard Meyers to approve the minutes of the September 27, 2018 OCCMA Annual Membership Meeting. The motion passed unanimously.

D. Financial Report **11:32 am**

Mike Cully referred the membership to page eight of the agenda packet and reported that OCCMA's finances were in good shape.

It was moved by Aaron Palmquist and seconded by Christy Wurster to approve the financial report. The motion passed unanimously.

E. President's Report

11:33 am

Marty Wine recognized everyone who had served on the OCCMA Board of Directors in 2019 and the efforts of all the committees and in particular the Professional Development Committee. She asked members to consider joining an OCCMA committee for 2020.

Special accomplishments this year include the board's work to prioritize diversity, equity and inclusion (DEI) within the organization and the profession. This year, the board adopted a DEI lens as part of the strategic plan.

As many know, Kevin Duggan the ICMA West Coast Regional Director resigned his position at the end of June. ICMA has appointed former ICMA President Pat Mortel. Pat plans to start attending OCCMA events in the next year to engage with the membership. In addition, Peter Troedsson of Albany was appointed to the ICMA Board of Directors.

F. Announcement of Board Meeting Schedule

11:37 am

Spencer Nebel referred the membership to page ten of the agenda packet and summarized the contents.

G. OCCMA Lifetime Members

11:38 am

Marty Wine referred the membership to page fourteen of the agenda packet and summarized the contents. The board recommended the membership confer Lifetime Membership to Scott Lazenby and Dave Waffle.

It was moved by Eileen Stein and seconded by Sean O'Day to confer Lifetime Membership in the OCCMA to Scott Lazenby and Dave Waffle. The motion passed unanimously.

H. Bylaws or Policy Amendments

11:39 am

Sean O'Day referred the membership to page fourteen of the agenda packet. As a result of the extensive rewrite conducted over the last few years, there wasn't a lot of work to be done. The committee was asked to provide input on one item and did.

The only update made to the OCCMA Policy Annex was to update the list of agreements, as per the instructions in the Policy Annex.

I. Committee Reports

11:42 am

Nominating Committee

Christy Wurster informed the membership that the committee recommended the board forward the following three individuals for the following terms. One of the recommendations was to adjust the term of one of the positions to correct an error in the term lengths.

- President-Elect – Steve Powers, City Manager, Salem;
- Director (2022) – Susie Marston, City Manager, Gervais; and

- Director (2022) – Dan Huff, City Manager, Molalla.

Ethics Committee

Chair Marty Wine announced that there was no report.

Support for Managers Committee

Marty Wine informed the membership that Chair Michael Sykes had nothing to report.

Audit Committee

Chair Spencer Nebel referred the membership to page 17 of the agenda packet and summarized the contents. The committee reviewed OCCMA's financial statements from 2018 and made several findings but were satisfied with staff's response to those findings. The committee recommends the association pursue a professional audit in the coming year, continue to require checks be signed by two individuals and finally that the Bylaws Committee develop a schedule in the Policy Annex for the annual membership drive process and collection of dues.

Professional Development Committee

Chair Spencer Nebel referred the membership to page 21 of the agenda packet and summarized the contents. He recognized all members of the committee and thanked them for their participation this past year.

Academic Affairs Committee

Chair Eileen Stein shared that Portland State University (PSU) students shared their thanks for the scholarship funding to attend the OCCMA Summer Conference in Newport. PSU is funding several students to attend the ICMA Annual Conference in Nashville this year as well.

The Local Government Advisory Committee at PSU will be convening shortly to review feedback provided at the Summer Conference related to creating an Oregon version of the Municipal Research and Services Center (MRSC) in Washington.

Finally, with Phil Keisling's resignation as Director of the Center for Public Service, Sara Saltzberg is stepping into the Interim Director role. PSU hopes to start recruiting a permanent replacement this fall.

Communications Committee

Chair Ben Bryant shared that the committee's primary task was to replace the OCCMA website and is happy to announce that as of July this transition has occurred.

Next Generation Committee

Chair Marty Wine shared that there was nothing to report.

ICMA Liaison Committee

Chair Marty Wine shared that there was nothing to report.

Host Committee

Co-Chair Spencer Nebel shared that there are exactly 738 days before the conference. The Host Committee met in conjunction with the Summer Conference and plans to meet again at the Oregon Convention Center this November. Spencer Nebel reminded sub-committee chairs to convene their groups and put together a report for this meeting.

Membership Committee

Chair Robb Corbett announced that this committee has looked at the dues structure over the past year and has identified a possible change related to the dues rate for educators. The committee is not yet ready to make a recommendation on this issue.

J. Election of Officers and Directors

12:02 pm

Marty Wine referred the membership to page 35 of the agenda packet and summarized the contents.

It was moved by Eileen Stein and seconded by Martha Bennett to close nominations from the floor. The motion passed unanimously.

It was moved by Martha Bennett and seconded by Ben Bryant to elect the following individuals to serve on the OCCMA Board of Directors beginning in 2020. The motion passed unanimously.

- *President-Elect – Steve Powers, City Manager, Salem;*
- *Director (2022) – Susie Marston, City Manager, Gervais; and*
- *Director (2022) – Dan Huff, City Manager, Molalla.*

K. Recognition of Outgoing Board Members

12:05 pm

Marty Wine thanked outgoing board members including Christy Wurster and Joe Hannan who resigned his position earlier this year. In addition, she thanked Susie Marston for standing for reelection.

Christy Wurster presented a plaque and the lantern to Marty Wine in recognition of her year as president of the association.

L. Other Business

12:08 pm

There was no other business.

M. Adjournment

12:08 pm

President Marty Wine adjourned the meeting at 12:08 pm.

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2020 Budget vs. Actual



OCCMA
Oregon City/County
Management Association
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September Reconciliation

Conference Income

Fall Conference Registrations

3-4303	· Registration	9,860	7,905	3,671	0	8,000
Total Fall Conference		9,860	7,905	3,671		8,000

Summer Conference

3-4404	· Registration	30,435	34,865	45,235	4,875	40,000
3-4407	· Sponsorships	14,900	19,500	31,000	8,400	25,000
3-4411	· Roger Jordan Scholarship	1,000	1,000	1,000		2,000
3-4413	· Food Charges	0	0	275		0
3-4420	· Activity Fee	0	0	0		0
Total Summer Conference		46,335	55,365	77,510	13,275	67,000

NW Regional Conference

3-4501	· Registration	29,355	0	35,045		0
3-4505	· Sponsorships	12,900	0	11,250		0
Total NW Regional Conference		42,255	0	46,295		0

NW Women's Leadership Academy

3-4600	· Registration	0	18,000	15,900		15,000
Total NW Women's Leadership Academy		0	18,000	15,900		15,000

Total · Conferences		98,450	81,270	143,376	13,275	90,000
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General Operations Income

3-4701	· Dues	46,628	46,915	44,879	40,785	45,000
3-4703	· Dues Surcharge 2021	7,117	6,678	6,773	6,094	6,500
3-4760	· Board Retreat Meetings	1,209	6,754	2,015	928	5,000
3-4770	· CIS Senior Advisor	2,500	2,500	2,500		2,500
3-4780	· ICMA Senior Advisor	4,352	3,219	7,485	629	7,000
Total General Operations Income		61,806	66,066	63,652	48,436	66,000

Total Income		160,256	147,336	207,028	61,711	156,000
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EXPENSE

Conference Expense

Fall Workshop

3-5334	· Food & Beverage Fall	7,168	4,752	4,194	0	5,000
3-5335	· Room Rental Fall	338	378	0		500
3-5338	· Administration Fall	0	0	122		0
3-5339	· Speakers Fall	2,500	4,500	527		5,000
Total · Fall Conference		10,005	9,629	4,843	0	10,500



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OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2020 Budget vs. Actual

September Reconciliation

		2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 YTD	2020 BUDGET
Summer Conference						
3-5441	· Activities Summer	0	0	2,990		3,000
3-5442	· Administration Summer	5,772	518	460	8,272	500
3-5443	· A/V & Trade Show Summer	2,478	290	448		2,500
3-5444	· Food & Beverage Summer	18,583	19,021	30,061		30,000
3-5445	· Lodging Summer	1,870	4,334	0		4,000
3-5446	· Postage/Printing Summer	278	611	802	324	500
3-5447	· Travel Summer	302	92	100		300
3-5448	· Roger Jordan Scholarship	1,478	0	1,250		3,000
3-5449	· Speaker Summer	1,332	9,654	6,710		8,000
Total · Summer Conference		32,092	34,521	42,820	8,596	51,800
NW Regional						
3-5552	· Administration	3,777	0	7,451		0
3-5554	· Food & Beverage	29,212	0	22,909		0
3-5556	· Postage/Printing	157	0	126		0
3-5557	· Travel	2,240	0	5,550		0
3-5559	· Speaker	3,450	0	4,792		0
Total · NW Regional		38,836	0	40,828		0
NW Women's Leadership Academy						
3-5601	· LOC Administration	0	0	0		0
3-5602	· Other Administration	0	13,000	665		5,000
3-5603	· A/V & Room	0	0	0		0
3-5604	· Speaker	0	0	0		0
3-5605	· Food & Beverage	0	1,009	0		0
3-5606	· Miscellaneous	0	1,015	12,938	975	15,000
Total · NW Women's Leadership Academy		0	15,024	13,603	975	20,000
Total · Conferences		80,933	59,173	102,094	9,571	82,300



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OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2020 Budget vs. Actual

September Reconciliation

		2017	2018	2019	2020	2020
		ACTUAL	ACTUAL	ACTUAL	YTD	BUDGET
General Operations Expenses						
3-6001	· LOC Services	6,482	10,422	25,807	12,875	28,000
3-6016	· Board Functions	5,162	13,576	4,299		6,000
3-6020	· ICMA Coaching Program	1,000	1,000	0	572	1,000
3-6021	· Conference Calls	196	182	451		500
3-6023	· Directory	3,664	0	0		0
3-6027	· Marketing/Supplies	683	1,452	743		10,000
3-6033	· Miscellaneous	459	1,346	348	250	1,500
3-6034	· Miscellaneous - Credit Card Exp	1,068	989	1,900	825	2,000
3-6036	· National/Committee Travel	1,119	2,583	2,422		3,000
3-6039	· Newsletter	4,676	5,124	4,405	1,401	5,000
3-6042	· Postage	179	488	557	143	600
3-6045	· Printing, Fax	133	350	478		600
3-6051	· Scholarships Charlie Henry	2,425	3,240	4,381		4,500
3-6054	· Senior Advisor	10,322	9,725	12,722	2,400	14,000
3-6057	· Web Support	3,091	3,000	1,092		1,500
3-6058	· Audit	0	0	0		7,500
3-6059	· Sponsorship of Other Organizations	0	0	0		2,000
Total General Operations Expenses		40,658	53,478	59,604	18,465	87,700
Total Expenses		121,591	112,652	161,698	28,036	170,000
Net Income (Loss)		38,666	34,685	45,331	26,644	-14,000
Fund Balance, beginning year		86,503	125,169	159,853	205,185	205,185
Net Income (Loss)		38,666	34,685	45,331	26,644	(14,000)
Fund Balance, end of year		125,169	159,853	205,185	231,829	191,185



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OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2020 Budget vs. Actual

September Reconciliation

Beginning Cash

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 YTD	2020 BUDGET
Beginning Cash - Operations	51,823	47,441	74,447	110,256	
Beginning Cash - 2021 ICMA Conference	30,739	72,856	79,534	89,307	
Beginning Cash - RJ Scholarship	3,350	4,872	5,872	5,622	
Total Beginning Cash	85,912	125,169	159,853	205,185	

Transfers

· Operating to RJ Scholarship	1,522	1,000	0	0	
· Operating to ICMA 2021	35,000	6,678	9,773	46,500	
· ICMA 2021 Host Committee Account	1,522	1,000	0	60,000	
Total Transfers	38,044	8,678	9,773	106,500	

Ending Cash

· Ending Cash Balance - Operations /Unrestricted	47,441	74,447	110,256	46,716	
· Ending Cash Balance - ICMA 2021	72,856	79,534	89,307	75,807	
· Ending Cash Balance - RJ Scholarship	4,872	5,872	5,622	5,622	
Total Ending Cash OCCMA	125,169	159,853	205,185	185,696	



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OCCMA HOST COMMITTEE
2020 Budget vs. Actual

September Reconciliation

	2020 YTD	2020 BUDGET
Income		
3-4900 · Revenue		
Total Income	0	0
EXPENSE		
3-6250 · ICMA Conference Portland	2,449	0
Total Expenses	2,449	0
Net Income (Loss)	(2,449)	0
Fund Balance, beginning year	-	-
Net Income (Loss)	(2,449)	0
Fund Balance, end of year	(2,449)	0

OCCMA HOST COMMITTEE	
Transfers from OCCMA	60,000
Expenditures	2,449
Total Ending Cash Host Committee	57,551



OCCMA

Oregon City/County Management Association

A State Affiliate of ICMA

Agenda

To: OCCMA Board of Directors
From: Kelly Richardson, Project Coordinator- Affiliates
Date: September 24, 2020
Subject: 2021 OCCMA Board Calendar

This is a list of tentative/proposed dates some of which are set by the Bylaws and policies. The January and March dates and locations are not set and TBD. Most likely the January meeting will be virtual unless there is a location to meet the pandemic restrictions.

January 25* Or TBD

OCCMA Board of Directors Meeting
Location **TBD**

March 19 or TBD

OCCMA Board of Directors Meeting
Location Fairbanks, Alaska in conjunction with NW Regional Conf. **TBD**

July 9

OCCMA Board of Directors Meeting
Mt. Bachelor Village Resort, Bend

October 19

OCCMA Board of Directors Meeting
River House, Bend LOC Conf

October 20

OCCMA Annual Membership Meeting
River House, Bend LOC Conf

November 18 – 19

OCCMA Board of Directors Retreat
Location Oregon Gardens, Silverton

*These dates are tentative.



TO: OCCMA Membership

FROM: Spencer Nebel, President OCCMA

DATE: September 30, 2020

SUBJECT: Recommendation to Authorize Lifetime Membership to Erik Kvarsten to the Oregon City/County Managers Association

Background

At a special meeting of the OCCMA Board of Directors, the Board reviewed the nomination of Erick Kvarsten for life membership to the Oregon City/County Managers Association. Erik served communities in Oregon for 37 years, including Mt. Angel, Stayton, Turner, Sweet Home, Independence, Troutdale, and Gresham, where he became the longest tenured City Manager serving 17 years for that community. In each of his positions Erik served with distinction and professionalism to help those communities realize their potential. Furthermore, Erik also contributed to the profession in the state of Oregon. Erik was the recipient of the Herman Kehrli Award in 2013. His impact on his communities and the profession have been significant. These recognitions are worthy of lifetime membership to OCCMA.

Under Article IV Section 8 of the OCCMA Bylaws, "lifetime membership shall represent the highest honor afforded to retired members. Lifetime members shall be chosen because of distinguished service in the field of city or county management during his or her management career and lasting and meaningful contributions to the OCCMA and the profession of local government management."

Upon recommendation of the Board of Directors, lifetime membership shall be conferred upon an individual after a majority vote of the membership at the General Membership meeting. At a special meeting of the Board on September 14, the OCCMA Board of Directors unanimously approved a motion recommending lifetime membership be conferred on Erik Kvarsten, with a recommendation for the membership to consider this action.

Recommendation

The OCCMA Board of Directors recommends that the OCCMA membership consider the following motion:

I move that lifetime membership to the Oregon City/County Managers Association be conferred upon Erik Kvarsten for his distinguished service in city management and his lasting and meaningful contribution to the Oregon City/County Management Association during his city management career.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. R. Nebel", is centered below the text "Respectfully submitted,".

Spencer R. Nebel
Chair
OCCMA Ethics Committee

July 6, 2020

OCCMA Board of Directors

Re: Life Membership Nomination for Erik Kvarsten

Dear OCCMA Board of Directors,

It is with pleasure that we nominate Erik Kvarsten for life membership to the Oregon City/County Manager's Association. Erik served communities in Oregon for 37 years, including Mount Angel, Stayton, Turner, Sweet Home, Independence, Troutdale, and Gresham –the latter of which he served for 17 years (15% of the City's entire incorporated history), and became its longest tenured City Manager.

Erik's impact in each of these communities has been substantial, from serving as Turner's first ever City Administrator, to helping Sweet Home weather the timber crisis in the early 1990s and passing levies that are still on the books today, to overseeing huge sustainability leaps in Gresham, like transforming the wastewater treatment plant from the City's largest energy consumer to a net energy producer, reducing Gresham's climate footprint and collectively saving ratepayers nearly \$1 million per year, and overseeing the largest parks expansion in Gresham history during his time as City Manager.

But beyond his many local contributions, Erik also contributed broadly to the profession, and the State of Oregon. He served two terms on the Department of Public Safety Standards and Training Board of Directors, and served as the League of Oregon Cities representative on the Transportation and Growth Management Advisory Committee. He was also part of a small, informal working group with housing-industry partners that forged the path forward for the creation and methodology of System Development Charges in Oregon, simultaneously facilitating growth and stable infrastructure financing.

It was these broader contributions to local government and city management that earned Erik the League of Oregon Cities' highest honor for public administrators, the Herman Kehrli Award, in 2013. But beyond those contributions to the profession, Erik also contributed to public management in Oregon through the many people he mentored, taught, and advanced in the field. The undersigned nominators have all benefited tremendously by learning from Erik, as he managed with humility and grace, and insisted on defused leadership models that forced collaboration, even when it was difficult to obtain. There are no doubt hundreds of public servants in Oregon who have been deeply impacted by Erik's career, and his impact will carry forth in their work for decades beyond his retirement.

Erik has given his career to the noble pursuit of public service at the local level in Oregon. His impact is deep and his reach is far. We believe his contributions merit lifetime membership in OCCMA and we strongly encourage the board to honor his service accordingly.

Sincerely,



Eric Chambers
Govt. Relations Dir.
City of Gresham



Rachael Fuller
City Manager
City of Hood River



Stephanie Betteridge
Chief Innovation Officer
City of Bend

Michael Jordan
Director, Bureau of Env. Svcs.
City of Portland



TO: OCCMA Membership
FROM: Spencer Nebel, President OCCMA
DATE: September 30, 2020
SUBJECT: Report from the OCCMA Ethics Committee

The Ethics Committee has had a busy year in 2020. The Committee has received three complaints this year.

The Ethics Committee provided a three-member fact-finding committee to address an ethics complaint of an Oregon manager as requested by ICMA. As a result, the ICMA Executive Board voted to publicly censure and expel from membership former Damascus, Oregon City Manager Richard Carson for conduct in violations of Tenets 3 and 7 of the ICMA Code of Ethics.

OCCMA has adopted the ICMA Code of Ethics as a standard for professional conduct by our members, as well. OCCMA has a parallel process for investigating and adjudicating complaints of possible violations of the code by OCCMA members who are not ICMA members through our Ethics Committee. The Ethics Committee is currently investigating two alleged violations of the Code of Ethics by OCCMA members who are not members of ICMA. The OCCMA Board adopted interim provisions for addressing the investigation of complaints against OCCMA members which parallels ICMA's process. At the conclusion of the review process, cases may be closed where no violation has been determined, a private censure may be issued for ethics violations, a public censure may be issued, and/or OCCMA may expel, bar, or revoke membership for a violation of the Code of Ethics. This process is a confidential process unless it is determined that the appropriate action is a public censure, or revocation of OCCMA membership.

Respectfully submitted,

Spencer R. Nebel
Chair
OCCMA Ethics Committee



Date: September 30, 2020
TO: OCCMA Membership
FROM: OCCMA Audit Committee
RE: Report from the Audit Committee

Annually, the Audit Committee conducts a review of various financial transactions conducted by the League of Oregon Cities on behalf of OCCMA to assure that expenses and revenues have been appropriately accounted for in the financial records for the Association.

The Audit Committee met on September 25 with Jamie Johnson-Davis, Finance Director for the LOC, to initiate this process for the 2019 calendar year. This review was conducted virtually due to COVID-19. Following this meeting, Jamie forwarded requested information electronically to the Audit Committee members. This information was reviewed, and questions were forwarded to Jamie with responses provided back by Jamie. The Audit Committee members found no irregularities with the financial transactions conducted by the LOC on behalf of OCCMA.

The Committee is also recommending that the Board conduct independent financial review of the financial records. This is a recommendation that came to the Board by the Audit Committee two years ago. The Board will decide on whether to go forward with a review at their November Board meeting.

Respectfully Submitted,



Dan Huff, Spencer Nebel, and Steve Powers
on behalf of the Audit Committee



OCCMA

**Oregon City/County
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Agenda

TO: OCCMA BOARD OF DIRECTORS

FROM: PROJECT COORDINATOR-AFFILIATES KELLY RICHARDSON

SUBJECT: LOC CONFERENCE OVERVIEW

DATE: OCTOBER 3, 2020

CC: FILE

Here is an overview of the results of the 2020 Summer Conference Survey.

1. Was the virtual platform convenient: 43 Strongly agree and 1 Strongly disagree
2. Was the conference held at a good time of year: 40 Strongly agree, 2 Neither, 1 disagree
3. Support for Local Business session: 18 Above average, 8 Excellent, 17 Average
4. Managing Outside of Race and racial justice session: 11 Excellent and 32 Above average
5. Round Robin: about a 50-50 split between Average and Excellent
6. Working remotely: again 50-50 split between Average and Excellent
7. New approaches to citizen involvement: 3 way split between Excellent, Above Average and Average.
8. Wes Hare Closing 50-50 split between Excellent and Above Average
9. General Comments:
 - Thank you for starting the discussion on social justice. It needs to happen, and I found this session very interesting and informative.
 - I can't thank the committee enough for working hard and putting such a nice conference together.
 - As always, the sessions were dynamic, speakers were good, and the topics were great.
 - Awesome and amazing job.
 - Great job Martha!
 - No disrespect to the keynote but the keynote seemed like a travelogue and wasn't integrated with the advice that seemed tacked on at the end.



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- I was uncomfortable with keeping my camera on all of the time
- The keynote was primarily a self-promoting windbag. We need to get away from some of the egos that this profession often promotes.
- Good overall, but it's too bad we could not get together in Bend
- Networking far exceed my expectations, good meaningful conversation in the break-out session
- For a first time zoom conference well done
- I wished there would have been more time spent on BLM and other topics.
- Great job and thanks
- It would have been nice to see a visual for "support for local businesses"
- Session should be less scripted more collaborative and shorter in length
- Well timed and helpful
- Good conference well timed and helpful, thank you.
- I really appreciated hearing from Marc Ott.



Date: September 30, 2020

TO: OCCMA Membership

FROM: OCCMA Host Committee Co-Chairs

RE: Report on the 107th ICMA Conference, Portland Oregon October 3-6, 2021

Background

What a difference a pandemic creates when it comes to conference planning! ICMA just completed its first virtual annual conference on September 23-26. This conference was originally slated to be held in Toronto, Ontario, but due to COVID, the in-person conference was replaced with a virtual conference. As co-chairs, we have been working closely with Jeremy Figoten, Director, Conferences and Sponsorship ICMA, regarding planning for the 107th Conference to be held in Portland, Oregon. Prior to the pandemic, ICMA was making various changes in the role of host committees relating to ICMA conferences. This included having one schedule for all conference sponsorships, instead of having the host committees develop their own template for sponsoring host committee events, and ICMA having its own schedule for sponsorships for the conference. A fundamental change in planning is that Jeremy is requesting that the Host Committee play a role in identifying potential local sponsors with ICMA then taking the lead on entering into agreements with those sponsors for ICMA events, including traditional Host Committee events. The traditional role of the Host Committee would continue to involve identification of various venues, events, presenters, workshops and other related issues that would be incorporated in the overall conference.

Normally, the Host Committee would have an active presence at the prior year conference, and would have folks wearing logo apparel promoting the Portland conference, including staffing a booth promoting the Portland conference. These responsibilities dramatically changed with COVID. OCCMA providing a brief virtual welcome at the beginning of Saturday's session with a promotional film about Portland. This year we did not have that personal contact with attendees in Toronto. The good news is that we saved a lot of money with the three of us participating in a ZOOM meeting to record our welcome to the conference instead of preparing a booth, providing gifts, and shirts to members participating in the conference. The virtual welcome will continue to be used to promote the Portland conference in 2021 on ICMA's website.

The second major issue that would be coming up in mid-November is the hosting of the ICMA Conference Planning Committee. This, too, will be altered in one of three ways. The meeting may be held virtually in November; the meeting could be held as a hybrid meeting with some folks participating in Portland and the balance of the Planning Committee participating virtually; or the meeting may be pushed back into January or February to

have the potential for an in-person meeting in Portland. Our bet at this point is that this meeting will be held virtually, perhaps with some ICMA staff physically being in Portland. We will keep the Host Committee updated on this issue. This is traditionally a time in which possible venues are identified for social events, athletic events, and workshops, and other similar efforts are reviewed with ICMA and the ICMA Planning Committee

The other significant issue that we have discussed with ICMA is the point in which a decision would be made to either have an in-person conference in Portland, potentially a hybrid conference (in-person and virtual) or a second virtual conference instead of having a conference in Portland. Jeremy Figoten has indicated that he believes a decision would have to be made by March or April of 2021 on which alternative ICMA would pursue for the 2021 conference.

In the spirit of 2020, a full host committee had been scheduled during the week of Labor Day, but with the state of Oregon experiencing historic fires on that day, that meeting was cancelled. We will be scheduling a full Host Committee meeting following the League of Oregon Cities annual conference later in October. As we have all experienced in 2020, being nimble, flexible and ready to act is the name of the game. We believe that it is important for us to move forward with planning an in-person conference in Portland, knowing that circumstances beyond our control may dictate whether this conference occurs or not.

Fiscal Report

OCCMA has levied a dues surcharge for the 2021 conference since 2013. The total cash generated by the surcharge and appropriations by the Board carried over in 2019 was \$89,307. The Board contributed surplus funds from last year's conferences and the surcharge from 2019 for a total amount of \$46,500 as part of the 2020 budget. Total cash on hand is \$135,807. In addition, OCCMA has received several other commitments for supporting our Host Committee efforts including \$50,000 from the state of Washington, \$10,000 from Travel Oregon, and \$30,000 from the League of Oregon Cities. Total funding for supporting the 2021 conference is in the total amount of \$225,807 to address Host Committee responsibilities. Please note that our financial obligations have been reduced by our virtual presence at ICMA's UNITE Conference and we will have potential savings by not having obligations to host the Planning Committee in Portland, if that becomes a virtual event, as well. We may have enough committed funds to meet our obligations with ICMA that will help reduce the ticket price for various special events related to the Portland conference. We are looking for further direction from Jeremy on this issue.

We appreciate everyone's assistance up to this point. It has been awkward putting a pause on our planning efforts, however, we will need to be ready to move ahead with planning for the conference assuming that this conference will be held at least, in part, in person in Portland in October 2021.

Respectfully submitted,

Joseph Gall, City Manager of Sherwood,
Eileen Stein, Credentialed City Manager
Spencer Nebel, City Manager of Newport,
OCCMA Host Committee Co-Chairs



Agenda

Nominating Committee Report

Slate of Candidates –

President-Elect Susie Marston, City Manager, Gervais

Directors

Rachel Fuller	City Manager	Hood River	12/2023	Eastern
Zoe Monahan	Asst. City Manager	Wilsonville	12/2023	Metro
Adam Brown	City Manager	Ontario	12/2023	Eastern
Heidi Bell	City Manager	Donald	12/2022	Valley

Continuing Board Members –

President Steve Powers, City Manager, Salem

Past President Spencer Nebel, City Manager, Newport

Directors

Aaron Palmquist, City Manager, Irrigon (2021)

Brian Sjothun, City Manager, Medford (2021)

John Walsh, City Manager, St. Helens (2021)

Dan Huff, City Manager, City Molalla (2022)

Secretary-Treasurer Mike Cully, Executive Director, League of Oregon Cities

Retiring Board Members –

Ben Bryant, Assistant City Manager, Happy Valley (2020)

Robb Corbett, City Manager, Pendleton (2020)

Sean O'Day, Executive Director, MWVCOG (2020)

Potential Motion

"I move to approve the slate of candidates as recommended by the OCCMA Board of Directors."



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TO: OCCMA BOARD OF DIRECTORS AND MEMBERSHIP

FROM: PAST PRESIDENT WINE

SUBJECT: OUTGOING BOARD MEMBERS

DATE: OCTOBER 7, 2020

CC: KELLY RICHARDSON, LOC STAFF

Rob Corbett of, Pendleton
Ben Bryant, Happy Valley