



OCCMA Board of Directors Meeting

October 13, 2020 | 4:00 pm – 6:00 pm

via Zoom

<https://us02web.zoom.us/j/83086957191?pwd=WHRMW XFzVnZDVXVxeVFMZDVUNGxjZz09>

Meeting ID: 830 8695 7191

Passcode: 159149

One tap mobile

+13462487799,,83086957191#,,,,,0#,,159149# US (Houston)

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AGENDA

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- J. **Other Business** (*Spencer Nebel*)
- K. **Adjournment** (*Spencer Nebel*)
- L. **Executive Session To Discuss Ethics Complaint (Spencer Nebel)**.....

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

Protocols for a Board Meeting in Zoom

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

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

Agenda

TO: OCCMA BOARD OF DIRECTORS

FROM: PROJECT COORDINATOR-AFFILATES, KELLY RICHARDSON

SUBJECT: ZOOM VOTING AND REGISTRATION FEATURES

DATE: SEPTEMBER 29, 2020

CC: PACKET

Executive Summary

The purpose of this agenda item is to provide a summary or statuses, for the upcoming Membership Meeting

The LOC staff has reviewed several options with regard to tracking votes during the upcoming annual membership meeting:

1. Zoom's polling feature will allow us to predevelop questions/slate of candidates and get real-time results. It will also allow us to pull reports at a later date to see how each Mayor voted, which will work great for the minutes. If there is a nomination from the floor, a poll can be generated on the fly and then published to the membership to allow for voting, all while capturing the vote.
2. Registration feature will allow us to have an electronic sign in sheet, which will again help with the minutes.



OCCMA Board of Directors Meeting

September 14, 2020 | 1:00 pm – 2:00 pm | League of Oregon Cities, Salem

League of Oregon Cities Zoom Video

<https://us02web.zoom.us/j/88496278349?pwd=cmRoMVg0VnJqZ25NVHJZT3RWZ3NQUT09>

Meeting ID: 884 9627 8349

Passcode: 046864

One tap mobile

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MINUTES

Board Members:

Spencer Nebel, President – Present

Steve Powers, President-Elect – Present

Marty Wine, Past President – Present

John Walsh, Director – Present

Dan Huff, Director – Absent

Mike Cully, Secretary, LOC – Present

Brian Sjothun, Director – Present

Susie Marston, Director – Present

Rob Corbett, Director – Present

Aaron Palmquist, Director – Present

Ben Bryant, Director – Present

Adam Brown, Director - Present

Staff:

Kelly Richardson, Project Coordinator – Affiliates – Present

Patty Mulvihill, General Counsel – Present

Other:

Gary Millman, Senior Advisor – Present

David Clyne, Senior Advisor - Present

Megan Phalen, City Manager Lake Oswego - Present

A. Welcome & Roll Call

1:02 pm

President-Spencer Nebel called the meeting to order at 1:02 pm.

B. Discussion of Zoom Protocols

Project Coordinator-Affiliates, Kelly Richardson presented the zoom protocols to the board which can be read in their entirety as attached in the board packet.

C. Discussion Regarding Parliamentarian at the October Business Meeting

Kelly Richardson, Project Coordinator-Affiliates, with LOC presented a memo to the board informing them with Sean O'Day gone they will need to choose a parliamentarian for October. President Nebel let the board know if someone didn't volunteer he would appoint one at the October meeting.

D. Consent Calendar:

1. Minutes of the July 10, 2020 OCCMA Board Meeting
2. Current Financial Report
3. Summary of All Transactions by Vendor
4. Summary of All Contracts Executed on Behalf of OCCMA

It was moved by Aaron Palmquist and seconded by Rob Corbett to approve the consent calendar as presented. The motion passed unanimously (9 Yes (Nebel, Powers, Marston, Wine, Walsh, Corbett, Bryant, Palmquist, Sjothun, . 0 No, 0 Abstain, 1 Huff, - Absent.

E. Nominating Committee Report/Slate of Candidates Past President Wine presented the 2021 slate of candidates to the Board. The entire memo can be read in its entirety in the attached packet.

OCCMA received six applications, listed in the table below, to fill three available 3-year board positions. Retiring board members include:

- Ben Bryant, Assistant City Manager, Happy Valley (2020)
- Robb Corbett, City Manager, Pendleton (2020)
- Sean O'Day, Executive Director, MWVCOG (2020; filled by 2020 appointment of Adam Brown)

Name	Role	Organization	Population	Region	Position Sought
Rachael Fuller	City Manager	Hood River	8,305	East	Director
Adam Brown	City Manager	Ontario	11,485	East	Director
Rodger Craddock	City Manager	Coos Bay	16,700	South	Director
Heidi Bell	City Manager	Donald	990	Valley	Director
Chris Workman	City Manager	Philomath	4,900	Valley	Director
Zoe Monahan	Assistant to the CM	Wilsonville	25,635	Metro	Director

The committee recommends the following slate of candidates.

President-Elect: Susie Marston, City Manager, Gervais

Directors: Adam Brown (2023), Rachael Fuller (2023), Zoe Monahan (2023), Heidi Bell (2022)

It was moved by Aaron Palmquist and seconded by Ben Bryant to approve the 2021 slate of candidates and recommend the slate to the membership in October at the annual membership meeting. The motion passed unanimously (9 Yes (Nebel, Powers, Marston, Wine, Walsh, Corbett, Bryant, Palmquist, Sjothun, . 0 No, 0 Abstain, 1 Huff, - Absent.

F. LOC Board Nomination Recommendation President Nebel explained the process followed to choose this year's candidate for the LOC Board of Directors. There was discussion between Board members on which candidate they felt the best suited to move forward, following the brief discussion there was a roll call style vote taken of the Board members and John Walsh was chosen to serve on the LOC Board.

Steve Powers nominated John Walsh and David Clyne supported the nomination and by a roll call vote John Walsh will be presented to the LOC Board. The nomination passed unanimously (9 Yes (Nebel, Powers, Marston, Wine, Walsh, Corbett, Bryant, Palmquist, Sjothun, . 0 No, 0 Abstain, 1 Huff, - Absent.

G. Lifetime Membership Application Review President Nebel presented the nominee to the Board following a very brief discussion in support of the applicant it was moved to allow Erik Kvarsten lifetime membership moving forward. The Board discussed briefly that Board members wanted some type of presentation done at the summer conference from now on rather than just a vote taken at a meeting.

It was moved by Susie Marston and seconded by Marty Wine to approve the Lifetime membership to OCCMA to Erik Kvarsten. The motion passed unanimously (9 Yes (Nebel, Powers, Marston, Wine, Walsh, Corbett, Bryant, Palmquist, Sjothun, . 0 No, 0 Abstain, 1 Huff, - Absent.

H. Northwest Women's Leadership Academy Contract Project Coordinator-Affiliates Kelly Richardson presented an updated/addendum two to the Board. The addendum can be read in its entirety in the attached packet.

President Nebel requested staff place on the October agenda a discussion regarding the possibility of granting NWWLA members OCCMA membership for 2021.

It was moved by Aaron Palmquist and seconded by Susie Marston to approve the NWWLA Addendum number two with a fee of \$2500.00 as presented. The motion passed unanimously (9 Yes (Nebel, Powers, Marston, Wine, Walsh, Corbett, Bryant, Palmquist, Sjothun, . 0 No, 0 Abstain, 1 Huff, - Absent.

I. 2020 Retreat Location Project Coordinator-Affiliates Richardson asked the Board for direction regarding the upcoming Board retreat. The consensus of the Board was due to the pandemic restrictions

it was best to have a virtual retreat. President Nebel stated that he would discuss logistics with President Elect Powers and bring back something for the board in October.

J. Discussion/Expectations of Committee Meetings Project Coordinator-Affiliates Richardson asked Board members their expectations of staff time and roles during committee meetings specific to minutes. It was the consensus of the Board and request of President Nebel to bring this subject matter back for discussion at the November Board retreat.

K. Other Business, there was no other business discussed.

J. Adjournment President Nebel adjourned the meeting at 2:01 pm

APPROVED by the OCCMA Board of Directors on October 13, 2020.

ATTEST:

Mike Cully, Secretary-Treasurer

Spencer Nebel, President



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

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2020 Budget vs. Actual

Agenda

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



OCCMA
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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
Beginning Cash					
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



Oregon City/County Management Association

TRANSACTION LIST BY VENDOR

July - August, 2020

Agenda

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Gary Milliman						
07/28/2020	Bill		Yes		3-2099 Accounts Payable	489.84
Harrisburg						
08/24/2020	Bill		Yes		3-2099 Accounts Payable	50.00
Lane Council of Governments						
08/24/2020	Bill		Yes		3-2099 Accounts Payable	500.00
LOC						
07/14/2020	Bill Payment (Check)	3130	Yes		3-1001 Checking	6,437.49
PSU-Center for Public Service						
08/13/2020	Bill	21-001	Yes		3-2099 Accounts Payable	8,272.00
08/23/2020	Bill Payment (Check)	3009a	Yes			0.00
Stayton						
08/31/2020	Bill		Yes		3-2099 Accounts Payable	75.00



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

Agenda

TO: Board of Directors

FROM: Spencer Nebel, President OCCMA

DATE: September 30, 2020

SUBJECT: Provisional Appointment to Fill Vacancy on the Board of Directors

Background

The Nominating Committee has prepared a recommended slate of officers for the 2021 calendar year. The Board has accepted this slate of officers with the election occurring at the annual membership meeting on October 14. The Nominating Committee has recommended that Board member Susie Marston be nominated to fill the position of President-elect. While this decision won't be formally made until the membership meeting, Susie's election as an officer will leave a vacancy for a director's position for a term that expires 2022.

The Nominating Committee is recommending that the Board appoint Heidi Bell, City Manager of Donald, to fill the remaining two years of Susie's Board term. In order for Heidi to participate in the November Board Member and Retreat, I would recommend the Board make an appointment conditioned upon Susie's election as President-elect at the October Board meeting.

Appointment of vacancies of a Director's position is a responsibility of the Board of Directors.

Recommendation

I recommend the Board consider the following motion:

I move to appoint Heidi Bell, City Manager of Donald, to fill the vacancy on the Board of Directors expiring in 2022, subject to the election of Susie Marston as President-elect of OCCMA.

Respectfully submitted,

Spencer R. Nebel
President of OCCMA



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

Agenda

TO: OCCMA BOARD OF DIRECTORS

FROM: KELLY RICHARDSON, LOC PROJECT COORDINATOR-AFFILIATES

SUBJECT: FALL BOARD RETREAT

DATE: SEPTEMBER 24, 2020

CC: FILE

At the January 2020 Board meeting it was motioned to have the 2020 Board retreat in the Portland metro region. With the pandemic, focus on this retreat has been delayed. At the September 14, 2020 Special meeting of the Board it was decided, due to the pandemic, the retreat would need to be virtual. As we begin to build the information presented at the retreat, staff believes a discussion/decision needs to be made or direction given to staff or the PDC.

LOC staff just needs direction to make it everything the Board expects.

Thank you,
Kelly



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

Agenda

TO: LOC Nominating Committee

FROM: Spencer Nebel, President OCCMA

DATE: October 2, 2020

SUBJECT: Recommendation to Nominate John Walsh, City Manager of St. Helens, to the LOC Board of Directors of Directors.

Earlier this year, the LOC bylaws were amended as it relates to the election of an individual who holds an appointed position with a member city. Section 8(B)(1)(d) now requires the Nominating Committee to “accept the recommendation of the Oregon City/County Management Association (OCCMA) regarding any positions reserved for an individual who holds an appointed position with a member city, provided the OCCMA in putting its recommendation considers the current composition of the Board and the criteria identified in Section 8(B)(1)(a)(c)(g).” On August 20, notice was sent to members of OCCMA requesting they submit an application of interest to fill the LOC Board of Directors position designated for city managers, city administrators, and assistants. The deadline for applicants was September 9. In special session on September 14, the OCCMA Board reviewed applicants to make a recommendation to the Nominating Committee.

OCCMA received two applications from managers, which included John Walsh, City Manager for St. Helens, and Nick Green, the City Manager for John Day. In making a recommendation, the Board considered the demographics of the two appointed members currently serving on the LOC Board of Directors which includes Scott Derrickson from the City of Woodburn, and Byron Smith from the City of Hermiston as well as the Board.

In making a recommendation to The Nominating Committee, the Board considered several factors relating to the two applicants.

Regarding the geographic distribution, applicant Nick Green would be in the same region as Byron Smith from the City of Hermiston and an elected official, as well. Our other applicant, John Walsh is in Region 1 which currently is not represented by an appointed or elected official. Mr. Green would add a small city manager representative to the Board where none currently exists among the appointed officials serving on the Board. The Board also considered contributions that the individuals have made to both OCCMA and LOC. Membership to the Internal City/County Management Association (ICMA) was also considered.

After considering these various factors, the Board made the following to the LOC Nominating Committee:

The OCCMA Board of Directors recommends the nomination of John Walsh, City Manager of St. Helens, to fill the open position on the LOC Board of Directors reserved for an individual who holds an appointed position for a member city.

The Board also encouraged Mr. Green to continue his growing involvement with both LOC and OCCMA. As we go forward under the new bylaw provisions, we will actively promote this new process to maximize the diversity of the appointed members serving on the League of Oregon Cities on behalf of OCCMA, I would like to thank the LOC Board of Directors for making the changes to the nomination process that have in the past have created some level of confusion as to the role OCCMA was playing in the nomination process. I wish the Nominating Committee well in your difficult decisions to select members for consideration of the membership for election to the LOC Board of Directors.

Respectfully submitted,

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

Spencer R. Nebel
President of OCCMA

cc: OCCMA Board of Directors
Kelly Richardson, LOC
Patty Mulvihill, LOC
Mike Cully, LOC



OCCMA

**Oregon City/County
Management Association**

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TO: Board of Directors

Agenda

FROM: Spencer Nebel, President OCCMA

DATE: September 30, 2020

SUBJECT: Membership for NW Women's Leadership Academy Cohorts

Background

At the September 14 special Board meeting, an amendment of an agreement with the League of Oregon Cities was authorized relating to the with NW Women's Leadership Academy. Under this agreement, LOC will provide services necessary for the operations of the academy. In 2018, there was discussion with the Board of Directors about the possibility of providing free membership for the cohorts enrolled in the NW Women's Academy. OCCMA affiliate membership would provide additional professional support for those individuals enrolled in the academy that year. Membership would run from January to December for those participants who are not currently members of OCCMA. It is hoped that some of these members will continue membership, if eligible, in OCCMA following their completion of the academy. Affiliate membership is intended for any person who fills a position in a general purpose, local government, or council of governments.

Recommendation

I recommend the Board consider the following motion:

I move to extend a complimentary affiliate membership to cohorts duly enrolled in the NW Women's Leadership Academy for the calendar year, provided the enrollee is not currently a member of OCCMA.

Respectfully submitted,

Spencer R. Nebel
President of OCCMA



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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.



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Agenda

TO: OCCMA BOARD

FROM: ROBB CORBETT, POLICY AND BYLAWS COMMITTEE

SUBJECT: PROPOSED AMENDMENT TO ANNEX RE: COACHING

DATE: SEPTEMBER 29, 2020

CC:

Bylaws subcommittee was tasked in the 2020 Action Plan to review Policy Annex Article 7 regarding the OCCMA Coaching Program as the program was not functional.

In March the board directed the committee to rewrite the Policy Annex to align with ICMA's coaching program. The Committee drafted language and also met with ICMA West Coast Regional Director Pat Martel. The Committee also met with the OCCMA Committee Support for Members to discuss some cross over issues and insure our work was complimentary to theirs.

Having arrived at language supported by each committee, for the boards consideration, the Bylaws Committee recommends that Article 7 of the OCCMA Policy Annex be replaced with the attached language.



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Agenda

Annex 7 Coaching Program

Section 1. PURPOSE: The purpose of the Coaching Program shall be to create an opportunity to bring together a new member or member new to Oregon, with an experienced member. The experienced member, or Coach, provides assistance, advice, counsel and support to the new member. OCCMA has an affiliation with International City Managers Association (ICMA) who will assist the member to obtain a coach. Every effort will be made to obtain a coach who is also an Oregon manager.

Section 2. ASSIGNMENT OF COACHES:

1. Register on "CoachConnect" at <https://icma.org/icma-coaching-program>. You do not need to be a member of either ICMA or OCCMA to participate.
2. You will be invited to choose a prospective coach. Once completed, the system will connect coaches and prospects by email.

Section 3. OCCMA's Role. OCCMA will support the ICMA coaching program for its members by identifying adequate numbers of coaches who are familiar with being a manager in Oregon. Coaches will be appointed by the President, prior to and announced at the annual meeting. A minimum of 3 coaches will be appointed with an emphasis on diversity.

The association will also support the program by promoting the program to its membership. A web page will be created which points members to the ICMA coaching program and the association will write an article about the program in its magazine at least annually.



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Agenda

Date: September 30, 2020
TO: Board of Directors
FROM: OCCMA Audit Committee
RE: Financial Review for 2019 OCCMA Financial Records

Background

On Wednesday, September 25 Dan Huff, City of Molalla, Steve Powers, City of Salem, and Spencer Nebel, City of Newport, met virtually with Kelly Richardson and Jamie Johnson-Davis, Accountant for the League of Oregon Cities, to conduct a financial review for the 2019 Fiscal Year as part of the Audit Committee responsibilities.

Review of Financial Procedures

Jamie Johnson-Davis provided an overview to the Audit Committee of how revenues are received, and how payment for expenses are authorized within LOC on behalf of OCCMA. LOC also maintains accounts for other organizations, such as the Mayors Association, the City Attorneys Association, and others, all as separate financial accounts. Receipts are not co-mingled, except in cases such as the Fall Workshop, where fees for the event are included in the LOC's Annual Conference registration process. There appears to be a segregation of duties among LOC staff collecting revenues and accounting for the revenues.

OCCMA checks are received, opening and logged by the administrative assistant. The log is received and reviewed by the accountant with checks being deposited by the accountant. Accounts are reviewed by the appropriate LOC staff to determine that the funds are being appropriated to the proper accounts.

Payment of expenses (through a payment request form) are submitted by appropriate LOC staff to the LOC accountant. A report is run and emailed to President-elect Steve Powers, Suzie Marston, and Joe Gall (for the Host Committee) to review and approve. Once approved, payments are authorized through Mike Cully, and the front office mails out weekly payments. Bank statements are reconciled by the accountant.

Review of Financial Records for 2019

The Audit Committee conducted its review virtually to conclude the audit. Jamie Johnson-Davis provided electronic copies of transaction lists by vendors, check detail, statements for review of transactions over three separate months as requested by the Committee. Within this, the Committee selected specific transactions to review electronically to complete this task. Several questions were asked. Jamie provided satisfactory responses to those questions. No problems or irregularities were encountered with the data reviewed. We appreciate Jamie's efforts to scan and provide data for this virtual review.

Recommendation

The Audit Committee discussed the previous thoughts of conducting an audit of OCCMA's financial records. After cost estimates were obtained for an independent audit in 2019, the Board requested further direction on what steps would be appropriate regarding some sort of independent review. The Audit Committee is recommending that the Board consider a financial review to assure that financial records and allocation of costs between OCCMA and LOC, as well as other organizations that LOC tracks revenues and expenses for, are accurately reflected in our financial reports.

The Audit Committee has requested that Jamie Johnson-Davis obtain proposals for conducting a limited financial review versus an independent audit record. A recommendation will be forthcoming to the Board on this for our November Board meeting.

Respectfully Submitted,



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



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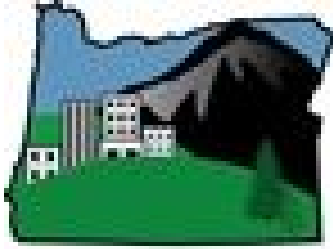
Agenda

Date: September 24, 2020
To: OCCMA Board of Directors
From: Susie Marston, Chair of Support for Managers Committee
Re: Report on 2020 Activities of the Support for Managers Committee

The Support for Managers Committee is made up largely of Oregon's eight senior advisors: Sheila Ritz, Dave Waffle, Gary Milliman, Dan Bartlett, Wes Hare, David Clyne, Larry Lehman and Dave Kanner. I am joined by Tom Pessimier, City Manager for Independence. Greg Bielawski, ICMA Senior Advisor Program Coordinator and Pat Martel, ICMA West Coast Region Director, join us on most of our calls to share updates. Our group meets by conference call/Zoom every third Thursday of the month to discuss objectives we have been tasked with by the Board and for the senior advisors to report on their monthly activities with members in their assigned regions.

Our committee has been co-tasked with the Bylaws Committee on working with ICMA to increase the number of Oregon communities participating in the coaching program, determine the future of an OCCMA-specific coaching program and determine how it is different or the same as the work of Senior Advisors. The work of the senior advisor program is not the same as a coaching program. Senior advisors work in more of a supportive and counseling way and not in a technical and mentoring way, as the coaching program does. OCCMA does not have an active coaching program, and we are currently working with the Bylaws committee to potentially revise the policy annex to allow for OCCMA to support ICMA's coaching program by promoting it to our membership and also identifying individuals familiar with managing in Oregon to participate as coaches in ICMA's program. The role of the Support for Managers Committee would be to promote this program to the membership. This continues to be a work in progress and we hope to have draft language for the Board's consideration in the near future.

Dave Waffle put together the attached "Welcome to Oregon Local Government Management" packet, which has been reviewed by our committee. The intent of this welcome packet is to satisfy the 2020 work plan objectives for the Support for Managers group. The 2020 OCCMA budget allocates \$10,000 for marketing materials and supplies. The Senior Advisors suggest both a digital version of this packet as well as a hard copy version that can be mailed or delivered to managers and administrators who are coming into Oregon or taking new positions. **We are seeking the Board's review and approval of this welcome packet for the Senior Advisors to distribute to new managers in Oregon.**



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Welcome to Oregon Local Government Management

[update letter on a regular basis]

October 2, 2019

Nikki Messenger
City Manager
900 SE Douglas Ave.
Roseburg, OR 97470

Dear Nikki,

Congratulations on your appointment as City Manager of Roseburg! As President of the Oregon City/County Management Association (OCCMA), I would like to extend an invitation to you to join our association and to start enjoying the benefits of membership right away. Membership in OCCMA is open to all managers, administrators, assistant managers and assistant to city managers/administrators in local government in Oregon. Visit our website at www.occma.org for current information and activities.

The mission of OCCMA is to support professional management in local government. Our objectives are:

1. To provide professional development.
2. To provide personal support to managers and facilitate communications; and
3. To represent and promote the profession.

OCCMA achieves these objectives through trainings, conferences, ongoing communication with and among members, and the ICMA Senior Advisor program. OCCMA sponsors three major activities throughout the year. The managers focus on professional topics and training at the Northwest Regional Managers' Conference – a conference held in early spring each year in conjunction with the Washington, Idaho and Alaska management associations. The OCCMA Summer Conference, held in July, provides the opportunity for developing professional/personal skills and direct networking with our colleagues. Finally, as an affiliate group of the League of Oregon Cities, the Association holds its annual business meeting and a one-day training session each year at the League Conference in September.

In addition, OCCMA sponsors or co-sponsors more specialized seminars and training programs at a variety of locations in Oregon and the Northwest. We publicize the availability of these programs on our website and through our quarterly newsletter sent to all members. Members can access the newsletter archive on the OCCMA website, along with the online membership directory.

Throughout the year, managers can stay connected with and ask questions of fellow managers on the OCCMA listserv; an extremely valuable service when members need to do a quick survey or find out how other managers have dealt with a pressing problem.

The ICMA Senior Advisor program connects retired managers to those still working in the field for the purpose of providing advice, counsel and support. Every OCCMA and ICMA member in

Oregon has a senior advisor assigned to them, although members are welcome to reach out to any of the senior advisors at any time. The Senior Advisor designated for your area is listed at the bottom of the letter. A complete Senior Advisor roster is enclosed. Also enclosed is the list of the current board members of OCCMA. We are also at your service.

The board and I hope that you will become an active member and participate fully in the organization. Get started by filling out and returning the enclosed membership form. If you are in the Newport area, please stop by my office for a visit. If you have any membership questions, feel free to contact [LOC staff] at x@orcities.org or (503) 540-6566.

Sincerely,

Spencer Nebel City Manager, Newport
2020 OCCMA President
S.Nebel@NewportOregon.gov

541.574.0601

cc: insert senior advisor name here

Here are some websites that can provide a lot of valuable information.



Oregon City County Management Association

(<https://www.occma.org/>) - please consider joining OCCMA as soon as you can. It's the best way to stay in touch with other managers, particularly through the LISTSERV function with almost daily requests for information from your colleagues. There are several conferences

each year. The summer conference is very family oriented. The fall conference is a half-day professional development opportunity held in conjunction with the LOC annual convention. The 2021 OCCMA Summer Conference will be held in July in Bend, OR at the Mt. Bachelor Village Resort.



League of Oregon Cities (<https://www.orcities.org/>) - this is an important service for you, city staff and elected officials. The League of Oregon Cities (LOC) has many reference documents and their Topics A-Z page is a plethora of information contributed by member cities and links to other websites, arranged by topics, that you can use in your work. You'll find the city officials

"steal" regularly from each other to develop sound program and ordinance recommendations to their elected officials. LOC is republishing its Oregon Municipal Handbook

(<https://www.orcities.org/resources/reference/city-handbook>). This document is continuously being revised so we suggest you bookmark this site to see the updated materials as they become available.

LOC also sponsors regional meetings of the smaller cities of the state on a quarterly basis. These are for elected officials and chief administrators. It's a chance to learn what is going on at the League, share city news and network. Small Cities meetings are listed here:

(<https://www.orcities.org/education/training/loc-training-calendar/details/loc-small-cities>). The meetings run from 11:00-1:00 with lunch provided by the host city.



International City County Management Association (<https://icma.org/>) - The International City County Management Association (ICMA) is the professional association for local government administrators. ICMA offers a plethora of research reports, professional publications, training and conferences. ICMA also maintains and enforces a code of ethics to which all

managers are asked to adhere, whether they are ICMA members or not. A copy of the ICMA Code of Ethics is included in this welcome packet. ICMA's international conference is in Portland in October 2021 with scholarships for new managers. Entry level dues are only \$150 for the first year.



Oregon Budget Law (<https://www.oregon.gov/DOR/programs/property/Pages/local-budget.aspx>) - All local governments are obligated to adopt a budget by June 30, of each year or by June 30 of the second year of a biennial budget.. There are videos,

manuals and training announcements available on this website. The Department of Revenue also have an email service to keep you up to date on changes in regulations and training opportunities. Oregon's budget law requires a citizen-based Budget Committee to review and recommend the budget to the governing board prior to adoption. Often the City Manager or Administrator is the designated Budget Officer for the community even if most of the responsibilities are delegated to other staff to perform.

Basic budget process information can be found here:

https://www.oregon.gov/dor/forms/FormsPubs/local-budgeting-oregon_504-400.pdf.



Land Use and Transportation Planning

<https://www.oregon.gov/LCD/Pages/index.aspx> - Oregon has a unique land use and transportation planning system requiring each local government to be in compliance with the 14 Statewide Planning Goals. Not all goals apply to each community as there are goals which pertain only to the coast or the Willamette River Greenway. The rigorous process of making most land use or transportation decisions are fact based and the respective decision-making body must make "findings of fact" to support the decision. One introductory resource is this guide:

https://www.oregon.gov/lcd/Publications/Intro_Guide_LandUsePlanning_SmallCitiesCounties_2007.pdf

Most of the professional organizations of local government officials have a statewide group here in Oregon. You can ask your Senior Advisor or members of your staff to find out more about those groups. Some of the more popular groups are:

Oregon Association of Municipal Recorders: <https://www.oamr.org/>

Oregon Association of Counties: <https://oregoncounties.org/>

The ICMA Senior Advisor Program

A significant benefit of membership is access to the Senior Advisor Program. This ICMA-OCCMA program makes available to members, the experience, advice and support of respected, retired managers of the profession.

The ICMA Senior Advisor program is a joint activity of ICMA and OCCMA established by the ICMA Executive Board in 1974 to make the counsel, experience, and support of respected, retired managers of the profession available to members. Currently, eight Senior Advisors provide service by volunteering their time to offer confidential professional and personal support and advice to members in Oregon.

Senior Advisors are selected jointly by OCCMA and the ICMA Executive Director. Although they are expected to be visible, accessible and responsive to members and association needs, Senior Advisors are unpaid volunteers who pursue other activities while in retirement and thus are not “full time.” Expenses are shared by ICMA and OCCMA.

Senior Advisors are available to meet periodically with members in their areas to discuss the profession and their concerns as members. Discussion topics range from relations with elected officials, overall management questions, relations with OCCMA, ICMA, responses to local controversies such as referenda on the council-manager plan, to career development.

Senior Advisors are friends, colleagues, and advisors to the profession—not consultants. The Senior Advisor program is designed to help with personal and professional issues, not to provide technical assistance or solve substantive problems in a local government. However, Senior Advisors may consult with local governments as individuals, on a part-time basis, if the consulting does not impair the effectiveness of the Senior Advisors. Senior Advisor guidelines contain advice for Senior Advisors who do part-time consulting. Senior Advisors may also help communities interested in creating a professional local government management position, including adoption of council-manager government.

A complete list of the current Oregon Senior Advisors, along with a map showing the parts of the state serviced by each one, is enclosed.

[This is the print version with dividers in the notebook]

OCCMA



OCCMA-Senior
Advisor Map-January Membership Dues Fo



2020 OCCMA



OCCMA bylaws
2018.pdf



2020 OCCMA Board
Contact List(1).docx



Senior Advisors
8-2020.docx

ICMA



ICMA Code of Ethics



First Time



18-123 ICMA



20-113 2020

(Suitable for Framing .Administrators Handb Practices for Effective Coaching Webinars cc

League of Oregon Cities



SmallsRegions2018.p
df



LOC

Final_Matrix_web.pdf



LOC Handbook
Chapters.pdf

Oregon Agencies



local-budgeting-oreg Intro_Guide_LandUse
on_504-400.pdf Planning_SmallCitiesCo



Planning_SmallCitiesCo



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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.



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Agenda

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

The Ethics Committee has been dealing with three complaints during this course of this year regarding alleged violations of the ICMA Code of Ethics. One of these complaints was regarding an ICMA member. Under the OCCMA affiliation agreement with ICMA, a fact-finding committee was appointed by the State Association President to review the facts relating to the complaint. This information was then provided to ICMA's Committee on Professional Conduct. After review the Committee forwarded a report to the ICMA Board which voted to publicly censure and expel former Damascus, Oregon, City Manager Richard Carson for conduct in violation of Tenets 3 and 7 of the ICMA Code of Ethics.

In addition, the Association has received two other ethics complaints relating to OCCMA members who are ICMA members. These complaints are being handled under provisional policies established by the OCCMA Board in May of this year. By tradition, the president has served as the chair of the Ethics Committee. ICMA recommends that this practice not be done. To address the consultation process, required under our ethics policy, I have been relying on Past President, Marty Wine. I appreciate Marty for supporting this role during this active ethics year.

I have scheduled an executive session for the Board to review the findings of the Ethics Committee at the end of this meeting on one of these complaints.

Marty and I will be reviewing the provisional policy and suggesting some changes as we work our way through the ethics complaints that we are currently processing.

Respectfully submitted,

Spencer R. Nebel
Chair
OCCMA Ethics Committee

MEMO

Agenda

Date: September 25, 2020
To: President Spencer Nebel & OCCMA Board of Directors
From: Ben Bryant, Chair Communications Committee
Subject: Communications Committee Report

Based on the OCCMA Strategic Plan, the Communications Committee has three primary objectives. Below is a status update on those items.

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

The Communications Committee continues to work with LOC and various OCCMA members to author content for the quarterly newsletter. As many of you know, due to the COVID-19 pandemic, the newsletters have been electronic only.

Strategic Plan Objective: Develop OCCMA App.

Prior to working on an OCCMA Smartphone App, the Communications Committee recommends we solicit input in the survey (see below) to better understand what is needed.

Strategic Plan Objective: Develop membership survey.

Members from the Communications Committee met via Zoom to develop the draft survey that is attached to this report.



Draft Survey Questions

Respondent Information

Which statement(s) best describes your current organization?

Small City (less than 5,000 population)
Medium City (5,000-39,999 population)
Large City (40,000 + population)
County
Regional / State Government
Other _____

Which statement(s) best describes your current position? (Select all that apply)

I currently hold an entry level or internship position.
I have worked in local government for 5 – 15 years.
I have recently changed careers from the private sector to city/county administration.
I am a department director.
I am an assistant city/county manager.
I am a city/county manager/administrator.
Other _____

General Check In

A global pandemic, social injustice and unrest, historic wildfires and smoke, and countless other challenges have been difficult to navigate. How prepared do you feel you have been to handle these issues?

Very prepared
Somewhat prepared
Not prepared

How have you personally handled the stress of these challenges?

Very well
Somewhat well
Not well

How could OCCMA better provide the tools and resources necessary to handle future challenges?

More conference sessions
More webinars in-between conferences
More regional meetings
More frequent website posts sharing local stories
Better connections to mentors or peers in my region

With COVID-19, ICMA canceled the Spring West Coast Summit and OCCMA moved the summer conference to a virtual format. In addition, the LOC conference will be virtual this year. In what ways could OCCMA help members stay connected?

- Develop a phone app
- Provide more frequent content on the website
- Organize more regional meetings (virtual if necessary)
- More engagement on the listserv

How regularly do you read the quarterly newsletter?

- Always
- Most of the time
- Sometimes
- Rarely
- Never mind the newsletter, I don't read it

Since COVID-19, the newsletter has moved to an electronic only format. Long-term, what format works best for you?

- Paper
- Electronic

What content from OCCMA you would like shared more?

How effective are the professional development resources offered by OCCMA?

- Very effective
- Somewhat effective
- Rarely effective
- Never effective

How does OCCMA provide value to you?

Are there barriers to services and programs provided by OCCMA?

- Yes
- No

If yes, what are they?

What is the thing OCCMA offers, or could offer, that you find most valuable as a manager (or want more of)?

Conference Programming

Have you attended an ICMA conference in the last 2 years?

Commented [BB1]: We asked all these questions back in 2012. We could ask them again...

Yes
No

Have you attended an OCCMA conference (NW Managers Conference or Summer Conference) in the last 2 years?

Yes
No

If you have not attended an OCCMA conference, why?

Too Expensive / Lack of Budget
Poor Location
Bad Time
Uninterested in the Program
Other _____

In general, how would you rate the sessions at the conferences you have attended?

Excellent
Good
Fair
Poor
Very Poor

How would you rate the conference sessions for applying to small cities?

Excellent
Good
Fair
Poor
Very Poor

How would you rate the conference sessions for applying to medium-sized cities?

Excellent
Good
Fair
Poor
Very Poor

How would you rate the conference sessions for applying to larger cities?

Excellent
Good
Fair
Poor
Very Poor

What feedback would you offer to improve the balance of programs for small, medium, and large cities?

How would you rate the conference sessions for applying to newer professionals?

Excellent
Good

Fair
Poor
Very Poor

How would you rate the conference sessions for applying to mid-career professionals?

Excellent
Good
Fair
Poor
Very Poor

How would you rate the conference sessions for applying to professionals transitioning to retirement?

Excellent
Good
Fair
Poor
Very Poor

Do you have any other general feedback you would like to provide to the OCCMA Board?



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Agenda

Date: September 30, 2020
TO: Board of Directors
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