



# OCCMA

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

## OCCMA Board of Directors Meeting

July 9, 2021 | 9:45 am – 11:45 am

Mount Bachelor Village Resort | Winter's Hope

19717 SW Mount Bachelor Dr, Bend, OR 97702

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

### AGENDA

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# OCCMA

## Oregon City/County Management Association

A State Affiliate of **ICMA**

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



## OCCMA Board of Directors Meeting

March 19, 2021 | 10:00 am – 2:00 pm

League of Oregon Cities Zoom Video

### MINUTES

#### **Board Members:**

Steve Powers, President – Present  
Susie Marston, President-Elect – Present  
Spencer Nebel Past President– Present  
John Walsh, Director – Present  
Dan Huff, Director – Present  
Mike Cully, Secretary, LOC – Absent

Brian Sjothun, Director – Present  
Rachael Fuller, Director – Present  
Adam Brown, Director – Present  
Aaron Palmquist, Director – Present  
Zoe Monahan, Director – Present  
Heidi Bell, Director - Present

#### **Staff:**

Christy S. Wurster, Operations & Member Engagement Director, LOC  
Kelly Richardson, Project Coordinator-Affiliates, LOC  
Patty Mulvihill, General Counsel, LOC  
Colton Totland, Honors Attorney, LOC

#### **Other:**

Jessica Cowles, Ethics Advisor, Membership , ICMA  
Sheila Ritz, Senior Advisor  
Peter Troedsson, City Manager, Albany (Arrived at 1:24 pm)  
Pat Martel, West Coast Regional Director, ICMA (Arrived at 10:13 am)

#### **A. Welcome & Roll Call**

**10:05 am**

President-Steve Powers called the meeting to order at 10:05 am.

President Power's reported that he received the President's trophy dropped off by Marty Wine and thanked Spencer Nebel and Rachael Fuller. He went on to say that Pat Martel would be joining us later in the meeting.

#### **B. Consent Calendar**

Director Marston pointed out that the minutes referenced a power point presentation that she did not see attached to minutes. Marston also clarified the Audit Committee members. [PowerPoint now attached to January 29, 2021 minutes.]

*Director Bell called for the question and asked that the vendor list show more details. (reference page 16)*

*It was moved by Aaron Palmquist and seconded by Susie Marston to approve the consent calendar with the addition of the power point presentation attached to the minutes. The motion passed unanimously (11 Yes [Bell, Brown, Fuller, Huff, Monahan, Nebel, Palmquist, Powers, Sjothun, Marston and Walsh.] 0 No, 0 Abstain, 0 Absent.*

*Director Bell calls for the question and asked that the vendor list show more details. (reference page 16)*

#### **C. Discussion State Association Role in ICMA Ethics Review Process**

**10:13 am**

Jessica Cowles, Ethics Advisor - ICMA presented an overview of the ICMA process and procedures surrounding ethics complaints. She indicated the entire process takes between 4-6 months to complete. Cowles stated that the presumption is someone is not guilty until proven guilty. If a member is both an ICMA member and OCCMA member then ICMA would take the lead; however, if they are only an OCCMA member then OCCMA would take the lead on the investigation process. Cowles made it clear that throughout this process ICMA would not share information and the entire process is confidential. The entire process is on the ICMA website for viewing.

Director Brian Sjothun left the meeting at 10:30 am and hoped to return around 11:30 am.

#### **D. Proposed Bylaws Changes & Membership Application Changes**

**10:36 am**

Honors Attorney Colton Totland, LOC presented to the Board his recommendations for amendments to the Bylaws and application forms to ensure a better result regarding defamation claims. Totland made the following recommendations for the Bylaws:

- Article 11- Code of Ethics
- Section 1. ICMA CODE OF ETHICS: The association has adopted the ICMA Code of Ethics as a requirement to maintain Active Member status in the Oregon City/County Management Association. All active members are required to govern their conduct in accordance with the ICMA Code and its associated guidelines. Active members are further required to submit to a peer-to-peer review of any allegations of unethical behavior.
- Section 2. DISCIPLINARY ACTION: The Board shall have the authority to take disciplinary action, up to and including expulsion from the Association, against any member which, in its judgment, may be appropriate to maintain the professional standards of the Association. Disciplinary action may include public censure, wherein notice is given to other members of OCCMA, the governing bodies of appropriate cities and counties, and/or news media outlets that a violation of the code has taken place and that OCCMA strongly disapproves of such conduct.

Totland identified a few housekeeping changes that will need to be made as well regarding past dates of changes and typos.

Spencer Nebel explained that there was a provisional ethics policy approved by the Board last year that will need to be refined and brought back.



## **E. Presentation of Updated LOC Bylaws Amendment**

**10:55 am**

LOC General Counsel Patty Mulvihill presented an overview of the LOC Bylaw updates as it pertains to OCCMA.

The LOC Bylaws were amended in June of 2020 in a way that requires the LOC Nominating Committee to accept the OCCMA's recommendation for the open non-voting city manager position on the Board, provided the OCCMA considers the same criteria for appointment that the LOC Nominating Committee would consider if it did the work itself. The specific criteria the OCCMA must consider is as follows:

1. That the Board is comprised of representatives from all geographic regions of the state.
2. That the Board is comprised of representatives from cities with small, medium, and large populations.
3. That the Board is comprised of representatives from underserved and underrepresented communities.

There is no deadline in the LOC Bylaws for when applications for the non-voting city manager applications are due. OCCMA will need to have the identified person to LOC by October 8, 2021.

2020 was the first year OCCMA really had this large of a role to play in appointing the non-voting city manager to the LOC Board. Mulvihill suggested the following steps to help the process.

1. Announce the process for how candidates apply, but within that announcement, spell out the exact process that will be used. There was some confusion last year among applicants about the process itself – Because OCCMA process differed from the LOC process.
2. Interview all applicants for the position – do not just rely upon the written materials. I recommend this mostly because the Nominating Committee interviews all candidates for elected positions, so interviewing the city managers will ensure the processes are more similar in nature.
3. If the OCCMA is going to give weight to the fact that a candidate is a member of the ICMA, then I think that should be made clear on the application materials.

Past President Nebel brought item H on the agenda forward during this discussion. He explained that Project Coordinator-Affiliates Richardson put together a timeline that meets the LOC Nominating Committee deadline. Members briefly discussed the process for the OCCMA Nominating Committee.

Nebel agreed to provide a newsletter article covering the process and Mulvihill is asked to bring back some history for the Nominating Committee at the next Board meeting.

It was moved by Aaron Palmquist and seconded by Spencer Nebel to approve the timeline and process as outlined. The motion passed unanimously (10 Yes [Bell, Brown, Fuller, Huff, Monahan, Nebel, Palmquist, Powers, Marston, and Walsh.] 0 No, 0 Abstain, 1 Sojthun Absent.

#### **F. Discussion on “Big Thinking” Challenges Facing Our Communities**

**11:12 am**

President Powers asked the Board if this is something the Board wanted to support or discuss the involvement, if any, of the association. Following a brief discussion of the Board members it was decided that the newsletter can provide information to cities. It was also agreed that the Professional Development Committee could review to see if there were any topics for conference that could come out of it.

*General Counsel Mulvihill left the meeting at approximately 11:15 am.*

#### **G. Contract Review Between LOC and OCCMA**

Project Coordinator-Affiliates Richardson presented the contract to the OCCMA Board for discussion. Director Brown asked what the relationship was between Oregon Association of Counties, Oregon Association of Managers and LOC. President Powers explained that this contract is for the administrative support from LOC and suggested they circle back to Browns question later in the meeting. Brown went on to say that in Michigan this type of thing was done through the university.

Zoe Monahan asked the Board how future support contracts would be done. President Powers stated they would be brought back later as an addendum for this year.

It was moved by Zoe Monahan and seconded by Heidi Bell to approve the contract between OCCMA and LOC. The motion passed unanimously (9 Yes [Bell, Fuller, Huff, Monahan, Nebel, Palmquist, Powers, Marston, and Walsh.] 1 Brown No, 0 Abstain, 1 Sojthun Absent.

Director Brown stated that he felt OCCMA should look at the relationship between OCCMA and Oregon Counties in conjunction with LOC and if it has caused any fracturing of the group’s relationships. Director Huff asked for clarification of the question and Brown explained that he wondered if the relationship between LOC and OCCMA has caused issues with Oregon Counties. He wanted to know why they did not participate in these meetings.

Director Palmquist called for the vote. President Powers called for the vote at this time.

Director Bell suggested that President Powers invite the members of the County to attend the OCCMA meetings each month.

Following the question asked by Director Brown the Board discussed the issue. Everyone agreed it is a long-standing problem without resolution.

#### **H. Discussion on Nomination Process for LOC Board**

The nomination process was discussed during item E.

#### **I. Membership Report**

**11:43 am**

Project Coordinator-Affiliates Richardson reported to the Board the most recent OCCMA registration numbers. As of March 8, 2021, there were 168 applications received for membership. This figure excluded

lifetime and honorary members. Richardson also included a previous year comparison dating back to 2014. Richardson informed the Board that another email would be going out next week which should help build on those numbers.

President Powers called for a break at 11:47 am

## **J. Committees**

### **1. Nominating**

**12:10 pm**

Had not met and there was nothing to report.

### **2. Bylaws**

Chair Nebel informed the members that there has not been a meeting, however, there is some work that needs done and will continue to work on each item. Richardson pointed out that last year one item the Board wanted looked at was the listserv code of conduct to become part of the policy annex. Nebel confirmed that it needed to be included and that he would put an agenda together and forward to Richardson for review prior to sending it out.

Christy Wurster left the meeting at approximately 12:00 pm

### **3. Audit**

Had not met yet.

### **4. Support for Managers**

Chair Marston informed the Board that the Senior Managers meet monthly to go over various items promoting membership. Currently the group is working on getting the welcome packet on the website.

### **5. Professional Development**

Chair Marston gave an overview of her written report which covered the following: All of which can be read in its entirety in the March 19, 2021 Board packet.

- Facilities cancellation and/or rescheduling policy
- Facility Capacity
- Options for the Board to consider

Dan Huff and Zoe Monahan stepped up and said they would help with planning if needed.

Consensus of the Board is to have an in-person Summer Conference for 2021.

### **6. Ethics**

Chair Nebel informed the Board there is a current outstanding issue. Nebel stated part of the issue is how long it has taken to replace Christy Wurster as one of the fact finders. The preliminary work has been completed and it is moving forward.

## 7. Communications

Chair Bell reported the successful release of the quarter one newsletter and thanked both the committee members and LOC staff. Bell asked Board members if they had ideas for the next quarter newsletter. Bell asked Brown if he could help facilitate interaction with small cities in his area. She had hoped to have more pictures and highlight downtowns of other cities and put it into some type of interaction game for fun.

## 8. ICMA Liaison

Chair Brown informed Board members that as of today there were no new items to share. Pat Martel spoke to the Board about the pending Regional ICMA conference. Martel stated there were 226 registrants. She highlighted that the keynote speaker would be Doctor Laura Wang, Professor at Harvard Business School. Doctor Wang wrote the book *How To Use Diversity To Your Advantage*. Marc Ott and Jim Malloy, current President of ICMA, will be present. Jim will be doing a session on some of ICMA's highest priorities that ICMA is working on. She stated that ICMA is leaning towards an in-person event in Portland for the Annual Conference. Portland has confirmed the event center will be open and ICMA would be the first event held after the opening.

## 9. Host

Chair Nebel updated the Board on the discussions revolving around the 2021 Portland ICMA Conference. The report can be read in its entirety on page 98 of the March 19, 2021 packet. Nebel pointed out a few outstanding questions.

- What are the rules for posting signage in/at the airport?
- How many volunteers (roughly) do we need total?
- Are there any additional volunteer roles we will need to accommodate new COVID restrictions?

On page 110 of the packet next steps were discussed.

## 10. DEI Subcommittee

12:56 pm

Chair Sjuthun had not returned, and Rachael Fuller gave the report. Then entire report can be read in its entirety on page 113 of the March 19, 2021 Board packet. This report covered strategy #2 *Encourage strong partnerships with affiliate groups and create a formal path for partnerships with OCCMA*.

The strategy would include the following.

- Statement of Support
- Affiliate Agreement Framework
- Affiliate agreements

Following the presentation of the report the Board discussed the statement of support and the affiliate framework. The Board agreed that the agreements needed to come back later.

It was moved by Dan Huff and seconded by Adam Brown to approve the language of the statement of support and the affiliate agreement framework. The motion passed unanimously (10 Yes [Bell, Brown, Fuller, Huff, Monahan, Nebel, Palmquist, Powers, Marston, and Walsh.] 0 No, 0 Abstain, 1 Sojthun Absent.

Fuller informed the Board that she did not have any information at this time regarding scholarships but assured the Board she would at the next meeting in July.

#### **K. Other Business**

Board members discussed the ability to support the Regional Conference in conjunction with ICMA events. Members talked about specific logistics:

- 5-year rotation
- If it were in the same year as an ICMA event

Palmquist asked for a visual aid and wanted a schedule to see at the next meeting. Martel stated there is not a schedule as of now because of the climate surrounding this. As soon as there is one Martel will make that available. Martel asked for input from the partners to make sure session topics are relative and interesting to OCCMA members.

Zoe Monahan supported Nebel proposal of keeping the Northwest element and then cycling in the Regional Conference of Oregon and Washington except for the years of an ICMA event and then being on a 5-year rotation with Alaska.

Palmquist asked for a poll of membership or in the newsletter to poll the membership. It was unclear of what the poll would be. Powers felt a poll was not needed and was unclear other than poll membership to find out if they wanted to go to Alaska or not. Powers reiterated that Washington is very interested in remaining in the rotation. Members went on to discuss the rotation and how that would look going forward. Powers will put something out on the listserv.

Peter Troedsson with ICMA joined the meeting he informed the Board of a recent event he attended called the Government Palooza. Troedsson informed the Board the fee study is moving forward along with the code of ethics.

Marston clarified the minutes were correct regarding the Audit Committee with regard to the Bylaws. She was only seeking clarification on who serves on the committee.

Director Brown clarified that he is happy with how LOC is supporting OCCMA.

#### **L. Adjournment**

President Powers adjourned the meeting at 1:31 pm.

It was moved by Heidi Bell and seconded by Dan Huff adjourn the March 19, 2021 meeting at 1:31 pm. The motion passed unanimously (10 Yes [Bell, Brown, Fuller, Huff, Monahan, Nebel, Palmquist, Powers, Marston, and Walsh.] 0 No, 0 Abstain, 1 Sojthun Absent.

**APPROVED** by the OCCMA Board of Directors on July 9, 2021.

ATTEST:

\_\_\_\_\_  
Mike Cully, Secretary-Treasurer

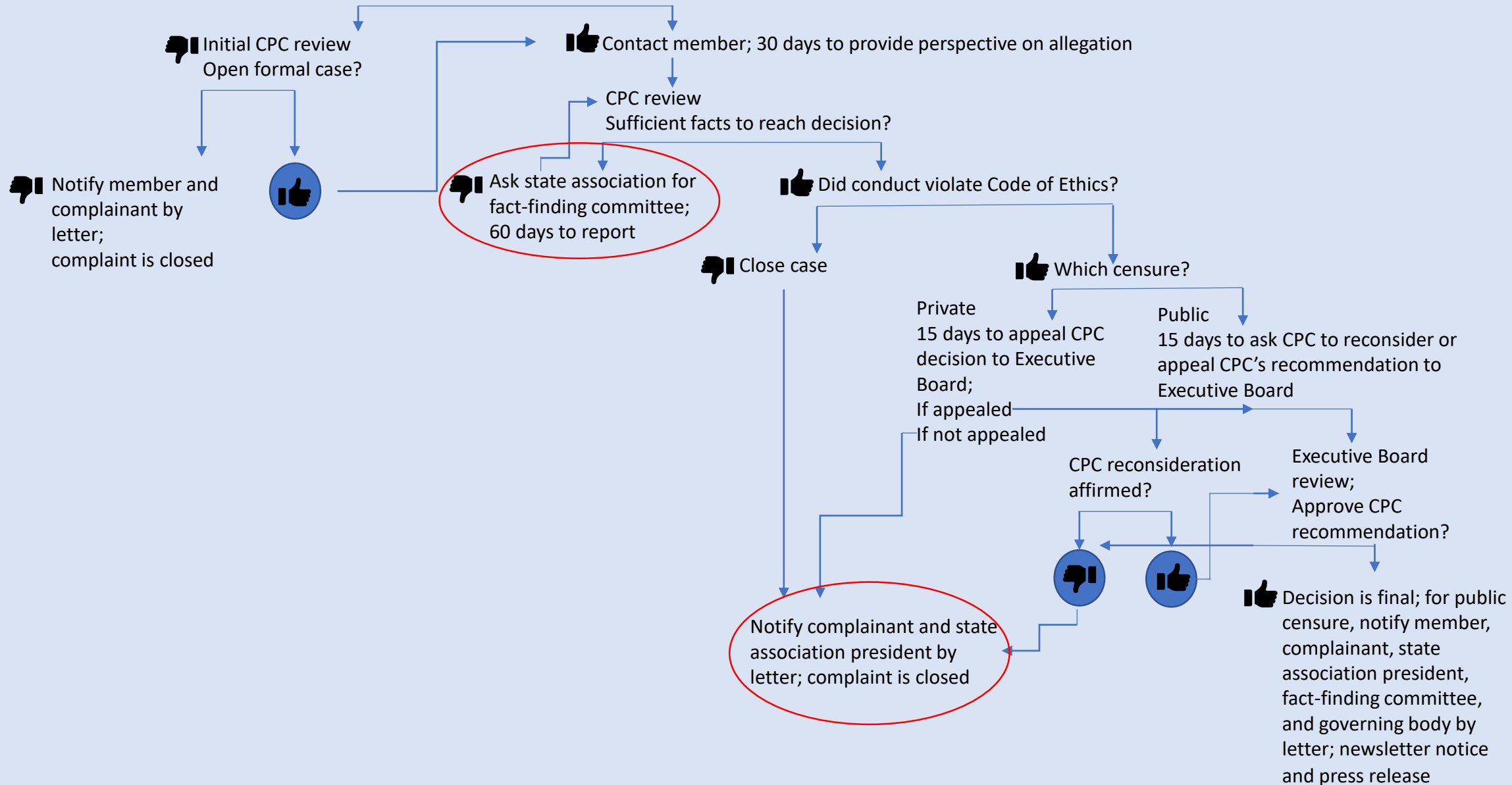
\_\_\_\_\_  
Steve Powers, President

DRAFT

## Complaint Submission Phase: Staff first reviews the complaint based on the Rules of Procedure criteria:

1. Did the complainant provide sufficient documentation to support the allegation(s)?
2. If the allegation(s) were proven true, would it violate the Code of Ethics?

## CPC and Executive Board Review Phase:



# Oregon City/County Management Association

Budget vs. Actuals: OCCMA FY 2021 - FY21 P&L

January - May, 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
3-4000 Conference Income				
3-4300 Fall Conference				
3-4303 Registration Fall Conference		7,500.00	7,500.00	100.00 %
<b>Total 3-4300 Fall Conference</b>		<b>7,500.00</b>	<b>7,500.00</b>	<b>100.00 %</b>
3-4400 Summer Conference				
3-4404 Registration Summer Conference	27,180.00	40,000.00	12,820.00	32.05 %
3-4407 Sponsorships	9,300.00	25,000.00	15,700.00	62.80 %
3-4411 Summer Wells/Jordan Scholarship		1,000.00	1,000.00	100.00 %
<b>Total 3-4400 Summer Conference</b>	<b>36,480.00</b>	<b>66,000.00</b>	<b>29,520.00</b>	<b>44.73 %</b>
3-4600 NW Women's Academy				
3-4606 NW Women's Leader Summit	6,850.00	15,000.00	8,150.00	54.33 %
<b>Total 3-4600 NW Women's Academy</b>	<b>6,850.00</b>	<b>15,000.00</b>	<b>8,150.00</b>	<b>54.33 %</b>
<b>Total 3-4000 Conference Income</b>	<b>43,330.00</b>	<b>88,500.00</b>	<b>45,170.00</b>	<b>51.04 %</b>
3-4700 General Operations				
3-4701 Dues	40,917.20	41,000.00	82.80	0.20 %
3-4760 Board Retreat Meetings		5,000.00	5,000.00	100.00 %
3-4770 CIS Senior Advisor		2,500.00	2,500.00	100.00 %
3-4780 ICMA Senior Advisor	25.98	7,000.00	6,974.02	99.63 %
<b>Total 3-4700 General Operations</b>	<b>40,943.18</b>	<b>55,500.00</b>	<b>14,556.82</b>	<b>26.23 %</b>
<b>Total Income</b>	<b>\$84,273.18</b>	<b>\$144,000.00</b>	<b>\$59,726.82</b>	<b>41.48 %</b>
<b>GROSS PROFIT</b>	<b>\$84,273.18</b>	<b>\$144,000.00</b>	<b>\$59,726.82</b>	<b>41.48 %</b>
Expenses				
3-5100 Conferences				
3-5330 Fall Conference				
3-5334 Food & Beverage Fall		5,000.00	5,000.00	100.00 %
3-5335 Room Rental Fall		500.00	500.00	100.00 %
3-5339 Speakers Fall		5,000.00	5,000.00	100.00 %
<b>Total 3-5330 Fall Conference</b>		<b>10,500.00</b>	<b>10,500.00</b>	<b>100.00 %</b>
3-5440 Summer Conference				
3-5441 Activities Summer		3,000.00	3,000.00	100.00 %
3-5442 Administration Summer		500.00	500.00	100.00 %
3-5443 Audio/Trade Show Summer		1,000.00	1,000.00	100.00 %
3-5444 Food & Beverage Summer		30,000.00	30,000.00	100.00 %
3-5445 Lodging Summer		1,000.00	1,000.00	100.00 %
3-5446 Postage/Printing Summer		500.00	500.00	100.00 %
3-5447 Travel Summer		300.00	300.00	100.00 %
3-5448 LOC Summer Wells/Jordan Sch		1,000.00	1,000.00	100.00 %
3-5450 Speaker Summer		7,500.00	7,500.00	100.00 %
<b>Total 3-5440 Summer Conference</b>		<b>44,800.00</b>	<b>44,800.00</b>	<b>100.00 %</b>
3-5600 NW Women Academy				



# Oregon City/County Management Association

Budget vs. Actuals: OCCMA FY 2021 - FY21 P&L

January - May, 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
3-5602 Other Administration	7,824.90	12,500.00	4,675.10	37.40 %
<b>Total 3-5600 NW Women Academy</b>	<b>7,824.90</b>	<b>12,500.00</b>	<b>4,675.10</b>	<b>37.40 %</b>
<b>Total 3-5100 Conferences</b>	<b>7,824.90</b>	<b>67,800.00</b>	<b>59,975.10</b>	<b>88.46 %</b>
3-6000 Operations Expense				
3-6001 LOC Services	13,229.15	28,000.00	14,770.85	52.75 %
3-6016 Board Functions		5,000.00	5,000.00	100.00 %
3-6020 Coaching Program		1,000.00	1,000.00	100.00 %
3-6021 Conference Calls		100.00	100.00	100.00 %
3-6027 Marketing/Supplies		5,000.00	5,000.00	100.00 %
3-6033 Miscellaneous		1,500.00	1,500.00	100.00 %
3-6034 Miscellaneous Credit Card Exp	720.28	2,000.00	1,279.72	63.99 %
3-6036 National/Committee Travel		1,500.00	1,500.00	100.00 %
3-6039 Newsletter		2,500.00	2,500.00	100.00 %
3-6042 Postage		400.00	400.00	100.00 %
3-6045 Printing, Fax		300.00	300.00	100.00 %
3-6051 Scholarships Charlie Henry		3,000.00	3,000.00	100.00 %
3-6054 Senior Advisor		14,000.00	14,000.00	100.00 %
3-6057 Web Support		1,500.00	1,500.00	100.00 %
3-6058 Audit		7,500.00	7,500.00	100.00 %
3-6059 Sponsorship of Other Organizations		2,000.00	2,000.00	100.00 %
3-6090 Contingency		81,901.00	81,901.00	100.00 %
<b>Total 3-6000 Operations Expense</b>	<b>13,949.43</b>	<b>157,201.00</b>	<b>143,251.57</b>	<b>91.13 %</b>
<b>Total Expenses</b>	<b>\$21,774.33</b>	<b>\$225,001.00</b>	<b>\$203,226.67</b>	<b>90.32 %</b>
NET OPERATING INCOME	<b>\$62,498.85</b>	<b>\$ -81,001.00</b>	<b>\$ -143,499.85</b>	<b>177.16 %</b>
NET INCOME	<b>\$62,498.85</b>	<b>\$ -81,001.00</b>	<b>\$ -143,499.85</b>	<b>177.16 %</b>



**OCCMA NORTHWEST WOMENS LEADERSHIP ACADEMY**  
**2021 Budget vs Actual**

	2021 BUDGET	2021 Actual as of May
<b>Income</b>		
3-4606 · Tuition	7,350	6,850
3-4606 · Donations		
<b>Total Income</b>	<b>7,350</b>	<b>6,850</b>
<b>EXPENSE</b>		
· Assessments	4,830	6,145
· Consulting	1,750	1,680
· Food & Beverage	0	
· Marketing	500	
· Supplies	300	
· Scholarships	500	
· Speaker Fees	1,000	
<b>Total Expenses</b>	<b>8,880</b>	<b>7,825</b>
<b>Net Income (Loss)</b>	<b>(1,530)</b>	<b>(975)</b>
<b>Fund Balance, beginning year</b>	<b>6,282</b>	<b>4,752</b>
<b>Net Income (Loss)</b>	<b>(1,530)</b>	<b>(975)</b>
<b>Fund Balance, end of year</b>	<b>4,752</b>	<b>3,777</b>

**OCCMA HOST COMMITTEE**  
**2021 Budget**

	2021 Approved BUDGET	2021 Actual as of May
<b>Income</b>		
3-4900 · Revenue	81,901	81,901
3-4900 · Sponsors	90,000	
<b>Total Income</b>	<u>171,901</u>	<u>81,901</u>
<b>EXPENSE</b>		
3-6250 · ICMA Conference Portland	229,452	
<b>Total Expenses</b>	<u>229,452</u>	<u>0</u>
<b>Net Income (Loss)</b>	<u>(57,551)</u>	<u>81,901</u>
<b>Fund Balance, beginning year</b>	57,551	57,551
<b>Net Income (Loss)</b>	<u>(57,551)</u>	<u>81,901</u>
<b>Fund Balance, end of year</b>	<u>-</u>	<u>139,452</u>
<b>OCCMA HOST COMMITTEE</b>		
Beginning Cash	57,551	57,551
Transfers from OCCMA	0	81,901
<b>Total Ending Cash</b>	<u>0</u>	<u>139,452</u>

# Oregon City/County Management Association

## Transaction List by Vendor

March - May, 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Hillsboro, City of						
05/12/2021	Bill		Yes		3-2099 Accounts Payable	390.00
LOC						
04/30/2021	Bill		Yes		3-2099 Accounts Payable	6,437.49
04/30/2021	Bill		Yes		3-2099 Accounts Payable	2,145.83
05/10/2021	Bill		Yes		3-2099 Accounts Payable	2,500.00
05/24/2021	Bill Payment (Check)	0965192	Yes	Q1 2021 Payment	3-1001 Checking	-
						6,437.49
05/24/2021	Bill Payment (Check)	0965194	Yes		3-1001 Checking	-
						6,437.53
05/24/2021	Bill Payment (Check)	0965196	Yes		3-1001 Checking	-
						6,437.49
05/31/2021	Bill		Yes		3-2099 Accounts Payable	2,145.83
Monmouth, City of						
05/12/2021	Bill		Yes		3-2099 Accounts Payable	281.21
MultiCultural Collaborative						
05/24/2021	Bill Payment (Check)	0965840	Yes	NWWLA-01	3-1001 Checking	-500.00
SSW Consulting LLC						
04/30/2021	Bill		Yes	NW Woman's Leadership Academy	3-2099 Accounts Payable	1,680.00
05/24/2021	Bill Payment (Check)	0965221	Yes	Inv 1233 Jan 7-8 & Feb 5.21 Cohort Training	3-1001 Checking	-
						1,680.00



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Christy Wurster, Operations & Member Engagement Director  
**Date:** June 29, 2021  
**Subject:** Summary of Contracts Executed on Behalf of OCCMA

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There has been one contract executed since the March 19, 2021 of Directors Meeting. A copy of this contract is attached to this memo.

- Contract for Services with the League of Oregon Cities

## CONTRACT FOR SERVICES

### PREAMBLE

THIS AGREEMENT is made and entered into by and between the Oregon City/County Management Association (OCCMA), an unincorporated association of general-purpose local government or council of governments, managers, and assistants in the State of Oregon; and the League of Oregon Cities (LOC), a consolidated department of Oregon cities.

### RECITALS

WHEREAS, OCCMA is an unincorporated association of general purpose local government or council of governments, managers, and assistants in the State of Oregon which serves to: support professional management in local government; promote the exchange of information between members; offer personal support to members; sustain the functions, principles and goals of the International City/County Management Association; and to provide any other service approved by the OCCMA Board of Directors;

WHEREAS, LOC is a consolidated department of Oregon cities created under ORS Chapter 190 which has the ability and capacity to provide services for organizations such as the OCCMA;

WHEREAS, on March 19, 2021 the OCCMA Board approved entering into an agreement with the LOC whereby the LOC shall provide services as described herein to OCCMA; and

WHEREAS, the Executive Director of the LOC has been granted authority by LOC's Board of Directors to enter into contracts on behalf of the LOC.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

**Section 1. Scope of Services.** The LOC agrees to provide the following services to the OCCMA, which shall obtain such services solely from the LOC during the term of this Contract.

#### Section 1.1. Financial Services.

- 1.1.1 Maintain the OCCMA's financial records in accordance with the practices and procedures set out by the OCCMA and its audit committee.
- 1.1.2 Assist as necessary the OCCMA's audit committee in the preparation of the annual financial statements.
- 1.1.3 Provide financial statements and provide a report to the OCCMA at Board meetings and at other times as requested.

- 1.1.4 Manage the OCCMA's accounts payable.
- 1.1.5 Manager the OCCMA's accounts receivable.
- 1.1.6 Assist the OCCMA Secretary-Treasurer in preparing and filing required tax forms.
- 1.1.7 Develop a proposed annual budget in consultation with the OCCMA President-Elect for approval and adoption by the OCCMA Board of Directors.
- 1.1.8 Attend OCCMA Board meetings to assist the OCCMA Secretary-Treasurer in presenting financial information to the rest of the OCCMA Board of Directors.

Section 1.2. OCCMA Board and Membership Meetings.

- 1.2.1 Prepare agenda and written materials.
- 1.2.2 Prepare and submit minutes of each meeting.
- 1.2.3 Provide logistical support during meetings.
- 1.2.4 Post notices for all Board and membership meetings.

Section 1.3. Conferences. The parties agree that both will play a role in the creation and production of OCCMA-sponsored conference. The OCCMA will be responsible for all costs associated with the below services. LOC shall not enter into or sign any contractual agreement for conference facility rental, catering, AV/WIFI rental, or hotel room rate guarantees until the same has been approved by the OCCMA Board of Directors. The LOC will be responsible for providing the following work.

- 1.3.1 Manage the conference budgets as developed by the OCCMA and reconcile the conference budget after all invoices and expenses have been recorded and completed within 180 days of the end of each conference.
- 1.3.2 Handle all funds and management expenses related to the conferences.
- 1.3.3 Set up conference registration by using an existing LOC system.
- 1.3.4 Submit invitations to conferences to OCCMA members.
- 1.3.5 Track conference registrations.
- 1.3.6 Securely process registration funds for conferences, including accounting for

merchant and interchange fees (credit card, etc.).

- 1.3.7 Send registration confirmations, email follow-ups, etc.
- 1.3.8 Source appropriate meeting and function space including venue negotiations and contract execution.
- 1.3.9 Hotel room negotiations and contract execution (if different from venue).
- 1.3.10 Catering contract execution (if different from venue).
- 1.3.11 Provide logistical support to the OCCMA professional development committee.
- 1.3.12 Process speaker registrations and ensure all speakers are registered.
- 1.3.13 Greet and manage speakers at conferences.
- 1.3.14 Coordinate, record, and provide archiving service for speaker presentations.
- 1.3.15 Coordinate conference publications (print or electronic).
- 1.3.16 Manage on-site setup of conferences.
- 1.3.17 Negotiate contracts for AV and WIFI.
- 1.3.18 Serve as on-side liaison with AV and technical suppliers.
- 1.3.19 Negotiate and obtain liability insurance.
- 1.3.20 Track and coordinate conference sponsorships.
- 1.3.21 Track and coordinate conference scholarships.
- 1.3.22 Generate certificates of attendance for LGMC purposes.
- 1.3.23 Administer and collect results from satisfaction surveys.

#### 1.4. Newsletter.

- 1.4.1 Provide coordination, graphic design, and production support for OCCMA's quarterly newsletters.



#### 1.5. Database, Listserv, and Website.

- 1.5.1 Maintain the OCCMA membership database and publish a membership directory in an electronic format.
- 1.5.2 Host and maintain the OCCMA listserv.
- 1.5.3 Maintain the OCCMA website.

#### 1.6. Membership Support.

- 1.6.1 Coordinate annual membership drive.
- 1.6.2 Coordinate and assist with OCCMA committees.
- 1.6.3 Coordinate the Senior Advisor Program.
- 1.6.4 Coordinate with the International City/County Management Association.

#### 1.7. Northwest Women's Leadership Academy. LOC agrees to provide the following services specifically related to supporting the Northwest Women's Leadership Academy (NWWLA).

- 1.7.1 Maintain the financial records, provide quarterly financial statements, and manage accounts payable/receivable related to the NWWLA.
- 1.7.2 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.
- 1.7.3 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 the NWWLA contact database.
- 1.7.4 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.

- 1.7.5 Provide needed support for any virtual programming, including use of LOC's Zoom accounts, should the NWWLA not be able to host in-person events.

1.8. Northwest Regional Managers Conferences. The parties agree that when it is Oregon's year to host a Northwest Regional Managers Conference (provided Oregon hosts no more than once every two year as the terms described below only bind LOC for one conference every two years), both the OCCMA and the LOC will play a role in the creation and production of said conference. OCCMA will be responsible for all costs associated with the below services. LOC shall not enter into or sign any contractual agreement for conference facility rental, catering, AV/WIFI rental, hotel room rate guarantees, or liability insurance until the same has been approved by the OCCMA Board of Directors. LOC will be responsible for providing the following work.

- 1.8.1 Manage the conference budgets as developed by the OCCMA and reconcile the conference budget after all invoices and expenses have been recorded and completed within 180 days of the end of the conference.
- 1.8.2 Handle all funds and management expenses related to the conference.
- 1.8.3 Set up conference registration by using an existing LOC system.
- 1.8.4 Submit invitations to the conference to the OCCMA membership via the website and/or listserv and/or quarterly newsletter and work with the Washington City/County Management Association staff to distribute invitations to their members.
- 1.8.5 Track conference registrations.
- 1.8.6 Securely process registration funds for the conference, including accounting for merchant and interchange fees (credit card, etc.).
- 1.8.7 Send registration confirmations, email follow-ups, etc.
- 1.8.8 Source appropriate meeting and function space including venue negotiations and contract execution.
- 1.8.9 Hotel room negotiations and contract execution (if different from venue).
- 1.8.10 Catering negotiations and contract execution (if different from venue).
- 1.8.11 Provide logistical support to the OCCMA professional development committee.
- 1.8.12 Process speaker registrations and ensure all speakers are registered.

- 1.8.13 Greet and manage speakers at the conference.
- 1.8.14 Coordinate, record, and provide archiving service for speaker presentations.
- 1.8.15 Coordinate conference publications (print or electronic).
- 1.8.16 Manage on-site setup of the conference.
- 1.8.17 AV and WIFI negotiations and contract execution.
- 1.8.18 Serve as on-site liaison with AV and technical suppliers.
- 1.8.19 Negotiate and obtain liability insurance.
- 1.8.20 Track and coordinate conference sponsorships.
- 1.8.21 Track and coordinate conference scholarships.
- 1.8.22 Generate certificates of attendance for LGMC purposes.
- 1.8.23 Administer and collect results from satisfaction surveys.

**Section 2. Payment for Services.** The OCCMA agrees to pay the LOC as follows.

Section 2.1. Services Described in Sections 1.1 – 1.6. The OCCMA agrees to pay the LOC a flat fee of Twenty-Five Thousand Dollars (\$25,000.00) for each year of the Contract with a 3% adjustment each year for the services described in Sections 1.1 – 1.6 of this Contract.

- 2.1.1 The fee shall be paid annually to cover the cost of personnel expenses incurred by the LOC in providing services to the OCCMA.
- 2.1.2 Payment shall be made monthly, with 1/12 of the total annual amount due paid by the 15<sup>th</sup> of each month subject to this Contract.

Section 2.2. Services Described in Section 1.7. The OCCMA agrees to pay the LOC a flat fee of Two Thousand Five Hundred Dollars (\$2,500.00) for each year of the Contract with a 3% adjustment each year for the services described in Section 1.7 of this Contract.

- 2.2.1 The fee shall be paid annually to cover the cost of personnel expenses incurred by the LOC in providing services to the NWWLA.
- 2.2.2 Payment shall be made monthly, with 1/12 of the total amount due paid by the 15<sup>th</sup> of each month subject to this Contract.

- 2.2.3 If a LOC staff person is required to spend more than 15 hours working on an in-person NWWLA event, and for any hour a LOC staff person is required to attend a NWWLA 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.

Section 2.3. Services Described in Section 1.8. The OCCMA agrees to pay the LOC a flat fee of Five Thousand Dollars (\$5,000.00) for any year covered by this Contract wherein the state of Oregon is the host for the Northwest Regional Manager's Conference (again, noting that the LOC only agrees to provide services under this Contract for one such conference every two years). The fee, if applicable during any given year, shall be paid by June 30 to cover the cost of personnel expenses incurred by the LOC in providing services to the OCCMA under Section 1.8.

Section 2.4. Hard Costs. In addition to the annual fees described in Sections 2.1, 2.2, 2.3, the OCCMA shall be financially responsible for the following.

- 2.4.1 Hard costs associated with conferences including but not limited to: facility rental, catering, equipment rental, and liability insurance.
- 2.4.2 Any paper copies made by the LOC shall be billed to the OCCMA at a rate of 10 cents per page.
- 2.4.3 Any postage paid by LOC on behalf of the OCCMA shall be billed to the OCCMA at the actual cost incurred.
- 2.4.4 Any printing costs paid by the LOC on behalf of the OCCMA shall be billed to the OCCMA at the actual cost incurred.
- 2.4.5 Any travel expenses incurred by the LOC administrative support person who is requested to attend an OCCMA conference in person shall be billed to the OCCMA for the following:
  - 2.4.5.1 Reimbursement for mileage at the current federal Internal Revenue Service rate;
  - 2.4.5.2 Hotel expenditure; and
  - 2.4.5.3 Reimbursement for food at the current per diem rate established by the General Services Administration for the state of Oregon.
- 2.4.6 Any travel expenses incurred by an LOC administrative support person who is requested to attend an NWWLA conference in person shall be billed to the OCCMA for the following:

2.4.6.1 Reimbursement for mileage at the current federal Internal Revenue Service rate;

2.4.6.2 Hotel expenditure; and

2.4.6.3 Reimbursement for food at the current per diem rate established by the General Services Administration for the state of Oregon.

2.4.6.4 Expenses incurred under Sections 2.4.6.1 – 2.4.6.3 have to be pre-approved by the NWWLA Chair in order for the OCCMA to be required to pay said expenses.

2.4.7 Any travel expenses incurred by no more than four LOC administrative support persons who are requested to attend a Northwest Regional Managers Conference in person shall be billed to the OCCMA for services outlined below. In no instance shall the OCCMA be expected to pay the travel expense incurred by the LOC's Executive Director.

2.4.7.1 Reimbursement for mileage at the current federal Internal Revenue Service rate.

2.4.7.2 Hotel expenditure; and

2.4.7.3 Reimbursement for food at the current per diem rate established by the General Services Administration for the state of Oregon.

Section 2.5. Work Not Described in Contract. In the event the OCCMA requests and authorizes work by LOC staff not identified in Sections 1.1 – 1.8, the OCCMA shall reimburse the LOC for such staff time at a rate that will reimburse the LOC at an hourly rate that captures the annual total cost of compensation for said employee divided by 2080 hours.

**Section 3. Signature Authority.** The OCCMA grants the LOC's Executive Director, or the Executive Director's designee, signature authority for purposes of signing any contracts or documents necessary to facilitate the LOC's responsibilities under this Contract. The appointment of the Executive Director's designee shall be subject to the OCCMA Board's approval. The Executive Director, the Executive Director's designee, shall provide a written report to the OCCMA Board at each OCCMA Board meeting for all contracts and documents executed on behalf of the OCCMA during the prior reporting period.

#### **Section 4. General Terms and Conditions.**

Section 4.1. Obligations. Neither party is, by virtue of this Contract, a partner or joint venture in connection with activities carried out under this Contract and shall have no obligation with respect to the other party's debts or any other liability or obligation of the

other party of whatever kind or nature except as set forth in Paragraphs 4.2 and 4.3 of this Contract.

Section 4.2. Agency. Neither party is, nor shall be deemed to be, an agent of the other party for any purpose except where the OCCMA has granted signature authority to the LCO's Executive Director or designee pursuant to Section 3 of this Contract.

Section 4.3. Hold Harmless, Indemnification, Defense. The OCCMA agrees to hold harmless, indemnify, and defend the LOC, and its officers and employees from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or related to the acts or omissions of the OCCMA or its officers, subcontractors, or agents resulting from the event, or any connection to this Contract. The LOC agrees to hold harmless, indemnify, and defend the OCCMA and its officers from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or related to the acts or omissions of LOC or its officers, employees, subcontractors, or agents resulting from the event, or any connection to this Contract.

Section 4.4. Termination. This Contract may be terminated by either party by giving written notice to the other party no later than 90 days prior to the proposed termination date. The LOC shall be entitled to compensation for the services performed up to the date of termination.

Section 4.5. Applicable Law. This Contract shall be governed and construed in accordance with the laws of the State of Oregon. The parties hereby submit to jurisdiction in Marion County, Oregon and agree that any and all disputes arising out of or related to this Contract shall be litigated exclusively in the Circuit Court for Marion County, Oregon and in no federal court or court of another county or state.

Section 4.6. Changes or Amendments. The parties may agree, in writing, to changes to any provisions of this Contract. However, no change shall be effective until approved, in writing, by a representative of each party. The LOC's representative shall be its Executive Director and the OCCMA's representative shall be its President.

Section 4.7. Assignability. This Contract is not assignable by the LOC, either whole or in part, unless the LOC has obtained the prior written consent of the OCCMA.

Section 4.8. Warranties. The persons signing this Contract represent and warrant that such persons have the requisite power and authority to enter into, execute, and deliver the Contract and that the Contract is a valid and legally binding obligation of each respective party.

Section 4.9. Conditions. As a condition precedent to the LOC's performance under the Contract, the OCCMA shall maintain its status as an affiliate member of the LOC. Nothing in this Contract shall relieve the OCCMA for the cost of such affiliate membership.

**Section 5. Effective Date and Term.** This Contract shall be effective as of July 1, 2021, and shall be in effect until June 30, 2024, unless sooner terminated by the parties as provided for in this Contract.

The Oregon City/County Management Association



Steve Powers  
OCCMA President

April 21, 2021

Date of OCCMA Signature

The League of Oregon Cities



Mike Cully  
LOC Executive Director

May 11, 2021

Date of LOC Signature



# OCCMA

## Oregon City/County Management Association

A State Affiliate of ICMA

To: President Powers and Members of the OCCMA Board of Directors

From: Rachael Fuller

Date: June 24, 2021

Re: Contract between OCCMA and the Oregon Local Government Latino Network and Addendum #1 of contract between OCCMA and the League of Oregon Cities

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The purpose of this item is to approve a contract between OCCMA and the Oregon Local Government Latino Network, an affiliate of the Local Government Hispanic Network, and to approve an addendum to the contract between OCCMA and LOC regarding services to be provided by LOC to OLGLN. This action is consistent with the OCCMA board's adopted statement of support encouraging Oregon Chapter of ICMA affiliate organizations to become affiliates of OCCMA.

The mission of the Local Government Hispanic Network is to elevate Hispanic professionals; serve as a resource to all local government managers in communities with significant Hispanic populations; provide opportunities for professional development and awareness of Hispanic/Latino issues within communities; and increase skills to engage Hispanic/Latino communities in local governance.

The attached contract between OCCMA and LOC outlines the administrative responsibilities to be provided to OLGLN on behalf of OCCMA. The contract could also serve as a template for other Oregon Chapters of ICMA affiliate organizations to become affiliates of OCCMA.

OLGLN will begin collecting dues in January, 2022. As such, the organization requests that OCCMA cover the cost of LOC administrative support from LOC for the first 18 months. The OLGLN will be responsible for picking up the administrative cost starting in January, 2023.

**Suggested motion:** I move to approve the contract between OCCMA and OLGLN and to approve the addendum to the contract between OCCMA and LOC regarding administrative support for the Oregon Local Government Latino Network and to approve the payment of the contract for the first contract term of 18 months in the amount of \$3,125.



## CONTRACT FOR SERVICES

### PREAMBLE

THIS CONTRACT is made and entered into by and between the Oregon City/County Management Association (OCCMA), an unincorporated association of general-purpose local government or council of governments managers and assistants in the State of Oregon, and the Oregon Local Government Latino Network (OLGLN), a regional chapter of the Local Government Hispanic Network.

### RECITALS

WHEREAS, OCCMA is an unincorporated association of general purpose local government or council of governments managers and assistants in the State of Oregon which serves to: support professional management in local government; promote the exchange of information between members; offer personal support to members; sustain the functions, principles and goals of the International City/County Management Association; and to provide any other service approved by the OCCMA Board of Directors;

WHEREAS, OLGLN is a regional chapter of the Local Government Hispanic Network which serves to elevate Hispanic professionals; serve as a resource to all local government managers in communities with significant Hispanic populations; provide opportunities for professional development and awareness of Hispanic/Latino issues within communities; and increase skills to engage Hispanic/Latino communities in local governance;

WHEREAS, on July 6, 2021 the OCCMA Board approved entering into a contract with the OLGLN whereby the OCCMA shall provide services as described herein to OLGLN;

WHEREAS, on \_\_\_\_\_, the OLGLN Board approved entering into a contract with the OCCMA whereby the OCCMA shall provide services as described herein to OLGLN.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

**Section 1. Scope of Services.** The OCCMA agrees to provide the following services to the OLGLN.

#### Section 1.1. Financial Services.

1.1.1 Maintain the OLGLN's financial records in accordance with generally accepted accounting practices, provide quarterly financial statements, and manage accounts payable/receivable related to the OLGLN.

1.1.2 Assist the OLGLN in the development of an annual budget.

## Section 1.2. OLGLN Board & Membership Meetings.

1.2.1 Prepare agenda and notices for no more than one virtual Board meeting per month and no more than one membership meeting per calendar year.

1.2.2 Prepare and submit minutes of each meeting.

## Section 1.3. Annual Membership Drive.

The OCCMA will assist the OLGLN with an annual membership drive to take place in November of each calendar year. The OLGLN is responsible for developing the needed membership application forms and invitation letters, while the OCCMA is responsible for distributing the forms and processing the membership applications.

## Section 1.4. Events.

The OCCMA will provide registration support for no more than four OLGLN annual in-person or virtual events per calendar year; no other support will be provided. OLGLN is responsible for any costs associated with such events, including credit card fees incurred by the OCCMA in handling the registrations for the events.

## Section 1.5. Administrative Agent.

The OCCMA has secured the services of the League of Oregon Cities (LOC) to act as its administrative agent. The OLGLN acknowledges that the work and services provided by the OCCMA under this Contract will more likely than not be provided by the LOC and its staff. The OLGLN specifically agrees that any of the work or services to be provided by the OCCMA under this Contract, can instead be provided by the LOC, provided the LOC is acting as the administrative agent for the OCCMA.

## Section 1.6. Marketing.

The parties agree that the OCCMA, acting through its administrative agent the LOC, will provide information related to the formation, purpose, and activities of the OLGLN via the LOC Bulletin no more than one time per calendar month. Any information shared via the Bulletin is to be wholly prepared by the OLGLN and shall be submitted to the LOC in accordance with the LOC's established deadlines.

## Section 1.7. Services Specifically Excluded.

Both parties acknowledge that the OCCMA will not provide the OLGLN with any of the following services: newsletter production and/or distribution; membership directory compilation and/or distribution; website registration, maintenance and/or postings; listserv development and/or maintenance; support for committees and/or subcommittees; legal assistance; and any other service or product not specifically and affirmatively acknowledged in Section 1.1 through Section 1.6.

**Section 2. Payment for Services.** The OLGLN agrees to pay the OCCMA as follows:

Section 2.1. Payment for Services Described in Section 1. The OLGLN agrees to pay the OCCMA a flat fee of Three Thousand One Hundred and Twenty-Five Dollars for the term of this Contract. The fee shall be paid in equal quarterly installments of Seven Hundred and Eighty-One Dollars and Twenty-Five Cents (\$781.25).

Section 2.2. Hard Costs. In addition to the flat fee described in Section 2.1, the OLGLN shall be financially responsible for the following:

- 2.2.1. Hard costs associated with events including but not limited to: facility rental, catering, equipment rental, platform fees, credit card fees, and liability insurance.
- 2.2.2. Any paper copies made by the OCCMA, or the LOC acting as the OCCMA's administrative agent, shall be billed to the OLGLN at a rate of 10 cents per page.
- 2.2.3. Any postage paid by the OCCMA, or the LOC acting as the OCCMA's administrative agent, on behalf of the OLGLN shall be billed to the OLGLN at the actual cost incurred.
- 2.2.4. Any printing costs paid by the OCCMA, or the LOC acting as the OCCMA's administrative agent, on behalf of the OLGLN shall be billed to the OLGLN at the actual cost incurred.

**Section 3. General Terms and Conditions.**

Section 3.1. Obligations. Neither party is, by virtue of this Contract, a partner or joint venture in connection with activities carried out under this Contract and shall have no obligation with respect to the other party's debts or any other liability or obligation of the other party of whatever kind or nature except as set forth in Paragraphs 3.2 and 3.3 of this Contract.

Section 3.2. Agency. Neither party is, nor shall be deemed to be, an agent of the other party for any purpose.

Section 3.3. Hold Harmless, Indemnification, Defense. The OCCMA agrees to hold harmless, indemnify, and defend the OLGLN, and its officers and employees from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or related to the acts or omissions of the OCCMA or its officers, subcontractors, or agents resulting from the event, or any connection to this Contract. The OLGLN agrees to hold harmless, indemnify, and defend the OCCMA and its officers and administrative agent, specifically the LOC, from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or related to the acts or omissions of the OCCMA or its officers, administrative agents, employees, subcontractors, or agents resulting from the event, or any connection to this Contract.

Section 3.4. Termination. This Contract may be terminated by either party by giving written notice to the other party no later than 90 days prior to the proposed termination date. The OCCMA shall be entitled to compensation for the services performed up to the date of termination.

Section 3.5. Applicable Law. This Contract shall be governed and construed in accordance with the laws of the State of Oregon. The parties hereby submit to jurisdiction in Marion County, Oregon and agree that any and all disputes arising out of or related to this Contract shall be litigated exclusively in the Circuit Court for Marion County, Oregon and in no federal court or court of another county or state.

Section 3.6. Changes or Amendments. The parties may agree, in writing, to changes to any provisions of this Contract. However, no change shall be effective until approved, in writing, by a representative of each party.

Section 3.7. Warranties. The persons signing this Contract represent and warrant that such persons have the requisite power and authority to enter into, execute, and deliver the Contract and that the Contract is a valid and legally binding obligation of each respective party.

**Section 4. Effective Date and Term.** This Contract shall be effective as of September 1, 2021, and shall be in effect until December 31, 2022, unless sooner terminated by the parties as provided for in this Contract.

The Oregon City/County Management Association

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Steve Powers  
OCCMA President

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Date of Signature

The Oregon Local Government Latino Network

---

{ Insert Name of Signatory }  
{ Insert Title of Signatory }

---

Date of Signature

ADDENDUM #1  
CONTRACT FOR SERVICES BETWEEN OCCMA AND LOC

WHEREAS, the Oregon City County Management Association (OCCMA) and the League of Oregon Cities (LOC) entered into a three-year Contract for Services in 2021, wherein the LOC agreed to provide the OCCMA with certain administrative services; and

WHEREAS, the Contract for Services, specifically in Section 4.6, states that any changes to the provisions of the Contract must be in writing; and

WHEREAS, the OCCMA wishes to provide certain limited administrative support to an entity known as the Oregon Local Government Latino Network (OLGLN), with said support being practically provided by the LOC; and

WHEREAS, in order for the LOC to provide the additional support requested by the OCCMA, which is to support the efforts, in a limited capacity, of the OLGLN this Addendum #1 to the Contract for Services is required.

NOW THEREFORE, THE PARTIES HERETO DO AGREE TO AMEND THE ORIGINAL CONTRACT FOR SERVICES AS FOLLOWS:

1. This Addendum #1 supplements the attached Contract for Services between the OCCMA and the LOC and shall be effective upon the signature of both parties.
2. This Addendum #1 creates a new Section 6, entitled Oregon Local Government Latino Network Scope of Services, in the existing Contract. With Said Section 6 reading as follows:

**Section 6. Scope of Services.** The LOC agrees to provide the following services to the OCCMA, in support of its commitments to the OLGLN, beginning on September 1, 2021, and lasting through December 31, 2022.

Section 6.1. Financial Services.

- 6.1.1. Maintain the OLGLN's financial records in accordance with generally accepted accounting practices, provide quarterly financial statements, and manage accounts payable/receivable related to the OLGLN.
- 6.1.2. Assist the OLGLN in the development of an annual budget.

Section 6.2. OLGLN Board & Membership Meetings.

- 6.2.1. Prepare agenda and notices for no more than one virtual Board meeting per month and no more than one membership meeting per calendar year.
- 6.2.2. Prepare and submit minutes of each meeting.

### Section 6.3. Annual Membership Drive.

The LOC will assist the OLGLN with an annual membership drive to take place in November of each calendar year. The OLGLN is responsible for developing the needed membership application forms and invitation letters, while the OCCMA is responsible for distributing the forms and processing the membership applications.

### Section 6.4. Events.

The LOC will provide registration support for no more than four OLGLN annual in-person or virtual events per calendar year; no other support will be provided. OCCMA is responsible for any costs associated with such events, including credit card fees incurred by the LOC in handling the registrations for the events.

### Section 6.5. Marketing.

The parties agree that the LOC will provide information related to the formation, purpose, and activities of the OLGLN via the LOC Bulletin no more than one time per calendar month. Any information shared via the Bulletin is to be wholly prepared by the OLGLN and shall be submitted to the LOC in accordance with the LOC's established deadlines.

### Section 1.6. Services Specifically Excluded.

Both parties acknowledge that the LOC will not provide the OLGLN with any of the following services: newsletter production and/or distribution; membership directory compilation and/or distribution; website registration, maintenance and/or postings; listserv development and/or maintenance; support for committees and/or subcommittees; legal assistance; and any other service or product not specifically and affirmatively acknowledged in Section 6.1 through Section 6.5.

### Section 1.7. Payment for Services.

The OCCMA agrees to pay the LOC a flat fee of Three Thousand One Hundred and Twenty-Five Dollars for the term of this Contract. The fee shall be paid in equal quarterly installments of Seven Hundred and Eighty-One Dollars and Twenty-Five Cents (\$781.25). This flat fee is in addition to any other fees described in the original Contract for Services.

3. All existing provisions of 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 amended appropriately in order to be consistent with this Addendum.

This Addendum #1 shall be effective upon signature and shall last through the duration described in Paragraph Number Two..

The Oregon City/County Management Association

The League of Oregon Cities

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Steve Powers  
OCCMA President

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Mike Cully  
LOC Executive Director

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Date of OCCMA Signature

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Date of LOC Signature



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Christy Wurster, Operations & Member Engagement Director  
**Date:** June 29, 2021  
**Subject:** Consideration of Rejoining ICMA Coaching Program

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OCCMA was previously a State Association Partner in the ICMA Coaching Program. As a State Association Partner, OCCMA members (and all the employees in their agencies) receive the following services:

- Six live webinars each year plus access to 70+ webinars with resource packets on the Coaching Program archives
- One-to-one coaching via the “CoachConnect” online registry of coaches
- Coaching resources, including several training videos on how to benefit from coaching, how to serve as a coach, and a demonstration of a coaching conversation
- Assistance in organizing Speed Coaching events
- Career Compass advice columns on leadership and career development topics

The annual subscription fee for State Association Partners is based on the size of membership. For OCCMA, the cost of a one-year sponsorship would be \$1,000 and a three-year sponsorship would be \$2,850 (5% discount).

The OCCMA has always valued the benefits offered by the ICMA Coaching Program. In addition, the OCCMA Policy Annex ties the coaching program with ICMA. Therefore, it is recommended that OCCMA rejoin the partnership.

**Suggested motion:** I move to approve a [one-year or three-year] subscription fee for participation in the ICMA Coaching Program and authorize LOC staff to move forward with securing the sponsorship.





# 2021 COACHING PROGRAM

## THRIVE IN LOCAL GOVERNMENT

**UPCOMING FREE WEBINARS – Register at [icma.org/coachingwebinars](https://icma.org/coachingwebinars)**

**WEDNESDAY, MARCH 17**

Response to Emergencies That Impact All Citizens: Rights of the Individual vs Health and Welfare of Community

**WEDNESDAY, APRIL 21**

Best Practices to Manage Public Spaces

**WEDNESDAY, MAY 19**

Leading from the Middle

**WEDNESDAY, SEPTEMBER 15**

Leading Your Community in an Era of Anxiety: How Do You Make Sure You Hear Them and They Hear You

**WEDNESDAY, OCTOBER 20**

The Future of Work: Strategies for Adapting to a New Reality

**WEDNESDAY, NOVEMBER 17**

Growing Your Career: Tips for Redefining Yourself in the Minds of Others

**Can't make it to the live webinar?**

Register and get an automatic email notice when the recording is available.  
[icma.org/coachingwebinars](https://icma.org/coachingwebinars)

**SAVE TIME! SIGN UP FOR ALL SIX 2021 WEBINARS AT ONCE!**  
[bit.ly/ALLSIX](https://bit.ly/ALLSIX)

### **Additional free coaching resources at ICMA's Career Center ([icma.org/careers](https://icma.org/careers)):**

- Digital archives
- Career Compass monthly advice column
- CoachConnect for one-to-one coach matching
- Live speed coaching events, talent development resources, and more.

Join our list for coaching program updates and more: email [coaching@icma.org](mailto:coaching@icma.org).

**Learn more at [icma.org/coaching](https://icma.org/coaching)**



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Christy Wurster, Operations & Member Engagement Director  
**Date:** June 29, 2021  
**Subject:** Discussion Regarding Benefits Offered to Managers in Transition

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The OCCMA Board has previously expressed interest in mirroring benefits offered by ICMA to members in transition. Attached is a flyer describing the ICMA Members in Transition Program as a reference for the discussion.



# ICMA Members in Transition Program

## How ICMA Can Help

When a manager or assistant manager is fired, forced to resign, or otherwise involuntarily separated from local government service, ICMA provides an array of support:

### *On a personal level.*

ICMA provides access to support services from organizational leadership, senior management staff, senior advisors, and other members.

### *On a financial level.*

ICMA waives dues payments for up to three years. To facilitate networking with fellow managers and to promote professional development while in transition, the registration fees for specific professional and leadership development programs are also waived.

### *Want to support a colleague in transition?*

Stay connected with your colleagues in transition. Consider members in transition for short-term and interim assignments in your community too!

## Benefits

- ICMA dues waived for up to three years.
- Bi-monthly conference calls: featuring subject matter experts and, access to their online resources and tools.
- Job opportunity notifications, ICMA career resources and job center.
- Credentialed Manager status maintained.
- Connect to a network of seasoned professionals offering personal and professional support.
- Professional and leadership development.
- Reputation management services.

## Complimentary registrations for ICMA professional and leadership development programs

- ICMA Annual Conference and welcome reception tickets for member and partner; plus travel and lodging stipend for the member ([icma.org/conference](https://icma.org/conference))
- Gettysburg Leadership Institute ([icma.org/Gettysburg](https://icma.org/Gettysburg))
- Williamsburg Leadership Institute ([icma.org/Williamsburg](https://icma.org/Williamsburg))
- ICMA Regional Conferences ([icma.org/regional-conferences](https://icma.org/regional-conferences))
- Virtual conference archives ([icma.org/virtual](https://icma.org/virtual))
- All webinars priced at \$149 ([icma.org/webinars](https://icma.org/webinars))

## ICMA is here to support you

The career transition process that local government managers experience can be difficult and stressful.

Immediate actions that can be taken when faced with a career transition:

- Remember, you are not alone.
- Participate in our bi-monthly conference calls for MIT's.
- Stay engaged with ICMA and the ICMA member network at large.
- Maximize your job search with the ICMA job board, and other resources.
- Take advantage of the ICMA Senior Advisors Program.
- Continue your professional and leadership development.
- Learn from your peers and mentors.
- Keep in touch with your community, seek help if you need it, and remember that ICMA is here to support you.
- Contact ICMA member services if you are in need of counsel at 800-745-8780/202-962-3680, or [membership@icma.org](mailto:membership@icma.org).

## ICMA now offers Reputation Management Services

Tripepi Smith is the preferred provider of online reputation management products and services through the ICMA Members in Transition Program. Contact [membership@icma.org](mailto:membership@icma.org) for more information, or visit [icma.org/MIT](http://icma.org/MIT)





# OCCMA

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

TO: OCCMA Board of Directors

FROM: Spencer Nebel, Chair of the Ethics

DATE: Committee June 29, 2021

SUBJECT: Recommendation of Lifetime Membership

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OCCMA's Bylaws allow for two special categories of membership: Honorary and Lifetime. The OCCMA Board has received a nomination for Dale Shafer as a Lifetime Member from President Steve Powers, President-Elect Susie Marston, and Christy Wurster, LOC Operations & Member Engagement Director. Article 4 of the OCCMA Bylaws describes Lifetime membership as:

*Section 8. LIFETIME MEMBERS: Lifetime membership shall represent the highest honor afforded to retired members. Lifetime members shall be chosen because of distinguished service in the field of city or county management during his or her management career and lasting and meaningful contributions to the OCCMA and the profession of local government management. Lifetime members shall pay no dues, hold no office, or vote.*

*To be eligible for lifetime membership in the Association, the person must have been an active member of the Association for a minimum of five years and is currently retired from the profession or no longer employed in the profession. Following a written letter of nomination signed by at least three active members of OCCMA, the Board will consider conferring lifetime membership to the nominee at any regular business meeting. A lifetime member shall be elected only upon recommendation of the Board. In making this recommendation, the Board shall consider contributions to the profession at a level greater than the organizations served by the nominee; contributions at a national level; contributions to the profession as a whole, including teaching or publication; and any other relevant service. Once a recommendation has been approved by the Board, lifetime membership shall be conferred upon an individual after a majority vote of the membership present at a general membership meeting. Lifetime members shall comply with the ICMA Code of Ethics and the Declaration of Ideals.*

The action for the board is to recommend Dale Shafer for Lifetime Membership in OCCMA for the membership's vote at the Annual Membership Meeting.

**Suggested motion:** I recommend that Dale Shafer be recommended for consideration of Lifetime Membership by the membership at the Annual Membership Meeting.





# OCCMA

## Oregon City/County Management Association

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Christy Wurster, Operations & Member Engagement Director  
**Date:** June 29, 2021  
**Subject:** Membership Report

As of June 29, 2021, OCCMA has received 228 applications for membership (excluding Lifetime and Honorary Members). The specific breakdown between membership classifications is included below. For the purposes of tracking the volume of membership applications, June 2020 numbers are included for comparison.

	06.29.2021	05.10.2021	06.24.2020
<b>ACTIVE</b>	155	146	175
<b>AFFILIATE</b>	20	14	19
<b>COOPERATING</b>	4	3	2
<b>HONORARY</b>	2	2	2
<b>ICMA COMPLIMENTARY</b>	8	8	7
<b>LIFETIME</b>	37	37	38
<b>RETIRED</b>	34	34	31
<b>STUDENT</b>	2	2	2
<b>MEMBERS IN TRANSITION</b>	5	4	4
<b>TOTAL</b>	<b>267</b>	<b>242</b>	<b>279</b>

The figure below shows total membership since 2014 including honorary and lifetime members. At the end of 2018, there were more members of the association. Currently we are at 267 total members even through a pandemic.





# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** OCCMA Audit Committee Overview of  
**Date:** May 28, 2021  
**Subject:** April 8, 2021 meeting

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On Thursday, April 8, Steve Powers, President, Susie Marston, President-Elect, and Dan Huff, Director, met with Jamie Johnson-Davis, Finance Director for the League of Oregon Cities, to conduct a financial discussion regarding the responsibilities of the committee.

We reviewed the history of the past reports given in 2018. Upcoming tasks identified for this year's efforts are completing a draft RFP prepared by LOC staff over the summer months for review by the committee at the proposed September 15 meeting.

The committee will internally perform the 2020 audit review and complete the request for audit services with a scope to include cash reconciliation, revenue, and expenses.

Also, the Audit Committee is requesting a status of progress for the Bylaws Committee to develop written procedures and scheduling for the annual billing and follow-up for membership dues as part of Article 5 of the Policy Annex.



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

TO: OCCMA Board of Directors

FROM: Spencer Nebel, Chair of the Bylaws Committee

DATE: June 28, 2021

SUBJECT: Report from the Bylaws Committee

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This year the Bylaws Committee consists of Robb Corbett, Roger Craddock, and myself. I have not scheduled a Bylaws Committee meeting and do not anticipate scheduling one until after the ICMA Conference. Unfortunately, between responsibilities as Co-chair of the Host Committee of the ICMA Conference, a heavy workload, the budget, and working our way through COVID-19, I have not had time to address a number of backlogged issues that the Board reviewed earlier this year, as well as some items from last year. It is my intent to meet with the Committee together to review these items prior to our November Board meeting and retreat. There are also a number of policy issues that we can deal with at that time.

I apologize for the inability to move these items forward earlier.

Respectfully submitted,

Spencer R. Nebel  
Chair  
OCCMA Nominating Committee





# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Heidi Bell  
**Date:** June 2021  
**Subject:** Newsletter Committee Update

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Please read through the [Quarter 2 OCCMA Newsletter](#). I am open to receiving any feedback. Any creative ideas to boost online readership?

Please let me know if any Board Members have an article for submission.

I would like to request an article from the Ethics Committee.

Who is in the Committee?

What does the Committee do?

How an OCCMA member can make a claim or report a potential ethics violation for investigation.

The Newsletter Committee is growing! Membership now includes: Scott Jorgeson serving as the Editor, Marty Wine, and Gary Milliman. We started with just Kelly and me. We are adding about one person per quarter. I am still recruiting for a member from the east side, and would also like a member from the County.

Thank you for reading and your support of the OCCMA Newsletter!



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

TO: Steve Powers – President OCCMA Board  
FROM: Brian Sjothun  
Subject: Statement of Belonging for Board Consideration of Adoption  
Date: June 10, 2021

---

The DEI Ad Hoc Committee presented three strategies for Board consideration at the January 29, 2021 meeting. Strategy #1 was for the creation of an OCCMA Statement of Belonging, which was approved by the Board to move forward for development and consideration at a future meeting.

The task of developing the Statement of Belonging was completed by the following leaders:

Megan George – City of Tualatin

Sarah Mahary – City of Eugene - Chair

Zoe Monahan – City of Wilsonville

Eileen Stein – OCCMA Member

Dan Weinheimer – City of Newberg

The Statement of Belonging was also reviewed and comments incorporated by members of; NW Women's Leadership Academy, Veterans in the Profession, and Local Government Hispanic Network.

The DEI Ad Hoc Committee respectfully requests OCCMA Board Consideration on adoption of the following Statement of Belonging at the July 9, 2021 board meeting:

## **OCCMA STATEMENT OF BELONGING**

Our statement of belonging is intended to elevate and highlight our commitment, responsibility and shared passion for advancing equity and inclusion in our association, profession and communities. At the core of our work is growing trust and confidence and we know that is built as we “work to achieve equity and social justice, to affirm human dignity, and to improve the quality of life for the individual and the community.”<sup>1</sup> Our values and goals are strongly aligned with ICMA and is built on the foundation of the Code of Ethics, Declaration of Ideals and their Approach to Equity and Inclusion.

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<sup>1</sup> [ICMA Declaration of Ideals](#)



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

Oregon has an undisputed history of racism that dates back to 1857 and a vote of the people against slavery, but in favor of excluding “free negroes” from living in the state. That was over 150 years ago and only one example of the marginalization and exclusion faced by Oregonians. We acknowledge that in 2021, our individual and collective systems need continuous work to heal the wounds of historic and ongoing inequalities and to achieve equity in our systems and communities. Social inequalities in Oregon, and around the country, continue to be most predictable by race. Our work impacts and influences the structures and policies that can benefit the most disproportionately impacted in our communities. We are inspired and called to do this work and we are ready to listen, learn and act.

Cultivating true belonging takes courage and a commitment to:

**Reflect** on ourselves as individuals and as a group to understand our strengths and biases and the role we must play in advancing equity and dismantling inequity.

**Listen** to the voices and experiences of all, and especially those who have been marginalized or excluded in our association, organizations and communities.

**Learn** and stay open to new ideas and better practices of advancing and operationalizing diversity, equity and inclusion.

**Act** on what we learn and be accountable to ourselves and each other

**Sustain** our energy and focus; equity is not an initiative or a program.

Together, we have the opportunity and responsibility to cultivate belonging in our individual organizations and communities and we understand the power we have to significantly impact people’s lives. With humility, we embrace the power we have to make change and step willingly and courageously forward for the best of Oregon.



# OCCMA

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

TO: OCCMA Board of Directors

FROM: Spencer Nebel, Chair of the Ethics Committee

DATE: June 28, 2021

SUBJECT: Report from the Ethics Committee

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The Ethics Committee has not met so far in 2021. There is one outstanding complaint from an OCCMA member that has not been resolved as of this date.

ICMA issued a public censure to Chris Epply, former City Manager of Keizer, regarding issues related to the accidental discharge of a firearm in his City Hall office, putting his employees, himself, and others, in harm's way, as well as exposing the City to significant financial risk. Tenet 3 states ICMA members shall *"be dedicated to the highest ideas of honor and integrity in all public and personal relationships in order that the members may merit the respect and confidence for elected officials, other officials, and employees, in the public."*

The Ethics Committee consists of Dan Huff, Heidi Bell, Gary Millman, Marty Wine, Keith Campbell, and David Milliron.

Respectfully submitted,

Spencer R. Nebel  
Chair  
OCCMA Ethics Committee



# OCCMA

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

Date: June 28, 2021  
TO: OCCMA Board of Directors  
FROM: OCCMA Host Committee Co-chairs  
RE: 107<sup>th</sup> ICMA Annual Conference

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As you are aware, ICMA has made the decision to hold the 107<sup>th</sup> ICMA Annual Conference in person in Portland from October 2 through October 6, 2021. Registration materials for this conference are anticipated to go out in mid-July. As a conference Host Committee, we have a lot of work to do to make a number of arrangements necessary to provide a great experience for ICMA members attending the conference.

ICMA has established liaisons with each of the subcommittees to help finalize these planning efforts. A number of the subcommittees have re-initiated meetings to conduct final planning. There are issues that are still uncertain, but the one thing that is certain, is that we have work to do between now and the conference. Subcommittees may pull together a meeting at the OCCMA summer conference, or virtually, in the next couple of weeks to meet with their designated ICMA Conference Planning staff member. As co-chairs, we will be meeting with the ICMA Conference Planning Committee on Wednesday, June 30, to help finalize content of the Conference. It is critical that that committees work with ICMA staff to jointly determine events, and other issues, that will be included in the preliminary agenda, and anything that is required to be part of the registration materials going out in July.

We have enclosed a copy of the updated status report of planning activity for the OCCMA Host Committee. We will continue to update this report as we complete the planning for the conference. By having current information compiled in one location, it will help with the final planning efforts.

We have put together a preliminary budget for how OCCMA's Host Committee funding will be used to reduce expenses for participants for various social, and other, experiences for attendees to make their time in Portland enjoyable and memorable. As indicated, in the past the Host Committee would actually pay for items such as drink tickets, entertainment, and other activities for these events. Under the new model with ICMA, ICMA will be contracting for all of these events and the Host Committee will subsidize or underwrite part of the cost of the social events. Our role is to assist ICMA in planning, with ICMA making all final decisions and contracts relating to the conference. The net result is the same, and the revised plan reduces the burden on the Host Committee and allows for a more coordinated approach by ICMA for pulling the conference together. The Host Committee is meeting on Tuesday, June 29, to review this budget. We would like to be able to make a commitment to ICMA on how we are going to help subsidize a number of events. The Committee will also need to identify the budget for our own internal expenses that we will incur directly for things such as shirts, the Host Committee booth, a gift to ICMA, and any gifts going into registration packets.



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

Finally, we are having a discussion of activities for the Host Committee at the summer conference in Bend during breakfast on Friday prior to the Board meeting, and we have scheduled a full Host Committee meeting for Tuesday, August 17 at 9 AM to determine what efforts have been completed and what work needs to be done prior to the conference.

The planning process has been impacted by uncertainties that COVID-19 brought regarding holding an in-person conference in Portland. Going forward, there remains some level of uncertainty with capacity issues, and any other residual issues, relating to COVID-19. With the short timeframe, we will have to finalize preliminary work that was compiled a couple of years ago by the subcommittees. We will certainly have an opportunity to demonstrate our efficiency in wrapping up these efforts.

We appreciate everyone's willingness to help make the Portland conference a very special event and great reunion after the year-plus impact of the pandemic.

Respectfully Submitted,

Joe Gall, Eileen Stein, Spencer Nebel  
Co-chairs  
Host Committee

Attachments: Host Committee Status Report  
Preliminary Host Committee Budget

## 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, Chief Utility Relations Officer, Clean Water Services (Chair)  
Eileen Stein, City Manager, ICMA Credentialed Manager (Chair)  
Spencer Nebel, City Manager, Newport (Chair)

gallj@cleanwaterservices.org  
eileens324@msn.com  
s.nebel@newportoregon.gov

#### **06/23/2021 Update:**

**See 06/23/2021 Update Letter attached to the agenda packet.**

#### **Update 4/13/21:**

The Host Committee co-chairs are scheduled to meet with Marc Ott, Executive Director of ICMA; Troy Brown, City Manager of Moore Park, California; and ICMA President-elect in Portland on April 27, to discuss the status of re-opening of the convention center and existing conditions in Portland, as it relates to hosting the 107<sup>th</sup> Conference on October 3-6, 2021.

The Host Committee is preparing materials for a full Host Committee meeting which will be held on April 29 via Zoom at 2 PM. The Host Committee chairs have met several times with Jeremy Figoten and the ICMA Conference Planning staff on various aspects of the ICMA Conference since the beginning of the year.

Jeremy Figoten will assign staff members to each of the sub-committees to be available to participate in meetings up until the conference occurs.

The Host Committee is attempting to schedule a meeting with the Portland Mayor's Office to discuss the conference when Mark Ott and Troy Brown are in Portland.

The Host Committee has a contract with LOC for administration support for Host Committee activities which was reviewed with LOC.

#### **Update 4/28/2021**

On April 27, 2021, we had an opportunity to meet with ICMA representatives that included Executive Director Marc Ott, President-Elect Troy Brown and ICMA Conference Planning Staff Member Judy Day to discuss the ICMA Annual Conference which is scheduled to be held in Portland October 3-6 at the Oregon Convention Center. The executive director and staff of the convention center, and Travel Portland staff were present at the meeting. Mark Ott indicated that it is ICMA's plan to move forward with a hybrid conference that will include live attendance, as well as virtual programming, assuming that COVID-19 trends will allow in-person participation. Troy Brown indicated that he feels Portland is the perfect place to hold a live conference for ICMA. The struggles that Portland has had with COVID-19 and social unrest is a fitting place for local government managers to gather and learn from each other as we move forward with life following the pandemic.

Judy Day arrived on Sunday and was able to do additional touring of Portland. She visited the federal court house, and other areas, and saw that normal life is returning in different degrees to Portland. She felt comfortable walking and being in downtown Portland. All of the ICMA representatives are optimistic about the future, but are realistic that there are certain hurdles that need to be addressed for the 2021 conference. Mark Ott plans to join the Host Committee meeting on Thursday to provide a few words to the Committee and listen in to our Host Committee meeting.

A number of issues will impact ICMA's finances for the conference, including limitations on the number of attendees participating in various functions and keynote addresses to meet spacing requirements that may be in place by October. Based on current requirements, the total number of people that can attend a keynote session is about 550 attendees based on the seating chart and current COVID restrictions. There was discussion about live streaming the keynote addresses to other parts of the convention center so that others can participate in these sessions. The large round tables that normally seat eight would be limited to three people per table. It is possible to utilize the large exterior outdoor areas around the convention center to spread participants further apart during lunch activities.

Troy Brown asked about activities for the partners of board members attending the conference. ICMA has lengthy board meetings and it would be nice to have some sort of activity or experience for the partners during these times. (this is separate from the partners events for attendees). The preliminary budget for the conference, based on various current assumptions, shows a million-dollar loss for ICMA at this point. Traditionally, ICMA would make some money on the conference. Mark Ott indicated that it is goal that the Portland conference break even. This will mean looking at opportunities to cut certain costs for the conference.

We indicated that the bulk of the money we have raised as a state association for the conference will be available to underwrite the costs of receptions and other enhancement events for conference attendees. The Host Committee will need to determine what portion of the funds we need to keep to cover specific Host Committee costs that are not directly part of the ICMA's expenses for the conference. This would include such things such as t-shirts for the volunteers, and any direct costs for OCCMA relating to the conference. ICMA will be directly contracting for events that the Host Committees were previously responsible for arranging independently.

ICMA will be asking for assistance from the Fundraising Committee to obtain contacts and introductions for local sponsorship opportunities for the conference. The sponsorships will be directly with ICMA and not with the Host Committee. The Host



Committee will need to notify our three primary sponsors (WCMA, LOC, and Travel Portland), to let them know that the Host Committee will need to receive their commitments shortly after July.

The group toured the convention facility and were impressed with the \$40 million facelift completed in October 2019. With the onset of COVID-19 there has been very limited business at the convention center so the improvements look and smell like new! The facility is large enough to accommodate a large number of attendees, and provide proper social spacing. ICMA will likely place a cap on registrations based on the status of COVID-19 as we approach the conference. Following the convention center tour, a tour was conducted of the new Hyatt Regency Hotel across the street from the convention center. This facility will likely be used for state association events because of its proximity to the convention center.

A call was set up with Mayor Ted Wheeler and ICMA staff. Joe and Eileen were able to participate in this call. Spencer had to head back to Newport for a Budget Committee meeting. The ICMA delegation had a good conversation with Mayor Wheeler who indicated that Portland has had its challenges, but the City is committed to restoring order relating to the anarchist that have been directing their attention to institutions and facilities in limited parts of Portland. Travel Portland then took the ICMA delegation on a tour of Portland, including those areas that have experienced troubles during the past year.

Overall, we are feeling more optimistic about the prospects of hosting a quality event in Portland. We greatly appreciate the commitment that ICMA, Oregon Convention Center staff, Travel Portland and the Mayor's office have to move forward with planning for a live conference in Portland. We have a lot of work to do during the coming months and we will need to remain focused on how COVID may impact the hosting of this event.

#### **May 21, 2021 Update from Co/Chairs on Funds use:**

On Tuesday morning, Spencer, Joe, Peter Troedsson and I had a conference call with Jeremy Figoten. We discussed ICMA's reasoning for contracting for and handling ALL conference expenses, and what is the latest look for the conference. In general Jeremy stated that ICMA's goal is to be more unifying, to raise money for the ICMA Annual Conference as a whole. This IS a different approach to planning the conference than has been done in the past.

This is how Jeremy explained how he envisions the Host Committee's funds being used:

**FIRST**, the Host Committee funds will go towards paying for Host Committee Lounge/Booth, shirts, promotions (i.e. registration bag giveaways), promotions, etc.

**SECOND**, the Host Committee funds will go to supplement the expenses for:

Social Events - Sunday night opening and Tuesday night closing (food/beverage/entertainment)

General Sessions - entertainment

Inspiration Breakfast

Athletic Events

Mobile Workshops (Field Demonstrations)

Partners Program/CSR

Volunteers

For all ICMA Annual Conference activities, ICMA will sign the contracts and ICMA Conference staff will be the "planners" and

run the logistics for all of the events. Having said that, the Host Committee member(s) will be involved and depending on the event, will take more of a lead. For example, for the Mobile Workshops, the Host Committee members can/will identify locations and will make the initial contact with the venue as they have the connections/relationships and they know the appropriate and right venues that would be of interest to attendees. The same could go for Athletic events and venues. The Host Committee members know Portland and activities in and around the Convention Center best. As the Host Committee members work with the ICMA staff, the Host Committee can/will present options for athletic events such as a 5K Run or Morning Yoga, etc. and ICMA staff will deal with the contracting and the logistics of the event. A main reason that ICMA should sign the contracts is for liability reasons. ICMA procures liability insurance for the annual conference so if the Host Committee signs a contract for a venue or activity, then the Host Committee would have to take out insurance as well as be liable for that activity/event. We ran into this in a previous year when the Host Committee contracted a company on their own for an athletic event.

We agree with this approach.

Jeremy shared the format used by ICMA to document Tennessee City Management Association (TCMA) expenses for the 2019 Conference. We have created a similar one for OCCMA's use. It shows which events are still on and which are off (e.g. the Assistant's Exchange.) The Tours subcommittee doesn't have a budget, as it is envisioned it will simply brainstorm self-travel options for attendees with Travel Portland. This doesn't mean there couldn't be if a need is identified. Also, Jeremy encouraged us to think creatively, for example, while nothing is planned for Saturday night, as people begin to arrive into Portland, if there is something we want to plan for that evening, or make mention of, we can still do so.

The ICMA Conference budget will be approved by the Executive Board at the June 4-5 Executive Board Meeting. In the meantime, we did take a stab at programming OCCMA Host Committee pledged funds across the various activities we have responsibility for. Please note that the items where a subsidy is shown to ICMA includes only the funding that OCCMA could provide to that event. It is not the complete budget for that event. Take a look at the attached working draft budget. To give some historical perspective, we have included information from Host Committees of prior ICMA conferences for reference. The budget reflects what has been raised/pledged to date and doesn't include any additional local fundraising.

The ICMA Conference Planning Committee meeting is being rescheduled for mid-June and this is our new timeline for making a report this group about Host Committee events. For those activities that will need to be mention in the tentative program agenda or registration materials, we should plan on having as much as possible pulled together by June 25.

Subcommittee chairs, start pulling together your members and activities. ICMA has assigned a staff member to work with each of the subcommittees. Be sure to include them in any meetings that you hold. Members of the Assistants Exchange Committee can join other committees to assist with planning since this event will not be held in 2021. You should have the April 22 report from the Host Committee Chairs (the ugly document as it's now being called.) If you need a copy, please let Eileen know [eileens324@msn.com](mailto:eileens324@msn.com).

As co-chairs, we will be in touch with subcommittee chairs during this next week to check on your status.

Eileen, Joe and Spencer

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.

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

## 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

[spowers@cityofsalem.net](mailto:spowers@cityofsalem.net)  
[eileens324@msn.com](mailto:eileens324@msn.com)  
[erik@jensen-strategies.com](mailto:erik@jensen-strategies.com)  
[eric.zimmerman@cityofmedford.org](mailto:eric.zimmerman@cityofmedford.org)

### 06/22/2021 Update:

There is no change in the fundraising committee efforts.

Subcommittee or host committee budgets or financial expectations for events, clothing, volunteer support, or other required or desired expenditures (drink tickets!) would be helpful in determining if we have enough OCCMA funding.

If we determine we need more money, or there is a desire to assist ICMA, there are a few ideas. We could reoffer our assistance to Jeremy, in particular, if ICMA believes there are some viable Oregon-based sponsors to approach. We could provide ICMA with our known OCCMA supporters. If a more proactive approach is desired, we could send out the prospectus to OCCMA/LOC vendor data base, with a cover letter from me as OCCMA president or from the host committee co-chairs. We could add the prospectus to our web page. I expect a few fundraising subcommittee members would be willing to help with some direct contacts. I’ve not done anything yet with the prospectus.

## Update from 4/13/21

In meeting with Jeremy Figoten, he indicated it will not be necessary for the Committee to raise any additional direct funds for ICMA beyond what has been collected or committed to date. The Fundraising Committee needs to make sure the LOC commitment is included in the LOC budget for the fiscal year beginning July 1. The Fundraising Sub-committee will need to also approach WCMA for its commitment of \$50,000 once we have the green light to go ahead with the conference. The Fundraising Sub-committee will be asked to make introductions and connect ICMA staff with various potential conference sponsors in Oregon. The sponsorship will be done through ICMA, not through OCCMA's Host Committee. The funding that has been collected to date will be used to pay for local OCCMA costs, such as volunteer shirts, any expenses for materials or gifts provided to attendees' costs related to support from LOC, with the balance of funding being provided to ICMA to underwrite costs relating to the major receptions and Tuesday night activities. Funding should be made available for virtual attendee gifts.

*Status 1/1/21*

*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, Chief Utility Relations Officer, Clean Water Services (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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benb@happyvalleyor.gov

obera@milwaukieoregon.gov

mthesing@lakeoswego.city

sara@sarasingerwilson.com

eric.zimmerman@cityofmedford.org

## Update from 4/13/21

Jeremy Figoten has asked that this committee continue to pause at this time on specific planning for the conference. ICMA will consult with this committee on a destination management company, but that company will be hired directly by ICMA, not by the Host Committee.

Status 1/1/21

*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](mailto: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](mailto: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

Stephanie Betteridge

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mbennett@ci.oswego.or.us

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[sara@sarasingerwilson.com](mailto:sara@sarasingerwilson.com)

[sbetteridge@bendoregon.gov](mailto:sbetteridge@bendoregon.gov)

### **06/22/2021 Update**

**Stephanie Betteridge has volunteered to help with graphics for the volunteer t-shirts.**

**Updated from 05/20/2021**

We are eagerly awaiting further information from ICMA in June on what volunteer needs they identify. At the moment, the key issues we are considering are:

1. Designing a volunteer shirt, likely with bridges and roses or some other Portland identifier

2. Identifying volunteer position descriptions needed, and writing them (info desk at hotel, info desk at airport, info desk at convention center)
3. Developing a FAQs list to provide to volunteers, even if the answers are placeholders

### **Update from 4/13/21**

The traditional guest bags for the conference will be mailed out. This will eliminate the need for stuffing and handing out bags at the conference. The volunteers will not be required to provide VIP transportation. The Committee will need to develop a volunteer shirt to provide individuals at hotel locations and at the airport. The volunteers could provide masks and hand sanitizer for ICMA travelers. The volunteers will provide important human interaction for attendees. By late June, ICMA will be providing specific needs for volunteers, with the Volunteer Sub-committee responsible for recruiting and assigning volunteers to the locations identified by ICMA.

### *Status update 1/1/21*

*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](mailto:riggs@ci.cannon-beach.or.us)

6/22/21 Update:

We are recommending two service projects:

- **Children's Book Bank** – This event could be done in three parts (including a virtual component); a book collection in the various cities that is then shipped to the book bank, a book cleaning process (depending on the number of books collected), and a book club discussion on a selected children's book. On the call we had with the book bank, Brook provided two local bookshops that we could list as booksellers in the process (Powell's and a local Black owned shop). It sounds like they are willing to have the books shipped to them and move the books to the convention center for the cleaning event. Brittany Brock is the contact and her information is:

**Brittany Bookhart Brock**  
Volunteer Coordinator | The Children's Book Bank  
my pronouns are: she/her/hers  
phone: 503.616.3981  
site: [www.childrensbookbank.org](http://www.childrensbookbank.org)  
email: [brittany@childrensbookbank.org](mailto:brittany@childrensbookbank.org)

- **Ivy Pull** - Portland Parks and Rec (PP&R) can accommodate a group of up to 20 on October 5 for an ivy pull in Forest Park. That number will be higher if COVID-19 restrictions are further relaxed by October. PP&R provides the necessary tools and gloves. There is no fee associated with the event, but as discussed we will need to provide the partners with a bus or some other way of getting to the park. We'd want to either ask the partners to bring their own water and snacks or provide them ourselves. Without having actually priced out granola bars and bottled water recently, I think it would be relatively inexpensive if we went that route. Anna Thao is the Parks and Recreation contact. Her contact information is:

**Anna Thao (she/her/hers) Why do I list my pronouns?**  
Community Service Aide Stewardship Support | Land Stewardship West  
503-307-7108 (mobile)  
Wednesdays & Saturdays, 7:00 am – 3:30 pm

Most of us would be happy to support the events both prior to and during the events should that be useful. Please let me know how else we can serve.

#### **Update from 4/13/21**

With a hybrid meeting, this committee may want to consider an activity that can be joined digitally by virtual participants in Portland.

*Status update 1/1/21*

*The ideas the subcommittee developed last year were an event at The Children's Book Bank and the Food Bank. We were thinking both or replacing one of them with an ivy pull or outside tree planting, as an alternative. With COVID, all of the projects have changed and we haven't looked recently. This report is completely pre-COVID.*

#### **Children's Book Bank:**



They are very interested in working with us on a volunteer opportunity, but the event would need to take place at their location. All we need to do is request a spot with their volunteer coordinator six months prior and can do so by filling out a request form at:

<https://docs.google.com/forms/d/e/1FAIpQLSfzFqXmT5aVhbavXiJOUBRY3ERo0HL7zoB6UWVQP71p7lYVlg/viewform>

They do have an option for a book drive and have all the visual tools we would need to get those out to interested communities. They provided the following context for the drive:

- **Books needed:**

- gently used or new books appropriate for babies, toddlers, and early elementary students through middle school
- culturally relevant books and Spanish, Russian, Vietnamese, Chinese (Mandarin), and Somali language books - click [here](#) for a list of our favorites

- **Books we are unable to re-home:** musty or damaged books, magazines, coloring books, encyclopedias, textbooks, ex- library books, ex-school library books, classroom sets, books for adults

- **Need boxes?** Proper boxes protect books and backs! Click [here](#) to order inexpensive banker boxes with lids which can be delivered directly to you.

- **Offer the option of contributing financially during your book drive.** Financial donations help us purchase new culturally relevant and home-language books. Book drive donors can donate cash [online](#) or participate online on our virtual book drive [page](#). Don't forget to investigate whether your company matches gifts so you and your team members can increase the impact of your personal donations.

- **Consider a supply drive as part of your book drive.** New book cleaning supplies from our [wish list](#) are much needed!

### **Ivy Pull or Tree Planting:**

I spoke with our team and we could make this work out on the island or at our park right off the train line. We have equipment for 25 people and would be able to work around the group's needs.

### **Oregon Food Bank:**

Here's what I learned along and my thoughts about them. They have some solid rules that may be a bit challenging for us.

1. One cannot reserve volunteer shifts any further out than 4 months. (They don't have the bandwidth to calendar, track and hold volunteer shifts any longer ahead than that.)
2. They will take adult volunteer groups of up to 110 for a shift, however group members will work in multiple assignment areas in the food bank operation and would not all work together.
3. While clothing requirements vary by shift assignments, many of the assignments are food re-packing tasks. So we use those requirements: for clothing and shoes - shoes with closed toes and heels, no sandals, clogs, high heels, casual clothes in layers.)

4. As you would imagine right now, in the time of the Corona Virus their volunteer calendar schedule is completely disrupted, but what it looks like is normally both repack and garden shifts begin at 9:30 am and go for two to three hours.
5. According to their rules, we will have to have all names and information on each participant sent in to them in advance. I explained that while we could have a detailed roster upon arrival that we probably could not assemble the total information list, much in advance. She thought and said they could possibly make us our own administrator of the group, as long as they got complete info on each person upon arrival.
6. She appreciated our contacting them so far in advance and suggested they would be happy to work with us much closer to the time. However, she could make no promises as to the specific work assignments, or the shift dates available, because every six months or so they reexamine and restructure their operational procedures based on needs of the time. So basically it would be hard to pin down exactly the date for the project. However, if we are right on time, I doubt we'd have trouble booking the date we need. But right now, we could not.
7. There is the main Portland Headquarters at 7900 NE 33rd Drive, Portland 97011 and a smaller Beaverton operation. We would opt for the Portland site - for transportation cost and location. Checking the shortest distance between OCC and OFB is 5.2 miles and takes about 12 minutes (probably depending on time of day traffic.) So we can set a number of people we want to take in order to limit the number of busses we book based on people we decide to sign up for this project. I think a bus holds approximately 40 (double seated.)
8. In my view it could work, however, there will be bus cost, and a rather lot of trying to get confirmations ahead, plus additional communication of requirements for clothing and footwear - to assure they bring/wear casual clothing (without tank tops and removing all jewelry) and safe foot wear. While physical labor can be fun and energizing, and certainly the cause is good, it may be a little more trouble than it's worth. I would be ok to let the food bank go if we feel we a large enough other project.
9. On the other hand, the Oregon Food Bank is a well-established and effective operation. People coming from all over the world might benefit from seeing an old and successful operation. If we could organize a bit of a tour after their volunteer shift, I think it is worth considering for the added value of seeing it. It has the additional value of getting partners off-site and able to see a bit of Portland on the bus rides.
10. Still, with the book project we may have enough work for everyone to do. My primary concern is to have enough for a good-sized number of volunteers to do, and have it feel like a valuable contribution.
11. I also know that we cannot really confirm the reservation until June/July of 2021 and that may or may not be too late for any communication and budgeting deadlines for partner projects for ICMA

## 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

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

Dale Shafer, City Manager, Nehalem  
Ashley Sonoff  
Anthony Hooper

manager@ci.nehalem.or.us

### **6/23/21 Update:**

Our subcommittee met four times in 2020, and discussed speaker options as well as music for the event. We made contact with the Portland Gay Men's Chorus at the end of 2020. They expressed interest in participating in this event. They could provide a subset or ensemble to the full choir, if needed.

For the speaker program, our committee decided to try and secure two or three speakers from local non-profits who are making a difference in their local communities. We reached out to the OCCMA listserv to solicit possible speakers at the end of 2020 with no response.

In 2021, our committee has not yet met, but are meeting next week to revive our conversations and secure both a speaker and music for the event. We have already reengaged with the Portland Gay Men's Chorus. During our meeting this next week, we will solidify contacts for potential speakers, and begin to engage with them.

### **Update from 4/13/21**

Components of the Inspirational Breakfast may change relating to whether a meal will be served as part of this event. The Committee may want to discuss how this can best modify the traditional program depending on the current status of COVID-19.

### *Status update 1/1/21*

*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, Chief Utility Relations Officer, Clean Water Service (Liaison)

Ann Ober, City Manager, Milwaukie

Steve Powers, City Manager, Salem

Eric Zimmerman, Deputy City Manager, Medford

sara@sarasingerwilson.com

gallj@cleanwaterservices.org

obera@milwaukieoregon.gov

spowers@cityofsalem.net

eric.zimmerman@cityofmedford.org

### **06/17/21 Update:**

The ideas generated by the sub-committee have been provided to ICMA staff. Once ICMA makes some decisions, they will provide us with direction on the level of support/coordination needed from the team. The options are copied below.

#### **5K Run/Walk:**

Travel Portland has recommendations on a route which doesn't cross any major streets and would be able to be managed by a handful of volunteers strategically placed along the route. If we wanted to explore options of having the run managed, the following organizations will be able to assist for a fee. I also spoke with the City of Portland, and they recommended the same approach because of the small number of runners. The route is easily accessible from the Convention Center.

Fleet Feet Sports PDX

2258 N.W. Raleigh ST.

Portland, OR 97210

Phone: 503.525.2122

Website: <http://www.fleetfeetpdx.com>

Contact: Alex Hamilton

Email: [alex.hamilton@fleetfeet.com](mailto:alex.hamilton@fleetfeet.com)

Run with Paula Events

Phone: 503.524.7570

Email Paula Harkin

#### **Yoga:**

This could potentially be hosted at one of the Conference Hotels or we could contact the yoga studios to host a private session for our group.

Yoyo Yogi is a personal favorite and is located in the Pearl District (1.5 miles from the Convention Center or about a 7 minute drive). <https://www.yoyoyogi.com/>

Yoga to You is a mobile yoga studio that will bring the teacher and all the supplies to your business, conference, home and even the water with paddle board yoga. Our goal is to bring wellness and convenience to our clients. With Yoga to You there is little the client needs to do except stay where they are. Our goal is to make yoga more accessible to a wider audience.

There is no place we won't go and no group too large for us. Website: <http://www.yogatoyoupdx.com> Contact: Lauren Fields Phone: 503.891.4819 Email: [info@yogatoyoupdx.com](mailto:info@yogatoyoupdx.com)

Yoga with goats. It's different, but completely memorable. Travel Portland has used this company in the past at some of their own events with great success.

River activities (kayak, SUP, etc.):

Here are some options for those looking to get out on the Willamette River.

The Paddle Sports Center  
624 S.E. 7th Ave.  
Portland, OR 97214  
Phone: 503.233.0706  
Website: <http://www.nextadventure.net/community/paddlesports>  
Contact: Deek Heykamp  
Phone: 503.233.0706  
Email: [deek@nextadventure.net](mailto:deek@nextadventure.net)

Description: All your paddle sports needs in one place. You can expect to find sit-on-top kayaks, recreational kayaks, touring kayaks, sea kayaks, stand-up paddleboards, canoes, and whitewater kayaks. You'll also find all the paddling accessories to get you to the water and enjoying your time there. We have kayak lessons and demo and rental programs available for all types of paddlers.

Portland Kayak Company  
6600 S.W. Macadam Ave.  
Portland, OR 97239  
Phone: 503.459.4050  
Website: <http://www.portlandkayak.com>  
Contact: Mike McKoane  
Phone: 503.459.4050  
Email: [paddle@portlandkayak.com](mailto:paddle@portlandkayak.com)

Description: Welcome to Portland Kayak Company. With two great waterfront locations in Portland, Oregon we are your source for quality kayaks, canoes, paddling gear, kayak trips, kayak classes, and kayak & canoe rentals. Both of our locations have easy waterfront access allowing us to paddle the Willamette River from our front door. We carry a wide range of boats from reasonably priced recreational kayaks to the finest high-performance kayaks available, along with all of the gear and accessories you need to paddle comfortably and safely. Dragon boat paddlers will find paddles and paddling attire.

Portland Electric Boat Company  
425 S.W. Montgomery Dr.  
Portland, OR 97201  
Phone: 503.673.6172  
Website: <http://www.portlandelectricboatcompany.com>  
Contact: Jayne Dearborn  
Phone: 503.673.6172  
Email: [jaynedearborn1@gmail.com](mailto:jaynedearborn1@gmail.com)

Description: Experience the beauty of Portland from the Willamette River by captaining your own 21 ft. Electric Duffy Boat. You'll see everything from Eco wonders, wildlife, nine historical bridges, to stunning waterfront and floating homes. Each boat holds up to 10 passengers and is as easy to drive as a golf cart. Bring your own food, beverages and party on a boat;

experience a romantic outing or host a company team-building event. No boating license needed. Must be 21 years old to be the Captain. Portland Electric Boat Company is a 100% green business, the only electric boat rentals in Portland!

#### Bollywood dance party:

This is a great way to get people moving and help reinvigorate them in the afternoon!

Bollywood Dreams Entertainment

Portland, OR 97202

Phone: 971.344.2022

Website: <http://www.jaihoparty.com>

Contact: Prashant Kakad

Phone: 971.344.2022

Email: [prashant@jaihoparty.com](mailto:prashant@jaihoparty.com)

**Description:** Beyond just a dance party, Jai Ho! is like being part of a full fledged Bollywood Musical. The multi-talented entertainer Prashant enthralls audiences with LIVE singing & interactive dance lessons all the while spinning eclectic Bollywood beats seamlessly. He teleports audiences to Mumbai with a high energy performance blended with ineffable charisma. Bollywood Dreams Entertainment also offers dance classes. These classes are ideal for all ages and all levels. You will learn the basic moves of Bollywood and learn a simple playful, fun choreography. Progress each week to learn new moves and also repeat a lot of what was covered the week before.

#### Games made big:

The Recreation Department has great games at affordable prices to help bring some fun into the Oregon Convention Center.

#### Pick-up soccer:

This could be organized at Buckman Field Park. It is located less than a mile from the Convention Center.

<https://www.portland.gov/parks/buckman-field-park>

#### Golf:

Pumpkin Ridge Golf Club is located 20 miles west of Portland and includes two championship golf courses. Both were etched into the landscape by renowned golf course architect Bob Cupp. Lush stands of towering trees frame undulating fairways and manicured greens, creating a stunning tapestry for respite, relaxation, and adventure. Both golf courses lend themselves to walking, allowing players to enjoy the golf courses the way they were meant to be played.

<https://www.pumpkinridge.com/course/> Depending on your tee-time, a round of golf ranges from \$65-\$130.

<https://www.pumpkinridge.com/golf/emailer2020/img/pumpkinridge/PR2020PublicRates.pdf>

**Eastmoreland Golf Course** is a public golf course centrally located in the City of Portland (4.5 miles from the Convention Center – about a 10 minute drive). With a central location, complete facilities and competitive prices, Eastmoreland Golf Course is a great choice for your adventures in golf. They offer 18 holes of championship golf, a covered & lighted driving range, full-line Pro Shop and dining at Eastmoreland Golf Course Bar & Grill. The course is surrounded by Crystal Springs Lake, the Rhododendron Gardens, Johnson Creek and has an endless variety of trees and shrubs in constant color change throughout the year. Eastmoreland is a beautiful setting for golfers of all abilities and is ranked by Golf Digest among the top public courses in the country to play. <https://www.eastmorelandgolfcourse.com/> Rates range from \$12 to \$35 plus additional costs for carts. Additional information available here: <https://www.eastmorelandgolfcourse.com/about-us/rates/>

**Top Golf:** Located in the City of Hillsboro, Top Golf is about an 18-mile drive from the Convention Center. Without traffic this is about a half hour drive. <https://topgolf.com/us/hillsboro/>

#### Scenic Bike Ride:

Portland's BIKETOWN (<https://account.biketownpdx.com/access-plans>) would allow plenty of people to access bikes for a group ride. I'd recommend meeting at the Salmon Springs Fountain in Waterfront Park and then riding the Springwater Corridor to Sellwood Park and back. This will help everyone avoid traffic and streetcar/MAX tracks.

The bikes are also located throughout the city and can be rented to navigate the waterfront and some of Portland's other neighborhoods as well. This link provides maps and guidance on distances, etc.  
<https://www.portlandoregon.gov/transportation/article/339920>.

#### Urban Hiking Trails:

For Urban Hiking close to the convention center, there are plenty of options available in Washington Park and Forest Park.

Washington Park: <https://www.portland.gov/parks/washington-park>

Washington Park Trail Map: <https://www.hoytarboretum.org/wp-content/uploads/2019/03/Hoyt-Arboretum-Map.pdf>

Forest Park Hiking Trails: <https://www.alltrails.com/parks/us/oregon/forest-park>

Oregon has tons of gorgeous hiking trails outside of the city if transportation were to be arranged. There are a variety of options in the Gorge, Mt. Hood National Forest, and towards the Oregon Coast in Siuslaw National Forest or Tillamook State Forest.

#### **Athletic Events Sub-Committee update from 4/13/21**

Athletic events will need to observe social distance. They should be walkable, if possible, and if not, within a five-mile distance from the convention center. In addition, options should be identified for individuals or families that are looking for recreational opportunities to participate on their own while in Portland. Planning on any in-person sites should be placed on hold until a formal decision is made to move forward with a live conference.

*Status 1/1/21*

*ICMA 2021 Athletic Events Summary Committee Report | December 2020*

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#### **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)		
<b>Seattle</b>	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](mailto:troha@ci.wilsonville.or.us)

### **Update 06/22/21**

**There will not be an Assistants Exchange for the 2021 ICMA Conference.**

### **Update from 4/13/21**

A number of issues will need to be discussed regarding this program, including whether or not city halls will be open, and will attendees be comfortable traveling in vehicles together. This program also requires staying an additional day. The Committee should discuss whether it is possible to proceed with an assistants' exchange for the October conference.

*Status 1/1/21*

*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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 eileens324@msn.com  
 mbennett@ci.oswego.or.us  
 benb@happyvalleyor.gov  
 sara@sarasingerwilson.com  
 mthesing@lakeoswego.city  
 dwaffle@beavertonoregon.gov  
[joe.hannan@newbergoregon.gov](mailto:joe.hannan@newbergoregon.gov)

#### **Update from 4/13/21**

**This Committee should look for any virtual opportunities that can be tied in to the field demonstrations. It is important to keep field demonstrations in a reasonable travel distance from the conference center.**

#### **Status 1/1/21**

*The Field Tours Committee has had two meetings in 2020 and have generated a list of potential Field Tours sites, however, much of this will depend limitations with the ICMA conference given the pandemic. If the conference is virtual, then it becomes tricky to hold meaningful field Tours. However, if the conference is in person then many of these options are likely scalable based on*

*pandemic restrictions. It is important to note that several field tours options developed by the committee are also under consideration by other sub-committees. The committee felt that ICMA should make the final determination which are best as field tours, social event, etc.*

The committee established criteria to evaluate ideas. The criteria is listed below:

- Location must be within a 45-minute drive from downtown Portland.
- Must provide geographic balance of locations around Portland and Vancouver.
- Need variety of options for attendees to choose from depending on interest such as environmental sustainability, economic development, infrastructure, planning and land use
- Make field tours unique to Portland and Vancouver, not seen at other conferences.

Field tours options that meet the above criteria; in no particular order.

1. Beaverton Food Cart Project: Spurred economic development and downtown revitalization.
2. Vancouver Riverfront Project: Multi-jurisdictional coordination with several long tenured property owners, revitalized downtown and incentivized private investment. Opportunity to learn about Washington State and the impact within the two-state region.
3. Gresham Wastewater Treatment Plant: Received several awards for sustainability, generates renewal energy onsite/net zero.
4. Historic Columbia Hwy Trail Development Project: Original East/West transportation route in 1920's. Sections of the route were covered when I-84 was built presenting challenges restore to create a trail. Restoration effort required multi-agency coordination including designation as National Historic Landmark.
5. Hillsboro Ron Tonkin Field: Operated by City of Hillsboro, home for minor league baseball team, history of project from City of Hillsboro.
6. Metro and Portland Parks: Visit Forest Park, Arboretum, Rose Garden, history of creating a large park system within an urban area and associated challenges.
7. Wilsonville Villebois Planned Housing Development: Site of former State of Oregon mental hospital, required partnerships with school district for new school site, Metro for construction of 250-acre park, State of Oregon.

At this point, we have put committee meetings on hold pending ICMA direction about the 2021 conference. The committee is certainly willing to meet again if the Co-Chairs believe that would be worthwhile.

## 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

Kim Yamashita, City Manager, Sandy

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[dwaffle@beavertonoregon.gov](mailto:dwaffle@beavertonoregon.gov)

[kyamashita@ci.sandy.or.us](mailto:kyamashita@ci.sandy.or.us)

**Update from 4/13/21**

The traditional booked bus tours that have been done by ICMA have been problematic with many tours being cancelled (for the past two conferences) because of lack of interest. With COVID-19, there may be concerns relating to bus tours, as well. This Committee may want to put together itineraries for self-guided tours in and around Portland, as well as potential tours that people can take pre/post conference. (i.e. the coast, Bend, Crater Lake, etc.)

*Status 1/1/21*

*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.*

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.									
<b>Tour Ideas</b>									
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)	<a href="https://www.portlandspirit.com/">https://www.portlandspirit.com/</a>								
Jet Boat Tour- Finding Bigfoot	<a href="http://bigfootcruise.com/">http://bigfootcruise.com/</a>								
Beaverton Art Center/Food Pod									
McMenamins PDX Tour									
Mt. Saint Helens									
Shanghai Tunnels	<a href="http://www.portlandwalkingtours.com/tours/underground-portland-shanghai-tunnels-tour/">http://www.portlandwalkingtours.com/tours/underground-portland-shanghai-tunnels-tour/</a>								
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)	<a href="https://www.travelportland.com/article/4t-trail/">https://www.travelportland.com/article/4t-trail/</a>								
Pittock Mansion	<a href="http://pittockmansion.org/">http://pittockmansion.org/</a>								
Vista House									
World of Speed Museum	<a href="http://www.worldofspeed.org/">http://www.worldofspeed.org/</a>								
Columbia River Maritime Museum	<a href="http://www.crm.org/">http://www.crm.org/</a>								
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	<a href="https://pedalbiketours.com/">https://pedalbiketours.com/</a>								
Food Cart Bike Tour	<a href="https://www.portlandbicycletours.com/">https://www.portlandbicycletours.com/</a>								
<b>Destinations</b>									
Crater Lake									
Bend									
Central Oregon									
Wallowa Lake									
<b>Additional Features</b>									
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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mthesing@lakeoswego.city

troha@ci.wilsonville.or.us

### **Update from 4/13/21**

*Jeremy Figoten would like the Host Committee to conduct "echo registrations" in which OCCMA will reach out to ICMA members following the issuance of registration materials. This Committee can encourage people to bring their team to the conference.*

*Status 1/1/21*

*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 Expense Summary Sheet Cover Sheet

Item	Subcommittee	ICMA Expense	OCCMA Expense	OCCMA Subsidy to ICMA	Total OCCMA Owes ICMA
<b>Host Committee Lounge/Booth/Expenses</b>	<b>Promotions</b>				
Shirts			\$7,500.00		\$7,500.00
Booth Expenses			\$50,000.00		\$50,000.00
ICMA Gift from Portland			\$2,000.00		\$2,000.00
Registration Packets			\$10,000.00		\$10,000.00
<b>Sunday Night Exhibit Hall Grand Opening Reception</b>	<b>Social</b>				
Possible Subsidy to ICMA				\$12,000.00	\$12,000.00
<b>Tuesday Night Closing Reception</b>	<b>Social</b>				
Possible Subsidy to ICMA				\$80,000.00	\$80,000.00
<b>General Sessions</b>	<b>Host</b>				
Possible Subsidy to ICMA					\$0.00
<b>Inspirational Event</b>	<b>Inspiration</b>				
Possible Subsidy to ICMA				\$2,000.00	\$2,000.00
<b>Athletic Events</b>	<b>Athletic Events</b>				
Possible Subsidy to ICMA				\$5,000.00	\$5,000.00
					\$0.00
<b>Field Demos/Tours</b>	<b>Field Demos/Tours</b>				
Possible Subsidy to ICMA				\$10,000.00	\$10,000.00
					\$0.00
<b>Partners Program</b>	<b>Partners</b>				
Transportation					\$0.00
Miscellaneous			\$5,000.00		\$5,000.00
<b>Other Transportation</b>	<b>Host</b>				
Tri Met/Max				\$25,000.00	\$25,000.00
<b>Other</b>	<b>Volunteers</b>				
Volunteer Expenses			\$5,000.00		\$5,000.00
<b>Contingency</b>					\$15,500.00
<b>TOTAL:</b>					<b>\$229,000.00</b>

**From Jeremy's Guidance email:**

Host Committee funds will **FIRST** go towards paying for:

**Host Committee Expenses**

- Host Committee Lounge/Booth
- Host Committee Shirts
- Promotions (to go into Registration Bag/Attendee Giveaways, Virtual/On-Line Attendee Promotions, etc.)
- Host Committee Break Room/Host Committee Recognition/Reception, etc.

**Social Events**

- Sunday Night Exhibit Hall Grand Opening Reception (food/beverage/entertainment)

- Tuesday Night Social Event (food/beverage/entertainment)

**General Sessions**

- Entertainment

**Inspiration Breakfast**

- Speaker/Entertainment Fees
- Beverage (at this point in time, due to capacity concerns, we aren't going to be holding a breakfast or making it a ticketed event)

**Athletic Events**

- Transportation
- Misc Fees

**Mobile Workshops (Field Demonstrations)**

- Transportation
- Misc Fees

**Partners Program/CSR**

- Transportation
- Misc Fees
- Virtual





# OCCMA

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

TO: OCCMA Board of Directors

FROM: Spencer Nebel, Chair of the Nominating Committee

DATE: June 28, 2021

SUBJECT: Report from the Nominating Committee

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The Nominating Committee will be charged with two separate tasks beginning this year. The first is the traditional role of the Committee to nominate a President-elect, and to nominate candidates to replace Board members whose terms expire on December 31, 2021. This year the terms of Aaron Palmquist, Brian Sjothun, and John Walsh will expire. In addition, President-elect, Susie Marston, will move up to President; President, Steve Powers, will move to Past-president, and I will be moving on to greener pastures after six years of service on the board.

Committee will need to nominate a President-elect for the board. Members applying to serve as President-elect of the Association, shall have a minimum of one year of service on the OCCMA Board. Furthermore, the Committee shall strive to nominate candidates, at the time of the election, which include a minimum of one County member, one assistant manager, one assistant to a manager, and one member from the community of 5000- or-less population. In addition, at least one Board member should represent, at the time of the election, each of the following generally described state regions:

Metropolitan/Portland; the Willamette Valley; Coast; Eastern; and Southern.

Furthermore, it is critical to reflect the diversity of our members on the Board.

A new task assigned to the Committee is to select a member of OCCMA to serve on the League of Oregon Cities Board. A schedule and process for filling this position was adopted by the Board at the March 19, 2021 Board meeting. The timetable for both the nomination process to the LOC Board, and to the OCCMA Board were set to correspond with each other. The schedule for both processes is as follows:

- On or before July 1, the notices for applicants for OCCMA and LOC positions will be made
- July 30 - deadline for applications
- August 10 - Secretary /Treasurer reviews applications for good standing with OCCMA
- September 6 - the Committee will report and recommend a slate of officers



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

- September 21 - a special OCCMA meeting will be held by the president to formally forward a slate of candidates for the membership's consideration, and forward a recommendation to the League of Oregon Cities Nominating Committee of a member to nominate to the LOC Board
- October 11 – notice of nominees are published on the web/listserv
- October 21- OCCMA Annual meeting.

The 2021 Committee consists of Rachael Fuller, Dan Huff, and myself.

Respectfully submitted,

Spencer R. Nebel  
Chair  
OCCMA Nominating Committee



# OCCMA

**Oregon City/County  
Management Association**

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Date: June 25, 2021

To: OCCMA Board of Directors

From: Susie Marston, Professional Development Committee Chair

Re: Report for July 9<sup>th</sup> Board Meeting

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This year's Professional Development Committee was small but mighty. Once the Board gave its approval at the March board meeting to proceed with an in-person summer conference this year, the committee got right to work and produced a program agenda that I believe was very well done. We all understood that by the time of the conference, attendees would be very happy to be with their peers and would appreciate one-on-one and networking opportunities to catch up on things. We prioritized and put safety first and kept a close eye on restrictions to ensure that we would be promoting safety measures. Keeping those two things in mind, we began by setting goals for the conference, and those were: 1) Conference should be more relaxed with fewer sessions; 2) Create opportunities for networking and smaller groups; and 3) Use our own strengths within the OCCMA membership for speaking opportunities.

I am grateful for all of the committee members' contributions to our summer program. I am especially grateful to all of the session leads for their work in putting their sessions together and recruiting speakers. Thanks also goes to Kelly Richardson for keeping us on track with our meetings and especially Lisa Trevino and Christy Wurster for their help in pulling the conference details together towards the end. And last but not least, the sponsors. Their support of OCCMA is very much appreciated!

Having said all of this, our work is not done for the year. Once the conference is over, we then need to work on the fall OCCMA workshop at the LOC Conference. The NW Regional Conference will be hosted by Washington next spring since Portland will be the host city for the ICMA Conference this year.

Depending on when you read this report, I hope you all enjoy (or did enjoy) this year's summer conference. I am looking forward to seeing you all there!