



OCCMA Board of Directors Meeting

January 29, 2021 10:00 am – 2:00 pm

VIA Zoom

<https://us02web.zoom.us/j/88640155160?pwd=K1pZb1B0VnpzeGV6L1BDbi9VZ0o4Zz09>

Meeting ID: 886 4015 5160

Passcode: 310054


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AGENDA

A. Welcome (<i>President Steve Powers</i>)	
1. Agenda (Additions).....	
2. President's Report (Steve Powers).....	
B. Consent Calendar* (<i>President Steve Powers</i>)	
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i) Report	
6. Ethics	
i) Report	
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i) Report	

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L. Establishment of Oregon Chapter of the Local Government Hispanic Network (Steve Powers).....	00
M. Other (Steve Powers).....	
N. Adjournment (Steve Powers).....	

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

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OCCMA Board of Directors Meeting

November 12, 2020 | 1:00 pm – 4:00 pm

League of Oregon Cities Zoom Video

MINUTES

Board Members:

Spencer Nebel, President – Present

Steve Powers, President-Elect – Present

Marty Wine, Past President – Present

John Walsh, Director – Present

Dan Huff, Director – Present

Mike Cully, Secretary, LOC – Present

Brian Sjothun, Director – Present

Susie Marston, Director – Present

Rob Corbett, Director – Absent

Aaron Palmquist, Director – Present

Ben Bryant, Director – Present

Adam Brown, Director - Present

Staff:

Kelly Richardson, Project Coordinator – Affiliates LOC – Present

Patty Mulvihill, General Counsel LOC – Present

Jamie Johnson-Davis, Finance Director LOC - Present

Other:

David Clyne, Dan Bartlett and Sheila Ritz Senior Advisors – Present

Rachael Fuller, City Manager Hood River - Present

Zoe Monahan, Assistant City Manager Wilsonville – Present

Alice Cannon, Planning Director The Dalles – Present

Heidi Bell, City Manager Donald – Present

Christy Wurster, City Manager Silverton – Present

A. Welcome & Roll Call

1:01 pm

President-Spencer Nebel called the meeting to order at 1:01 pm.

B. Discussion of Zoom Protocols

President Nebel went over the Zoom protocols for the Board.

C. Consent Calendar

1. Minutes of the October 13, 2020 OCCMA Board Meeting
2. Executive Session Minutes October 13, 2020
3. Current Financial Report
4. Summary of All Transactions by Vendor
5. Summary of All Contracts Executed on Behalf of OCCMA

It was moved by Aaron Palmquist and seconded by Marty Wine to approve the consent calendar as presented. The motion passed unanimously (10 Yes (Nebel, Powers, Marston, Wine, Walsh, Brown, Bryant, Palmquist, Sjothun, Huff) 0 No, 0 Abstain, 1 Corbett – Absent).

D. Presidents Report

President Nebel addressed the Board and gave a final report that gave an overview of the entire 2020 year. The entire report can be read in the attached packet starting on page 15.

E. Discussion of OCCMA Marketing Tools

This item was briefly discussed during the President's report, which can be read in its entirety beginning on page 15 of the packet.

F. Discussion and Possible Elimination of the Surcharge for 2021

President Nebel explained to the Board that the Host Committee funds were in very good standing. Nebel went on to state there was no longer a need based on the financial reports to extend the surcharge any longer. Following a brief discussion amongst Board members Nebel called for a motion.

It was moved by President Elect Powers and seconded by Director Marston to approve the elimination of the surcharge for the 2021 year. The motion passed (9-1 Yes (Nebel, Powers, Marston, Wine, Walsh, Brown, Bryant, Sjothun, Huff) Palmquist No, 0 Abstain, 1 Corbett - Absent.

G. Advocacy for the City Manager form of Government

President Nebel explained the background and history of this to the Board. Following a very active discussion by Board members with varying opinions on how this could proceed, it was decided to hold over any further discussion until the Board Retreat. A few of the ideas discussed were:

- A policy outlining the process.
- Many agreed it was not the place of OCCMA Managers to advocate for a specific form of Government but could point out resources to achieve this form of Government.
- Everyone agreed it was a fine line and needed to be careful.

H. DEI and Veterans Ad Hoc Committee Appointments

President Nebel appointed the following members to the Ad Hoc Committees.

DEI:

- | | |
|--------------------------------|--------------------------------------|
| • Chair Brian Sjothun, Medford | • Eileen Stein, Credentialed Manager |
| • Martha Bennett, Lake Oswego | • Megan George, Tualatin |
| • Zoe Monahan, Wilsonville | • Dan Weinheimer, Newberg |
| • Abigail Elder, Beaverton | • Sarah Medary, Eugene |
| • Joseph Gall, Sherwood | |

All serving a one-year term.

Veterans:

- Chair Aaron Palmquist, Irrigon
- Jerry Gillham, Sutherlin
- Michael Thomas, Amity

All serving a one-year term.

At 1:36 pm Brian Sjothun had to step away.

Just prior to the committee reports President Nebel added a discussion item to the agenda.

I. Discussion WCMA Regional Spring Conference 2021 In Alaska

President Nebel provided the Board with some background on this discussion and referenced the email exchange with Tracy Burrows on November 11, 2020. Included here:

From: Tracy Burrows <tburrows@mrsc.org>
Sent: Friday, November 6, 2020 10:42 AM
To: Spencer Nebel <S.Nebel@NewportOregon.gov>
Subject: WCMA Plans for Spring Conference and ICMA 2021

Spencer,

I just wanted to give you a heads up that WCMA has decided to partner with the [Alliance for Innovation](#) on their Govapalooza conference

March 1-5. It's a virtual national conference like their TLG conferences, but with local partners who host "pavilions" or zoom channels/tracks where content is presented. The Alliance will arrange national keynote speakers, lead coordination of the conference schedule, provide the conference platform, etc. They've learned a lot about what works well with virtual conferences and they have a lot of cool ideas.

Our contacts at the Alliance have been Joel Carnes and Brandi Allen and I am attaching an FAQ document that they provided. I reached out to Alaska on October 19 to let them know we were considering this and to see if it might fit for them to move the NW Regional Conference to this platform. Lisa Von Barga, the Conference Committee Chair, said she'd get back in a couple of weeks, but I haven't heard back yet. I'm not completely sure whether they were planning to do the conference given the COVID restrictions. I will ping Lisa again if I don't hear anything in the next few days.

If it works out, it would be great to partner on a Govapalooza pavilion with Oregon and/or Alaska. I'll let you know what I hear back from Alaska.

Also, do you know whether ICMA is planning a virtual conference in 2021? And what that means for host committee's financial obligations to the Conference. I know it must be very disappointing for OCCMA to have put so much effort into the conference and have so much uncertainty.

Following a brief discussion among Board members President Nebel asked for a motion of support.

Brian Sjothin returned at 1:42 pm.

It was moved by Aaron Palmquist and seconded by Director Brown to support the decision to move to Washington for 2021, Alaska 2022 and Oregon possibly in 2023. The motion passed unanimously (10 Yes (Nebel, Powers, Marston, Wine, Walsh, Brown, Bryant, Palmquist, Sjothin, Huff) 0 No, 0 Abstain, 1 Corbett - Absent.

There was a lengthy discussion on how best OCCMA as an organization could best serve the municipalities most affected by the recent fires. There were a lot of ideas from several attendees at the meeting. In the end it was determined the best course of action was to work with and through LOC. The best way for OCCMA to help was to provide resources if specially requested.

J. Committee Reports

1. Nominating Committee (Marty Wine) Nothing new reported.
2. Bylaws and Policy Committee (Robb Corbett) Absent and nothing new was reported.
3. Audit Committee (Steve Powers) Nothing new to report since the last Board meeting.
4. Support for Managers (Susie Marston) Director Marston stated at the last Board meeting the Coaching Program was voted in. Marston continued by saying that the language had not been reviewed by the Senior Managers yet.
5. Professional Development Committee (Steve Powers) Summer Conference Survey Review was favorable, and the entire report can read in the attached packet on page 21.
6. Ethics Committee (Spencer Nebel) Informed the Board that a third ethics complaint is underway and that a fact-finding team was appointed. There will be a policy and procedure brought to the Board for consideration.
7. Communications (Ben Bryant) Chair Ben Bryant shared the recent survey results with the Board, which can be read in the report sent out earlier in the week. The overall results were that OCCMA was performing well for its members. There were the following items called out:
 - More meetings.
 - Newsletter in good shape, and members like the electronic format for now.
 - No interest in an app.
8. Next Generation Committee (Aaron Palmquist) Nothing new to report.
9. ICMA Liaison Committee (Marty Wine) Noting new to report. Peter Troedsson reported that ICMA went out for RFP to find out if the dues structure needed any refinements. ICMA will be reviewing the code of ethics through a diversity and equity lens.

10. Host Committee (Spencer Nebel, Joe Gall, Eileen Stein)

Chair Nebel informed the Board at this point it is a waiting game to see if this conference will be an in-person conference or not, hopefully in January a decision will be made or more information available.

K. Senior Advisor Reports

Sheila Ritz gave a brief overview of what was happening in her region. The report can be read in its entirety in the fourth quarter newsletter. No other Senior Advisors gave a report at this time. Most of their reports can be read in the fourth quarter newsletter.

Ritz stepped away at 2:46 pm.

L. Review of OCCMA Activities for 2020

President Nebel presented a report capturing several accomplishments that took place in 2020 despite the 2020 pandemic. The entire report can be read in the attached packet starting on page 24.

Following President Nebel's report Past President Wine thanked Nebel for all his hard work during this unprecedented pandemic year.

M. Adjournment

President Nebel adjourned the Board meeting at 2:51 pm.

Following the Board meeting at 3 pm Steve Powers started the November retreat as outlined below, Items were taken from the retreat agenda and discussed as shown below.

A. Presidents Elect Report

Began 11.12.2020 3 pm

President Elect Powers began the retreat with a roundtable type introduction of each participant present.

B. Bylaws and Policy Annex President Nebel goes over the logistics of how the OCCMA is formed followed by a brief explanation of the Bylaws and Policy Annex which is attached in the packet. Nebel also pointed out the contracts listing at the end, which he informed the Board it needed to be updated. Nebel was asked if there was anything that needed to be updated and he stated that the policy annex could use some clean up and the ethics policy should be added.

C. 2021 OCCMA Board Calendar This item was discussed on day one of the retreat following the Board meeting. The consensus was to change the date from January 25th to Friday January 29th, 2021.

D. Committees

Review Committees Structure for 2021, members Palmquist and Sjothun spoke to the Board and discussed the necessity of review and overlap of each committee. They requested this discussion continue at tomorrow's retreat in more depth.

F. Senior Advisor Program and Annual Review Susie Marston gave a brief overview of the process and program and that it is in very good shape. President Nebel explained to the Board a brief history of the process. Everyone agreed that the program was working very well.

G. Ethics Complaint Process President Nebel explained the background and history of this to the Board. Nebel continued with assuring the Board that Past President Wine and himself had worked out a provisional process that would ensure privacy and confidentiality. How this is reported out to the membership is challenging to ensure confidentiality. During the discussion General Counsel Mulvihill is asked how LOC would handle such a situation and Mulvihill stated it would most likely follow the executive session rules of conduct. Mulvihill asked if the Board would like her to review their process and report back at another time. Palmquist asked Mulvihill if this is something that could be put out to the membership through the newsletter or not to get the word out. One of the items discussed was whether or not someone is found in violation if it shouldn't be made public or not. Powers stated that we would pick this up after Mulvihill's research on the following questions:

1. Does the OCCMA Board need to be worried about being found liable for libel or slander claims if it investigates and/or issues a finding of an ethics violation on one of its members; and
2. Can the OCCMA Board notify other members or even cities and counties if it censures a member for violating the Code of Conduct (does that have implications for libel or slander as well)?

Powers ended the first day of retreat at 4:30 pm

APPROVED by the OCCMA Board of Directors on January 29, 2021.

ATTEST:

Mike Cully, Secretary-Treasurer

Steve Powers, President

TRANSACTION LIST BY VENDOR

December 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Dave Waffle						
12/31/2020	Bill		Yes		3-2099 Accounts Payable	25.00
FedEx						
12/31/2020	Bill		Yes		3-2099 Accounts Payable	8.34
LOC						
12/31/2020	Bill		Yes		3-2099 Accounts Payable	6,437.49
12/31/2020	Bill		Yes		3-2099 Accounts Payable	6,437.53
Sheila Ritz						
12/31/2020	Bill		Yes		3-2099 Accounts Payable	26.95
SSW Consulting LLC						
12/17/2020	Bill Payment (Check)	3139	Yes		3-1001 Checking	-2,789.90
12/31/2020	Expense		Yes		3-1001 Checking	-4,830.00



AGENDA

DRAFT 2021 WORK PLAN

OUR MISSION

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

OUR STRATEGIC GOALS

Our Strategic Plan has four goals which reflect our Mission:

- A. Provide professional development opportunities to our Members.
- B. Support our Members in the Profession.
- C. Provide outreach to foster diversity and inclusiveness of our Membership.
- D. Host the 2021 ICMA Annual Conference in Portland.

OCCMA carries out its Mission through programs and special activities conducted by the Board and a number of standing committees.

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

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

WORK PLAN

OCCMA carries out its Mission through programs, support services, and special activities conducted by the Board and a number of standing and ad hoc committees, with administrative

support from the League of Oregon Cities. on _____, the Board of Directors adopted a work plan for 2021. The letters in parentheses reference the goal(s) related to that work item. The 2021 OCCMA Work Plan is as follows:

A. OCCMA Board

A.1 Promote the council/manager form of government by creating a League of Oregon Cities conference workshop or program on the council/manager form of government. (B).

A.2 Restructure the Diversity, Equity, and Inclusion Committee to include responsibilities of the Veterans in the Profession ad hoc Committee, Academic Affairs Committee and Next Generation Committee with the restructured Committee establishing subcommittees for these functions.

A.3 Review membership categories used by OCCMA to develop future local government managers and assistants.

A.4 Review the OCCMA dues structure to provide opportunities to broaden membership in OCCMA, including consideration of agency dues and use of a progressive dues structure to encourage participation from smaller communities.

A.5 Conduct an inventory of existing regional manager meetings and explore establishing regional meetings in parts of the state that are currently not served by regional manager groups.

A.6 Develop and provide OCCMA branded items for use in promoting the benefits and membership in OCCMA. (B).

B. Nominating Committee

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

C. Ethics Committee

C.1 Develop a final policy for addressing ethics complaints for members who are ICMA members and for OCCMA members who are not ICMA members.

D. Support for Managers Committee

D.1 Regularly promote senior advisor services and encourage members and non-members to avail themselves of these services. (B).

D.2 Work with the Board to review content of membership promotion and support material. (B).

D.3 Welcome newly appointed managers to the Association with a welcome package. (B,C)

E. **Bylaws Committee**

E.1 Develop written guidelines for scheduling billing and collection of dues by OCCMA. (B). *This did not get completed this year. It should potentially carry over for next year.*

F. **Audit Committee**

F.1 Conduct a financial review of OCCMA financial statements. (B).

G. **Professional Development Committee**

G.1 Utilize the draft PDC guidelines as a basis for conference planning in 2021, and review and revise the draft policy guidelines to reflect operational best practices for future conference planning. (A).

G.2 Provide an opportunity at the conference to promote ethical local government management based on the ICMA Code of Ethics and Oregon Government Ethics. (A).

G.3 Work with county managers to consider the development of a proposed county track of training opportunities at the conferences. (A).

G.4 Focus on utilization of diverse and inclusive professionals to present at our conferences and engage with OCCMA. (A, C).

G.5 Review the 2020 OCCMA membership survey to develop programming for the 2021 Summer Conference and Fall Workshop.

H. **Diversity, Equity, and Inclusion Committee**

H.1 Review purpose and task relating to the mission of this ad hoc committee and report back any suggested modifications to the Board.

H2. Develop a committee structure to address Veterans in the Profession, Academic Affairs, and Next Generation as part of the Diversity, Equity, and Inclusion Committee tasks.

H3 Pair up university students attending conferences (including ICMA) with managers Attending the conference.

H.4 Review the purpose and task relating to the mission of the Veterans Advisory Subcommittee and report any suggested modifications back to the Board.

H.5 Pair up new managers with existing managers to help welcome new members at conferences and other events. (B,C).

H.6 Explore the development of a program at Southern Oregon University linking students with OCCMA. (B, C).

H 7. Focus on recruiting and expanding diversity of members in OCCMA. (B, C).

I. **Communications (ad hoc)**

I.1 Produce a quarterly newsletter with articles on ethics, promotion of professional development opportunities, and diversity, equity and inclusion initiation opportunities for the profession, including a list of regional managers' meetings and contacts for those groups. (B).

J. **Host Committee (ad hoc)**

J.1 Be prepared to hold an in-person ICMA conference in Portland October 3-6, 2021.

J.2 Educate Oregon managers about the 2021 ICMA conference, explore discounts for first-time attendees, scholarships and other programs that encourage managers from Oregon to be involved with this conference. (A,D)

K. **Northwest Women's Leadership Academy**

K.1 Provide a curriculum in 2021 for academy cohorts through OCCMA through the support agreement with LOC.

K.2 Review support needs and governance structure as it relates to OCCMA.

Y:\OCM\Administration\OCCMA\OCCMA\11.17.20 DRAFT 2021 Work Plan.docx



OCCMA

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

AGENDA

TO: OCCMA BOARD

FROM: KELLY RICHARDSON, LOC PROJECT COORDINATOR-AFFILIATES

SUBJECT: MEMBERSHIP REPORT

DATE: JANUARY 12, 2021

CC: FILE

Membership in OCCMA runs by calendar year (January through December), with a (*new member*) pro-rated membership being allowed after July 1st. Typically, membership applications are made available beginning in December with the biggest push being made late in the month. This year, the push began December 15th. This year LOC provided the option to renew online where members can pay with credit card online or by phone.

Membership information was emailed to all chief administrative officers (CAOs) and current OCCMA members the week of December 15, 2020 and again 2 weeks later. Thus far, staff has received upwards of fifty applications for membership. To be counted as a member, payment must be received. Typically, between 70-80% of memberships are received before February 15th. At this time last year, we were tracking at 97% paid. Staff is expecting memberships to continue to come in steadily through mid-February this year. Once members listserv benefit expire on February 1st staff expects to see an influx of membership renewals.

Staff will plan to provide the board with an updated membership list in March.

Due to the pandemic the electronic membership went into effect for 2021 and staff believes it is going well. In October of last year, the numbers were around 291.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

AGENDA

TO: OCCMA BOARD

FROM: KELLY RICHARDSON

SUBJECT: COMMITTEE APPOINTMENTS

DATE: JANUARY 8, 2021

CC: FILE

At the November 2020 retreat the following committees and committee chairs were appointed at this time the following OCCMA members have applied for the following committees.

Audit- Susie Marston							
ByLaws-Spencer Nebel	Robb Corbett	Roger Craddock					
Ethics, Nebel, Huff, Bell	Gary Millman	Marty Wine	Keith Campbell	David Milliron			
Nominating Spencer Nebel							
PDC Chair Susie Marston	Joseph Gall	Masami Nishishiba	Phil Cooper	Sara Singer Wilson	Dan Weinheimer	Kristie Hammitt	
Support for Managers Chair Marston	Eileen Stein	All Senior Managers	Sherilynn Lambos				
Communications/ Newsletter Chair Heidi Bell	Scott Jorgenson	Marty Wine	Kelly	Dan Bartlett			
DEI Chair Brian Sjothun	Abigail Elder	Joe Gall	Martha Bennett	Joseph Gall	Rick Hohnbaum	Dale Schafer	Eileen Stein
	Sarah Medary	Dan Weinheimer	Zoe Monahan	Megan George			
Veterans Chair Palmquist	Michael Thomas	Jerry Gillham					
Host 2021 Nebel, Stein, Gall	Kristie Hammitt	Stephanie Betteridge	Dan Weinheimer	Dan Bartlett	2020 List		



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

ICMA Chair Adam Brown		David Milliron					
Flexible	Rodger Craddock	Dan Bartlett	Sherilyn Lambos	Kristie Hammitt			
Committees that were not carried over to 2021 BELOW							
Academic Affairs							
Next Generation							

At this time President Powers will appoint and or make changes to the list above.

*I move to appoint _____members as presented.

*I move to make the following changes and appoint the following members as discussed.

AGENDA



TO: Susie Marston, OCCMA Support for Managers Committee - chair

FROM: Dave Waffle, Senior Advisor

SUBJECT: Welcome Packet Recommendation

DATE: January 18, 2021

LOC staff have now obtained quotations for the printing of pages for a binder that would serve as a "Welcome Packet" for new administrators/managers of Oregon cities and counties. The quotes were for an approximately 153-page document with dividers in a binder. The quotes, requested by Kelly Richardson on our behalf, are:

50 copies 153 pages printed 2 sides in black with 7 tabs printed in black and 3 holes drilled. \$505.90

50 copies 153 pages printed 2 sides in **color** with 7 tabs printed in black and 3 holes drilled. \$1270.80

100 copies 153 pages printed 2 sides in black with 7 tabs printed in black and 3 holes drilled. \$1011.60

100 copies 153 pages printed 2 sides in **color** with 7 tabs printed in black and 3 holes drilled. \$2543.60

The Senior Advisors are of the opinion that the quotations should be rejected and the concept of developing a physical binder that could be left with new managers be scrapped. Instead, we now ask assistance from LOC staff to develop a digital version of the packet with PDFs of documents/handbooks and hyperlinks that can be provided to new managers. Parts of the packet may also exist as part of the OCCMA web site.

January 21, 2021

Status Report of Planning Activity of the OCCMA Host Committee

The OCCMA Host Committee has existed informally since OCCMA's December 2, 2012 proposal was accepted to host the 2021 ICMA Annual Conference in Portland. ICMA scheduled the conference for October 3-6, 2021.

In 2018, the OCCMA Board of Directors formalized the role of the Host Committee by appointing an authorization outlining the responsibilities of the Host Committee. A committee structure was established following the model created by ICMA. The OCCMA formally designated three co-chairs to coordinate this effort. OCCMA presidents have appointed committee members to serve a term running through December 2021, when the committee will be retired.

Planning for the conference has been directly impacted by the effects of the COVID-19 pandemic. The pandemic resulted in the 2020 Toronto Conference being converted to a virtual conference. ICMA will minimally be incorporating virtual elements as part of the 2021 conference. A decision will be made early in 2021 as to whether a live conference will be held in Portland. As a result, the Host Committee has accepted a "hurry up and wait" position relating to conference planning. We stand ready to move forward with a live conference in Portland on October 3-6, 2021.

This report summarizes the activities of the subcommittees in planning for the conference. If the Host Committee then gets the go-ahead from ICMA for a live conference, it will be critical that the subcommittees are ready to go full speed ahead with final planning for the conference.

Various subcommittees have submitted reports which are included in this document.

Executive Committee

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

Joe Gall, City Manager, Sherwood (Chair)
Eileen Stein, City Manager, ICMA Credentialed Manager
Spencer Nebel, City Manager, Newport (Chair)

gallj@sherwoodoregon.gov
eileens324@msn.com
s.nebel@newportoregon.gov

The co-chairs have served as the executive committee for the Host Committee. The Co-chairs meet from time to time to address various coordinating issues regarding conference planning details with ICMA, OCCMA, and the Host Committee subcommittees. The co-chairs schedule the Host Committee meetings, including establishing an agenda for those meetings.

Fundraising Sub-Committee

Pursue funding for the 2021 ICMA Conference – coordinate with the ICMA Strategic Partner Program staff to ensure that donors are acceptable to ICMA – evaluate and recommend the need to hire a fundraising company to assist in the solicitation of contributions.

Steve Powers, City Manager, Salem (Chair)
Eileen Stein, City Manager, ICMA Credentialed Manager
Erik Jensen, Principal, Jensen Strategies
Eric Zimmerman, Deputy City Manager, Medford

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erik@jensen-strategies.com
eric.zimmerman@cityofmedford.org

Thanks to our sub-committee's exhaustive work, OCCMA is in excellent financial shape to support ICMA Portland 2021. Amount collected (less expenditures) as of December 7, 2020 is \$139,452, and the amounts pledged are \$30,000 from the LOC and \$50,000 from the Washington City/County Management Association for a total commitment of \$219,452.

ICMA continues to lead on fundraising. Jeremy Figoten, ICMA Conference Director, will be looking for the subcommittee's help with state and regional contacts. The subcommittee has generated potential companies and contacts. We will be refreshing the list prior to our assistance to ICMA. The coordination between the sub-committee and ICMA will begin in January.

Potentially impacting our 2021 funding accumulation is the possibility of Portland hosting in 2028. ICMA staff are recommending Toronto be the site for 2027 in recognition of this year's conference being virtual. Portland would be offered the same opportunity for 2028. As Co-chair Nebel has said, if 2028 becomes the case, we would certainly have a great head start on planning and fundraising!

Major Evening Social Events Sub-Committee

Provides recommendations to the Host Committee on venues for social events, subsidizing costs for events, and work with ICMA and DMC. Approximately 1 ½ to 2 years before the conference, ICMA staff and the sub-committee will interview and hire a local "destination management company" (DMC) which will take the lead in arranging the conference's major social events.

Martha Bennett, City Manager, Lake Oswego

Joe Gall, City Manager, Sherwood (Liaison)

Andy Anderson, Senior Advisor, OCCMA

Dan Bartlett, Senior Advisor, OCCMA

Ben Bryant, Assistant City Manager, Happy Valley

Ann Ober, City Manager, Milwaukie

Madison Thesing, Management & Program Analyst, Lake Oswego

Sara Singer Wilson, SSW Consulting

Eric Zimmerman, Deputy City Manager, Medford

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As requested, here's an updated report on the evening social events committee. I've made some notes about what might allow for an outdoor or social distancing event. I've marked things I'm pretty sure we could make work in GREEN, things that might be a problem in YELLOW, and things that I would sadly say are a no go in RED.

No use in doing more until we hear from ICMA.

But I stand ready to work with ICMA staff as soon as they make the decision.

2021 ICMA Annual Conference Host Committee

Major Evening Social Events Subcommittee

Subcommittee Brainstorm and To-Do List

October 25, 2019

UPDATED - October 22, 2020

B Attachment

Ideas for Saturday Evening Reception -- October 2, 2021

Providence Park - <https://www.timbers.com/providencepark/book-your-event>

Check future Timbers/Thorns game schedules

COVID-19. Might still be a very good option in the era of social distancing. Lots of space and mostly outside.
Contact Prov. Park for tour -- Victoria Wilhelm at 503-553-5414 or events@timbers.com

Punch Bowl Social - Restaurant, Video Games, Karaoke, Bowling. Holds 1,200 people VERY VERY FUN --
<https://www.punchbowlsocial.com/location/portland>

COVID-19 -- Probably not a great option unless we cut attendance to about 400 people

OMSI -- Can hold 2,500. We've been to a lot of science museums with ICMA. Then again, we have a submarine!
<https://meetings.travelportland.com/find-a-venue/venue/omsi-oregon-museum-of-science-and-industry>

COVID-19 -- Might work. They are doing a good job in social distancing. Probably cut #s to about 800.

Megan Strong, Event Sales

(503) 797-4671, eventsales@omsi.edu, arrange a tour

Director Park -- Can hold 1,100 people. It's outside in October.

COVID-19. -- A good option for about 350 to 400 people. Could do food trucks.

<https://meetings.travelportland.com/find-a-venue/venue/director-park>

Oregon Zoo -- We initially discarded this idea because of travel distance, but the Zoo is doing a GREAT job in social distancing, and it's outside. Zoo sells beer and wine, so it should be back on the table.

COVID-19 -- Good option for up to 800 people

Sunday, October 3, 2021

Reception TBD by ICMA.

Sunday opening session:

- Mayor - TBD, Martha to contact to schedule after January 2021. Backup is Multnomah County Chair, or Governor Brown. **IS ICMA STILL DOING THIS??**
- Entertainment -- Possible Grant High School Royal Blues. Martha to contact John Eismann - **DO WE NEED THIS IF VIRTUAL?**
- Color Guard -- Dan Bartlett to contact Astoria Coast Guard -- Ditto- Do We need?
- National Anthem -- (Royal Blues)-**Ditto**
- Invocation - Contact Jon George Confederated Tribes of the Grand Ronde-**Ditto**

Tuesday evening reception ideas October 5, 2021-- 3 to 5

- Crystal Ballroom with band -- **Prefer Pink Martini** <https://meetings.travelportland.com/find-a-venue/venue/crystal-ballroom>
 - **COVID-19 --- Probably no.** maybe 300 people.
- Portland Spirit Cruise - capacity 350
 - **COVID-19 - Probably good** if no dinner.
- Revolution Hall -- Rent entire floor, up to 1,200 people. Is the seating fixed??? Could rent smaller spaces for up to 300 people
 - **COVID-19. Not a good option**
- The Redd -- cool, funky, barn like space. Could do all kinds of food
 - **COVID 10- I don't really know**
- Two cool restaurant spaces that could be fun -- Coopers Hall -- holds 180 people. Ecliptic Brewing -- holds 100 people.
 - **COVID-19. Both could work but for much smaller groups**
- Chinese Garden - Reception for 300 but much is outside.
 - **COVID-19. Might be a good option**

- Grand Central Restaurant and Bowling.
 - COVID-19. Probably not a good option.

Volunteer Coordination/Support Services Sub-Committee

Arrange for VIP transportation, recruit volunteers to staff desks at PDX and in lobby and recommend design of conference bag and swag. Volunteers should be familiar with those events sponsored by the Host Committee including field demonstrations and sports events.

Kelsey Lewis, Management Analyst II, Tualatin (Chair)
 Spencer Nebel, City Manager, Newport (Liaison)
 Martha Bennett, City Manager, Lake Oswego
 Brian Latta, City Administrator, Harrisburg
 Sara Singer Wilson, SSW Consulting

klewis@tualatin.gov
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 mbennett@ci.oswego.or.us
 blatta@ci.harrisburg.or.us
 sara@sarasingerwilson.com

The Volunteer Coordination Subcommittee has not met for some time, and is currently on standby as we wait for the decision about whether there will be an in-person component of the conference. Notes from our previous discussions are included below.

Volunteer Recruitment

We discussed recruiting student volunteers from all nearby universities: Portland State, University of Oregon, Oregon State, University of Portland, Business Administration schools of all. We could contact local Rotary and Lions Clubs and encourage all local OCCMA member cities to recruit for volunteers within their own city. Volunteers do need to have some connection to the profession (not open recruitment). We will clearly outline the benefits (day-of-volunteering conference registration waived), and draft letter/communication to send to city staff. We will ask for volunteer support from Washington (Assoc. of WA Cities) and determine the time(s) to ask for those volunteers.

Volunteer Success

It will be important to choose a bright color for volunteer t-shirts. We will also want to clearly define roles separately for each volunteer duty so volunteers are prepared to offer information about tours, events, hotels, and the conference center.

Questions Outstanding

- What are the rules for posting signage in/at the airport? (This way to the MAX!)
- How many volunteers (roughly) do we need total?
- Are there any additional volunteer roles we will need to accommodate new COVID guidelines (e.g., handing out masks, explaining current COVID guidelines in Portland)?

Partners Program Sub-Committee

Identify a service project that the partners can participate in during the conference. The sub-committee will be responsible for arranging any transportation to his program.

Ann Ober, City Manager, Milwaukie (Chair)
Eileen Stein, City Manager, ICMA Credentialed Manager
Colleen Riggs, Assistant City Manager/City Recorder, Cannon Beach

obera@milwaukieoregon.gov
eileens324@msn.com
riggs@ci.cannon-beach.or.us

No Report

Inspirational Breakfast Sub-Committee

Inspirational Breakfast is usually held Monday morning and attracts 150-350 attendees. The committee is responsible for arranging a speaker and music. The event also usually includes an invocation. Committee provides reports and recommendations to the Host Committee in October 2020.

Brian Latta, City Administrator, Harrisburg (Chair)
Eileen Stein, City Manager, ICMA Credentialed Manager
Colleen Riggs, Assistant City Manager/City Recorder, Cannon Beach
Dale Shafer, City Manager, Nehalem

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manager@ci.nehalem.or.us

I wanted to give you a brief report on the work of the Inspirational Breakfast Committee. As you are aware, our tasks are to identify and select a speaker(s), music, and a person to provide an invocation. Our committee is operating under the assumption that whether the ICMA 2021 conference is an in person or virtual event, that there will be an Inspirational Breakfast event.

Our Progress:

As a committee we've met a handful of times over the past year and a half, and a few times more recently. We are making good progress toward securing a commitment from the Portland Gay Men's Chorus to provide an ensemble for the breakfast. We are very excited to have this Chorus participate, and have other options waiting in the wings, if needed.

As for a speaker, our committee has decided to take a different approach than what has traditionally been done. We felt it would be inspiring to hear from Community Champions, or in more words stories from individuals or groups who are doing something great to serve others in their communities. For example, in Dallas we have a group of individuals called Christmas Cheer who in a one-day event provide two weeks' worth of groceries to over 500 families in the city. We would invite them to talk about their story for 10-12 minutes. We figure to invite three/four individuals to divide the time between them. We are currently seeking out who these speakers may be.

With the invocation, we will pursue who this may be closer to the conference date.

Athletic Events Sub-Committee

Athletic events typically include golf, a 5k run/walk with other occasional activities including tennis, bowling events, as well as daily yoga. This sub-committee is responsible for overseeing the events, contacting pros as needed and arranging for refreshments, t-

shirts, and awards. Tickets are presold by ICMA to cover fees, refreshments, transportation, trophies and usually t-shirts. Attendance varies from 25-150 per event.

Sara Singer Wilson, SSW Consulting (Chair)

Joe Gall, City Manager, Sherwood (Liaison)

Ann Ober, City Manager, Milwaukie

Steve Powers, City Manager, Salem

Eric Zimmerman, Deputy City Manager, Medford

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spowers@cityofsalem.net

eric.zimmerman@cityofmedford.org

ICMA 2021 Athletic Events Summary Committee Report | December 2020

Committee Updates:

This committee has convened twice in June 2019 and October 2019. You can find the summary of those discussions below. Complete reports with minutes and additional resources have been submitted to the Planning Committee in previous correspondence.

Update from October 2019

- On October 29, 2019, the committee held a conference call
- Information has been gathered from Travel Portland and the City of Portland regarding options for activities and 5K race routes. See the suggestions below:
 - 5K Run/Walk
 - Yoga
 - River activities (kayak, SUP, etc.)
 - Bollywood dance party
 - Games made big
 - Bikes
 - Hiking
 - Pick-up soccer
 - Golf
 - Top Golf
- Next Steps
 - Event data from ICMA for past conferences
 - Conduct web survey of OCCMA and WCCMA membership to understand member preferences for offerings
 - Consider offering hosted scheduled activities as well as “on your own” options for conference participants to explore

Update from June 2019

- On June 25, 2019, the committee held a conference call to discuss ideas for events, data from ICMA, resources from Travel Portland, 5K run options, and additional data needs.
- Ideas for events include:
 - Hiking
 - Water activities (kayaking, SUP, etc.) on the Willamette River
 - Yoga
 - 5K Run/Walk

- Golf (either traditional tournament or TopGolf)
- Scenic Bikeway Ride (idea submitted via email)
- Data from ICMA:
 - Steve gathered the data below from ICMA

From the Seattle Host Committee Final Report.				
Total Host Committee Expenses for Sporting Events		\$3,926.09 (yes, nine cents)		
<u>Seattle</u>	cost	transportation	ticket income	Host Committee Net
Golf	\$15,835	1,815	16,695	\$ 955
5k	\$4,462	3,324	4,760	\$3,030
Yoga	\$600	-	760	(\$ 160)
Bowling	\$2,099	-	2,000	\$ 99
				\$3,926
Sport events net expense to host committees:				
Milwaukee	\$5,620			
Phoenix	\$6,452			
Boston	\$2,455			
Charlotte	\$6,953			

- Information from Travel Portland:
 - Sara has a call scheduled for 7/11/19 to learn about events hosted by other conferences
- 5K Run/Walk Information
 - Sara has reached out to the City of Portland to gather additional information on approved race routes, process for organizing an event, fees, etc.
 - We are awaiting information from the City of Portland Parks & Rec. events coordinator
- Additional Data to Gather
 - Participation data from events at past conferences (Sara reaching out to ICMA)
 - Nashville Conference – ensure we sign up for events and gather information about which events were successful, fun, etc.
 - Conduct web survey of OCCMA membership to understand member preferences

Assistants Exchange Sub-Committee

This occurs on the Friday before conference. This offers early career professionals an opportunity to spend the day visiting a local government, near the conference site. This sub-committee is responsible for organizing host communities, fielding applications from participants (usually 10-15) and matching host communities with participants. An informal gathering of participants will take place on Friday evening. Host communities are asked to arrange transportation to and from the conference site and supply participants with lunch.

Ben Bryant, Assistant City Manager, Happy Valley (Chair)
 Spencer Nebel, City Manager, Newport (Liaison)
 Jeanna Troha, Assistant City Manager, Wilsonville

benb@happyvalleyor.gov
 s.nebel@newportoregon.gov
troha@ci.wilsonville.or.us

The Assistant's Exchange Sub-committee met once to brainstorm ideas, develop a list of host cities, and identify issues to work through as the 2021 ICMA Conference nears. Below is a synopsis of that meeting.

What is the Assistants Exchange?

- Friday before

- Applications to match with best host
- Friday evening social
- Host community to arrange transportation

What outcomes do we want to achieve?

- Provide another avenue for networking, specifically targeted at ACMs
- Host a fun, exciting, and educational Friday evening social
- Provide focus areas matched to different host cities

How far of a location should we consider?

- Portland metro (30-40 mins)
- Farther than a 30-40 min drive creates too much time in the car

What cities/counties could host?

- Battle Ground, WA
- Camas, WA
- Clackamas County
- Gresham?
- Happy Valley
- Hillsboro X2
- Lake Oswego X2 (Deputy & Assistant)
- Milwaukie
- Tigard
- Tualatin X2 (Assistant & Assistant to)
- Vancouver, WA
- Washington County
- West Linn
- Wilsonville

What decisions are needed next and questions from the group?

- What does the application look like?
- Do they highlight areas of interest?
- Are people more interested in size of city or areas of interest?
- Does everyone get accepted?
- Can we develop/amend the application?
- Who typically applies? ACMs or Management Analysts, Assistant to CM?

Final reminder to all host ACMs:

- Host ACMs need to commit to Friday, not other duties at Conference on Friday

Field Demonstration Sub-Committee

Field demonstrations are a popular part of the program, attracting 50-150 attendees each. This sub-committee will identify 5-7 potential field demo sites, which ICMA staff will visit and, together with the committee, limit to 3-5 field demos for the conference on the basis of interest and cost.

Jeanna Troha, Assistant City Manager, Wilsonville (Chair)

Eileen Stein, City Manager, ICMA Credentialed Manager

Martha Bennett, City Manager, Lake Oswego

Ben Bryant, Assistant City Manager, Happy Valley

Sara Singer Wilson, SSW Consulting

Madison Thesing, Management & Program Analyst, Lake Oswego

Dave Waffle, Assistant Finance Director, Beaverton

Joe Hannan, City Manager, Newberg

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No Report

Tours Sub-Committee

Identify possible tours for the four days of the conference, and if appropriate, pre and post conference tours as well. This sub-committee will present ideas to ICMA staff and the local DMC to make final decisions on the tours offered.

Madison Thesing, Management & Program Analyst, Lake Oswego (Chair)

Joe Gall, City Manager, Sherwood (Liaison)

Dan Bartlett, Senior Advisor, OCCMA

Erik Jensen, Principal, Jensen Strategies

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

Sara Singer Wilson, SSW Consulting

Dave Waffle, Assistant Finance Director, Beaverton

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The Tours Subcommittee is responsible for identifying possible tours for the four days of the conference, and if appropriate, pre and post conference tours as well. These tours are intended for attendees and their guests. The Subcommittee will ultimately propose ideas and work with the local Destination Management Company to make final decisions on the tours that will be offered.

The Committee created an initial tours idea list in 2019. That list has been edited to remove redundancy from the Athletics Committee and Field Demonstrations Committee based on the feedback from the Host Committee meeting in Fall 2019.

Additionally, after feedback from Jeremy Figoten's visit during Fall 2019 and tour participation data from past ICMA Conferences, we would like to explore the option of self-guided tours or a menu of ways to explore Portland. This idea came from our initial brainstorm and might be more appealing now in light of ICMA 2021 status.

Currently, the Tours Committee's work is on hold until we receive direction on ICMA 2021 status.

Next steps dependent on ICMA 2021 status:		
In-person	Hybrid	Virtual
<ul style="list-style-type: none"> • Move forward in planning tours that can accommodate 100–800 participants • Tours will be planned for all four days of the conference days (Sunday through Wednesday) • Pre- or post-conference tours may be considered • Develop self-guided tour options as well 	<ul style="list-style-type: none"> • Determine estimated attendance of ICMA 2021 • Plans tours that can accommodate 20-200 participants • Develop self-guided tour options • Explore virtual experiences (ideally Oregon based) • Work with ICMA on how to host virtual tours through conference offerings 	<ul style="list-style-type: none"> • Explore virtual experiences (ideally Oregon based) • Explore “hometown” self-guided tour options • Work with ICMA on how to host virtual tours through conference offerings • Coordinate with Athletics & Field demonstrations for overlap opportunities

Tours									
Tours will be dependent on the status of ICMA 2021 being virtual or in-person. Below is the list of ideas that of tours that could be self lead or team organized depending on the status of ICMA 2021.									
Tour Ideas									
Zoo- behind the scenes									
Wine Tour (could be Willamette Valley, Wash Co, Hood River)									
Beer Tour (local)									
Beer Tour (Coastal- Dan Bartlett)									
Coastal Tour									
Gorge Tour (Multnomah Falls)									
Mt Hood Tour									
Portland Spirit Cruise (downtown cruise or gorge sternwheeler)									
Jet Boat Tour- Finding Bigfoot									
Beaverton Art Center/Food Pod									
McMenamins PDX Tour									
Mt. Saint Helens									
Shanghai Tunnels									
OMSI									
Portland Art Museum									
OHSU/Tram									
Portlandia Tour									
Historical Society Tour									
Powell's Books									
Rose Garden									
Japanese Garden									
4-T Trail (Train, Trail, Tram, Trolley)									
Pittock Mansion									
Vista House									
World of Speed Museum									
Columbia River Maritime Museum									
Whale Watching at Coast									
Sauvie Island Farm Tour									
Farm Dinner Event									
Fruit Loop Tour									
Arboretum Tour									
Horsetail Falls Trail- Oneonta Trail Loop, Gorge									
Saturday Market- Waterfront									
Distillery Row- SE Portland									
Downtown Bike Tour									
Food Cart Bike Tour									
Destinations									
Crater Lake									
Bend									
Central Oregon									
Wallowa Lake									
Additional Features									
Restaurant guides									
Trip guides									
Transit guides									
Shopping Guides									

Theme (Choose your own)

- Beer
- Wine
- Eat
- History
- Portlandia
- Family Friendly

Promotional Activities/Toronto 2020 Booth Sub-Committee

*Procure a 5-minute promotional video which is usually provided to the Convention and Visitor's Bureau for the Toronto Conference.
Schedule OCCMA members attending the 2020 Toronto ICMA Conference to staff the desk for the upcoming Portland conference.*

Dan Bartlett, Senior Advisor, OCCMA (Chair)

Spencer Nebel, City Manager, Newport (Liaison)

Andy Anderson, Senior Advisor, OCCMA

Martha Bennett, Chief Operating Officer, Metro

Brian Latta, City Administrator, Harrisburg

Madison Thesing, Management & Program Analyst, Lake Oswego

Jeanna Troha, Assistant City Manager, Wilsonville

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Due to the 2020 Toronto Conference becoming ICMA's virtual Unite Conference, the Host Committee was off the hook for staffing a promotions booth, having snappy looking golf shirts and having promotional things available to promote the conference. A Video featuring Joe Gall, Eileen Stein and Spencer Nebel which included a video promoting the Portland Conference was prepared and presented as part of ICMA's Unite Conference Saturday program. Otherwise, the Promotional Activities has been in the wait, then hurry up mode. Jeremy Figoten's direction on our Zoom meeting pretty much said no promotion until it can be determined if it will be an onsite meeting or another virtual meeting like Unite.

Travel Portland's web site indicates that they are staying in Phase 1. Their comment implies that they'll stay there and do not project a date to open up further. It won't be until after January that we'll get updates on large gatherings is what I hear.

Seaside Convention Center has opened for limited events. They opened on 10/16-10/18 for the Collectors Gun and Knife Show. According to Mark Winstanley, tables were spaced out and folks were forced to keep distances. For their group meetings they are showing limits at 25 for their Downtown Association and Rotary Club meetings.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

AGENDA

TO: OCCMA BOARD

FROM: BRIAN SJOTHUN

SUBJECT: DEI COMMITTEE UPDATE

DATE: JANUARY 8, 2021

CC: FILE

The DEI Ad Hoc Committee met on January 6 to discuss items related to the tasks assigned and to develop strategies for consideration by the OCCMA Board.

Tasks Assigned to DEI Ad Hoc Committee (DEIAC)

- Ensuring a sense of belonging with OCCMA among its membership
- Encourage and foster professional management reflective of the community we serve
- Promote training and development for cultural competency for members

The committee reviewed and agree these tasks are specific enough to develop strategies to meet successful outcomes. The following are specific strategies the committee will be working on for future Board consideration:

Strategy #1: Creation of an OCCMA Statement of Belonging

A draft statement would be developed with input from the DEIAC along with reviews and comments from the NW Women's Leadership Academy, Veterans in the Profession, and Local Government Hispanic Network. The final draft statement is expected to be presented at the July OCCMA Board meeting.

The following individuals from DEIAC will be working on this strategy

Zoe Monahan – City of Wilsonville

Eileen Stein – OCCMA Member

Sarah Madary – City of Eugene

Megan George – City of Tualatin

Strategy #2 - Encourage strong partnerships with affiliate groups and create a formal path for partnership with OCCMA



OCCMA

Oregon City/County Management Association

A State Affiliate of ICMA

This strategy would include a statement of support from the OCCMA Board and creation of a path for inclusion and assistance from OCCMA. This item is also anticipated to be a Board item in July.

The following individuals from DEIAC will be working on this strategy

Rachael Fuller – City of Hood River (NWWLA Representative)

Martha Bennett – City of Lake Oswego (Local Government Hispanic Network Representative)

Aaron Palmquist – City of Irrigon (Veterans in the Profession Representative)

Joseph Gall – City of Sherwood

Strategy #3 – Development of Training & Inclusion Opportunities

Placement of members, or other volunteers within OCCMA, from the DEIAC onto the Professional Development and Nominating Committees. These appointments are key to ensure that a Diversity, Equity and Inclusion lens is utilized for the purpose of long term investments in training for OCCMA members and candidates to serve on the Board and various committees. This is an on-going work item to be discussed at future Board and DEIAC meetings.

After the meeting, I forwarded information from the Oregon Recreation and Parks Association website regarding their DEI efforts. Many of the committee members commented that this type of information would be very helpful to our charge and could serve as an aspirational model for us to achieve. Here is the direct link to their work:

<https://www.orpa.org/group/dei>

The DEI Committee will be meeting again in February to discuss these strategies along with further direction that would come from the January 29 Board meeting.

Thank you,
Brian Sjothun



2020-2024

STRATEGIC PLAN

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NWWLA INTRODUCTION

The NWWLA 2020 Strategic Plan was developed to guide the Academy over the next five years, enhance engagement of those who support the academy, and provide a structure that will promote accountability amongst our leadership. It is also intended to serve as a communication tool to share information about who supports the academy, who it serves, and what it is.

Over the last four months, the Cohort members, Leadership Team, and Steering Committee members have participated in an engagement process to define the mission, vision, and values for the NW Women's Leadership Academy. The ideas shared have culminated in the goals and actions that will guide the Academy and enhance its value for women working in local government in Oregon.

The plan was developed through a strategic planning workshop, online survey, and facilitated conversations with the Steering Committee and Leadership Team. The strategic plan provides direction for the Academy and is intentionally flexible in structure – with overarching goals and specific actions that will be evaluated and updated annually to reflect the needs of the Academy and the women it serves.

NWWLA is grateful to everyone's support over the last few years to turn the idea of a statewide women's professional network for local government professionals into a reality. We are thankful to the leaders and volunteers who have shared their expertise and time to create a unique learning and growth opportunity for women in Oregon local government. We are excited to work together to advance these goals in the coming years.

STRATEGIC PLAN

ACKNOWLEDGMENTS

This planning effort was facilitated by Sara Singer Wilson of SSW Consulting and guided by input from the Steering Committee, Leadership Team, and 2019/2020 Cohort. Thank you to all who contributed input, time, and resources in developing the plan.

2019/2020 STEERING COMMITTEE

Cynthia Alamillo, City Manager, City of Manzanita
Alissa Angelo, Administrative Services Manager, City of Stayton
Martha Bennett, City Manager, City of Lake Oswego
Melissa Bradley, Budget & Financial Planning Manager, City of Bend
Rachael Fuller, City Manager, City of Hood River*
Aquilla Hurd-Ravich, Community Development Director, City of Tualatin*
Alexandra Rains, Assistant City Manager, City of Scappoose*
Monica Morris, Administrative Services Officer, City of Hood River*
Andi Howell, Transit Director, City of Sandy*
Jessica Harper, Livability Manager, City of Gresham*
Sara Singer Wilson, SSW Consulting, Principal/Owner*
Kelsey Lewis, Management Analyst, City of Tualatin
Sherilyn Lombos, City Manager, City of Tualatin
Megan Phelan, Assistant City Manager/Human Resources Director, City of Lake Oswego
Marty Wine, City Manager, City of Tigard
(*Members of the 2019/2020 Leadership Team)

2019/2020 NWWLA COHORT MEMBERS

Kerry Prosser, City of Sisters
Janna Moser, City of Stayton
Robyn Christie, City of Bend
Chris Bailey, City of Albany
Courtney Knox Busch, City of Salem
Emily Bower, City of Gresham
Sasha Konell, City of Gresham
Simone Brooks, City of Hillsboro
Niki Iverson, City of Hillsboro
Marcie Wily, City of Hood River
Jennifer Kaden, City of Hood River
Cate Schneider, Multnomah County
Megan George, City of Tualatin

Angela Speier, City of Silverton
Robin Nudd, City of Baker City
Emily Stumpf, Multnomah County Drainage District
Angie Welty, City of Sandy
Juliet Britton, City of Beaverton
Sambo Kirkman, City of Beaverton
Kari Duncan, City of Lake Oswego
Lauren Scott, City of Tigard
Julia Hajduk, City of Sherwood
Fan Burge, Deschutes County
Zoe Monahan, City of Wilsonville
Kate Fagerholm, Metro
Abigail Donowho, City of Lincoln City

IMPLEMENTATION + PROGRESS REPORTING

The strategic plan was developed to be a living document that evolves to meet the needs of the network of women we support.

IMPLEMENTATION GOALS

- » Provide two-way communication with the Steering Committee, Leadership Team, Subcommittees, and Alumnae regarding updates, challenges and progress on goals and action items;
- » Annually update the strategic plan goals and actions to maintain relevance;
- » Sustain engagement and support for the plan through regular communication on emerging issues; and,
- » Foster accountability for implementation across all committees supporting NWWLA.

STRATEGIC PLAN REPORTING

Annually the NWWLA Chair will provide an update to the Steering Committee on the Strategic Plan progress. The Chair and/or Subcommittee Chairs will provide a progress overview by sharing implementation highlights, challenges, opportunities, and other data.

Annually, an update will be distributed sharing the progress highlights from the year and updates for the following year to the NWWLA network. The updates may include changes to actions, priorities, and timelines based on the current environment and input from the NWWLA leadership. Subcommittees, cohort members, and alumnae can suggest annual changes for Steering Committee consideration. The annual updates will be approved by the Steering Committee.

ROLES + RESPONSIBILITIES

There are many stakeholders who play key roles in the successful implementation of the strategic plan. The roles are defined below:

NWWLA Steering Committee

The NWWLA Steering Committee oversees the implementation of the strategic plan by providing direction to the Leadership Team, Subcommittees and support staff and supporting policies and programs that are aligned with the mission, vision, values, and goals outlined in the plan.

Steering Committee Responsibilities:

- » Receive updates on plan progress;
- » Approve annual updates to the plan; and,
- » Serve as champions for NWWLA, provide updates to members, and gather input to inform future strategic plan updates.

Project Lead

The Leadership Team will assign “Project Leads” for each action in the strategic plan. The project leads will oversee the implementation and report progress for the actions in the plan.

Project Lead Responsibilities:

- » Convene their project teams to discuss implementation progress, challenges, and opportunities;
- » Provide information for the annual strategic plan progress report;
- » Communicate annual progress to the Steering Committee;
- » Facilitate ongoing two-way communication with the Steering Committee, Leadership Team and NWWLA network as needed regarding plan updates.

MISSION, VISION, VALUES + GOALS

MISSION

NWWLA advances, connects, inspires, and empowers women in local government.

VISION

We envision talented, powerful, and supported women representing half of the executive leadership positions in local government.

VALUES

Our values guide our leadership, programming, recruitment and curriculum.

- » **COMMUNITY:** We value our connections, the NWWLA network, and the mentorship opportunities with other women across Oregon and the local government profession.
- » **DIVERSITY, EQUITY, + INCLUSION:** We are a community that accepts all women and we continue to explore ways to expand our inclusivity practices across all of our programs and offerings. We want all women to feel welcome.
- » **AUTHENTICITY:** We value the truth and power of telling real, genuine stories. We embrace the authenticity and individuality of all members of our network.
- » **ENGAGEMENT:** We empower each member of this network to be engaged and own your experience in NWWLA. Your experience is measured by what you invest into it.
- » **LEARNING + DEVELOPMENT:** We value the ability to continually educate ourselves at each stage of our professional journey. We are committed to lifelong learning, development and personal and professional growth.

GOALS

The outreach resulted in four overarching goals to guide NWWLA over the next five years. The following pages include the goals and actions. Each goal includes a statement of the desired future condition and the actions outline the focused approach for achieving each goal. The goals and actions are aligned with NWWLA's mission, vision, and values.

1. Build a diverse and inclusive network of women in local government across Oregon
2. Improve the logistics for connecting women with Academy opportunities and ensure equitable access for ALL women to NWWLA programs
3. Develop a curriculum that aligns with the needs of incoming cohort members and is responsive to emerging trends in local government
4. Expand partnerships with other professional groups to reach more women and access additional resources to support NWWLA

NWWLA ACTION PLAN

GOAL	ACTIONS	PRIORITY	LEAD
GOAL 1: BUILD A DIVERSE AND INCLUSIVE NETWORK OF WOMEN IN LOCAL GOVERNMENT ACROSS OREGON.	1.1 Develop an alumnae program that includes opportunities for networking and participation in future NWWLA programming	Year 3-4	TBD
	1.2 Develop a mentorship program connecting women in the cohort with female mentors across the State	Year 3-4	TBD
	1.3 Create a member forum for alumnae communication using platforms such as LinkedIn, Facebook, E-Newsletter, or a Listserv	Year 1-2	Engagement and Communication Subcommittee
	1.4 Identify and promote opportunities for program alumnae to stay engaged in the Academy such as mentoring, serving on a committee, or teaching	Year 1-2	Recruitment and Selection/ Curriculum Subcommittees
	1.5 Build a directory that provides access to ALL alumnae and committee members involved with the program	Year 1-2	Engagement and Communication Subcommittee
	1.6 Market NWWLA through a dedicated website, email announcements to local governments and other professional associations (OCCMA, LOC, etc.)	Year 1-2	Engagement and Communication Subcommittee
GOAL 2: IMPROVE THE LOGISTICS FOR CONNECTING WOMEN WITH ACADEMY OPPORTUNITIES AND ENSURE EQUITABLE ACCESS FOR ALL WOMEN TO NWWLA PROGRAMS	2.1 Add another overnight session for future cohorts	Year 2	Admin. and Logistics Subcommittee
	2.2 Promote options for carpooling and other alternative modes of transportation to NWWLA events and activities	Year 2	Admin. and Logistics Subcommittee
	2.3 Invite local women leaders to share short presentations on leadership, mentorship, or highlight other local programs or resources	Year 1-2	Curriculum Subcommittee
	2.4 Improve the Academy application process by removing barriers and ensuring all recruitment and selection processes are equitable and inclusive	Year 2	Recruitment and Selection Subcommittee

GOAL	ACTIONS	PRIORITY	LEAD
GOAL 3: DEVELOP A CURRICULUM THAT ALIGNS WITH THE NEEDS OF INCOMING COHORT MEMBERS AND IS RESPONSIVE TO EMERGING TRENDS IN LOCAL GOVERNMENT	3.1 Offer a curriculum skill set survey for incoming cohorts, and use the results as an opportunity for cohort members to share or contribute their skills as part of the curriculum throughout the year	Year 1-2	Curriculum Subcommittee
	3.2 Expand opportunities to hear stories from a variety of speakers and women in leadership throughout the year	Year 2	Leadership Team
	3.3 Develop a session for working with the media	Year 1	Curriculum Subcommittee
	3.4 Promote opportunities for cohort alumnae as instructors for future Academy sessions	Year 2-3	Engagement and Communication Subcommittee
	3.5 Create future training opportunities for women that include more in-depth coverage of topics, are provided to smaller groups, or are offered in the off months of the Academy	Year 4	Leadership Team
	3.6 Develop a session where cohort members build an executive resume to use for future job opportunities	Year 1	Curriculum Subcommittee
	3.7 Develop a NWWLA Book Club for members of the cohort and alumnae	Year 2-3	Engagement and Communication Subcommittee
GOAL 4: EXPAND PARTNERSHIPS WITH OTHER PROFESSIONAL GROUPS TO REACH MORE WOMEN AND ACCESS ADDITIONAL RESOURCES TO SUPPORT NWWLA.	4.1 Develop an affiliation agreement with OCCMA and LOC that will ensure future stability of the Academy and provide administrative support services	Done!	Leadership Team
	4.2 Build connections and networks with other professional organizations that serve women (ex./PSU Center for Women, ICMA affiliates, ELGL, other women's state associations, etc.)	Year 3-4	Engagement and Communication Subcommittee
	4.3 Increase resources through outside funding opportunities such as sponsorships, OCCMA, foundations, recruitment firms, government vendors	Year 2-3	Leadership Team
	4.4 Evaluate the development of nonprofit status to open up additional funding and endowment opportunities	Year 5	Leadership Team



NW WOMEN'S LEADERSHIP ACADEMY

—
www.nwwla.org
admin@nwwla.org

PREPARED BY:



SSW CONSULTING
www.sarasingerwilson.com

SECOND ADDENDUM TO CONTRACT FOR SERVICES

1. This Second Addendum supplements the attached Contract for Services (Contract) between the Oregon City County Management Association (OCCMA) and the League of Oregon Cities (LOC) concerning and shall be effective upon signature of both parties.
2. This Addendum supplements the Contract effected as of July 1, 2018, as provided in Exhibit A.
3. All existing provisions on the Contract remain in full force and effect, other than any provision that conflicts with the terms and spirit of this Addendum, which shall be deemed to be amended appropriately in order to be consistent with this Addendum.

The Oregon City/County Management Association

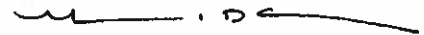


Spencer Nebel
OCCMA President

9/18/2020

Date of Signature

The League of Oregon Cities



Mike Cully
Executive Director

9/14/2020

Date of Signature

Exhibit A: Addendum regarding NW Women's Leadership Academy - Scope of services

Section 1. Scope of Services. LOC agrees to provide the following services to OCCMA, in support of the NW Women's Leadership Academy (NWWLA).

- 1.1 Maintain the financial records, provide quarterly financial statements, and manage accounts payable/receivable related to the NWWLA.
- 1.2 Provide recruitment support, as agreed to after collaborating with the NWWLA Chair, for the NWWLA. This may include, but not inherently be limited to: collecting applications; providing application materials to selection sub-committee for review; and, communicating with applicants on selection decisions.
- 1.3 Provide marketing support, as agreed to after collaborating with the NWWLA Marketing/Communications Sub-Committee, for the NWWLA. This may include, but not inherently be limited to updating website content and managing NWWLA contact database.
- 1.4 Provide administrative support, in consultation and collaboration with the NWWLA Chair and/or Sub-Committee Chairs, to coordinate planning calls for steering committee and session planning committee meetings. This may include, but not inherently be limited to: creating meeting agendas; recording and distributing meeting minutes; and, filing appropriately.
- 1.5 Given the COVID-19 pandemic, for calendar year 2020, NWWLA does not anticipate holding any in-person academy sessions or meetings. Rather, it plans to provide several virtual academy sessions and meetings. While the NWWLA will be working with an outside consultant in the delivery of these virtual academy sessions and meetings, LOC will, as directed by the NWWLA leadership team, provide needed support for the required virtual programming.

Section 2. Payment for Services. OCCMA, in support of the NWWLA, agrees to pay LOC a flat fee of Two Thousand Five Hundred Dollars (\$2,500.00) for the period between September 14, 2020 and June 30, 2021. In addition to the flat fee, OCCMA shall be financially responsible for the following:

- 2.1 In the event in-person events are able to be held during the term of this Agreement, any hard costs associated with the in-person event, including but not limited to facility rental, catering, equipment rental, and liability insurance.
- 2.2 Any paper copies made by LOC, in support of the NWWLA, shall be billed to the OCCMA at a rate of 10 cents per page.
- 2.3 Any postage paid by LOC on behalf of the NWWLA shall be billed to the OCCMA at the actual cost incurred.

- 2.4 Any printing costs paid by LOC on behalf of the NWWLA shall be billed to the OCCMA at the actual cost incurred.
- 2.5 In the event in-person events are able to be held during the term of this Agreement, any hard costs associated with the in-person event, including expenses incurred by an LOC administrative support person who is requested to attend an NWWLA in-person event, shall be billed to the OCCMA for the following:
 - 2.5.1 Reimbursement for mileage at the current federal General Services Administration rate;
 - 2.5.2 Hotel expenditure; and
 - 2.5.3 Reimbursement for food at the current per diem rate established by the General Services Administration for the state of Oregon.
- 2.6 Expenses incurred under Sections 2.1 and 2.5 have to be pre-approved by the NWWLA Chair in order for OCCMA to be required to pay said expenses.
- 2.7 In the event in-person events can occur during the term of this contract, the parties agree that should a LOC staff person be required to spend more than 15 hours working on the event, and for any hour a LOC staff person is required to attend the in-person event, the OCCMA, on behalf of the NWWLA, will reimburse the LOC at a rate of thirty dollars (\$30.00) per hour for each hour worked.



OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2021 Budget

	2018 ACTUAL	2019 ACTUAL	2020 Sept YTD	2020 BUDGET	2020 Estimate Year End	2021 PROPOSED BUDGET	ADJ 2021 PROPOSED BUDGET	2021 Approved BUDGET
Conference Income								
<i>Fall Conference Registrations</i>								
3-4303 · Registration	7,905	3,671	0	8,000	1,975	7,500	7,500	
Total Fall Conference	7,905	3,671	0	8,000	1,975	7,500	7,500	0
<i>Summer Conference</i>								
3-4404 · Registration	34,865	45,235	4,875	40,000	4,875	40,000	40,000	
3-4407 · Sponsorships	19,500	31,000	8,400	25,000	8,400	25,000	25,000	
3-4411 · Roger Jordan Scholarship	1,000	1,000	0	2,000	0	1,000	1,000	
3-4413 · Food Charges	0	275	0	0	0	0	0	
3-4420 · Activity Fee	0	0	0	0	0	0	0	
Total Summer Conference	55,365	77,510	13,275	67,000	13,275	66,000	66,000	0
<i>NW Regional Conference</i>								
3-4501 · Registration	0	35,045	0	0	0	0	0	
3-4505 · Sponsorships	0	11,250	0	0	0	0	0	
Total NW Regional Conference	0	46,295		0	0	0	0	0
<i>NW Women's Leadership Academy</i>								
3-4600 · Registration	18,000	15,900	0	15,000	0	15,000	15,000	
Total NW Women's Leadership Academy	18,000	15,900	0	15,000	0	15,000	15,000	0
Total · Conferences	81,270	143,376	13,275	90,000	15,250	88,500	88,500	0

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2021 Budget

		2018 ACTUAL	2019 ACTUAL	2020 Sept YTD	2020 BUDGET	2020 Estimate Year End	2021 PROPOSED BUDGET	ADJ 2021 PROPOSED BUDGET	2021 Approved BUDGET
General Operations Income									
3-4701	· Dues	46,915	44,879	40,785	45,000	40,785	41,000	41,000	
3-4703	· Dues Surcharge 2021	6,678	6,773	6,094	6,500	6,094	0	0	
3-4760	· Board Retreat Meetings	6,754	2,015	928	5,000	928	5,000	5,000	
3-4770	· CIS Senior Advisor	2,500	2,500	0	2,500	0	2,500	2,500	
3-4780	· ICMA Senior Advisor	3,219	7,485	629	7,000	629	7,000	7,000	
Total General Operations Income		66,066	63,652	48,436	66,000	48,436	55,500	55,500	0
Total Income		147,336	207,028	61,711	156,000	63,686	144,000	144,000	0
EXPENSE									
Conference Expense									
<i>Fall Workshop</i>									
3-5334	· Food & Beverage Fall	4,752	4,194	0	5,000	0	5,000	5,000	
3-5335	· Room Rental Fall	378	0	0	500	0	500	500	
3-5338	· Administration Fall	0	122	0	0	0	0	0	
3-5339	· Speakers Fall	4,500	527	0	5,000	0	5,000	5,000	
Total · Fall Conference		9,629	4,843	0	10,500	0	10,500	10,500	0
<i>Summer Conference</i>									
3-5441	· Activities Summer	0	2,990	0	3,000	0	3,000	3,000	
3-5442	· Administration Summer	518	460	8,272	500	8,272	500	500	
3-5443	· A/V & Trade Show Summer	290	448	0	2,500	0	1,000	1,000	
3-5444	· Food & Beverage Summer	19,021	30,061	0	30,000	0	30,000	30,000	
3-5445	· Lodging Summer	4,334	0	0	4,000	0	1,000	1,000	
3-5446	· Postage/Printing Summer	611	802	324	500	324	500	500	
3-5447	· Travel Summer	92	100	0	300	0	300	300	
3-5448	· Roger Jordan Scholarship	0	1,250	0	3,000	0	1,000	1,000	
3-5449	· Speaker Summer	9,654	6,710	0	8,000	0	7,500	7,500	
Total · Summer Conference		34,521	42,820	8,596	51,800	8,596	44,800	44,800	0

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2021 Budget

			2020 Sept YTD	2020 BUDGET	2020 Estimate Year End	2021 PROPOSED BUDGET	ADJ 2021 PROPOSED BUDGET	2021 Approved BUDGET
		2018 ACTUAL	2019 ACTUAL					
NW Regional								
3-5552	· Administration	0	7,451	0	0	0	0	0
3-5554	· Food & Beverage	0	22,909	0	0	0	0	0
3-5556	· Postage/Printing	0	126	0	0	0	0	0
3-5557	· Travel	0	5,550	0	0	0	0	0
3-5559	· Speaker	0	4,792	0	0	0	0	0
Total · NW Regional		0	40,828	0	0	0	0	0
NW Women's Leadership Academy								
3-5601	· LOC Administration	0	0	0	0	2,500	2,500	
3-5602	· Other Administration	13,000	665	975	5,000	12,500	12,500	
3-5603	· A/V & Room	0	0	0	0	0	0	
3-5604	· Speaker	0	0	0	0	0	0	
3-5605	· Food & Beverage	1,009	0	0	0	0	0	
3-5606	· Miscellaneous	1,015	12,938	0	15,000	0	0	
Total · NW Women's Leadership Academy		15,024	13,603	975	20,000	15,000	15,000	0
Total · Conferences								
		59,173	102,094	9,571	82,300	10,071	70,300	0
General Operations Expenses								
3-6001	· LOC Services	10,422	25,807	12,875	28,000	28,000	28,000	
3-6016	· Board Functions	13,576	4,299	0	6,000	0	5,000	5,000
3-6020	· ICMA Coaching Program	1,000	0	572	1,000	0	1,000	1,000
3-6021	· Conference Calls	182	451	0	500	0	100	100
3-6023	· Directory	0	0	0	0	0	0	0
3-6027	· Marketing/Supplies	1,452	743	0	10,000	0	1,000	5,000
3-6033	· Miscellaneous	1,346	348	250	1,500	250	1,500	1,500
3-6034	· Miscellaneous - Credit Card Exp	989	1,900	825	2,000	1,000	2,000	2,000
3-6036	· National/Committee Travel	2,583	2,422	0	3,000	572	1,500	1,500

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2021 Budget

			2020	2020		ADJ 2021	2021
	2018	2019	Sept	2020	2020	2021 PROPOSED	2021
	ACTUAL	ACTUAL	YTD	BUDGET	Estimate	BUDGET	Approved
					Year End		BUDGET
3-6039	· Newsletter	5,124	4,405	1,401	5,000	2,800	2,500
3-6042	· Postage	488	557	143	600	250	400
3-6045	· Printing, Fax	350	478	0	600	0	300
3-6051	· Scholarships Charlie Henry	3,240	4,381	0	4,500	0	3,000
3-6054	· Senior Advisor	9,725	12,722	2,400	14,000	2,400	14,000
3-6057	· Web Support	3,000	1,092	0	1,500	1,500	1,500
3-6058	· Audit	0	0	0	7,500	0	7,500
3-6059	· Sponsorship of Other Organizations	0	0	0	2,000	0	2,000
	· Host Committee Account Transfer	0	0	60,000	60,000	60,000	81,901
	Total General Operations Expenses	53,478	59,604	78,465	147,700	96,772	153,201
							157,201
							0
	Total Expenses	112,652	161,698	88,036	230,000	106,843	223,501
							227,501
	Net Income (Loss)	34,685	45,331	26,644	-74,000	-43,157	-79,501
							-83,501
							0

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2021 Budget

	2018 ACTUAL	2019 ACTUAL	2020 Sept YTD	2020 BUDGET	2020 Estimate Year End	2021 PROPOSED BUDGET	ADJ 2021 PROPOSED BUDGET	2021 Approved BUDGET
Fund Balance, beginning year	125,169	159,853	205,185	205,185	205,185	162,028	162,028	
Net Income (Loss)	34,685	45,331	26,644	(74,000)	(43,157)	(79,501)	(83,501)	
Fund Balance, end of year	159,853	205,185	231,829	131,185	162,028	82,527	78,527	0

Beginning Cash

Beginning Cash - Operations	47,441	74,447	110,256		110,256	104,267	104,267	
Beginning Cash - 2021 ICMA Conference	72,856	79,534	89,307		89,307	75,807	0	
Beginning Cash - RJ Scholarship	4,872	5,872	5,622		5,622	5,622	5,622	
Total Beginning Cash	125,169	159,853	205,185		205,185	185,696	109,889	0

Transfers

· Operating to RJ Scholarship	1,000	0	0		0	0	0	
· Operating to ICMA 2021	6,678	9,773	46,500		46,500	6,094	6,094	
· ICMA 2021 Host Committee Account	1,000	0	0		0	0	0	
Total Transfers	8,678	9,773	46,500		46,500	6,094	6,094	0

Ending Cash

· Ending Cash Balance - Operations /Unrestricted	74,447	110,256	104,267		80,599	76,905	72,905	
· Ending Cash Balance - ICMA 2021	79,534	89,307	75,807		75,807	0	0	
· Ending Cash Balance - RJ Scholarship	5,872	5,622	5,622		5,622	5,622	5,622	
Total Ending Cash OCCMA	159,853	205,185	185,696		162,028	82,527	78,527	0

**OCCMA HOST COMMITTEE
2021 Budget**

	2020 Sept YTD	2020 BUDGET	2020 Estimate Year End	2021 Proposed BUDGET	ADJ 2021 PROPOSED BUDGET	2021 Approved BUDGET
Income						
3-4900 · Revenue				81,901	81,901	
3-4900 · Sponsors				90,000	90,000	
Total Income	0	0	0	171,901	171,901	0
EXPENSE						
3-6250 · ICMA Conference Portland	2,449	0	2,449	229,452	229,452	
Total Expenses	2,449	0	2,449	229,452	229,452	0
Net Income (Loss)	(2,449)	0	(2,449)	(57,551)	(57,551)	0
Fund Balance, beginning year	-	-	-	57,551	57,551	
Net Income (Loss)	(2,449)	(2,449)	(2,449)	(57,551)	(57,551)	
Fund Balance, end of year	(2,449)	(2,449)	(2,449)	-	-	-
OCCMA HOST COMMITTEE						
Beginning Cash	0	57,551	57,551	57,551	57,551	
Transfers from OCCMA	57,551	0	0	0	0	
Total Ending Cash	57,551	57,551	0	0	0	0



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: LOC FUNDS TRANSFER FOR HOST COMMITTEE

DATE: JANUARY 12, 2021

CC: FILE

In the 2021 proposed budget there is a line reflecting the remaining dollars to be transferred to the Host Committee for the 2021 ICMA Conference. The amount to transfer is \$81,901 which was reflected in the 2021 budget. Staff is looking for the Board to approve the transfer.

**I, _____ move to approve the transfer of \$81, 901 from the 2021
OCCMA Board budget to the 2021 Host Committee budget, seconded by*

_____.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

AGENDA

TO: OCCMA BOARD
FROM: KELLY RICHARDSON
SUBJECT: CONFERENCE LOCATIONS
DATE: JANUARY 8, 2021
CC: FILE

2021

- **Mt. Bachelor July 6-9th**
- Food cancellation policy: 60-31 days 50%, 30-14 75%, 13 days or less 100%
- Overnight accommodations and or event cancellation: between January 1, 2021 and March 31, 2021 50%= 14,869. Cancellation between April 1, 2021 and the group's arrival date 75% = 22,304
- SEE ATTACHMENT FOR EMAIL FROM KYLE MURPHY (MT. BACHELOR EVNTS COORDINATOR).

2022

- **Eagle Crest Resort July 19-22nd**
- Cancellation policy: 90 days or more 40%, 45-90 days 75%, 0-45 days 100%

2023

- **Pendleton Convention Center July 19-22nd**
- Cancellation policy not listed but would be minimal based on overall cost for the facility.

There may need to be a decision regarding the 2021 Conference made shortly to avoid charges and or the possibility of making them the 2024 location to avoid the cancellation fees for 2021.

ATTACHMENT A

EMAIL FROM MT. BACHELOR- KYLE MURPHY

We currently do not have any events, but we do have a lot scheduled for Spring and Summer. We were holding them in the Fall as well. We made sure we did tables and chairs were spread out to keep people distanced. We also utilized our heated and covered patio to provide extra space. For groups that were having meetings we used multiple rooms and our sound system, which allows the same sound in all the meeting rooms. We have disinfectant misters that we use to disinfect furniture and surfaces and followed all CDC cleaning guidelines.

Our catering staff followed all the direction of the county health department and prepared all kept all food and beverage behind protective barriers until plated and served. We had not issues with any Covid spreading and received no notice that anybody was exposed at all.

We are addressing our policy to allow postponements based on the county regulations at that time. Last summer we allowed events to be postponed up to one year without penalty. We will look at that policy again if heavy restrictions continue. We expect restrictions to lighten as we move further from the holidays, the weather warms up and more and more people are vaccinated.

Please let me know if you have any more questions.

Kyle Murphy

Mt. Bachelor Events

Mount Bachelor Village Resort by Meredith Lodging

(877) 394-8966



OCCMA

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

January 30, 2020

AGENDA

President James Malloy
International City/County Management Association
777 N. Capitol Street Suite 500
Washington, D.C. 20002-4201

Dear President Malloy and the ICMA Executive Board:

The Oregon City/ County Management Association (OCCMA) requests the ICMA Executive Board's favorable consideration of Jeff Towery, City Manager, McMinnville, Oregon to serve as President-Elect for ICMA in 2021-2022. The OCCMA Board of Directors enthusiastically supports Jeff's desire to give back to the profession at the highest level. ICMA would be exceptionally well served by President Elect Towery's dedication to ethical, proactive professional local government management.

Jeff began his professional local government management career and membership in OCCMA in 1986. Jeff served as an OCCMA Board member in 1996-1997, and again in 2004-2005; President-Elect in 2011, President in 2012, and Past President in 2013. In 1999, Jeff supported the Portland ICMA Annual Conference as a member of the OCCMA Host Committee. In addition, Jeff has actively served on several ICMA committees starting in 1996 with the Conference Planning Committee. Jeff was elected to serve as the West Coast Vice President of ICMA from 2014 to 2017.

As West Coast Vice President, Jeff was a tireless supporter of ICMA, including explaining the benefits of joining to reluctant managers. Jeff enthusiastically supported ICMA's international initiatives and encouraged member participation. Jeff consistently, persuasively, and accurately communicated ICMA needs and changes at the regional and state level, and he was a trusted messenger of OCCMA's concerns and questions back to ICMA.

Jeff has an effective way of addressing challenging issues and discussions in a thoughtful, respectful, and constructive manner. Extremely competent and articulate at the international and national levels, Jeff actively and skillfully engages with members at the state and regional level. Specifically, Jeff has helped managers with tough, difficult issues, such as policing, racial equity, and serving the unhoused.

Jeff is very capable to guide ICMA through the challenging times ahead. As President Elect, he will work to ensure all members continue to receive value from ICMA. Thank you for your consideration.

Sincerely,

Steven D. Powers, President
Oregon City/County Management Association