



OCCMA Board of Directors Meeting

March 19, 2021 10:00 am – 2:00 pm

Join Zoom Meeting

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Meeting ID: 893 0629 7610

Passcode: 148712

One tap mobile

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AGENDA

A. Welcome (President Steve Powers)	
1. Agenda (Additions).....	
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B. Consent Calendar* (President Steve Powers)	
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E. Presentation of Updated LOC Bylaws Amendment (Patty Mulvihill)	
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H. Discussion on Nomination Process for LOC Board (Spencer Nebel)	75
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❖ Reports and Action Items	
1. Nominating	
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i) Report	
3. Audit	
i) N/A	
4. Support for Managers	
i) Report Susie Marston	
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i) Report Chair Marston	
6. Ethics	
i) Report	
7. Communications	
i) Report	
8. ICMA Liaison	
i) Report	
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i) Report 2.10.21 Spencer Nebel	99
10. DEI Subcommittee	
i) Brian Sjothun DEI Strategy number two	113
K. Other (Steve Powers).....	
L. Adjournment (Steve Powers).....	

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



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

TO: OCCMA BOARD OF DIRECTORS

FROM: PRESIDENT POWERS

SUBJECT: PRESIDENTS REPORT MARCH

DATE: MARCH 1, 2021

CC: PACKET

March 1, 2021

President's Report for March 19 OCCMA Board Meeting

Susie and I met with representatives from the Washington and Alaska management associations to discuss the host rotation for the Northwest Regional Conference. COVID has disrupted a rotation that was agreed upon, at least informally, by the Oregon, Washington and Alaska associations. Alaska is interested in hosting every three or five years.

We were joined by Pat Martel, ICMA. As part of the rotation discussion, the states discussed our Northwest Regional Conference and the ICMA West Coast Regional Conference. An option is to discontinue the NW conference and have the ICMA regional conference serve as our Spring conference for the NW chapters, with the understanding that the location rotation would include CA and NV. Pat is going to check in with ICMA to gauge the openness to co-hosting or coordinating with the host state for the ICMA regional conference.

We may have that opportunity in 2022. To make up for the cancelled 2020 ICMA West Coast Regional Conference that was to be held in Vancouver, WA, ICMA is considering having the 2022 regional conference in Vancouver. If we choose to continue with a NW Regional Conference and coordinate with ICMA, then Alaska's turn to host would be in 2023.

While combining may make sense in a virtual format, when we return to travel, there are considerations for our members. West Coast includes California and Nevada. Would our members have the willingness and financial means to travel to California or Nevada? Would the program content and quality outweigh the expense?



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of ICMA

At the OCCMA Board meeting, we will discuss the Northwest Regional Conference and ICMA West Coast Regional Conference under agenda item H. Board discussion is requested regarding:

1. OCCMA's desired frequency for traveling to Alaska; and
2. OCCMA's interest in combining the Northwest Regional Conference with the ICMA West Coast Regional Conference.

For the 2021 ICMA West Coast Regional Conference, Washington and Oregon have been asked if we are interested in helping sponsor the social event. The event is wine-tasting through the mail. Small samples of three wines will be sent to conference registrants by an ICMA or California vendor. The current cost per participant is \$100; ICMA's goal is to reduce the fee to the participant to \$25. A budget for the social program was not available, so I have no idea what amount would be impactful from OCCMA. Are we interested in subsidizing? Are we interested in sharing the opportunity with OCCMA sponsors?

As of February 18, ICMA's decision regarding the Portland conference depends on the Oregon Convention Center's ability to host large groups.

I've been welcoming new managers to the state and OCCMA. I welcomed Kurt Wilson, the interim city manager in Beaverton, to participate in OCCMA. He is working remotely from California while helping Beaverton.



OCCMA Board of Directors Meeting

January 29, 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 @
10:25
Spencer Nebel Past President– Present
John Walsh, Director – Present
Dan Huff, Director – Present
Mike Cully, Secretary, LOC – Present @ 11:10

Brian Sjothun, Director – Present
Rachel 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
Jamie Johnson Davis, Finance Director, LOC (Arrived at 10 :57 am)
Patty Mulvihill, General Counsel, LOC (Arrived at 12:20 pm)
Colton Totland, Honors Attorney, LOC

Other:

Pat Martel, West Coast Regional Director, ICMA (Arrived at 10:07 am)
David Waffle, Senior Advisor (Arrived at 11:40 am)
Martha Bennett, City Manager, Lake Oswego (Arrived at 1:04 pm)
Karen Davis, Local Government Hispanic Network (Arrived at 1:20 pm)

A. Welcome & Roll Call

10:03 am

President-Steve Powers called the meeting to order at 10:03 am.

- i. President Power’s reported that he would be moving the DEI report up on the agenda to accommodate Brian Sjothun’s schedule.
- ii. President Power’s reported that he would move his Presidents Report to follow DEI Report.

B. Consent Calendar

It was moved by Aaron Palmquist and seconded by Heidi Bell to approve the consent calendar as presented. The motion passed unanimously (10 Yes [Bell, Brown, Fuller, Huff, Monahan, Nebel, Palmquist, Powers, Sjothun, and Walsh.] 0 No, 0 Abstain, 1 Absent.

C. DEI Committee Report (This item was moved up on the agenda)

The DEI Ad Hoc Committee met on January 6, 2021 to develop three strategies for consideration by the Board:

- Creation of an OCCMA Statement of Belonging
- Encourage strong partnerships with affiliate groups and create a formal path for partnerships with OCCMA
- Development of training and inclusion opportunities

The plan for development of these strategies is outlined in the staff report on pages 30-31 of the agenda packet. He noted that the Oregon Parks and Recreation Association has a valuable model to follow. The link to their information is referenced in the staff report. The committee plans to bring back the Statement of Belonging for consideration at the summer meeting along with plans for moving forward with the other priorities.

It was moved by Spencer Nebel and seconded by Aaron Palmquist to move forward with the three strategies as outlined in the report. The motion passed unanimously (10 Yes [Bell, Brown, Fuller, Huff, Monahan, Nebel, Palmquist, Powers, Sjothun, and Walsh.] 0 No, 0 Abstain, 1 Absent.

D. President's Report

President Powers welcomed everyone. Attendees introduced themselves and shared what is happening in their communities.

President Powers thanked everyone for volunteering to serve the profession. He stated that he has been reaching out to new managers throughout Oregon encouraging them to participate in OCCMA. He shared information about the recent attack on the Capitol, convergence on the Governor's mansion, and the pandemic. [Susie Marston arrived at 10:25 am.]

E. Discussion and Adoption of 2021 Action Plan

Spencer Nebel reported that the plan captured the discussion from the retreat in November 2020.

Concern was expressed for members that have access to the list-serve. There was discussion to include an additional item under 'Ethics Committee – C.2' to review the list-serve policy as it relates to ethics.

There was additional discussion that the seven tasks identified under 'H. Diversity Equity, and Inclusion Committee' should be limited to the three focus areas previously identified.

It was moved by Aaron Palmquist and seconded by Dan Huff to amend the 2021 Action Plan as discussed with revisions to C.2 to review the list-serve policy as it relates to ethics and H to be limited to the three focus areas. The motion passed unanimously (11 Yes [Bell, Brown, Fuller, Huff, Marston, Monahan, Nebel, Palmquist, Powers, Sjothun, and Walsh.] 0 No, 0 Abstain, 0 Absent.

F. Membership Report

Christy Wurster reported that there are 205 paid memberships to date and 86 of those are comped memberships for senior advisors and managers in transition, etc. She stated access to the list-serve will be cut off on February 1, 2021 and members will be added back on once their membership dues are brought current.

Aaron Palmquist asked whether LOC is encouraging small cities to join OCCMA to increase membership from small cities. Christy Wurster responded that there is pretty good attendance among small cities meetings in general and she would encourage managers to join OCCMA.

[Brian Sjothun left the meeting at approximately 10:48 am.]

G. Committee Assignments

The committee appointments were outlined in the table on pages 15-16 in the agenda packet.

President Powers advised that the Communications Committee will continue and Heidi Bell will need some additional support on the committee.

There was more discussion and additional assignments were made by President Powers.

Steve Powers will serve on the Audit Committee. In accordance with the Bylaws, the President and two board members shall serve on the committee. President Powers, Dan Huff and Susie Marston will serve on this committee.

The nominating committee will include Spencer Nebel, Rachael Fuller, and Dan Huff.

The Veteran's Committee will be combined with the DEI Committee and Aaron Palmquist, Michael Thomas and Jerry Gillham will now serve on the DEI Committee. President Powers has reached out to Michael Thomas and Jerry Gillham to let them know. Rachael Fuller will also serve on the DEI Committee.

H. Committee Reports

President Powers called for Committee Reports.

1. Nominating: Nothing to report.
2. Bylaws: Nothing to report.
3. Audit: N/A
4. Communications: Heidi Bell reported that the committee had a meeting last week to discuss the newsletter and it will be reenergized with input of information throughout Oregon.
5. Support for Managers: Susie Marston reported that she has been working with Dave Waffle, the senior advisors, and Kelly Richardson on a welcome packet for new members. (See report on page 17). She reported that the senior advisors have decided that the cost to print the packets is too expensive and they recommend providing the packets electronically. There was consensus to move forward with the electronic packets. She thanked Kelly Richardson and Christy Wurster for their assistance.
6. Professional Development: Susie Marston reported that the conference was virtual last year, and Mt. Bachelor Village agreed to extend the contract to this year. She will convene the committee

now that she knows who is on it. She commented that it is unknown whether the conference will be virtual, in person, or a hybrid but will provide an update at the next Board meeting.

Spencer Nebel updated the Board on the new rotation for the NW Regional Managers Conference. Washington is hosting a virtual conference in 2021. Alaska will host in 2022. Oregon will host in 2023. This is separate from the ICMA West Coast Regional Conference.

ICMA West Coast Regional Director Pat Martel reported that registration is open for the 2021 ICMA West Coast Regional Conference scheduled for March 25-26 from 1 pm to 5 pm. She advised that there will be several sessions, including a session on how to make your community fire safe that will include presenters from Oregon. The keynote has not yet been identified. There will also a session on disaster preparedness and response presented by Hagerty & Associates. This is also a timely session based on the unprecedented situations that regions are facing. There is also scheduled networking time and she is working on coordination of a meeting of leadership among the states. [Mike Cully arrived at 11:09 am.] Registrants for the upcoming conference will be able to access information following the regional event.

7. ICMA Liaison: ICMA West Coast Regional Director Pat Martel added that ICMA will include the speed coaching event at the West Coast Regional Conference with Frank Benest. They are looking for speed coaches from Oregon that can serve at the event. Aaron Palmquist thanked Director Martel for attending. He advised that the cost for webinars and other training is expensive in comparison to what is offered locally, and cost is/may be a deterrent to participation. He asked her to look into this and she agreed.

Pat Martel reported that as part of the program planning for the annual conference, the Portland Convention Center still does not know when they will be opening. She stated that members have expressed the desire to meet in person if possible as the virtual platform does not provide the same experience.

Director Martel advised that she will be sending out information about the Local Government Excellence Awards soon. She expressed how important it is to receive applications and encouraged the board members to encourage the membership to evaluate what organizations have been demonstrating excellence in Oregon during these unprecedented times.

8. Host Committee: Spencer Nebel summarized the Host Committee Report contained on pages 18-19 of the agenda packet. He shared that they are moving forward with the option of an in-person conference. The committee has been working with ICMA to reflect a Portland essence in the event the conference is held virtually. He stated that adding Portland back into the rotation is another option for 2028 if the conference is not held in Portland in 2021. Spencer stated that approximately \$219,000 has been raised to date (including pledges). He advised that the balance of the fundraising will be through our state assisting ICMA for sponsors from Oregon. A decision will be made within the next few months whether the conference will be held virtually, although there would be a virtual element to an in-person conference in Portland. Zoe Monahan asked what a virtual conference would mean for OCCMA from a financial perspective. Spencer Nebel

replied that his understanding is that the financial commitment would largely go away for a virtual conference but there would be a commitment for a hybrid conference. He indicated that the situation was still evolving, and the Board would have to decide moving forward how to use any remaining funds, such as for scholarships. He suggested that the funds could also be invested if OCCMA will host the conference in 2028. He added that OCCMA would not ask Washington for their \$50,000 contribution or LOC for their \$30,000 if the conference is virtual.

President Powers thanked Director Martel for her efforts on explaining the nomination process for the vice presidency. He added that he should have included Peter Troedsson on the invitation to the meeting and will make sure he receives an invitation to future board meetings.

9. Ethics: Spencer Nebel reported that there is an ethics complaint that still needs to be resolved and an ethical investigation still needs to be conducted. He stated that he would be appointing someone else to lead the investigation since Christy Wurster would no longer serve on the investigation committee due to her new position.

10. DEI Committee: See discussion following the Consent Calendar.

[The Board took a 10-minute break and reconvened at 11:41 am]

I. Adoption of 2021 Budget

President Powers referred to the budget in the packet beginning on page 45. Rachael Fuller noted some errors in the budget pertaining to the NWWLA. She stated that the revenue should be carried over from the prior year and the administration fee should not have been charged to NWWLA. She advised that she worked with Jamie at LOC to get this corrected, but it was not reflected in the budget presented. Finance Director Jamie Johnson Davis indicated that the carryover for NWWLA should be \$3,993.02 and the contingency would be reduced by that amount. She advised that moving forward she would ask for a supplemental budget from any of the joint ventures. Rachael Fuller clarified that the \$2,500 also needs to come out of the OCCMA budget, not NWWLA. President Powers requested clarification on any required changes for the proposed 2021 budget. Jamie Johnson Davis responded that the beginning cash balance - operations for 2021 would be reduced to \$100,274 and a beginning cash line item for NWWLA would be added reflecting \$3,993, and that down below in ending cash mimic the same carryover. She stated that she needs to go over it again to ensure it is accurate, but this would bring OCCMA's unrestricted proposed ending cash balance to \$68,912. There was further discussion regarding the \$2,500 budgeted under NWWLA for the administration charge and the appropriate place to reflect it within the budget as it is an expense that OCCMA agreed to pay. A separate detailed budget by NWWLA could clarify the ending balance available. The \$2,500 fee is for the administrative support provided by LOC to the NWWLA beginning in 2021. There was additional discussion regarding the creation of a separate fund with a carryover balance moving forward as NWWLA was intended to operate with a carryover balance to use to operate the program. Jamie Johnson Davis stated that the budgeted revenue numbers do not align with the actual amounts received as tuition numbers came in at \$7,350 instead of \$15,000 and expenditures were \$8,800. She stated that a separate budget would help clear up the details. She outlined the options for the board to consider moving forward. The creation of a separate SOP was suggested. President Powers stated that the budget could be adopted today with the understanding that Jamie Johnson Davis and Rachael Fuller would come back with clarification on

how LOC will support NWWLA as its own cost center. [Mike Cully left the meeting at approximately 11:55 am.]

It was moved by Aaron Palmquist and seconded by Rachael Fuller to adopt the budget with the following changes: Making a change in beginning cash to \$100,274; creating a line item reflecting NWWLA ending cash to be \$6,493; and reflecting an ending cash balance-operations/unrestricted in the sum of \$66,412. In addition, budget line item 3-5601 should reflect that it is an OCCMA contribution as it is an OCCMA expense. The motion passed unanimously (10 Yes [Bell, Brown, Fuller, Huff, Marston, Monahan, Nebel, Palmquist, Powers, and Walsh.] 0 No, 0 Abstain, 1 Absent.

Spencer Nebel recommended that there be formalization to the process moving forward. There was further discussion that the DEI Committee is working on developing a process. There was also discussion that the scholarship funds need to be defined as well. Rachael Fuller agreed to prepare something for future consideration on these issues.

J. Discussion and Funds Transfer to Host Committee for*

Spencer Nebel advised that the recommendation from the Host Committee is to transfer the balance of any funds collected by OCCMA in surcharges and other appropriations from the OCCMA account to the host committee account. The one decision that will need to be made will be what to do with the balance in the long run should the conference be held virtually.

It was moved by Spencer Nebel and seconded by Aaron Palmquist to approve the transfer of funds in the sum of \$81,901 collected from the OCCMA budget to the 2021 Host Committee budget. The motion passed unanimously (10 Yes [Bell, Brown, Fuller, Huff, Marston, Monahan, Nebel, Palmquist, Powers, and Walsh.] 0 No, 0 Abstain, 1 Absent.

K. Ethics Investigations

Colton Totland, LOC Honors Attorney introduced himself and shared that he was asked to present information on defamation claims. He presented a PowerPoint presentation to the Board; a copy is attached to the minutes for reference.

There was a question raised regarding protection/coverage in the event of a lawsuit requiring legal representation. Patty Mulvihill advised that if insurance coverage is provided through CIS their attorneys would represent OCCMA.

There was discussion regarding the adoption of the ICMA Code of Ethics as a condition of membership and suggested language changes needed in the bylaws and policy annex to clarify the possibility of public censure. Spencer Nebel requested that Colton review Article 11 in the bylaws and let him know if there are some recommended changes that could further protect OCCMA. If an ethics complaint is received and the member is an ICMA member then ICMA investigates the complaint; if the member is not an ICMA member then OCCMA investigates it.

Patty Mulvihill thanked the Board for allowing Colton with the opportunity to present this information. Director Martel added comments of appreciation for the presentation.

[Colton Totland and Patty Mulvihill left the meeting at approximately 12:57 pm.]

L. Conference Information for 2021, 2022, 2023

Susie Marston referred to the report in the packet on page 52 stating that it appears that OCCMA is already obligated to 50 percent of the event fees for the 2021 summer conference. She added that if OCCMA commits to Mt. Bachelor in 2024 there may be a possibility to avoid the cancellation fees for 2021. She requested direction from the Board of Directors. There was discussion among the Board regarding their preferences in moving forward. [Rachael Fuller was not present for most of the discussion.] Susie Marston will work with LOC staff to contact Mt. Bachelor Resort regarding options and their cancellation policy and will report back at the March Board meeting.

M. Discussion Regarding Letter of Support to ICMA Board

President Powers referred to the letter of support on page 54 of the agenda packet recommending Jeff Towery to serve as President-Elect for ICMA in 2021-2022.

Spencer Nebel made a motion endorsing the letter of support for Jeff Towery to serve as President-Elect for ICMA in 2021-2022. The motion was seconded by Aaron Palmquist and carried unanimously (9 Yes [Bell, Brown, Huff, Marston, Monahan, Nebel, Palmquist, Powers, and Walsh.] 0 No, 0 Abstain, 2 Absent.

[Martha Bennett joined the meeting at approximately 1:17 pm.]

N. Establishment of Oregon Chapter of the Local Government Hispanic Network.

President Powers stated the DEI committee is supportive of establishing an Oregon Chapter of the Local Government Hispanic Network (LGHN) in Oregon. He called on Martha Bennett to provide a report.

Martha Bennett provided some history on the idea of establishing a Hispanic network in Oregon. [Karen Davis joined the meeting at approximately 1:20 pm.] She explained that the LGHN organization provides leadership and skills development opportunities which are needed and could be accessed by OCCMA membership. Martha advised that organizational Bylaws and contracts have already been developed by a committee of city managers. She explained that to have an Oregon Chapter there would need to be a Board of Directors. She requested that OCCMA consider support for the development of an Oregon Chapter like that developed for the NWWLA; it would be a program offered by OCCMA with a separate contract for support through the LOC. Dues would be established to cover the expenses that LOC would charge OCCMA. Martha added that her organization would benefit through the development of talent within the organization, improved relationships with that demographic in her community, with lower costs for membership in the organization, as well as networking with other communities. She added that she is excited about this organization being part of the DEI work that OCCMA is doing. There are approximately 20 cities interested in participating and she would like to see OCCMA serving as the fiscal agent. [Martha Bennett left the meeting at approximately 1:26 pm.]

Karen Davis presented information about LGHN, an organization that started in the 1970's as part of an ICMA program that evolved and eventually became known as the Local Government Hispanic Network. [Rachael Fuller left the meeting approximately 1:27 pm.] Karen advised that LGHN provides a link to ICMA resources that would not otherwise be available due to the cost of membership. She described the programs offered through LGHN. There was a question raised regarding OCCMA's involvement with

the organization and it was clarified that it would be a fiduciary relationship. Karen Davis added that there would be a benefit to LGHN through increased membership and there would be a reciprocal benefit to OCCMA member cities and individuals joining the organization at a reduced cost. There was a question regarding the focus of the network organization. Karen Davis responded that the goal is to increase the number of Hispanics in leadership positions, providing them with the skills and confidence to move forward into leadership opportunities, as well as engaging people of color for opportunities in local government. There was a question raised regarding the membership fees. Karen Davis responded that if an organization has fewer than 1,000 employees, the membership cost is \$500.00/year. An individual can also join for \$75.00/year. Aaron Palmquist asked what advantage there would be to OCCMA membership in fulfilling the mission of DEI through the partnership. He suggested that the Board consider whether LGHN is a competing organization. Karen Davis responded that she did not see it as a competing organization, but rather an opportunity for coordinating programs and a partnership. She stated that they are trying to develop their members so that they are competitive when applying to serve on the OCCMA Board, ICMA Board, and are prepared for leadership roles. There was further discussion on strategies to benefit both organizations. ICMA Director Martel voiced the value of the partnership with LGHN and helping those with Hispanic backgrounds to have the tools needed for professional growth as well as other benefits including how to best serve and engage the Latino population in your community. There was further discussion regarding membership opportunities within various departments of the city and the opportunity to engage people of color. [Jamie Johnson Davis and Dan Huff left the meeting at 1:46 pm.] Spencer Nebel stated that he is generally supportive of the partnership but would like to see the details be brought back to a future Board meeting.

Spencer Nebel moved to conceptually approve of having some sort of affiliation with LGHN with more detailed information to be brought back to the next Board meeting or whenever it is available to consider acting on it. The motion was seconded by Heidi Bell and carried by majority (7 Yes [Bell, Brown, Marston, Monahan, Nebel, Powers, and Walsh.] 1 No (Palmquist), 0 Abstain, 3 Absent.

Aaron Palmquist stated that he would like the DEI Committee to provide additional detail on how to grow the current organization, including an organizational rate structure. He voiced his support for all people of color. Heidi Bell asked whether membership would be extended to elected officials. Karen Davis responded that the current membership structure does not include elected officials, but they could benefit from training opportunities. Zoe Monahan expressed that it was important that LOC has the capacity to take on the LGHN in addition to the other services they provide to OCCMA.

M. Other Business

There was no other business to come before the Board of Directors. President Powers thanked ICMA Director Martel for attending the meeting. Karen Davis advised that she would work with Martha Bennett to prepare for the next meeting.

O. Adjournment

President Powers adjourned the meeting at 1:54 pm.

APPROVED by the OCCMA Board of Directors on March 19, 2021.

ATTEST:

Mike Cully, Secretary-Treasurer

Steve Powers, President

Oregon City/County Management Association
Budget vs. Actuals: OCCMA FY 2021 - FY21 P&L
January - February 2021

	Actual	Budget	Total Remaining	% Remaining
Income				
3-4000 Conference Income			0.00	
3-4300 Fall Conference			0.00	
3-4303 Registration Fall Conference		7,500.00	7,500.00	100.00%
Total 3-4300 Fall Conference	\$ 0.00	\$ 7,500.00	\$ 7,500.00	100.00%
3-4400 Summer Conference			0.00	
3-4404 Registration Summer Conference		40,000.00	40,000.00	100.00%
3-4407 Sponsorships		25,000.00	25,000.00	100.00%
3-4411 Summer Wells/Jordan Scholarship		1,000.00	1,000.00	100.00%
Total 3-4400 Summer Conference	\$ 0.00	\$ 66,000.00	\$ 66,000.00	100.00%
3-4600 NW Women's Academy			0.00	
3-4606 NW Women's Leader Summit	6,000.00	15,000.00	9,000.00	60.00%
Total 3-4600 NW Women's Academy	\$ 6,000.00	\$ 15,000.00	\$ 9,000.00	60.00%
Total 3-4000 Conference Income	\$ 6,000.00	\$ 88,500.00	\$ 82,500.00	93.22%
3-4700 General Operations			0.00	
3-4701 Dues	26,745.68	41,000.00	14,254.32	34.77%
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%
Total 3-4700 General Operations	\$ 26,771.66	\$ 55,500.00	\$ 28,728.34	51.76%
Total Income	\$ 32,771.66	\$ 144,000.00	\$ 111,228.34	77.24%
Gross Profit	\$ 32,771.66	\$ 144,000.00	\$ 111,228.34	77.24%
Expenses				
3-5100 Conferences			0.00	
3-5330 Fall Conference			0.00	
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%
Total 3-5330 Fall Conference	\$ 0.00	\$ 10,500.00	\$ 10,500.00	100.00%
3-5440 Summer Conference			0.00	
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%
Total 3-5440 Summer Conference	\$ 0.00	\$ 44,800.00	\$ 44,800.00	100.00%

3-5600 NW Women Academy			0.00	
3-5602 Other Administration		2,500.00	2,500.00	100.00%
3-5602 Other Administration	4,830.00	12,500.00	7,670.00	61.36%
Total 3-5600 NW Women Academy	\$ 4,830.00	\$ 15,000.00	\$ 10,170.00	67.80%
Total 3-5100 Conferences	\$ 4,830.00	\$ 70,300.00	\$ 65,470.00	93.13%
3-6000 Operations Expense			0.00	
3-6001 LOC Services		28,000.00	28,000.00	100.00%
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		2,000.00	2,000.00	100.00%
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%
Total 3-6000 Operations Expense	\$ 0.00	\$ 157,201.00	\$ 157,201.00	100.00%
Total Expenses	\$ 4,830.00	\$ 227,501.00	\$ 222,671.00	97.88%
Net Operating Income	\$ 27,941.66	\$ -83,501.00	\$ -111,442.66	133.46%
Net Income	\$ 27,941.66	\$ -83,501.00	\$ -111,442.66	133.46%

Monday, Mar 08, 2021 02:36:44 PM GMT-8 - Accrual Basis

Oregon City/County Management Association

Transaction List by Vendor

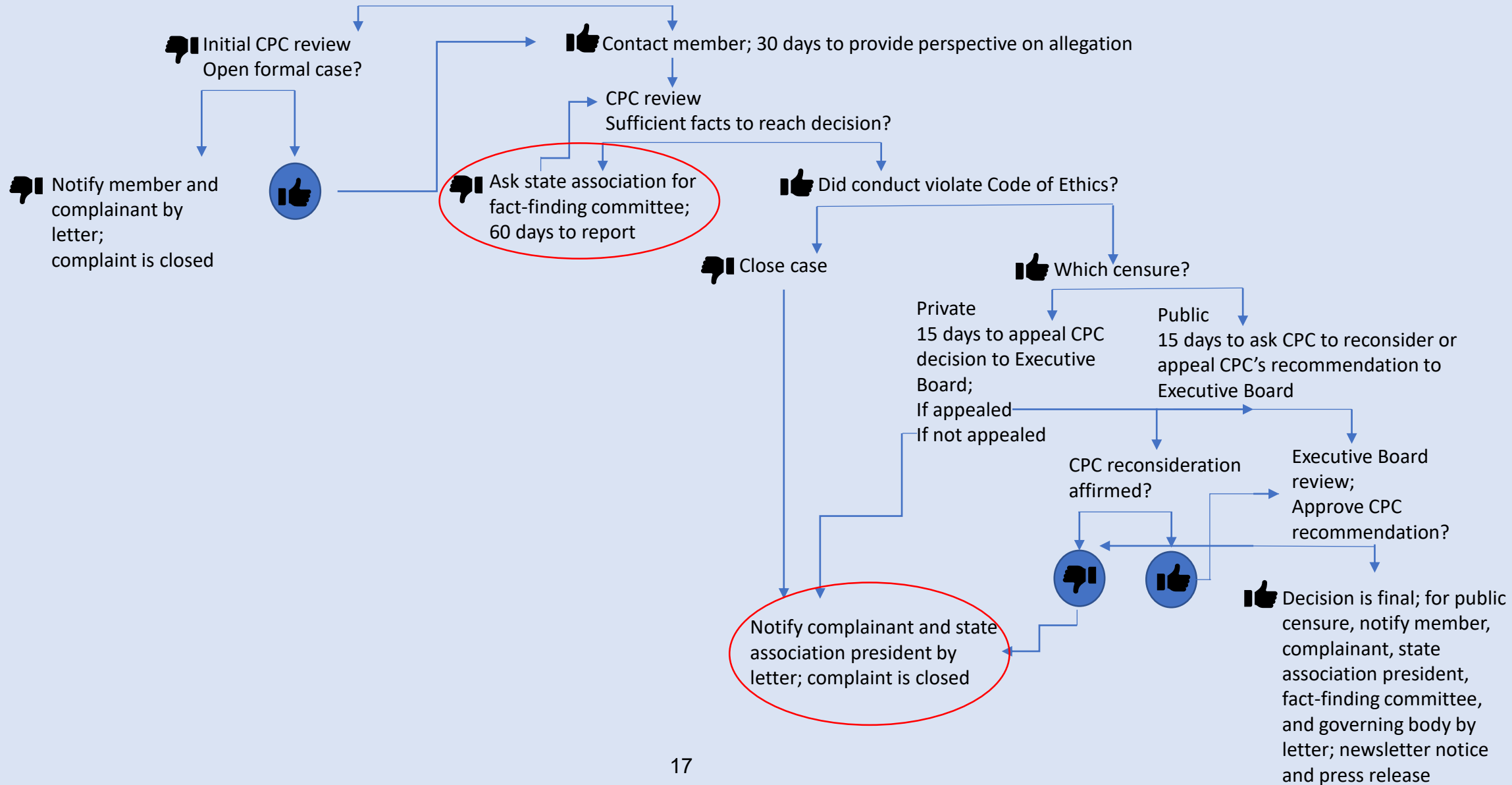
January - February, 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Dave Waffle						
01/05/2021	Bill Payment (Check)		Yes		Bank account ...0462	-25.00
FedEx						
01/05/2021	Bill Payment (Check)		Yes		Bank account ...0462	-8.34
Sheila Ritz						
01/05/2021	Bill Payment (Check)		Yes		Bank account ...0462	-26.95
SSW Consulting LLC						
01/21/2021	Bill Payment (Check)		Yes		Bank account ...0462	-609.74
01/21/2021	Bill Payment (Check)		Yes		Bank account ...0462	-500.00
01/25/2021	Bill Payment (Check)		Yes		Bank account ...0462	-705.16

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 Bylaws and Policy Annex

Revised: 9/27/2018

Commented [CT1]: This needs to be updated if the OCCMA bylaws were revised on October 13, 2020, as the file name suggests.

If OCCMA adopts the changes I have proposed here, then this should be updated to the date of that adoption.

BYLAWS

ARTICLE 1

Name

The name of this Association shall be the Oregon City/County Management Association (referred to herein as OCCMA).

ARTICLE 2

Organization

Section 1. OCCMA is an unincorporated association of general-purpose local government or council of governments, managers and assistants in the State of Oregon.

Section 2. OCCMA shall be based at the League of Oregon Cities located at 1201 Court St. NE, Suite 200; Salem, OR 97301

ARTICLE 3

Purpose

The purpose of OCCMA shall be to:

- Support professional management in local government by increasing the knowledge and ability of administrators and managers;
- Promote the exchange of information between the members;
- Offer personal support to members; and
- Sustain the functions, principles and goals of the International City/County Management Association.

ARTICLE 4

Membership

Section 1. Membership in OCCMA shall be in one of seven categories defined below as Active, Affiliate, Cooperating, Student, Retired, Honorary, or Lifetime. A person shall become a member by submitting an application on a form approved by the Board certifying that they meet eligibility requirements for one of the membership categories for OCCMA, and also submit the payment of annual dues to the Secretary-Treasurer.

Section 2. **ACTIVE MEMBERS:** Any person who is an appointed manager or administrator, or an assistant city or county manager or administrator, or an assistant to a manager or administrator of a general purpose local government or council of governments in the State of Oregon, or a corporate member of the International City/County Management Association who serves in Oregon, or while in transition from such a position and actively pursuing other eligible employment in Oregon, shall be eligible for active membership in the

Association. Active members shall comply with the ICMA Code of Ethics and the Declaration of Ideals. Any active member of this Association, who has resigned or been removed from a position in local government, may retain active membership status for a period of two years, or for a longer period if authorized by a majority vote of the Board, provided the member continues to pay dues. If it is shown to the satisfaction of the Board that the member's resignation or removal was for a cause that violates the ethical standards of the International City/County Management Association, the membership in the Association shall be terminated immediately. The Board may consider requests for refunding dues. The decision of the Board shall be final.

Section 3. **AFFILIATE MEMBERS:** Any person who fills a position in a general-purpose local government or council of governments and has obtained a statement co-signed with their current chief executive officer indicating a continued interest in pursuing a career in city/county management or an appointed administrative official reporting to a mayor/city council. Affiliate members shall hold no office or vote.

Section 4. **COOPERATING MEMBERS:** Individuals who work for an employer who does business with and has close ties to one or more units of local government. Cooperating members shall hold no office or vote, or have access to the OCCMA listserv or members-only website.

Section 5. **STUDENT MEMBERS:** Any person registered as a student in a college or university public administration program, or is currently working in a career in public management.

Section 6. **RETIRED MEMBERS:** Any person who was previously an active member and has qualified for benefits under a local government retirement plan shall be eligible for retired membership by providing written notice to the Secretary-Treasurer and payment of the membership fee, if any, for the current year. Retired members shall hold no office or vote.

An individual who was not previously a member of OCCMA but who now resides in Oregon and has had a career in local government management that would have made them eligible as an active member in OCCMA may become a retired member upon approval of the majority of the Board.

Section 7. **HONORARY MEMBERS:** Honorary members shall be chosen based on their contributions to the Association and/or to the field of city or county management in Oregon. Honorary membership shall be conferred by a Board vote at any regular meeting. Honorary members shall pay no dues, hold no office, or vote. Honorary membership is bestowed for an indefinite period.

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.

Section 9. REFUSAL OF MEMBERSHIP: The Board reserves the right to examine the qualifications, evaluate the prospective member, and deny membership in the Association to anyone.

ARTICLE 5 *Membership Meetings*

Section 1. MEMBERSHIP MEETINGS: The Association shall hold at least one general meeting each year at the same time and place as the annual meeting of the League of Oregon Cities. Additional meetings may be called by the President or a majority of the Board.

Section 2. NOTICE: Membership meetings shall be noticed in the OCCMA Newsletter, and/or the OCCMA website, and/or the OCCMA list-serve at least 30 days before the scheduled meeting.

Section 3. QUORUM: Those active members present at any meeting of the Association shall constitute a quorum. A majority vote of those active members present and voting shall be necessary for approval of any question before the Association. Voting by proxy is not permitted.

ARTICLE 6 *Offices and Terms of Office*

Section 1. GENERAL POWERS: The business and affairs of the Association shall be managed by its Board of Directors (referred to herein as the "Board").

Section 2. STRUCTURE: The Board shall be the Officers and eight Directors.

The terms of all Officers and Directors shall start as of January 1 following their election and end on December 31 of the year the term ends.

Section 3. OFFICERS: The officers of this Association shall be President, President Elect, and Immediate Past President who shall each have a term of one year. In addition, the Secretary-Treasurer (non-voting) shall be the League of Oregon Cities Executive Director, or designee.

Section 4. DIRECTORS: Eight directors shall be elected for a term of three years. The terms shall be staggered with three (3) members elected in the first year following adoption, two (2) members being elected in the second year, and three (3) members being elected in the third year, with the same rotation continuing in the future.

Section 5. OFFICER RESPONSIBILITIES: The officers of the association shall be as follows:

- The President shall be the chief executive officer of the association, shall serve as chair person at all meetings of the Board of Directors, and shall be authorized to call special meetings of the Board whenever he or she shall deem it proper to do so. The President may sign and execute all authorized contracts, and other instruments or obligations in the name of the association. The President shall do and perform such other duties as described in the bylaws, policies, and as may be assigned to him or her by the Board.

- The President Elect shall perform such duties that from time to time may be authorized by the Board of Directors. The President Elect shall have the powers and perform all the duties of the President in case of the absence of the President, and shall assume the Presidency in case the office of President is vacant.
- Immediate Past-President shall serve as a member of the Board. Immediate Past-Presidents shall perform any duties that are described in the bylaws, policies, or as requested by the Board.
- The Secretary-Treasurer shall transact the necessary financial business of the Association, keeping a complete record of all transactions, which shall be submitted for auditing at the annual meeting of the Association. If the Board desires, the Secretary-Treasurer shall be bonded in such form and amount as may be determined by the Board. The Secretary-Treasurer shall keep written minutes of the Board and Membership meetings.

Section 6. PROMULGATION OF POLICIES: The Board is empowered to enact policies from time to time to govern the operations of the Association. Policies are enacted by a vote of two thirds of the members of the Board present at a regular meeting after they have been introduced at a previous Board meeting, and after at least thirty (30) days' notice has been provided in the OCCMA newsletter; and/or the OCCMA website; and/or on the OCCMA list serve. Policies will remain in effect until they are rescinded by future action of the Board or by the membership. Policies shall be compiled and provided as an annex to the Bylaws. Any modification of rules during the year will be presented to the General Membership at the Annual Meeting. Policy changes can be repealed by the membership if a motion is made and supported at the membership meeting to repeal a policy made by the Board if a majority of the membership at the annual meeting votes to repeal that policy.

Section 7. RESIGNATION: Any Board member may resign at any given time by giving written notice to the Board. The resignation of any Board member shall take effect upon receipt of notice thereof, or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The vacancy shall be filled in accordance with Article 7, Section 6.

Section 8. COMPENSATION: The Board shall serve without compensation except that reasonable reimbursement relating to operation of the Association may be provided per the Association's policies.

Section 9. TERM LIMITS: A member shall be eligible to serve two (2) consecutive terms as Director. In the event a Director is appointed to fill a partial term, that Director is eligible for election to a full term on the Board of Directors. Members are eligible to serve additional non-consecutive terms. A member who is elected to serve as President Elect, and who then assumes the offices of President and Past President is not eligible to serve consecutive terms as President Elect, President, and Past President.

ARTICLE 7

Nomination, Election of Officers and Directors, and Removal from Office

Section 1. ELECTION OF OFFICERS & DIRECTORS: At each annual meeting, the Association shall elect the President Elect and members of the Board in accordance with adopted election policies. The President's position shall be filled by the previous President Elect, and the Immediate Past President shall be filled by the previous President. The Secretary-Treasurer shall be filled by the Executive Director of the League of Oregon Cities, or designee. Together these officers and directors shall constitute the Board of Directors of the OCCMA.

Section 2. NOMINATING COMMITTEE: Nominations to the Board of Directors for the President Elect and Directors shall be made by the Nominating Committee made up of not less than three (3) members. The Immediate Past President, or other active member appointed by the President, shall Chair the Nominating

Committee. The other members shall be appointed by the President. The nominations committee shall strive to nominate candidates, at the time of election, which includes a minimum of one county member, one assistant manager or one assistant to a manager, and one member from a community of 5,000 or less population. In addition at least one Board member should represent, at the time of election, each of the following generally described state regions: Metropolitan Portland; the Willamette Valley; Coast; Eastern; and Southern.

Section 3. NOTICE OF ELECTIONS: Notice to fill regularly scheduled vacancies for the position of President Elect and Directors shall be made in the OCCMA Newsletter; and/or on the OCCMA website; and/or, on the OCCMA Listserv in accordance with any adopted policies.

Section 4. ELIGIBILITY FOR OFFICE: Any active member, as defined in Article 4, Section 2, having at least one-year's membership in the Oregon City/County Management Association, may make application to the Secretary-Treasurer for a vacant position by the deadline stated in the Notice of Vacancy. In addition, active members applying to serve as President Elect of the Association shall have a minimum of one-year of service on the OCCMA Board. All applications for vacant positions will be reviewed by the Secretary-Treasurer for completeness and eligibility to serve.

Section 5. ELECTION: The Nominating Committee shall present a slate of qualified, acceptable candidates to the Board for approval in accordance with any adopted policies. Once approved by the Board, the slate will be presented to the membership by the Board for a vote. The Board may leave slot(s) open for nominations from the floor. Nominations from the floor of qualified members for election will be considered, in addition to the proposed slate of candidates.

Section 6. VACANCIES: Appointments to fill Board vacancies may occur from time to time due to a seated Director, or President Elect not being able to fill out the full length of their term. The appointment to fill vacancies shall be made by the Board after having first published notice of said vacancies in the OCCMA Newsletter; and/or on the OCCMA website; and/or on the OCCMA Listserv at least 30 days prior to appointment. Any member meeting eligibility requirements of Article 7, Section 4 may make application to the Secretary-Treasurer for a vacant position by the deadline stated in the Notice of Vacancy. In the event of a vacancy in the office of President, the President Elect will fill the remaining term of President, and will continue to serve as President during their full term as well. If a vacancy occurs in the term of the Immediate Past President, the most recent Past President who is available and willing to serve shall resume service on the Board of Directors. All applications for vacant positions will be reviewed for completeness and eligibility to serve by the Secretary-Treasurer. The Board of Directors shall fill the resulting vacancy on the Board by majority vote of those Board members in attendance at the meeting.

Section 7. REMOVAL FROM OFFICE: Officers or Directors of the Board may be removed from office by a two-thirds majority vote of the Board at a regular or special meeting for one or more of the following reasons:

- Neglect of the duties of office;
- Any violation of the ICMA Code of Ethics, Oath of Office, or Bylaws;
- Misrepresentation to outside parties of the Association and its officers;
- Unauthorized expenditure, or misuse of Association funds;
- Two consecutive unexcused absences from Board meetings.

Formal complaints to request an Officer or Director be removed from office will be submitted to the President or President Elect. The President or President Elect will notify the Board that a complaint has been made, and shall forward background information provided in the complaint. The President or President Elect will advise the Board in writing of the formal complaint and schedule a meeting to hear the complaint. The President or President Elect shall notify the Officer or Director whose conduct is at issue and name the allegations and

provide the Officer or Director the opportunity to provide the Board additional information relating to the allegations. Such notice shall occur at least four (4) weeks prior to the meeting at which the allegations will be discussed. The Officer or Director may provide the board information orally, in writing at least four (4) days prior to the meeting, or both. After considering all the information received, the Board may by majority vote do the following:

- Find that no violation occurred;
- Suspend the membership, and Board participation for a specified period;
- Remove the Officer or Director from office, effective immediately.

Should an Officer or Director of the Board be removed from office, that vacancy shall be filled according to Article 7, Section 6 – Vacancies.

ARTICLE 8

Board Meetings

Section 1. REGULAR MEETINGS: The Board shall approve an annual meeting schedule including the time and place, either within or out of the State of Oregon, for the holding of regular meetings without other notice. This schedule shall be posted in the OCCMA newsletter; and/or the OCCMA website; and/or the OCCMA list serve.

Section 2. SPECIAL MEETINGS: Special meetings of the Board may be called by or at the request of the President, or any two Directors at any place within the State of Oregon.

Section 3. MEETINGS CONDUCTED ELECTRONICALLY: The Board may meet electronically in accordance with any adopted policies. Notice and quorum requirements are required to be met with all meetings.

Section 4. NOTICE: Written notice of any special meeting, or rescheduled regular meeting of the Board shall be given by mail, telephone, telecopy, or e-mail to each Board member at least three days prior to the meeting. The regular meeting schedule and any special meeting notices shall be posted in the OCCMA newsletter; and/or the OCCMA website; and/or the OCCMA list serve shall be posted at least three (3) days in advance of the meeting.

Section 5. QUORUM: A quorum of six voting Board members shall be required for the Board to conduct business.

Section 6. ELECTRONIC PARTICIPATION: A Board member shall be deemed to be present in person at the meeting of the Board if such Board member participates in the meeting by a conference telephone or by other similar communications equipment through which all persons participating in the meeting may communicate with each other and all participants are advised of the communications equipment and the names of the participants in the conference are divulged to all participants.

Section 7. MANNER OF ACTING: Except as otherwise required by law or by these Bylaws, the act of the majority of the Board at a meeting at which a quorum is present shall be the act of the Board. The President shall rule on all matters of procedure in the conduct of the meeting. Voting by proxy is not permitted.

ARTICLE 9

Membership Committees

Section 1. COMMITTEE APPOINTMENTS: The President shall make appointments to the following standing committees: Nominating; Ethics; Support for Managers; Bylaws and Policy, Audit Committee and Professional

Development. All members of the Association are eligible to serve on committees. Each committee shall be chaired by an Association member appointed by the President.

Section 2. AD HOC COMMITTEES: The President shall create, with the approval of the Board, such ad hoc committees as the majority of the Board may deem advisable. The President shall make the ad hoc committee appointments. The ad hoc committees shall provide an annual report at the annual meeting, or as otherwise directed at the request of the Board. The ad hoc committee shall be disbanded once the committee has completed its work.

Section 3. LIAISONS TO COMMITTEES: The President shall assign Board members as liaisons to the standing committees to monitor committee activities and provide reports to the Board and at the annual meeting.

ARTICLE 10 *Fiscal Affairs*

Section 1. FISCAL YEAR: The fiscal year for the Association shall be from January 1 to December 31. Dues and subscriptions as determined by the Board shall be payable annually in advance, on or before January 1 of each year.

Section 2. ANNUAL BUDGET AND FINANCIAL REPORTS: The Board shall adopt a budget annually at the first meeting of the Board of Directors in accordance with any adopted policies. The Secretary-Treasurer shall present a financial report to the members of the Association at the annual meeting of the Association. The Secretary-Treasurer shall compile an annual financial report after the close of the fiscal year for presentation to the Audit Committee.

Section 3. FINANCIAL MANAGEMENT: The Board shall enter into a contract for services to provide for administrative and financial support services with the League of Oregon Cities, or other qualified provider, to assist with the administration of conferences, maintain Association finances, and for contractual authority to support various endeavors of the Association as directed by the Board. Any contract for services shall be included in the Policy Annex.

Section 4. AUDIT COMMITTEE: An Audit Committee shall consist of the President Elect, and two other Directors appointed by the President. The committee shall meet with the Secretary-Treasurer to review all financial transactions, and provide a report to the Board after the close of the fiscal year. The report will be reviewed and accepted by the Board. The Audit Committee can recommend to the Board that an independent review, or audit of the Association finances, be conducted by a qualified firm.

Section 5. DUES: Active and affiliate members shall pay dues as provided by the Board. Honorary members and Lifetime members shall be exempt from dues. Any active member whose dues are in arrears for a period of six months shall be suspended from membership and notified in writing of the suspension.

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 to~~ the Oregon City/County Management Association. All active members are required to govern their conduct in accordance ~~with to~~ the ICMA Code and its associated guidelines. Active members are further required to submit to, and will submit prior to a peer-to-peer review of for 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 in order 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.

ARTICLE 12

Nondiscrimination

All members, officers and persons served by the association shall be selected entirely on their qualifications and on a nondiscriminatory basis without regard to race, color, religion, sex, national origin, disability, marital status, sexual orientation, or any other legally protected status.

ARTICLE 13

Indemnification

The Board shall obtain insurance on behalf of any agent of the Association (including a director, officer, employee, or other agent of the Association) against liabilities asserted against, or incurred by the agent in such capacity. A summary of the current liability coverage shall be included in the Policy Annex. The Secretary-Treasurer shall maintain a complete copy of the insurance policy.

ARTICLE 14

Amendments

The Bylaws may be amended or repealed by two-thirds vote of the active members of the Association present at the annual meeting, provided proper notice of the membership meeting has been provided in accordance with Article 5, Section 2. Amendments may be initiated by the Board, or five active members of this Association may, by a petition to the Secretary-Treasurer, initiate a desired change. The Board may also utilize a letter ballot for purposes of amending the Bylaws. Voted letter ballots will be canvassed by two members of the Board appointed by the President on, or after, the sixtieth day after the ballots have been mailed to the membership by the Secretary-Treasurer. The Bylaws will be amended by a majority of active members voting thereon.

History of amendments to the OCCMA Governing Documents

Constitution and Bylaws originally adopted November 16, 1958. Includes amendments approved March 13, 1965, November 17, 1970, November 14, 1971, November 16, 1975, November 12, 1978, November 12, 1983, November 8, 1986, November 10, 1991 November 15, 1992, November 6, 1998, November 9, 2001, November 15, 2003, November 10, 2005, October 2, 2008, October 1, 2009, September 29, 2011, September 27, 2012, September 24, 2015 and September 29, 2016. On September 28, 2017 the Constitution and Bylaws were repealed and replaced with Bylaws and a Policy Annex. Additional amendments include those approved September 27, 2018, October 13, 2020, and [enter here the date of adoption of CT edits].

Commented [CT2]: This section should include additional amendments made since September 28, 2017. For example, the top of this document states:

REVISED: September 27, 2018.

Also, if OCCMA adopts the changes I have suggested here, then the date of that adoption should be included here under the history of amendments.

OREGON CITY/COUNTY MANAGEMENT ASSOCIATION POLICY

ANNEX

ARTICLE 1

Purpose

Section 1. Article 6, Section 6 of the Oregon City/County Management Association Bylaws provides that the Board may enact, amend or repeal policies to govern the operations of the Association. Policies are enacted by a vote of two thirds of the members of the Board present at a regular meeting after they have been introduced at a previous Board meeting, and after at least thirty (30) days' notice has been provided in the OCCMA newsletter; and/or the OCCMA website; and/or on the OCCMA list serve. Policies take immediate effect upon the Board adoption. The Bylaws and Policies Committee will give a report at the annual membership meeting which will include any policies approved, amended or repealed since the last annual meeting. A majority of the membership may reverse or repeal any action taken by the Board of Directors following the report of policy changes at the annual meeting.

Section 2. The policy annex shall include a date indicating when policies are adopted and revised.

Adopted 9-28-2017; Amended 9-27-2018

ARTICLE 2

Meetings / Conferences

Section 1. ANNUAL MEMBERSHIP MEETING: Article 5 of the Bylaws provide that an annual Membership meeting be held at the same time and place as the League of Oregon Cities annual meeting. The OCCMA President is the Chair of the annual Membership meeting. At the annual Membership meeting of the Association, an agenda shall be available that includes the following:

- Call to Order;
- Roll call;
- Minutes;
- Correspondence;
- Financial Report;
- President's Report;
- Announcement of the Board meeting schedule;
- Bylaws or Policy Amendments;
- Committee Reports;
- Election of officers;
- Other business;
- Adjournment.

Section 2. PARLIAMENTARIAN. The President shall appoint a parliamentarian for the annual Membership meeting. The parliamentarian shall advise the President on any questions of order. The President shall decide all points of order, including interpretations of the By-Laws and the Policy Annex, which decisions shall be final and not subject to appeal.

Section 3. CONFERENCE AND BOARD MEETING DATES: The Board and the Board elect shall meet annually in November to establish the Association's goals and Board meeting dates for the upcoming fiscal year. The Spring Conference, if hosted by the Oregon City/County Management Association, shall be set by the Board of

Directors, and shall be held during the spring. The Summer Conference, if held, shall be on a Wednesday, Thursday and Friday in July, and shall be in various locations as determined by the Board. The annual Membership meeting shall be held in conjunction with the League of Oregon Cities Conference. The Board may approve changes in this schedule and report any changes to the membership.

Section 4. BOARD OF DIRECTOR'S MEETINGS CONDUCTED VIA EMAIL:

- A. Any board member may make a motion via email.
 - 1. The subject line should include the word "Motion."
 - 2. The first line of the body of the email should include the words "I move that the board approve/authorize/recommend ..."
 - 3. The motion shall be forwarded to the Secretary-Treasurer for distribution to the Board members, and to provide notice to the membership of the meeting being conducted via e-mail.
- B. All board members, including the President, may vote. Board members should include the words "I vote No" or "I vote Yes" in the first line of their response. A member may vote "No" and indicate that deliberation is suggested on that motion.
- C. A majority of Board member votes are required to decide an email motion. The member who proposed the motion is automatically counted as an affirmative vote.
- D. Email motions can only be voted up or down and cannot be amended.
- E. The motion will expire in seven calendar days or at the start of the next board or membership meeting – whichever comes first. If the motion doesn't receive the required majority vote by the deadline it fails.
- F. The member who proposed the motion may withdraw it at any time prior to approval.
- G. The s Secretary-Treasurer is responsible for tallying the votes and informing the board of the outcome. If a member fails to cc: other board members on his vote, the Secretary-Treasurer should forward the email to the others.

Adopted 9-28-2017; Amended 9-27-2018.

ARTICLE 3
Elections

Section 1. ELECTION OF DIRECTORS AND PRESIDENT ELECT: Article 7 of the Bylaws provides for a nominating committee to be appointed by the President to present a slate of candidates including Directors and a President Elect for the Association. Once approved by the Board, a final slate of candidates will be presented to the membership for a vote. Nomination of qualified members can also be made from the floor to fill the position of Director or President Elect. For qualifications, see Article 7.4 of the Bylaws.

Section 2. ELECTION PROCESS: The election process will be as follows:

- A. At the first meeting of the Board in the new calendar year, the President appoints no less than three individuals to serve on the Nominating Committee, with the Immediate Past President to serve as Chair.

- B. On, or before July 1, the Secretary-Treasurer will publish a notice indicating which positions must be filled in the upcoming election and invite members who are interested to apply for open positions. Notice to fill regularly scheduled vacancies for the position of President Elect and Directors shall be made in the OCCMA Newsletter; and/or on the OCCMA website; and/or, on the OCCMA Listserv in accordance with any adopted policies
- C. July 30 is the deadline for applications.
- D. The Secretary-Treasurer will review the applicants to determine whether the member is in good standing, and has the required years of service in OCCMA, and meets any term limitations. The Secretary-Treasurer will provide all applications, and a report on any ineligible candidates to the Chair of the Nominating Committee.
- E. At least forty-five days before the annual meeting, the Nominating Committee will provide a report to the Board, including the names of all applicants and the recommended nominees for election.
- F. At least thirty days prior to the annual meeting, the President will call a special meeting (via email or telephone) to vote to forward a list of nominees for election to the membership
- G. Notice of the nominees will be provided in the agenda packet distributed approximately ten days prior to the annual meeting via the OCCMA website and/or OCCMA list serve.
- H. In the event that the Board does not forward a candidate for all open positions, a call for nominations from the floor will be made by the President at the annual meeting.
- I. At the annual meeting, the President will present the list of nominees approved by the Board to the membership.
- J. The President will call for any other nominations of qualified candidates from the floor for election to vacant positions. If there are no nominations of other candidates from the floor, the President will call for a motion and support to elect the candidates as a slate as presented by the Board of Directors, and a voice vote on the motion will be made.
- K. If other qualified candidates are nominated from the floor, and there are more candidates than open positions, the President will conduct voting through a paper ballot with the Secretary-Treasurer and Immediate Past President charged with counting the election ballots. The candidates with the highest vote totals will be elected.

Adopted 9-28-2017; Amended 7-13-2018.

ARTICLE 4 *Annual Budget*

Section 1. BUDGET PREPARATION: In accordance with Article 10.2 of the Bylaws, the Board shall adopt an annual budget at the first meeting of the newly seated Board. The draft budget shall be developed by the Secretary-Treasurer in consultation with the President Elect.

Section 2. BUDGET CALENDAR:

- A. The Secretary-Treasurer shall prepare a draft budget in consultation with the President Elect for presentation at the annual Board retreat in November.
- B. At the annual Board retreat, the current Board and Board-Elect will review the draft budget and provide comments to the Secretary-Treasurer and President Elect on any suggested modifications to the draft budget.
- C. At the first meeting of the Board in the new calendar year, the Board will review, modify, and formally adopt the budget.

Adopted 9-28-2017; Amended 9-27-18

ARTICLE 5

Reimbursement and Financial Policies

Section 1. TRAVEL EXPENSES:

- A. When used in this policy, the term "travel expenses" means and is limited to:
 - 1. The costs of a rental car, or mileage for private automobile travel at current IRS-approved rates, whichever would be less;
 - 2. Coach/economy class airfare, airport parking, and ground transportation to and from the departure and destination airport, when traveling out of state and travel by air is least cost to the Association;
 - 3. Hotel or motel accommodations at an amount that does not exceed the federally established Government Service Administration lodging per-diem rates (excluding local taxes) for the locality where the event or meeting is held;
 - 4. Actual expenses for meals including gratuities in an amount not to exceed the federally established per-diem rate for the locality in which the meal was consumed;
 - 5. Registration fees for ICMA Annual Conference, Northwest Regional Conference (when held outside of Oregon), and the ICMA West Coast Regional Conference; and
 - 6. Incidental expenses, to include but not limited to, long distance telephone charges, copy charges, transportation and luggage handling tips, dry cleaning, at an amount not to exceed \$5/day.
- B. President Travel Expenses: Within 30 days of travel, the President may request reimbursement for travel expenses to attend the ICMA Conference, Northwest Regional Conference (when held outside of Oregon), ICMA West Coast Regional Conference, ICMA committee meetings, and Field Visits (when the field visit was approved by the Board). No reimbursement shall be provided for attendance at the annual League of Oregon Cities conference. The President may designate a board member to attend meetings on the President's behalf and receive reimbursement pursuant to this policy.
- C. Board Member Travel Expenses: For all membership events, including the annual Board retreat/business meeting, all expenses shall be paid by individual Board members. Provided however that any meals provided as part of the meeting, facility/meeting room and audio-visual equipment costs shall be paid by the Association.
- D. ICMA Committee Member Travel Expenses: Active Association members (including Board members) may request, by petition to the Board, up to one-half of their travel expenses for out-of-State

participation on national committees including but not limited to Conference Planning Committee, Strategic Planning Committee and Small Community Task Force.

- E. Travel Expenses for Members in Transition: Board Members or Active Association members appointed to an ICMA Committee who are in transition may make requests to the Board for reimbursement of travel expenses incurred to attend Association business meetings.
- F. Procedure for Expense Reimbursement: The OCCMA Secretary-Treasurer (or designee) will develop an expense report form that is consistent with this policy for persons to use when submitting a reimbursement request. A person who is eligible for reimbursement under this policy shall send the request for reimbursement along with the expense report, which must include receipts substantiating the expense, to the OCCMA Secretary-Treasurer (or designee) within thirty days of the last day of travel in which the expense was incurred. All reimbursements are subject to sufficient funds being allocated in the Association budget to pay for the expenses. Any disputed reimbursements shall be reviewed and settled by the Board.

Section 2. DUES: The OCCMA membership year runs January 1 through December 31. A new member's initial dues may be prorated by 50% if the member joins after June 30. On a regular basis, the OCCMA Secretary-Treasurer (or designee) will verify that all applicants for membership have paid dues within thirty-days of application.

Section 3. FINANCIAL CONTROLS: All check payments shall require two signatures: that of the OCCMA Secretary-Treasurer (or designee), and the President (or the President's designee).

Section 4. AUDIT: The Association shall budget for and hire an independent auditor to review the Association's financials on a periodic basis not to exceed five years.

Policies on League Reimbursement, Expense Reimbursement, and Proration of Dues adopted 9-28-2017; combined and amended 9-27-2018.

ARTICLE 6

Member Directory and Member Communications

The Association will maintain a directory of members on the website that includes all active members of the Association. The Association newsletter and recruitment information to the Association shall be provided just prior to the start of the fiscal year to all public officials of an eligible organization who serve in a chief executive capacity. All managers new to the state shall receive a letter from the President welcoming them and providing membership information.

Adopted 9-28-2017; Amended 9-27-2018.

ARTICLE 7

Coaching Program

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

Section 2. ASSIGNMENT OF COACHES:

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

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

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

Adopted 9-28-2017; Amended 10-13-2020

ARTICLE 8

Senior Advisor Program

Section 1. PURPOSE:

The purpose of the Oregon Senior Advisor Program is to provide the counsel, experience and support of respected, retired managers of the profession to city, county and COG chief administrators and to their chief assistants. The program is intended to primarily help with personal and professional issues of managers and not to provide any extensive form of technical assistance nor to solve substantive problems in a local government.

Section 2. APPOINTMENT OF SENIOR ADVISOR:

A. Qualifications

1. A resident of Oregon at the time of appointment.
2. At least ten years' experience as an appointed chief administrative officer (CAO) and/or an assistant/deputy CAO in local government.
3. Recognition as a respected manager in Oregon and/or another state.
4. A willingness to participate in the program for at least nine months each year throughout the duration of the appointment.
5. A current member of OCCMA and ICMA at time of appointment and to maintain such memberships during service as Senior Advisor.
6. A commitment to follow the outline of responsibilities for Senior Advisors and the ICMA Senior Advisor Program Guidelines and Manual.
7. Have an active phone number and email address.
8. Substantially retired and/or not engaged in a business that could create a conflict of interest.

B. Appointment Process

1. When there is a vacant Senior Advisor position created by a decision of the OCCMA Board declaring a vacancy as a result of the resignation or removal of an incumbent or a decision to increase the total number of Senior Advisor positions, notice of that vacancy will be given in the OCCMA Newsletter or by email to all members.

2. Members shall have 30 days from the date of the notice to apply for the position or recommend a candidate to the OCCMA President. Potential candidates shall submit a letter of interest and a resume to the President. The final selection process shall be determined by the Board.
3. Initial appointments shall be made jointly by the President of OCCMA, with Board concurrence, and the Executive Director of the ICMA.
4. Reappointments do not require declaration of a vacancy and may be made by the President. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment.

C. Terms of Appointment

1. The term of an initial appointment shall be one year.
2. After the first term, the Board will conduct a review to assess whether expectations are being met. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment. Reappointment can be made for up to two years with a review conducted at least every two years.
3. 30 days before a review the membership shall be notified and may provide comments to the President.
4. ICMA, OCCMA Board or the Senior Advisor may terminate an appointment with written notification.

Section 3. SENIOR ADVISOR RESPONSIBILITIES:

- A. Make contact by phone, email or in person with each OCCMA or ICMA member and other local government chief administrators in the Senior Advisor's assigned region within one year of appointment as a Senior Advisor. Also, make contact within one month of receipt of notice of appointment of a new manager, assistant, chief administrator or COG director.
- B. Meet with members in the assigned region as frequently as possible. Meetings may take place at the manager's office, at OCCMA events, at regional managers' meetings, or any other venue that affords the Senior Advisor an opportunity to develop meaningful rapport with the individual manager.
- C. Contact members who are in transition within five days of learning of this development and as frequently thereafter as the situation indicates to assure the awareness of continued OCCMA support.
- D. Provide confidential counseling/support to all ICMA and OCCMA members on personal and professional issues when invited to do so by the member, within a 48-hour response time, if at all possible.
- E. Offer support in a private manner directly to members who may be experiencing problems with their elected officials, staff or community groups.
- F. Attend at least one meeting or social event annually of the managers' group within the Senior Advisor's assigned area, if possible.
- G. Attend meetings of the Board, OCCMA business meetings and other OCCMA sponsored events, as time permits.
- H. Refrain from direct or indirect public criticism of any member and uphold the standards of the profession as embodied in the ICMA Code of Ethics.

- I. Provide, at least quarterly, a statement of expenses to the Secretary-Treasurer (or designee) accompanied by a chronological report of activities to the President and ICMA Senior Advisor Coordinator.
- J. Contribute information for use in the OCCMA Newsletter.
- K. Encourage participation by members in OCCMA, ICMA, LOC and AOC activities.
- L. Provide support for the Council-Manager Plan when requested.
- M. Assist in recruitment of ICMA and OCCMA members and other joint activities and programs with ICMA when requested.
- N. Keep informed about current municipal affairs by reading *PM*, the LOC and ICMA newsletters and other publications.

Section 4. ANNUAL BUDGET:

Each year the Board shall consult with the Senior Advisors at the November Board meeting to determine eligible expenses and approve an annual budget for the Senior Advisor Program. ICMA will provide 50% reimbursement to the Association for eligible and budgeted Senior Advisor expenses. Any changes to the budget shall be communicated to ICMA for approval by ICMA in accordance with the ICMA/OCCMA Sponsor Agreement.

Section 5. SENIOR ADVISOR EXPENSES:

- A. Senior Advisors shall be reimbursed for certain expenses in fulfilling the responsibilities outlined in this policy as follows:
 - 1. Meeting with members within their assigned region.
 - 2. Attending membership meetings within their assigned region.
 - 3. Attending meetings of the association board or general membership and association sponsored events and conferences.
 - 4. Attending the Northwest Regional Managers Association Conference.
 - 5. Attending the ICMA Annual Conference when that conference is in the ICMA West Coast Region.
 - 6. Other activities as specifically requested by the Senior Advisor and approved by the Board.
- B. The following expenses are eligible for reimbursement:
 - 1. Mileage for private automobile travel at current IRS-approved rates for in state travel for business expenses.
 - 2. Hotel or motel accommodations at a conference hotel for a basic room, or at an amount that does not exceed the federally established Government Service Administration lodging per-diem rates (excluding local taxes) for the locality where the event or meeting is held.
 - 3. Actual expenses for meals in an amount not to exceed the federally established per-diem rate for the locality in which the meal was consumed at moderate prices and at meeting events.
 - 4. Registration fees unless waived by the hosting organization.
 - 5. Long distance telephone charges, postage, miscellaneous supplies and copying costs and similar expenses incidental to performing Senior Advisor duties.
 - 6. Coach/economy class airfare, airport parking, and ground transportation to and from the departure and destination airport, when traveling out-of-state and travel by air is least cost to the Association.

7. Reimbursement shall not be provided for out-of-state travel (except for the Northwest Regional Managers Meeting, and the ICMA Annual Conference), unless authorized by the Board.
 8. Reimbursement for attendance at the ICMA Annual Conference is subject to having adequate funding appropriated by the Board in the Senior Advisors' budget for the purpose.
- C. In accordance with the ICMA Senior Advisors Program Manual, complimentary registrations shall be provided to Senior Advisors as follows:
1. The Association shall provide complementary registrations for the attending Association sponsored events.
 2. ICMA shall provide complementary registration for attending the ICMA Annual Conference.
- D. Procedure for Expense Reimbursement:
1. Once a quarter Senior Advisors shall send the request for expense reimbursement along with a report of activity required in Section 3 to the OCCMA Secretary-Treasurer (or designee) for the preceding quarter.
 2. The OCCMA Secretary-Treasurer (or designee) shall authorize payment for expenses incurred by the Senior Advisor(s) in conformance with this policy and shall submit, at least quarterly, a request to ICMA for 50% reimbursement.

Section 6. OUTSIDE ACTIVITIES:

- A. Senior Advisors may engage in part-time consulting or comparable professional activities as private entities and/or sole proprietors. They may also engage in teaching, consulting, or interim services with state agencies, quasi-public entities, local governments or regional agencies. Such part-time activities shall be in accordance with ICMA Senior Advisor Guidelines. Senior Advisors shall advise the President before accepting any consulting agreement with a local government. In no instance shall a Senior Advisor accept a consulting assignment with a community without the expressed consent of the senior ICMA or OCCMA member at the same entity.
- B. Senior Advisors may engage in interim manager positions and shall notify the President before the acceptance of any such position. Such an assignment should not detract from the Senior Advisor's attention to his/her Senior Advisor responsibilities.
- C. Retired administrators who commercially advertise as consultants are not eligible for Senior Advisor appointment. Senior Advisors may be employed by a consulting firm on a part-time basis or as an independent contractor if the focus of the work is on providing technical expertise on individual projects and there is no responsibility for soliciting business or for client development/maintenance for purposes of future business.

Section 7. ASSISTANCE TO LOCAL GOVERNMENT IN RECRUITMENT OF A MANAGER/ADMINISTRATOR:

- A. Senior Advisor involvement in placement work for a local jurisdiction should be the exception rather than the rule as the main focus of the Senior Advisor Program is member support and advocacy of the Council-Manager Form and other forms of professionalism in local government management. Generally, placement work is best handled by a search firm or by the jurisdiction on their own, especially in cases where there are divided governing bodies or there are complex local issues. In cases where a jurisdiction lacks resources and seeks the assistance of the Senior Advisor Program in a placement process for the chief administrative officer, basic guidelines are presented below.
- B. Senior Advisor placement assistance to a local jurisdiction may include some or all of these items:

1. Discussing the placement process with elected officials at public meetings. This includes the option for a jurisdiction to use a search firm.
 2. Providing information to the local governing body on the benefits of seeking an experienced public manager or assistant, preferably an ICMA member.
 3. Working with the local governing body on determining position requirements, KSAs (Knowledge, Skills, Abilities) and compensation.
 4. Working with the jurisdiction to prepare a position summary and advertisement based on local charter or code provisions.
 5. Review resumes and application materials and assist the local jurisdiction in developing a list of those applicants meeting the requirements set forth by the governing body. Note: if more than one Senior Advisor is involved with the application review process, the Senior Advisors should be aware of any restrictions in state law that might prohibit discussion outside the public meeting.
 6. Assist the local governing body in developing the interview process.
 7. At the request of the governing body, facilitate the selection of the finalists for interview. The local governing body is solely responsible for selection of finalists for interview purposes. This should be done in accordance with applicable state or local laws regarding open meetings.
 8. Assist the local governing body at the interview process but not participate in the actual interview.
- C. What the Senior Advisors SHOULD NOT do in a placement process are as follows:
1. Perform background checks on candidates.
 2. Be involved in the selection of the candidate by the governing body.
 3. If involved with a placement project for jurisdiction, offer to serve as or accept permanent appointment as chief administrative officer.
 4. Be involved in negotiation of terms of employment for the selected candidate.

Section 8. SUPPORT FOR AND REVIEW OF SENIOR ADVISOR PROGRAM

- A. The Board shall serve as the Oversight Committee for the Senior Advisor Program and accepts by reference the ICMA Senior Advisor Program Guidelines.
- B. The Board shall enter into an agreement with ICMA for Joint Support of the Senior Advisor Program. In addition, the Board shall review this Statement of Policy and all aspects of the program at least every two years and shall meet with the Senior Advisors at the Spring or Summer conference to discuss the Senior Advisor Program. At least every two years there shall be a formal review and assessment of the performance of all parties in meeting their responsibilities and expectations.
- D. The President shall recognize the contributions of the Senior Advisor at the annual meeting of the association.

Adopted 9-28-2017; Amended 9-27-2018.

ARTICLE 9

Policy Annex Attachments

Section 1. Article 13 "Indemnification" of the Oregon City/County Management Association Bylaws provides that a current summary of insurance coverage be included as part of the policy annex. The current certificate of coverage will suffice for this purpose. A change in insurance coverage or a new certificate of coverage, does not constitute a change of policy with the notice requirements as outlined in Article 6, Section 6 "Promulgation of Policies" of the Bylaws.

Section 2. Article 10, Section 3 “Financial Management” provides that the agreement for administration and financial support services with the League of Oregon Cities, or other qualified providers, be included in the policy annex.

Section 3. Any multiyear agreements, memorandums of understanding, affiliate agreements, or other similar types of agreements approved by the Board of Directors shall be attached in whole or as a summary in the policy annex. The Board’s approval of these types of agreements do not constitute a policy change, in accordance with Article 6, Section 6 “Promulgation of Policies”, and can be approved by majority vote at the meeting in which the agreement is introduced.

Adopted 9-27-2018.

OREGON CITY/COUNTY MANAGEMENT ASSOCIATION POLICY ANNEX ATTACHMENTS

A. Required Attachments per Bylaws:

1. ARTICLE 13 of the Bylaws: Certificate of Insurance from C.I.S.
2. ARTICLE 10 Section 3. Financial Management: Contract for Services with the League of Oregon Cities.
Effective Date: July 1, 2018
Termination Date: June 30, 2021.

B. Board Agreements, Memorandum of Understandings, and Affiliate Agreements:

1. Affiliate agreements between ICMA and OCCMA:
Effective Date: December 14, 2016
Termination Date: Indefinite.
2. Joint support of the Senior Advisory Program with ICMA:
Effective Date: May 9, 2018
Termination Date: Indefinite.
3. Affiliate relation between the Alliance for Innovation and OCCMA:
Effective Date: May 1, 2018
Termination Date: April 30, 2019, but automatically renews unless a written notice is provided.
4. OCCMA Host Committee Memorandum of Authorization:
Effective Date: September 29, 2018
Termination Date: December 31, 2021.



2021 Membership Application/ Renewal

NAME ▲

JOB/TITLE ▲

CITY/AGENCY ▲

EMAIL ADDRESS ▲

MAILING ADDRESS (INCLUDE CITY AND ZIP) ▲

STREET ADDRESS (INCLUDE CITY AND ZIP) ▲

LISTSERV & MEMBERS-ONLY WEBSITE NOT AVAILABLE TO COOPERATING MEMBERS

☐ I WISH TO BE ON
THE OCCMA LISTSERV

☐ I DO NOT WISH TO BE ON THE OCCMA LISTSERV

► MY LISERV EMAIL ADDRESS IS:

Renewal forms must be returned prior to February 1, 2021 or you will lose listserv membership on February 1st.

Which contact number(s) would you like published in the 2021 OCCMA directory?
(If not specified, office phone and fax only.)

OFFICE
PHONE

☐ HOME
PHONE

☐ FAX
NUMBER

☐ CELL PHONE

OFFICE

FAX

HOME

The diagram shows three rectangular blocks. The first block is divided into 10 equal vertical sections. The second block is divided into 30 equal vertical sections. The third block is divided into 40 equal vertical sections.

CELL

Which membership classification is right for you? (descriptions on reverse side)

☐ ACTIVE MEMBER
(see calculation, right)

☐ HONORARY MEMBER
(complimentary)

☐ RETIRED MEMBER
(complimentary)

☐ LIFETIME MEMBER
(complimentary)

☐ AFFILIATE MEMBER
\$90 flat fee☐ COOPERATING MEMBER
\$90 flat fee

☐ STUDENT MEMBER
\$30 flat fee

☐ MANAGER IN TRANSITION
(complimentary for the first year in transition)

Formula: .00191705 times total annual salary in excess of \$5,000 plus base dues.

Line 1. Annual Salary \$

Line 2. Add deferred comp. \$

Line 3. Total salary, Line 1+2

Line 4. Less \$5,000	\$ (5,000.00)
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Line 5. Effective salary, line 3-4

Line 6. Line 5 x 0.001667 \$

Line 7. Add base dues \$ 44.50

Line 8. Total, line 6 + 7 **TOTAL TO BE PAID \$**

I have read and I endorse and agree to abide by the International City/County Management Association's Code of Ethics, as enforced by Article 11 of the Oregon City/County Management Association Bylaws, as a condition to my membership in the Oregon City/County Management Association.

MEMBER SIGNATURE _____

DATE _____

Return completed form and payment to: OCCMA, 1201 Court St. NE #200, Salem, OR 97301, or fax (503) 399-4863, or email krichardson@orcities.org. Credit card payments accepted, please call (503) 588-6550.

MEMBERSHIP CLASSIFICATIONS

ACTIVE	<p>Any person who is an appointed manager or administrator, or an assistant city or county manager or administrator, or an assistant to a manager or administrator of a general purpose local government or council of governments in the State of Oregon, or a corporate member of the International City/County Management Association who serves in Oregon, or while in transition from such a position and actively pursuing other eligible employment in Oregon, shall be eligible for active membership in the Association. Active members shall comply with the ICMA Code of Ethics and the Declaration of Ideals. Any active member of this Association, who has resigned or been removed from a position in local government, may retain active membership status for a period of two years, or for a longer period if authorized by a majority vote of the Board, provided the member continues to pay dues. If it is shown to the satisfaction of the Board that the member's resignation or removal was for a cause that violates the ethical standards of the International City/County Management Association, the membership in the Association shall be terminated immediately. The Board may consider requests for refunding dues. The decision of the Board shall be final.</p>
AFFILIATE	<p>Any person who fills a position in a general-purpose local government or council of governments and has obtained a statement co-signed with their current chief executive officer indicating a continued interest in pursuing a career in city/county management or an appointed administrative official reporting to a mayor/city council. Affiliate members shall hold no office or vote.</p>
COOPERATING	<p>Individuals who work for an employer who does business with and has close ties to one or more units of local government. Cooperating members shall hold no office or vote or have access to the OCCMA listserv or members-only website.</p>
STUDENT	<p>Any person registered as a student in a college or university public administration program or is currently working in a career in public management.</p>
RETIRED	<p>Any person who was previously an active member and has qualified for benefits under a local government retirement plan shall be eligible for retired membership by providing written notice to the Secretary-Treasurer and payment of the membership fee, if any, for the current year. Retired members shall hold no office or vote.</p> <p>An individual who was not previously a member of OCCMA but who now resides in Oregon and has had a career in local government management that would have made them eligible as an active member in OCCMA may become a retired member upon approval of the majority of the Board.</p>
HONORARY	<p>Honorary members shall be chosen based on their contributions to the Association and/or to the field of city or county management in Oregon. Honorary membership shall be conferred by a Board vote at any regular meeting. Honorary members shall pay no dues, hold no office, or vote. Honorary membership is bestowed for an indefinite period.</p>
LIFETIME	<p>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.</p> <p>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.</p>



OCCMA

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

TO: OCCMA BOARD

FROM: WALLY BOBKIEWICZ

SUBJECT: "BIG THINKIN' SUPPORT AND DISCUSSION

DATE: MARCH 2, 2021

CC: FILE

From: Wally Bobkiewicz <wallyb@issaquahwa.gov>
Sent: Tuesday, March 2, 2021 2:34 PM
To: Wally Bobkiewicz <wallyb@issaquahwa.gov>
Subject: Supporting Big Thinking in Local Government

Local Government Management State Association Presidents and Staff Liaisons:

A group of local government professionals have come together to discuss the need for "big thinking" in our profession and how we can help our colleagues tackle some of the grand challenges facing our communities. We began meeting last Fall and have focused our discussions around three of the "Grand Challenges" identified by the National Academy of Public Administration:

Foster Social Equity

Develop New Approaches to Public Governance and Engagement

Modernize and Reinvigorate the Public Service



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of ICMA

The group has divided into sub-groups to discuss how we can develop actionable initiatives to move forward addressing these challenges. The approach is grass roots. This is not sponsored by any local government group or association, although many of us are active in association work. We are just interested colleagues working together.

We would like to engage more people in the profession in these discussions. I am writing to let you know about this work and ask how best your state association might help.

Attached is a white paper that explains a little more about all this. I would appreciate it if you could let me know if your association would be willing to help with this initiative by:

1. Sharing the initiative with association members and invite them to get involved as individuals.
2. If your association is interested in being involved in the initiative, that a representative be designated as a contact.
3. Share any other ideas you may have on how to engage more local government professionals in these discussions.

Thanks for considering this request. Please let me know if you have any questions. Best wishes.

Wally Bobkiewicz
City Administrator
City of Issaquah
425-837-3020

SUPPORTING “BIG THINKING” IN LOCAL GOVERNMENT

The Idea

During the last 25 years, I have been fortunate to work with and get to know many of the great “big thinkers” of the profession. You know who I mean: those individuals who regularly speak at ICMA conferences on current topics, folks who write articles for PM magazine, people who served on the ICMA Board and as leaders in state associations who were ever present year after year.

As time went on, I noticed something about these “big thinkers.” They were almost entirely White men and they maintained their role as leaders in the profession long after they retired from active service in local government. Strangely, it was rare to notice new “big thinkers.” As I served the profession, most recently ending my three years on the ICMA Executive Board, I began to ponder this question more and more: where are the next generations of “big thinkers” in local government and what can be done to support, nurture and actively engage them.

My search for answers took me to the National Academy of Public Administration (NAPA). NAPA is full of big thinkers, mostly academics and senior officials from the Federal Government, but also many of the current big thinkers in local government. NAPA thinks big. In 2019, NAPA launched its “Grand Challenges in Public Administration” initiative (document attached). These selected challenges are the biggest issues that government must address over the next decade, both from a programmatic and an operational standpoint:

- Grand Challenges are *large in scope* (inter-agency, inter-sectoral, intergovernmental, and multi-disciplinary).
- They require *significant innovation and long-term commitment* (a decade or more).
- They seek to achieve *worthwhile, ambitious goals* that we know will be difficult to successfully address for a variety of reasons, including their complexity and interconnectedness.
- They require *paradigm shifts* in thinking and/or significant change in government functioning.

❓* They have significant *individual, governmental, and societal impacts*.

When I heard about this initiative, I was inspired. How could local government leaders play a central role in making this happen. Who were the “big thinkers” who could move these issues forward? Where were they? How to engage smart people in this endeavor who are otherwise busy personally and professionally?

Moving Forward

I started talking to people I knew about this idea. Local government professionals who are NAPA Fellows. Professionals who have never heard of NAPA. Just smart folks. Some people gave me others to talk with. I spoke to some University faculty members who focus on local government as well as leaders in our profession throughout North America.

So, from all of this, I gathered the following questions:

1. Should there be some organized movement to support, nurture and actively engage the next generations of “big thinkers” in local government?
2. How does the NAPA Grand Challenges fit into all this?
3. How do we identify these “big thinkers”?
4. How do we identify them with an eye toward gender and ethnic diversity at its widest definitions?
5. Should the focus on “big thinkers” be managers and principal assistants only or anyone in service to local government?
6. Should initiative focus on specific, defined topics or be more general to promote broader dialogue?
7. What kinds of activities/projects would move this forward?
 - a. Mentoring
 - b. Webinars on specific topics
 - c. Book Clubs on current publications
 - d. Organizing sessions at state, regional and national conferences
 - e. Blog to post writings of individuals
 - f. Organized sharing of articles and ideas
8. What role can academia play in all this?
9. Should this be focused on North America local governments or more broadly in other English language countries with similar government forms? (UK, Ireland, New Zealand, Australia)
10. Does this duplicate effort elsewhere?
11. Should there be a steering committee? If so, what is make up?

Gathering Interested Folks

From these discussions during August-October, 2020 came a list of 75 interested local government professionals from around the country. In a series of video calls, we discussed these issues and the group agreed it made sense to focus on three of the NAPA Grand Challenges and an initiative to develop strategies that help support “big thinking” in local jurisdictions. The group identified these three Grand Challenges:

Foster Social Equity

Develop New Approaches to Public Governance and Engagement

Modernize and Reinvigorate the Public Service

As people met to discuss this effort, many have remarked how much they like that this is a grass roots initiative. It is just interested professionals coming together to discuss issues and think about ways to support “big thinking.” The effort has many individuals who are also leaders from local government associations like ICMA, ELGL, League of Women in Government and Local Government Hispanic Network, but is not specifically affiliated with any of the associations.

Next Steps

The initial group of 75 individuals has broken up into four subgroups to begin focused discussions. While these subgroups are beginning to work, I am reaching out to the ICMA state associations and affiliate organizations to share the ideas behind the initiative. The ask of the organizations will be two requests:

1. Share the initiative with organization members and invite them to get involved as individuals.
2. If an organization is interested in being involved in the initiative, that a representative be designated as a contact.

For Further Information

Wally Bobkiewicz
City Administrator
Issaquah, Washington
wallyb@issaquahwa.gov
425-229-3509

Attachments:

Excerpts from NAPA Grand Challenges
“Big Thinker” Group



GRAND CHALLENGES

IN PUBLIC ADMINISTRATION

GRAND CHALLENGES IN PUBLIC ADMINISTRATION

PROTECTING AND ADVANCING DEMOCRACY



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2. Modernize & Reinvigorate the Public Service 10



3. Develop New Approaches to Public Governance & Engagement 12



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STRENGTHENING SOCIAL & ECONOMIC DEVELOPMENT



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MANAGING TECHNOLOGICAL CHALLENGES



11. Ensure Data Security & Individual Privacy 34



12. Make Government AI Ready 36

Over the course of 2017, the National Academy of Public Administration (the Academy) hosted a series of “Governing Across the Divide” interactive summits across the country that addressed the future of governance. In 2018, we built on this effort by launching the Grand Challenges in Public Administration campaign to identify the biggest challenges that government will face during the 2020s. This document conveys the results of that year-long effort.

We believe that close consideration will reveal that every one of the twelve Grand Challenges represents a critical issue facing our nation today, and that effective and innovative public administration forms the core of every solution set. While the Academy intends to play a coordinating and convening role, we do not envision that these Grand Challenges belong only to the Academy for action. We intend for this set of Grand Challenges to set a decade-long agenda for the entire field of Public Administration, and through that agenda, we hope to integrate the efforts of the academic, practitioner, and partner communities so that we can collectively develop and advance new models of governance that meet these challenges and ultimately increase the public’s trust in government.

The development of the final list of Grand Challenges in Public Administration would not have been possible without the dedicated support of our Steering Committee. I am most grateful to the following individuals who brought their expertise, perspectives, and tireless energy to this effort:

Dr. Geert Bouckaert

Professor, Public Governance Institute

Dr. Xavier de Souza Briggs

Senior Advisor, Ford Foundation

Mr. Matthew Chase

Executive Director, National Association of Counties

Mr. Tim Clarke

Editor-At-Large, Government Executive Media Group, Atlantic Media

Dean Angela Evans

LBJ School of Public Affairs, The University of Texas at Austin

Dean Jack Knott

Sol Price School of Public Policy, University of Southern California

Ms. Laurel McFarland

Executive Director, Network of Schools of Public Policy, Affairs, and Administration

Dr. Marcia McNutt

President, National Academy of Sciences

Mr. Marc Morial

President and CEO, National Urban League

Mr. Marc Ott

Executive Director, International City/County Management Association

Hon. Donna Shalala

U.S. Representative

Mr. William Shields

Executive Director, American Society for Public Administration

Dr. Mariko Silver

President and CEO, Luce Foundation

Dean David Van Slyke

The Maxwell School of Citizenship and Public Affairs, Syracuse University

As you consider the Grand Challenges presented here, I hope that you will see compelling concepts to which you personally can contribute, and that you will bring your own thoughts and research, your organizations, and your energy to this agenda. The Academy looks forward to working with all of you to “make government work, and work for all.”



Teresa W. Gerton
President and CEO
National Academy of Public Administration

OVERVIEW

For the first 20 years of the twenty-first century, the United States has been in a state of near constant change. As new challenges have arisen and demands on government have increased, however, the public sector has often been in a reactive mode—struggling to adapt to a rapidly evolving international, economic, social, technological, and cultural environment. And, over the next decade, it will be even more important for governments at all levels to improve their operations so that they can tackle new problems in new ways and earn the public’s trust.



In 2017, the National Academy of Public Administration (the Academy) hosted a series of interactive summits across the country focused on “Governing Across the Divide.” A year later, we launched the Grand Challenges in Public Administration campaign to identify the biggest challenges that government will face during the 2020s. This document conveys the results of this year-long effort. It is no secret that trust in government has declined significantly over the past several decades. By addressing these challenges, governments at all levels have the opportunity to rebuild trust in their operations and capabilities. During the next ten years, we look forward to working with stakeholders from across the public administration community to begin taking actions to address these issues.

What Does It Mean to Be a Grand Challenge?

For the public administration field, these are the biggest issues that government must address over the next decade, both from a programmatic and an operational standpoint:

- Grand Challenges are *large in scope* (inter-agency, inter-sectoral, intergovernmental, and multi-disciplinary).
- They require *significant innovation and long-term commitment* (a decade or more).
- They seek to achieve *worthwhile, ambitious goals* that we know will be difficult to successfully address for a variety of reasons, including their complexity and interconnectedness.
- They require *paradigm shifts* in thinking and/or significant change in government functioning.
- They have significant *individual, governmental, and societal impacts*.

How Did We Identify the Grand Challenges in Public Administration?

To lead this effort, we formed a Steering Committee of 14 members who represented the diversity of the public administration field. The Steering Committee received research support from our professional staff. Soon after launching this effort, we sought and received a wide array of invaluable public input on two key questions:

- *What Must Government Do?* Over the next decade, what is a grand challenge that government (federal, state, and/or local) must address in order for American society to reach its full potential?
- *How Government Should Do It?* Over the next decade, what must the field of public administration do to ensure that government has the managerial, operational, and leadership capacity required to deal with the most important challenges facing the United States?

Over the past year, our Steering Committee held multiple facilitated sessions to both analyze the public input and to bring their own expertise to bear in identifying Grand Challenges. Our professional staff conducted considerable independent research on a

broad range of potential topics. Our Board was actively engaged in vetting ideas, offering its expertise, and making final decisions on the Grand Challenges list.

What Are the Grand Challenges in Public Administration?

We identified 12 Grand Challenges in Public Administration within 4 focus areas.

FOCUS AREA	GRAND CHALLENGE
<i>Protecting and Advancing Democracy</i>	<ol style="list-style-type: none"> 1. Protect Electoral Integrity and Enhance Voter Participation 2. Modernize and Reinvigorate the Public Service 3. Develop New Approaches to Public Governance and Engagement 4. Advance National Interests in a Changing Global Context
<i>Strengthening Social and Economic Development</i>	<ol style="list-style-type: none"> 5. Foster Social Equity 6. Connect Individuals to Meaningful Work 7. Build Resilient Communities 8. Advance the Nation's Long-Term Fiscal Health
<i>Ensuring Environmental Sustainability</i>	<ol style="list-style-type: none"> 9. Steward Natural Resources and Address Climate Change 10. Create Modern Water Systems for Safe and Sustainable Use
<i>Managing Technological Changes</i>	<ol style="list-style-type: none"> 11. Ensure Data Security and Privacy Rights of Individuals 12. Make Government AI Ready

Table 1. Grand Challenges in Public Administration

Public administration institutions and programs will have to be critical components of addressing each Grand Challenge, and individual agencies and administrators also will have to act in new and innovative ways for the nation to make the necessary progress. To successfully address these Grand Challenges, we believe that public organizations will have to address core management issues and learn to operate differently:

- Manage amidst risk and uncertainty;
- Conduct business in an agile manner;
- Reflect the nation's diversity and ensure inclusion;
- Improve service delivery;
- Protect cybersecurity; and
- Ensure environmentally sustainable operations.

These core management issues both cut across the Grand Challenges in Public Administration as a whole and must be addressed within each one of them.

What Is the Role of the Academy?

These are not *our organization's* Grand Challenges—they are Grand Challenges *for our entire field*. The Academy will work with stakeholders at all levels of government, in universities, and in the private and nonprofit sectors so that, collectively, the nation can make the needed progress. The Academy's role is to inspire action, enhance understanding, connect stakeholders, and drive change.

ACADEMY ROLE	KEY TASKS
<i>Inspire Action</i>	<ul style="list-style-type: none">• Set a ten-year agenda for the field (practitioners & academics)• Develop baseline understanding• Educate & inform stakeholders
<i>Enhance Understanding</i>	<ul style="list-style-type: none">• Conduct or support research to determine what works, identify key innovations, and disseminate effective practices and lessons learned• Convene conferences and seminars on particular GCs and focus areas• Develop case libraries and toolkits
<i>Connect Stakeholders</i>	<ul style="list-style-type: none">• Interagency• Intergovernmental• Intersectoral• International• Academics and practitioners
<i>Drive Change</i>	<ul style="list-style-type: none">• Identify and assess solutions• Highlight successful innovations & promote effective practices• Identify ways to scale up solutions• Develop action plans & issue recommendations• Assess & report on progress

Table 2. Role of the Academy

What Are the Next Steps?

Public administration is a fascinating endeavor and field of study precisely because it is so interdisciplinary and so diverse. As both an intellectual and a practical enterprise, the field includes:

- Federal, state, and local career civil servants;
- Political appointees inside agencies at all levels of government;
- Contractors delivering public services and providing various support at all levels of government;
- Professors, researchers, and students in universities;
- Nonprofit grantees;
- Private business enablers and partners in innovative public-private ventures;
- Professional associations and advocacy organizations;
- Think tanks; and
- Subject matter experts on specific policy or management issues.

This is a broad field and a deep bench for the nation to draw upon to address its Grand Challenges in Public Administration. We believe that everyone has a role to play moving forward. As an immediate next step, the Academy will begin convening stakeholders across the public administration community to develop action plans for each Grand Challenge. We hope that you will join us. Together, there are no limits to what we can accomplish.



GRAND CHALLENGE #2: MODERNIZE AND REINVIGORATE THE PUBLIC SERVICE

Federal, state, and local governments deliver vitally important services to the American people each and every day. If it is an important need, public agencies at one or more levels of government are likely to have an important role in meeting it, including but not limited to:

- Defense and international relations;
- Police and fire protection;
- Public education;
- Public health and housing;
- Transportation and other infrastructure;
- Mail delivery;
- Economic development and market regulation; and
- Natural resources, environmental protection, and public lands.

As governments are increasingly called upon to address complex and interconnected “wicked problems,” their need for leaders, managers, technical experts, and front-line workers in the right jobs with the right skills at the right time has never been greater. Yet federal, state, and local governments all struggle to build a public service workforce that can meet the unique demands of our time due to laborious and time-consuming hiring practices, limited salary flexibilities, and promotion rules that value longevity over expertise and performance. Public managers and employees are also struggling to adapt to the rapidly changing nature of work. For all these reasons, we face a significant risk that many public organizations will not have the workforce capacity necessary to accomplish their critical missions and provide critical services to the public.

Many public employees are already of retirement age. As they leave the workforce, the result can be a major brain drain given how government struggles to quickly bring new talent onboard. We are at risk of losing a generation of younger workers because of inadequate hiring systems and practices. Similarly, the needs of governments over the next 5 to 10 years will be different than that of today, but the public sector does a poor job of continually training and developing its workforce. It also is too resistant to bringing in outside talent, especially at senior levels. That said, the unique combination of public-spirited younger generations and a wave of retirements could, with proper planning, provide governments at all levels with an opportunity to restructure their workforce to meet modern-day needs.

How the public’s business is done by government has evolved over the last few decades and will continue to do so. Increasingly, complex public programs are managed by a multisector workforce of employees from multiple levels of government and contractors from public and nonprofit organizations. These employees often have unclear boundaries and intertwined responsibilities. Not only is it important to build an integrated system that seamlessly pursues and achieves the public interest, but it is also necessary to train public leaders who can manage amidst this ambiguity, complexity, and uncertainty.

Public agencies and administrators have an important role to play in addressing the full suite of government's human capital challenges, including:

- Recruiting, developing, and retaining top talent;
- Holding administrators and employees accountable for results;
- Striking the right balance between civil servants, contractors, non-profits, and other third-party service providers;
- Managing multiple generations in the workforce;
- Restructuring work in a world of AI and Robotic Process Automation; and
- Modernizing systems and processes to account for changing career patterns.

As part of the Grand Challenge to “Modernize and Reinvigorate the Public Service,” the Academy will work with stakeholders to determine how to:

- Build a highly skilled, agile, and responsive public sector workforce with appropriate roles for civil servants, contractors, and other service providers;
- Develop strategic foresight mechanisms to anticipate and address changing workforce requirements;
- Ensure long-term institutional knowledge capacity amidst the retirement wave;
- Design new human capital systems consistent with merit-system principles (including modernizing policies and practices for recruitment, retention, training, and development); and
- Adapt the MPA curriculum to meet future workforce needs.

This is an illustrative list of topics. As the Grand Challenges campaign progresses, other issues can and will be addressed based on stakeholder feedback about critical needs and opportunities.





GRAND CHALLENGE #3: DEVELOP NEW APPROACHES TO PUBLIC GOVERNANCE AND ENGAGEMENT

In the 21st Century, no significant public problem fits entirely within one government agency, or even one level of government, and our federal system presupposes that all levels of government have an important role to play in the democratic process. Effective problem solving usually requires federal, state, and local governments to work successfully together, and often with the private and nonprofit sectors. And yet, we have not prioritized the building of collaborative capabilities to develop and implement effective policies and programs across levels of government and sectors of society. The demise of institutions such as the Advisory Commission on Intergovernmental Relations, which kept these governance issues front and center in policymaking and administration, may have contributed to this collective neglect.

This is not an abstract academic issue. Fragmented and fractious inter-governmental arrangements—characterized by slow bureaucratic processes, conflicting rules, competing objectives, organizational stovepipes, and overlapping programs—are significant impediments to meeting public needs. Consistent with existing constitutional and legal structures, the United States needs to develop new intergovernmental, interjurisdictional, and intersectoral collaborative mechanisms to address such issues as:

- **Grant Programs.** Federal grant programs for medical research, education, transportation infrastructure, and social welfare touch every American. States, localities, and nonprofits spend too much time trying to navigate the multiplicity of programs and too many resources on documenting compliance. This reduces the funding available to meet the public's needs.
- **Emergency Management.** Federal, state, and local emergency managers must cope with the rising number of extreme, havoc-wreaking weather events that impose huge costs on people, property, and places. When disasters (whether natural or human-made) strike, the intergovernmental path for recovery can be bifurcated and disjointed, making it difficult, if not impossible, for local governments to navigate at a time of great crisis. The current network of institutions at national, state, and local levels of government hinders disaster preparation, response, and recovery.
- **Social, Economic, and Environmental Needs.** A wide range of needs require intergovernmental and intersectoral collaboration without which significant problems result. For example, the water crisis in Flint, MI, and the national opioid crisis, were intergovernmental failings. And the nation's current struggle to address the mobility, housing, and employment needs of a population increasingly migrating to already congested urban areas will require new intergovernmental and intersectoral solutions.

More broadly, new problem-solving and public engagement approaches should be utilized. Some innovators inside and outside of government have begun to utilize a people-centered, experimental, and data-enabled problem-solving approach to address public needs. For example, chronic homelessness in some communities is being fought through a bottoms-up approach of bringing stakeholders together, creating a list of individuals in need, and using a

dashboard to share real-time data across agencies and nonprofits. Our decentralized governmental system can maximize opportunities for this approach, while also serving to enhance representation in our increasingly diverse country.

Public agencies and administrators have an important role to play in working across levels of government and sectors. Public administrators can use their expertise to help design policies and programs that will have maximum chance of succeeding in an intergovernmental and intersectoral context. During policy development and implementation, they can build our system's capacity to meet complex public needs by broadly engaging the public, helping facilitate ongoing intergovernmental dialogues, providing flexibility, and encouraging innovation. Public administrators can play a key role in ensuring democratic values in policymaking and implementation in multi-stakeholder environments with actors from non-governmental sectors.

As part of the Grand Challenge to “Develop New Approaches to Public Governance and Engagement,” the Academy will work with stakeholders to determine how to:

- Establish joint solutions to complex policy and administrative problems;
- Design new institutional mechanisms—including regional governance models—to promote intergovernmental and intersectoral solutions, effective practices, and lessons learned;
- Improve the intergovernmental/intersectoral partnership and develop mutual accountability;
- Educate and train intergovernmental and intersectoral leaders;
- Identify the laws, regulations, and policies that significantly impede intergovernmental and intersectoral collaboration;
- Assess new public problem-solving mechanisms; and
- Improve the grants system to reduce compliance costs, focus on outcomes, and streamline programs.

This is an illustrative list of topics. As the Grand Challenges campaign progresses, other issues can and will be addressed based on stakeholder feedback about critical needs and opportunities.





GRAND CHALLENGE #5: FOSTER SOCIAL EQUITY

Social equity—a key pillar of public administration alongside economy, efficiency, and effectiveness—addresses fairness, justice, and equity within a variety of public contexts. Although the United States has made significant progress in expanding access to opportunities to more of the nation’s citizens and residents, we continue to struggle with ensuring the equitable design and implementation of public policies and programs that reduce or eliminate disparities, discrimination, and marginalization. Much remains to be done to address the substantial social and economic disparities in 21st Century America, such as:

- The nation continues to face significant racial and gender disparities in such areas as criminal justice, healthcare, education, environment, housing, social services, and transportation.
- A growing divide in income and wealth has left many people behind based on their race, gender, or geographic location, and many groups are marginalized or excluded from the political process.
- The social and economic fortunes of urban and rural areas—and those of the coasts and the interior of the country—began to diverge significantly in the years just and after the financial crisis of 2009 and more dramatically thereafter.
- An increasing number of communities in the United States are under significant distress, facing such difficulties as declining populations, healthcare outcomes, and economic indicators.
- The digital divide will increase in importance with the advent of 5G and AI.

All of these disparities not only harm those individuals and families who directly experience them, but also impose substantial and increasing costs on the entire society and economy.

Public agencies and administrators have a critical role to play in addressing this Grand Challenge. They must work in partnership with elected officials to address social equity issues by bringing problems to the attention of policymakers, making recommendations on the basis of their deep expertise and extensive citizen engagement, and exercising lawful discretion to promote and ensure social equity within agencies and programs. Moving forward, public administrators and policymakers should develop a broader understanding of the elements and implications of social equity. For example, social equity includes not just equitable access to programs and services but the unhindered ability to engage in the political process. It also means equitable educational and economic opportunities. Ultimately, it is important to use a social equity lens to examine nearly all policies and practices, and there are major social equity dimensions of each of the other Grand Challenges in Public Administration that should be addressed moving forward.

As part of the Grand Challenge to “Foster Social Equity,” the Academy will work with stakeholders to determine how to:

- Incentivize tangible results by exploring, identifying, and disseminating social equity frameworks and metrics;
- Build awareness of social equity issues and indicators to foster organizational cultures that value and reward social equity;
- Develop frameworks to proactively assess and improve the social equity dimensions of public policy, program design, and organizational implementation;
- Provide practical advice on how public administrators can lawfully promote social equity within their agencies and programs;
- Educate and motivate administrators and policymakers to include a social equity lens in public management and throughout their careers;
- Address specific social equity issues, including affordable housing, criminal justice, education, and access to technology; and
- Ensure that social equity is considered in actions to address each of the other Grand Challenges in Public Administration.

This is an illustrative list of topics. As the Grand Challenges campaign progresses, other issues can and will be addressed based on stakeholder feedback about critical needs and opportunities.





1600 K Street, N.W., Suite 400
Washington, D.C. 20006
202.347.3190
grandchallenges@napawash.org

SUPPORTING THE NEXT GENERATIONS OF "BIG THINKERS" IN LOCAL GOVERNMENT

Pam Antil	City Manager	Encinitas, CA	pantil@encinitasca.gov
Paul Arevalo	City Manager	West Hollywood, CA	parevalo@weho.org
Andrea Arnold	City Manager	Decatur, GA	andrea.arnold@decaturga.com
Darin Atteberry	City Manager	Ft. Collins, CO	datteberry@fcgov.com
Laura Biery	Marketing/Econ. Sustainability Mgr.	Beverly Hills, CA	lbiery@beverlyhills.org
Carlos Baia	Deputy City Manager	Concord, NH	cbaia@concordnh.gov
Jane Bais-DiSessa	City Manager	Brighton, CO	jbdissessa@gmail.com
Lane Bailey	City Manager	Salisbury, NC	w.lane.bailey@gmail.com
Martha Bennett	City Manager	Lake Oswego, OR	mbennett@lakeoswego.city
Mike Bennett	City Manager	Fruita, CO	mbennett@fruita.org
Norton Bonaparte	City Manager	Sanford, FL	nbonaparte@sanfordfl.gov
Tanisha Briley	City Manager	Gaithersburg, MD	tanisha.briley@gaithersburgmd.gov
T.C. Broadnax	City Manager	Dallas, TX	tc.broadnax@dallascityhall.com
Rick Cole		Santa Monica, CA	venturacole@yahoo.com
Kevin Caitlin	County Administrator	Boone Co., IL	kcatlin@boonecountyil.org
Victor Cardenas	Assistant City Manager	Novi, MI	vcardenas@cityofnovi.org
Rob Carty	Dir., Career & Equity Advancement	ICMA	rcarty@icma.org
Jen Connolly	Associate Professor	U-Miami	jmc185@miami.edu
Ron Carlee	Visiting Asst. Professor	Old Dominion U	rcarlee@mac.com
Tom Carroll	Village Manager	Silverton, OH	t.carroll@silvertonohio.us
Julia Cedillo	Village Manager	La Grange Park, IL	jcedillo@lagrangepark.org
Michelle Crandall	City Manager	Hilliard, OH	mcrandall@hilliardohio.gov
Marshall Curry	Program Manager	EPIC-N	mcurry@epicn.org
Pam Davis	Assistant City Manager	Boulder, CO	davis@bouldercolorado.gov
Ed Daley		Front Royal, VA	ecddaley@comcast.net
Charlie Duggan	City Manager	Redlands, CA	cduggan@cityofredlands.org
Carol Ebdon		U Nebraska-Omaha	cebdon@unomaha.edu
Josh Edwards	Assistant City Manager	Athens, GA	josh.edwards@accgov.com
David Ellis	County Manager	Wake Co., NC	david.ellis@wakegov.com
Kate Fitzpatrick	Town Manager	Needham, MA	kfitzpatrick@needhamma.gov
Lee Feldman	City Manager	Gainesville, FL	feldmanlr@cityofgainesville.org

Laura Fitzpatrick	Deputy City Manager	Chesapeake, VA	lfitzpatrick@cityofchesapeake.net
Simon Farbrother			simonfarbrother@gmail.com
Shannon Flanagan-Watson	Deputy County Manager	Arlington Co., VA	sflanagan-watson@arlingtonva.us
Tom Fountaine	Borough Manager	State College, PA	tfountaine@statecollegepa.us
Jorge Garcia	Management Services Director	Pismo Beach, CA	jgarcia@pismobeach.org
Ray Gonzales	County Manager	Adams Co., CO	rgonzales@adcogov.org
Chris Goodman	Assistant Professor	Northern IL U	cgoodman@niu.edu
Heather Geyer	City Manager	Northglenn, CO	hgeyer@northglenn.org
Megan Hatch	Associate Professor	Cleveland State U	m.e.hatch@csuohio.edu
Sarah Hazel	Asst. to City Manager	Charlotte, NC	shazel@ci.charlotte.nc.us
Carl Harness	Chief Human Services Admin.	Hillsborough Co., FL	harnessc@hillsboroughcounty.org
Greg Hermann	Deputy City Manager	San Luis Obispo, CA	ghermann@slocity.org
Sarah Johnson-Rios	Assistant City Manager	El Paso De Robles, CA	sjohnson-rios@prcity.com
Scott Hancock	Executive Director	Maryland Municipal Leagu	scotth@mdmunicipal.org
Matt Hart	Town Manager	West Hartford, CT	matt.hart@westhartfordct.gov
Tansy Hayward	Assistant City Manager	Raleigh, NC	tansy.hayward@raleighnc.gov
Jimmy Jayne	County Manager	Coconino Co., AZ	jamesjayne1@gmail.com
Beth Kellar	Director, Public Policy	ICMA	ekellar@icma.org
Michael Land	City Manager	Coppell, TX	MLand@coppelltx.gov
Sarah Larson	Assistant Professor	U of Central Florida	sarah.larson@ucf.edu
Sheryl Long	Assistant City Manager	Cincinnati, OH	sheryl.long@cincinnati-oh.gov
Angel Wright-Lanier	Assistant City Manager	Fayetteville, NC	AWright-Lanier@ci.fay.nc.us
Jim Malloy	Town Manager	Lexington, MA	jmalloy@lexingtonma.gov
Pat Martel	West Coast Regional Director	ICMA	pmartel@icma.org
Scott Mitnick	City Manager	El Segundo, CA	smitnick@elsegundo.org
David Mitchell	Assistant Professor	U of Central Florida	david.mitchell@ucf.edu
Craig Maher	Professor	U Nebraska - Omaha	csmaher@unomaha.edu
Bruce McDonald	Associate Professor	NC State U	bmcdona@ncsu.edu
Tad McGalliard	Director, Research and Policy	ICMA	tmcgalliard@ICMA.org
Kim Nelson	Professor	UNC Chapel Hill	knelson@sog.unc.edu
Bob O'Neill		Mt. Pleasant, SC	roneill8192@gmail.com
Ghida Neukirch	City Manager	Highland Park, IL	gneukirch@cityhpil.com
Marc Ott	Executive Director	ICMA	mott@icma.org
Clay Pearson	City Manager	Pearland, TX	cpearson@pearlandtx.gov

Karen Pinkos	City Manager	El Cerrito, CA	KPinkos@ci.el-cerrito.ca.us
Kelly Pfost	Director, Management/Budget	Gilbert, AZ	kelly.pfost@gilbertaz.gov
Kimberly Richardson	Deputy City Manager	Evanston, IL	krichardson@cityofevanston.org
Brandy Reitter	Town Manager	Eagle, CO	brandy.reitter@townofeagle.org
Nat Rojanasathira	Assistant City Manager	Monterey, CA	rojanasathira@monterey.org
Marcia Scott	Policy Scientist	U of Delaware	msscott@udel.edu
Susan Sherman	Assistant City Manager	Olathe, KS	ssherman@olatheks.org
David Swindel	Associated Professor	Arizona State U	David.Swindell@asu.edu
John Shirey		Sacramento, CA	johnshirey1@comcast.net
Ed Shikada	City Manager	Palo Alto, CA	Ed.Shikada@CityofPaloAlto.org
Hadley Skeffington-Vos	Deputy Village Manager	Niles, IL	hsv@vniles.com
Amber Snowden	ICMA	Washington, DC	asnowden@icma.org
Bonnie Svrcek		Lynchberg, VA	bsvrcek@gmail.com
Madison Thesing	Assistant to the City Manager	Lake Oswego, OR	mthesing@ci.oswego.or.us
Jeff Towery	City Manager	McMinnville, OR	jeff.towery@mcminnvilleoregon.gov
Mike Van Milligen	City Manager	Dubuque, IA	ctymgr@cityofdubuque.org
Michael Wilkes	City Manager	Olathe, KS	jmwilkes@olatheks.org
Kirsten Wyatt	Executive Director	ELGL	kirsten@elgl.org
Eric Zeemering	Associate Professor	U Georgia	eric.zeemering@uga.edu

Revised: 3/2/2021 14:01

On Hold			
Murphy Robinson	Exec. Dir, Dept. of Public Safety	Denver, CO	murphy.robinson@denvergov.org



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

TO: OCCMA BOARD

FROM: PROJECT COORDINATOR-AFFILIATES KELLY RICHARDSON

SUBJECT: CONTRACT REVIEW WITH LOC AND ADDENDUM WITH NWWLA

DATE: MARCH 8, 2021

CC: FILE

The existing contract for services between OCCMA and LOC is up for review and renewal; see contract attached. LOC staff has reviewed the existing contract and believes LOC has been performing the items referenced in the contract. One area that has not been applied is found in section 2. Payment for Services. In that section, it states that a flat fee of \$25,000 for each year of the Agreement with a 3% adjustment each year will be applied. LOC has not collected the 3% adjustment each year, to no fault of OCCMA. If OCCMA renews its contract with LOC, the new term would start with a contractual fee in the amount of \$25,000 with the 3% adjustment applied moving forward in future years. The LOC also fully intends to continue with the contract addendum for NWWLA support in the amount of \$2,500.

If either LOC or OCCMA need to set aside contract negotiations, there may be a need for a special meeting in the future. Staff wanted to make sure to give both OCCMA and LOC time to decide.

When the Board is ready to move forward with renewal, a motion should be made authorizing the President to enter into an agreement (in substantial form to the existing agreement) with LOC for services.

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 entity 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 7/13/2018, the OCCMA Board approved entering into an agreement with LOC whereby LOC shall provide services as described herein to OCCMA; and

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

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

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

Section 1.1. Financial Services.

- 1.1.1. Maintain OCCMA's financial records in accordance with the practices and procedures set out by OCCMA and its audit committee.
- 1.1.2. Assist as necessary 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 OCCMA's accounts payable.
- 1.1.5. Manage 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 any 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 conferences. 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/WI-FI rental, or hotel room rate guarantees until the same has been approved by the OCCMA Board of Directors. LOC will be responsible for providing the following work:

- 1.3.1. Manage the conference budgets as developed by 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 managing 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 WI-FI.
- 1.3.18. Serve as on-site 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 all OCCMA 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. Host and 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.

Section 2. Payment for Services. OCCMA agrees to pay LOC a flat fee of Twenty-Five Thousand Dollars (\$25,000) for each year of the Agreement with a 3% adjustment each year. The fee will cover all of LOC's services provided in Section 1 above. The fee shall be paid annually to cover the cost of personnel expenses incurred by LOC in provided service to the OCCMA. Payment shall be made monthly, with 1/12 (\$2,083.33) of the total annual amount due paid by the 15th of each month subject to this contract. In the event OCCMA requests and

authorizes work by LOC staff not identified in Section 1, OCCMA shall reimburse LOC for such staff time at a rate that will reimburse the LOC at an hourly rate that captures the annual totally cost of compensation divided by 2080 hours. In addition to the annual fee, the OCCMA shall be financially responsible for the following:

- A. Hard costs associated with conferences including but not limited to facility rental, catering, equipment rental, and liability insurance.
- B. Any paper copies made by LOC shall be billed to the OCCMA at a rate of 10 cents per page.
- C. Any postage paid by LOC on behalf of the OCCMA shall be billed to the OCCMA at the actual cost incurred.
- D. Any printing costs paid by LOC on behalf of the CCCMA shall be billed to the OCCMA at the actual cost incurred.
- E. Any travel expenses incurred by an LOC administrative support person who is requested to attend an OCCMA conference in person shall be billed to the OCCMA for the following:
 - a. Reimbursement for mileage at the current federal General Services Administration rate;
 - b. Hotel expenditure; and
 - c. Reimbursement for food at the current per diem rate established by the General Services Administration for the state of Oregon.

Section 3. Signature Authority. OCCMA grants LOC's Executive Director, or the Executive Director's designee, signature authority for purposes of signing any contracts or documents necessary to facilitate LOC's responsibilities under this contract. The appointment of the Executive Director's designee shall be subject to 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 LOC's Executive Director or designee pursuant to Section 3 of this contract.

Section 4.3. Hold Harmless, Indemnification, Defense. OCCMA agrees to hold harmless, indemnify, and defend 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 OCCMA or its officers, subcontractors, or agents resulting from the event, or any connection to this contract. LOC agrees to hold harmless, indemnify, and defend 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. LOC shall be entitled to compensation for 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. LOC's representative shall be its Executive Director and OCCMA's representative shall be its President.

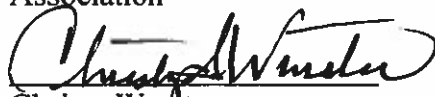
Section 4.7. Assignability. This contract is not assignable by LOC, either whole or in part, unless LOC has obtained prior written consent of OCCMA.

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 LOC's performance under the contract, OCCMA shall maintain its status as an affiliate member with LOC. Nothing in this contract shall relieve OCCMA for the cost of such affiliate membership.

Section 5. Effective Date. This contract shall be effective as of July 1, 2018, and shall be in effect until June 30, 2021, unless sooner terminated by the parties as provided for in this contract.

The Oregon City/County Management
Association



Christy Wurster
OCCMA President

7/13/2018
Date

The League of Oregon Cities



Mike Cully
Executive Director

7.13.2018
Date

ADDENDUM TO CONTRACT FOR SERVICES

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

The Oregon City/County Management
Association



Christy Wurster
OCCMA President

11/9/2018

Date

The League of Oregon Cities



Mike Cully
Executive Director

11.6.18

Date

ADDENDUM TO CONTRACT FOR SERVICES - EXHIBIT A

Section 1. 2019 NW Regional Managers Conference Scope of Services. The parties agree that both will play a role in the creation and production of the 2019 NW Regional Managers Conference held from April 30 to May 3, 2019. 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/WI-FI 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:

- A. Manage the conference budgets as developed by 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.
- B. Handle all funds and management expenses related to the conference.
- C. Set up conference registration by using an existing LOC system.
- D. Submit invitations to the conference to OCCMA via the website and/or listserv and/or quarterly newsletter and work with the Washington City/County Management Association (WCMA) staff to distribute invitations to their members.
- E. Track conference registrations.
- F. Securely process registration funds for the conference, including accounting for merchant and interchange fees (credit card, etc.).
- G. Send registration confirmations, email follow-ups, etc.
- H. Source appropriate meeting and function space including venue negotiations and contract execution.
- I. Hotel room negotiations and contract execution (if different from venue).
- J. Catering negotiations and contract execution (if different from venue).
- K. Provide logistical support to the OCCMA professional development committee.
- L. Process speaker registrations and ensure all speakers are registered.
- M. Greet and manage speakers at the conference.
- N. Coordinate, record and provide archiving service for speaker presentations.

- O. Coordinate conference publications (print or electronic).
- P. Manage on-site setup of the conference.
- Q. AV and WI-FI negotiations and contract execution.
- R. Serve as on-site liaison with AV and technical suppliers.
- S. Negotiate and obtain liability insurance.
- T. Track and coordinate conference sponsorships.
- U. Track and coordinate conference scholarships.
- V. Generate certificates of attendance for LGMC purposes.
- W. Administer and collect results from satisfaction surveys.

Section 2. Payment for Services. OCCMA agrees to pay LOC a flat fee of five thousand dollars (\$5,000) for services provided under this Addendum. The Fee will cover all of LOC's services provided in Section 1 above. The Fee shall be paid by June 30, 2018 to cover the cost of personnel expenses incurred by LOC in providing services to the OCCMA. In the event OCCMA requests and authorizes work by LOC staff not identified in Section 1, OCCMA shall reimburse LOC for such staff time at a rate that will reimburse the LOC at an hourly rate that captures the annual total cost of staffing compensation divided by 2080 hours. In addition to the flat fee, the OCCMA shall be financially responsible for the following:

- A. Hard costs associated with the conference including but not limited to facility rental, catering, equipment rental, and liability insurance.
- B. Any paper copies made by LOC shall be billed to the OCCMA at a rate of 10 cents per page.
- C. Any postage paid by LOC on behalf of the OCCMA shall be billed to the OCCMA at the actual cost incurred.
- D. Any printing costs paid by LOC on behalf of the OCCMA shall be billed to the OCCMA at the actual cost incurred.
- E. Any travel expenses incurred by no more than four LOC administrative support persons who are requested to attend the 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 expenses incurred by the LOC's Executive Director.

- a. Reimbursement for mileage at the current federal General Services Administration rate;
- b. Hotel expenditure; and
- c. Reimbursement for food at the current per diem rate established by the General Services Administration for the state of Oregon.

SECOND ADDENDUM TO CONTRACT FOR SERVICES

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

The Oregon City/County Management Association

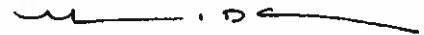


Spencer Nebel
OCCMA President

9/18/2020

Date of Signature

The League of Oregon Cities



Mike Cully
Executive Director

9/14/2020

Date of Signature

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

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

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

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

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

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



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

TO: OCCMA BOARD

FROM: PROJECT COORDINATOR-AFFILIATES, KELLY RICHARDSON

SUBJECT: PROCESS OF RECCOMENDATION OF OCCMA MEMBER TO SERVE ON THE LOC BOARD

DATE: MARCH 8, 2021

CC: FILE

In an effort to get the process of appointment of an OCCMA member completed in tandem with the already established OCCMA nominating process as shown below. Staff would like the Boards approval to move forward. If approved then staff will have Secretary/ Treasurer notices include the notice of LOC Board position and application process. At the September 21, 2021 meeting not only will the Nominating Committee supply a slate of candidates but would also include recommendation for the LOC Board position.

Action	Date
OCCMA Sec/Treasurer (that's Mike Cully) publishes notice of positions to be filled and invites members to apply (newsletter, web, listserv)	On or before 7/1
Deadline for board applications	7/30
Secretary/Treasurer reviews applications for good standing/terms and reports to Nominating Chair	By 8/10
Nominating Committee meeting to review and recommend slate of officers	By 8/20 Set @ 11am
Nominating Committee reports and recommend slate of officers (within 45 days)	9/06/2021



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

President calls special OCCMA meeting to forward slate to membership (30 days prior) <ul style="list-style-type: none">• Slate presented to Board• Board approves slate for presentation to members	9/21/2021
Notice of nominees published on web/listserv (10 days prior)	10/11/2021
OCCMA Annual Meeting	10/21/2021

This process and timeline will line up with the LOC Nominating Committee deadlines of October.

Sample Motion:

"I move to accept the process outlined in the staff report on recommending an OCCMA Member to serve on the LOC Board"

Thank you,

Kelly Richardson

LOC-Project Coordinator-Affiliates



Application and Election Process for APPOINTED CITY OFFICIAL POSITION

2022 LOC Board of Directors

Position Open

One of the open Director positions is for a city manager or administrator and assistants thereof. The position is for a three-year term. For the first year of the three-year term, this position will be non-voting. During the second year of the term, the position will be able to vote. And, during the third year, the position will not only be able to vote, but will also be a member of the Board's Executive Committee. If you are interested in this seat, you must apply for the position via a process established by and run through the Oregon City/County Management Association (OCCMA). The OCCMA will select who it believes to be the best candidate, forward their recommendation to the LOC Nominating Committee, and the Nominating Committee will put forward the OCCMA's recommendation on the slate of candidates it presents to the LOC membership during the Annual Business Meeting on October 20, 2021. Candidates should know that the LOC bylaws do allow for nominations from the floor of the Annual Business Meeting.

New LOC Board members will be given an orientation in early December. The new term of office begins with the first meeting of 2022, usually held in late January or early February.

Nomination Process for Appointed Officials

All candidates for the Board position designated for an Appointed City Official will be expected to do the following:

Complete an Application Form. Return a completed Application Form (next page) to LOC offices by **July 30, 2021**. This will provide the OCCMA Board with general background on all candidates for office and allow the OCCMA Nominating Committee time to make recommendation to the OCCMA Board. Questions about the application form can be directed to Kelly Richardson at krichardson@orcities.org or (503) 540-6587.

Questions?

Call the League office at (503) 588-6550 or email **Mike Cully** (mcully@orcities.org) or **Kelly Richardson** (krichardson@orcities.org).



Application Form

Appointed Official Position

2022 LOC Board of Directors

DUE: July 30, 2021

Name:

Title:

City:

How long have you been a City Manager/Administrator or Assistant Manager/Administrator in the State of Oregon?

Do you anticipate remaining in Oregon as a City Manager/Administrator or Assistant Manager/Administrator through the 3-year LOC Board term?

Please answer the following questions:

1. Why are you interested in serving as a member of the LOC Board of Directors?
2. Please list your service on LOC committees, affiliate groups, etc., including years of service and any leadership positions held:
3. What has been your most important contribution to LOC so far?
4. Please describe your relevant public service experience in local government:

5. What do you see as the two or three most important challenges facing Oregon cities in the near future on which the LOC Board of Directors should focus?

Email your completed form by **5:00 p.m.** on **July 30, 2021** to:

Kelly Richardson, Project Coordinator-Affiliates ♦ krichardson@orcities.org

♦ Phone: (503) 540-6587



OCCMA

**Oregon City/County
Management Association**

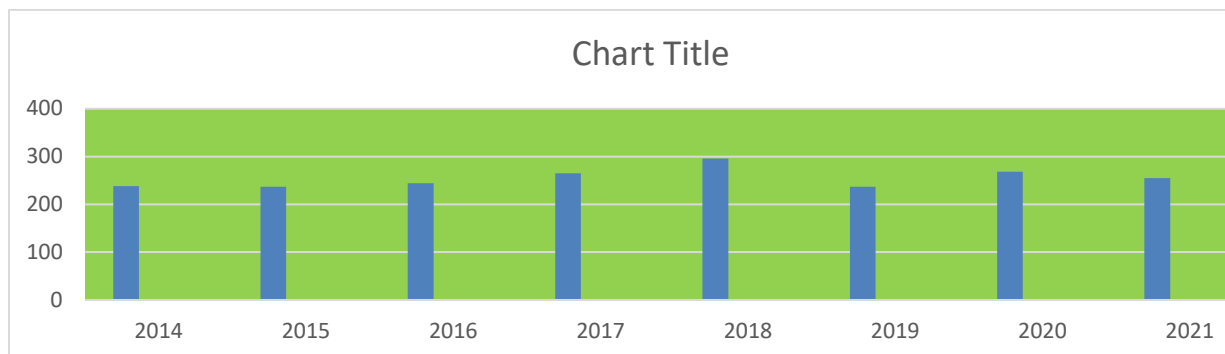
A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Kelly Richardson, Project Coordinator-Affiliates
Date: March 8, 2021
Subject: Membership Report

As of March 8, 2021, OCCMA has received 168 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, I show the previous two years and the ending balance following the membership drive in 2020.

	03.08.2021	06.24.2020	03.12.2020	03.2019
ACTIVE	127	175	162	147
AFFILIATE	37	19	16	12
COOPERATING	2	2	2	2
HONORARY	2	2	2	2
ICMA COMPLIMENTARY	8	7	8	7
LIFETIME	38	38	38	33
RETIRED	35	35	35	29
STUDENT	2	2	1	2
MEMBERS IN TRANSITION	4	4	4	3
TOTAL	255	284	268	237

The figure below shows total membership since 2014 excluding honorary and lifetime members. At the end of 2018, there were between 20 – 50 less members of the association, in 2019. Currently at 255 members strong even through a pandemic. I believe memberships will continue to grow as more membership outreach continues.



There is another email campaign scheduled for this week and numbers should increase again.



OCCMA

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

Date: March 2, 2021
To: OCCMA Board of Directors
From: Susie Marston, Professional Development Committee Chair
Re: Report for March 19 Board Meeting

Facilities, Cancellations and Rescheduling

Following the Board discussion on January 29th on the summer conference, Lisa Trevino, Kelly Richardson and I met with Mt. Bachelor Village by phone to discuss our options for possibly cancelling the facility for 2021 and rescheduling for 2022. The enclosed information provided by LOC indicates that if we cancel with Mt. Bachelor Village by March 31st, then the penalty will be \$14,870. However, there is a Force Majeure Clause that suggests we may be able to cancel and reschedule without penalty due to the State regulations surrounding the pandemic and the way they are affecting the congregation of people. We are waiting to hear back from Mt. Bachelor Village to have this confirmed for us. We should have an answer by the time the Board meets on March 19th.

If we reschedule with Mt. Bachelor Village for 2022, then we would have to cancel with Eagle Crest. By the information provided, we would have until April 9, 2022 to cancel with Eagle Crest without penalty. The Board might want to consider pushing Eagle Crest to 2023 and Pendleton to 2024.

Facility Capacity

In our discussion with Mt. Bachelor Village, we learned that they are open for having events. As an example, they had one in February and then they have one scheduled for October. They are set up in a way where they are able to comply with social distancing requirements. They can safely have 50 people inside and 75 outside. There are seven different rooms and two covered patios, which provide for options in distancing attendees.

The attendance for past conferences was as follows:

2019 (Newport).....	172
2018 (Bend).....	149
2017 (Bend).....	161

Deschutes County is currently in the High Risk category, but as vaccinations are rolling out to more and more people, I think it would be reasonable to assume that things will improve. By July 1st, everyone over the age of 16 will have had an opportunity to get a vaccination if they choose.

Options for the Board to Consider

In-Person: The conference would go on as planned at Mt. Bachelor Village. There was some concern from the Board of not having enough people attend, creating a loss for OCCMA. Currently, if we do cancel with Mt. Bachelor Village by March 31st, then we are looking at a penalty of \$14,870, unless that is waived. We are still awaiting confirmation.

According to this year's budget document, costs for the last conference held at Mt. Bachelor Village in 2018 were \$34,500. Registration fees totaled \$34,800 and sponsorships were \$19,500. Without knowing how people are feeling about meeting in-person, it is hard to say by how much the registration fee revenue would be reduced.

Virtual: Cancel Mt. Bachelor Village and pay a penalty of \$14,870, unless that is waived and we can reschedule to 2022. We are still awaiting confirmation.

Conference support is included in the contract between OCCMA and LOC. LOC is able to help with a virtual conference. LOC conducted a virtual conference for OMA last summer, and the cost for the platform they used was approximately \$2,000. That would be an example of the cost OCCMA could expect. The cost of the platform LOC used for their own virtual conference was \$15,000, but that would be much more robust than what the OCCMA summer conference would require.

Last year's cost for the virtual conference was \$8,600. Registration fees totaled \$4,900 and sponsorships came to \$8,400. If LOC were to handle the virtual piece of the conference, I would expect the conference costs would be reduced by about \$5,000, which would net a gain of about \$9,700, if registration fees and sponsorships are the same as what was collected in 2020. If the penalty is not waived, then the gain would turn into an approximate \$5,200 loss to OCCMA.

Hybrid (In-person/Virtual Mix): Keep the reservation with Mt. Bachelor Village and avoid penalties. In addition to the cost of the facility, there would also be a cost for the platform used for the virtual piece while potentially receiving less in registration fees. Again, without knowing where people are at in meeting in-person or virtually makes it difficult to predict the total of registration fees to expect.

More Information to Come

By March 19th we will know from Mt. Bachelor Village what their stance is on waiving the penalty if the Board chooses to cancel and reschedule the conference to 2022. We will also have summary results of the survey to get a feel of where peoples' comfort levels are at in their preference of how they want to attend the conference.

Professional Development Committee Meeting

The Professional Development Committee met on February 19th. We discussed session topic ideas and the potential format of the conference. Kelly released a survey to the membership on the listserv to find out what topics are of interest and also to find out what individual preferences are in attending the summer conference (In-person, Virtually or Hybrid (mix of in-person and virtual)). Results of this survey will be shared with the Board on March 19th. We will meet again soon after the Board meeting to discuss conference planning more in depth and to also assign sponsorship contacts.

OCCMA Annual Conferences

	First Termination Date	Penalty
Mount Bachelor Village Resort	7/6/2020	\$1,486.96

	First Termination Date	Penalty
Eagle Crest Resort	4/19/2022	\$21,725.20

2023, Pendleton
No cancellation policy included.

Second Termination Date	Penalty	Third Termination Date
8/30/2020	\$2,973.94	10/31/2020

2022, Redmond

Second Termination Date	Penalty	Any Date Thereafter Penalty
6/3/2022	\$40,734.75	\$54,734.75

2021, Bend

Penalty	Fourth Termination Date	Penalty
\$5,947.87	12/31/2020	\$10,408.77

Non-Refundable Deposit	Force Majeure Clause
	<p>The performance of this agreement is subject to any circumstances making it illegal or impossible to provide or use the Eagle Crest facilities, including acts of God, war, government regulations, disasters, strikes, civil disaster, or curtailment of transportation facilities. This agreement may be terminated only for any one of the above reasons by written notice from either the Eagle Crest or Oregon City County Management Association to the other within ten (10) days of learning the basis for termination</p>

Fifth Termination Date	Penalty
3/31/2021	\$14,869.67

Any Date Thereafter Penalty	Non-Refundable Deposit
\$22,304.51	

Force Majeure Clause

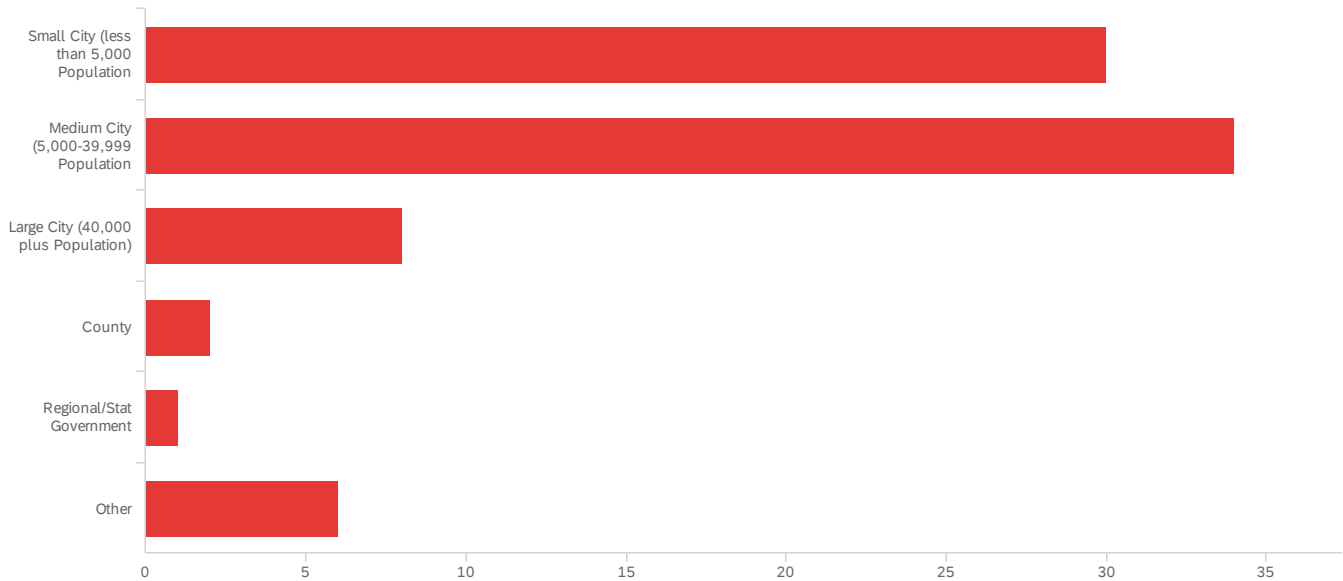
In the event of fire, civil unrest, labor unrest, natural causes, declaration by the federal, state or local government involving a pandemic, epidemic or similar action that affects travel or the congregation of people, war, or act of God that prevents Mount Bachelor Village Resort or Oregon City / County Management Association from performing this contract, the contract shall eligible to be rescheduled wihtout liability to either party.

Default Report

OCCMA Summer Conference Sessions 2021

March 9, 2021 5:11 PM MST

Q1 - Which statement(s) best describes your current organization?



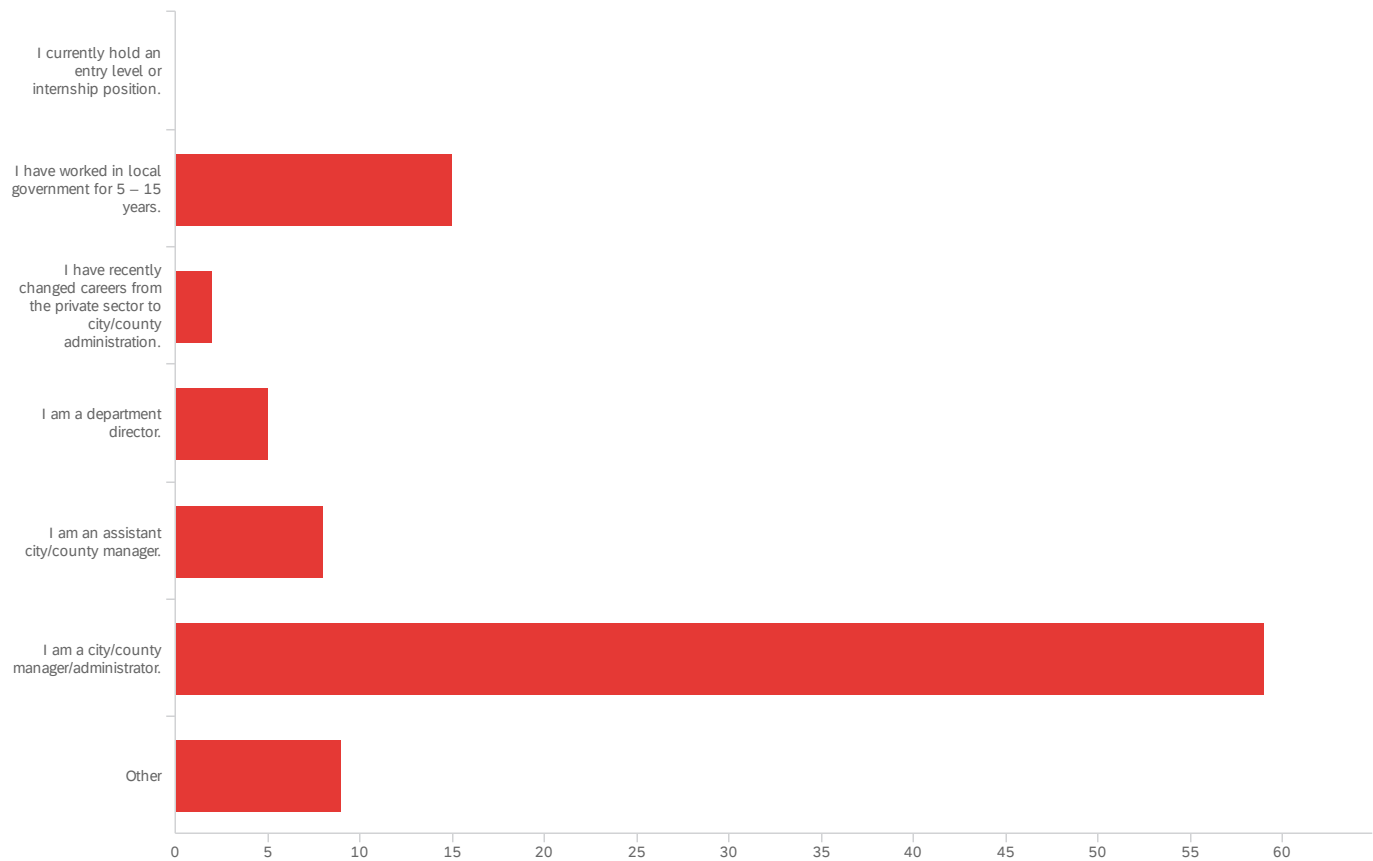
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Which statement(s) best describes your current organization?	1.00	6.00	2.11	1.36	1.85	81

#	Field	Choice Count
1	Small City (less than 5,000 Population)	37.04% 30
2	Medium City (5,000-39,999 Population)	41.98% 34
3	Large City (40,000 plus Population)	9.88% 8
4	County	2.47% 2
5	Regional/Stat Government	1.23% 1
6	Other	7.41% 6

81

Showing rows 1 - 7 of 7

Q2 - Which statement(s) best describes your current position? (Select all that apply)



#	Field	Choice Count
1	I currently hold an entry level or internship position.	0.00% 0
2	I have worked in local government for 5 – 15 years.	15.31% 15
3	I have recently changed careers from the private sector to city/county administration.	2.04% 2
4	I am a department director.	5.10% 5
5	I am an assistant city/county manager.	8.16% 8
6	I am a city/county manager/administrator.	60.20% 59
7	Other	9.18% 9
		98

Showing rows 1 - 8 of 8

Q2_7_TEXT - Other

Other

Other

Senior Advisor

Manager in Transition

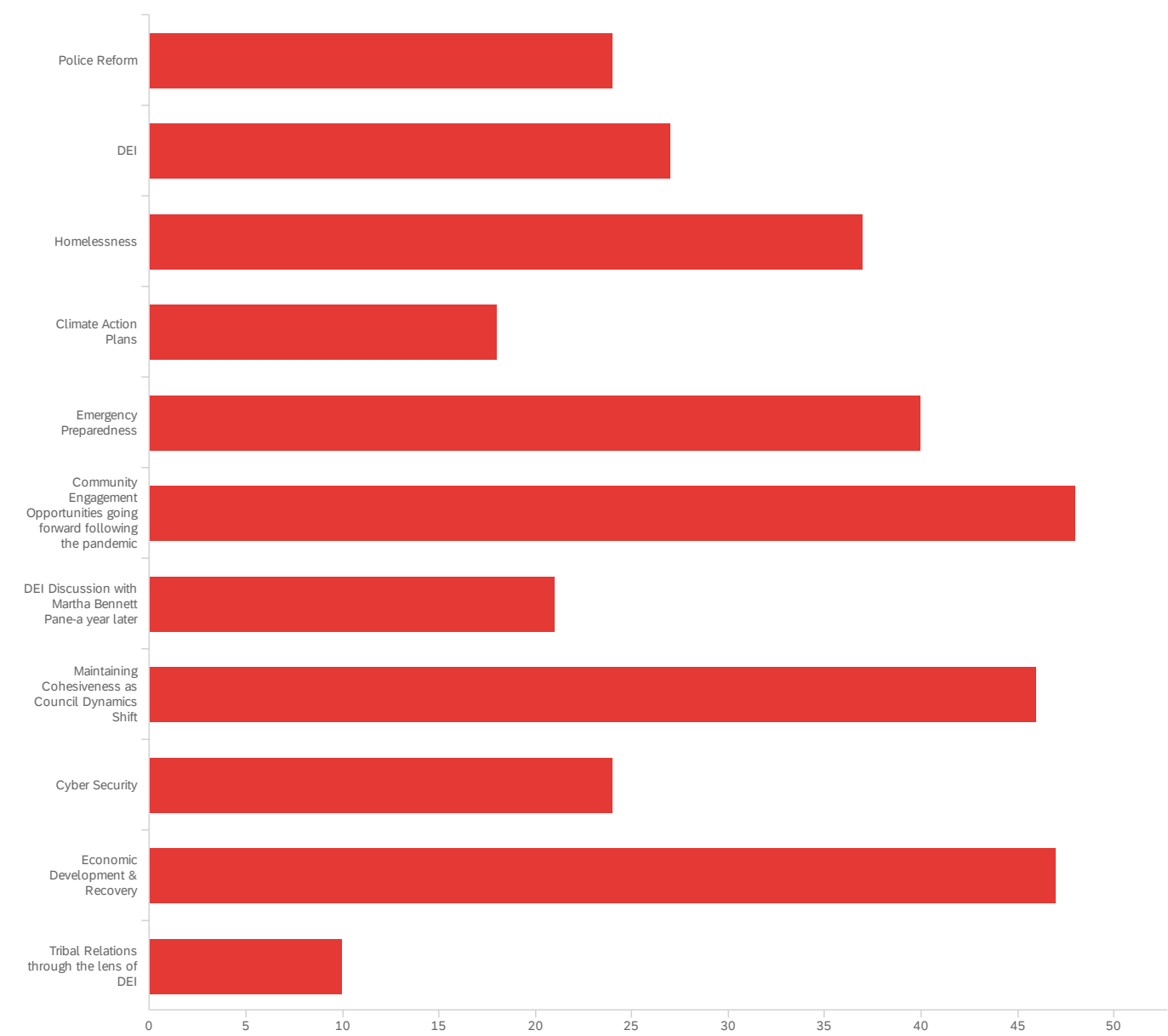
Human Resources


Mayor, retired City Manager

Assistant to City Manager

Retired

Q3 - Which session topics would you find valuable at the 2021 Summer Conference or Fall Workshop? (Please mark all that interest you)





Data source misconfigured for this visualization.

#	Field	Choice Count
1	Police Reform	7.02% 24
2	DEI	7.89% 27
3	Homelessness	10.82% 37
9	Climate Action Plans	5.26% 18
10	Emergency Preparedness	11.70% 40
11	Community Engagement Opportunities going forward following the pandemic	14.04% 48
12	DEI Discussion with Martha Bennett Pane-a year later	6.14% 21
13	Maintaining Cohesiveness as Council Dynamics Shift	13.45% 46
14	Cyber Security	7.02% 24
15	Economic Development & Recovery	13.74% 47
16	Tribal Relations through the lens of DEI	2.92% 10
		342

Showing rows 1 - 12 of 12

Q4 - If you have a suggestion for a session topic that interests you and is not listed above, please let us know.

If you have a suggestion for a session topic that interests you and is not...

How to transition to a two-fiscal year budget process.

Mentoring and coaching

None

I always like hearing about leadership and management philosophies and principals.

Recruiting the next generation of City Managers

negotiating with public safety bargaining units

Post COVID-19 Recovery. How to develop better community engagement both in a virtual and nonvirtual environment.

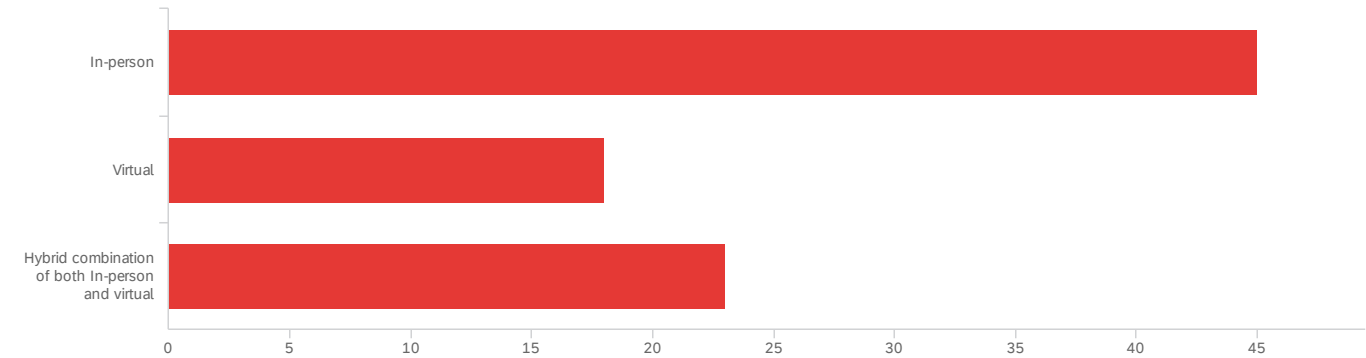
Land Use Planning Process

Oregon Personnel Law / HR; Oregon Taxes/All Other Revenues Law for Local Government

Public Contracting and Purchasing (LGMC #6)

Staff engagement, the future of remote work, building in organizational resiliency to constant change, organizational values, community image, funding challenges and opportunities, land use and zoning updates, developing trends in development.

Q5 - What would be your preference in attending the 2021 OCCMA Summer Conference?



⚠
Data source misconfigured for this visualization.

#	Field	Choice Count
1	In-person	52.33% 45
2	Virtual	20.93% 18
3	Hybrid combination of both In-person and virtual	26.74% 23
		86

Showing rows 1 - 4 of 4

Q25 - Do you have any other general feedback you would like to provide to the OCCMA Board?

Do you have any other general feedback you would like to provide to the OCC...

I appreciate the time you choose to give by OCCMA Board.

Not at this time

Keep up the great work.

I stated that I would prefer the conference to be in person with the hopes that by that time everyone who wants to be vaccinated will be. If not, I would settle for virtual.

You are doing great work. Thank you!

I really hope that you will have the sessions in-person (even if they are also available virtually so that I can meet everyone and gain so much more from the sessions. Thank you!

no

Given current vaccination schedule, planning for in-person in July seems a little optimistic

Thank you to all board members for your service to the profession!

End of Report

Status Report of Planning Activity of the OCCMA Host Committee

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

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

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

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

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

Executive Committee

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

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

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

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

Fundraising Sub-Committee

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

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

spowers@cityofsalem.net
eileens324@msn.com
erik@jensen-strategies.com
eric.zimmerman@cityofmedford.org

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

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

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

Major Evening Social Events Sub-Committee

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

Martha Bennett, City Manager, Lake Oswego

Joe Gall, City Manager, Sherwood (Liaison)

Andy Anderson, Senior Advisor, OCCMA

Dan Bartlett, Senior Advisor, OCCMA

Ben Bryant, Assistant City Manager, Happy Valley

Ann Ober, City Manager, Milwaukie

Madison Thesing, Management & Program Analyst, Lake Oswego

Sara Singer Wilson, SSW Consulting

Eric Zimmerman, Deputy City Manager, Medford

mbennett@ci.oswego.or.us

gallj@sherwoodoregon.gov

andya21944@gmail.com

drbartlet@charter.net

benb@happyvalleyor.gov

obera@milwaukieoregon.gov

mthesing@lakeoswego.city

sara@sarasingerwilson.com

eric.zimmerman@cityofmedford.org

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

No use in doing more until we hear from ICMA.

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

2021 ICMA Annual Conference Host Committee

Major Evening Social Events Subcommittee

Subcommittee Brainstorm and To-Do List

October 25, 2019

UPDATED - October 22, 2020

B Attachment

Ideas for Saturday Evening Reception -- October 2, 2021

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

Check future Timbers/Thorns game schedules

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

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

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

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

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

Megan Strong, Event Sales
(503) 797-4671, eventsales@omsi.edu, arrange a tour

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

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

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

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

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

Sunday, October 3, 2021

Reception TBD by ICMA.

Sunday opening session:

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

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

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

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

Volunteer Coordination/Support Services Sub-Committee

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

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

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

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

Volunteer Recruitment

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

Volunteer Success

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

Questions Outstanding

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

Partners Program Sub-Committee

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

Ann Ober, City Manager, Milwaukie (Chair)

Eileen Stein, City Manager, ICMA Credentialed Manager

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

obera@milwaukieoregon.gov

eileens324@msn.com

riggs@ci.cannon-beach.or.us

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 groups 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

Dale Shafer, City Manager, Nehalem

blatta@ci.harrisburg.or.us

eileens324@msn.com

riggs@ci.cannon-beach.or.us

manager@ci.nehalem.or.us

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

Our Progress:

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

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

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

Athletic Events Sub-Committee

Athletic events typically include golf, a 5k run/walk with other occasional activities including tennis, bowling events, as well as daily yoga. This sub-committee is responsible for overseeing the events, contacting pros as needed and arranging for refreshments, t-shirts, and awards. Tickets are presold by ICMA to cover fees, refreshments, transportation, trophies and usually t-shirts. Attendance varies from 25-150 per event.

Sara Singer Wilson, SSW Consulting (Chair)

sara@sarasingerwilson.com

Joe Gall, City Manager, Sherwood (Liaison)
Ann Ober, City Manager, Milwaukie
Steve Powers, City Manager, Salem
Eric Zimmerman, Deputy City Manager, Medford

gallj@sherwoodoregon.gov
obera@milwaukieoregon.gov
spowers@cityofsalem.net
eric.zimmerman@cityofmedford.org

ICMA 2021 Athletic Events Summary Committee Report | December 2020

Committee Updates:

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

Update from October 2019

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

Update from June 2019

- On June 25, 2019, the committee held a conference call to discuss ideas for events, data from ICMA, resources from Travel Portland, 5K run options, and additional data needs.
- Ideas for events include:
 - Hiking
 - Water activities (kayaking, SUP, etc.) on the Willamette River
 - Yoga
 - 5K Run/Walk
 - Golf (either traditional tournament or TopGolf)
 - Scenic Bikeway Ride (idea submitted via email)
- Data from ICMA:
 - Steve gathered the data below from ICMA

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

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

Assistants Exchange Sub-Committee

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

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

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

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

What is the Assistants Exchange?

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

What outcomes do we want to achieve?

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

How far of a location should we consider?

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

What cities/counties could host?

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

What decisions are needed next and questions from the group?

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

Final reminder to all host ACMs:

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

Field Demonstration Sub-Committee

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

Jeanna Troha, Assistant City Manager, Wilsonville (Chair)

Eileen Stein, City Manager, ICMA Credentialed Manager

Martha Bennett, City Manager, Lake Oswego

Ben Bryant, Assistant City Manager, Happy Valley

Sara Singer Wilson, SSW Consulting

Madison Thesing, Management & Program Analyst, Lake Oswego

Dave Waffle, Assistant Finance Director, Beaverton

Joe Hannan, City Manager, Newberg

troha@ci.wilsonville.or.us

eileens324@msn.com

mbennett@ci.oswego.or.us

benb@happyvalleyor.gov

sara@sarasingerwilson.com

mthesing@lakeoswego.city

dwaffle@beavertonoregon.gov

joe.hannan@newbergoregon.gov

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

mthesing@lakeoswego.city

gallj@sherwoodoregon.gov

drbartlet@charter.net

erik@jensen-strategies.com

riggs@ci.cannon-beach.or.us

sara@sarasingerwilson.com

dwaffle@beavertonoregon.gov

kyamashita@ci.sandy.or.us

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

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

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

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

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

Tours									
Tours will be dependent on the status of ICMA 2021 being virtual or in-person. Below is the list of ideas that of tours that could be self lead or team organized depending on the status of ICMA 2021.									
Tour Ideas									
Zoo- behind the scenes									
Wine Tour (could be Willamette Valley, Wash Co, Hood River)									
Beer Tour (local)									
Beer Tour (Coastal- Dan Bartlett)									
Coastal Tour									
Gorge Tour (Multnomah Falls)									
Mt Hood Tour									
Portland Spirit Cruise (downtown cruise or gorge sternwheeler)	https://www.portlandspirit.com/								
Jet Boat Tour- Finding Bigfoot	http://bigfootcruise.com/								
Beaverton Art Center/Food Pod									
McMenamins PDX Tour									
Mt. Saint Helens									
Shanghai Tunnels	http://www.portlandwalkingtours.com/tours/underground-portland-shanghai-tunnels-tour/								
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)	https://www.travelportland.com/article/4t-trail/								
Pittock Mansion	http://pittockmansion.org/								
Vista House									
World of Speed Museum	http://www.worldofspeed.org/								
Columbia River Maritime Museum	http://www.crmmm.org/								
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	https://pedalbiketours.com/								
Food Cart Bike Tour	https://www.portlandbicycletrips.com/								
Destinations									
Crater Lake									
Bend									
Central Oregon									
Wallowa Lake									
Additional Features									
Restaurant guides									
Trip guides									
Transit guides									
Shopping Guides									

Theme (Choose your own)

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

Promotional Activities/Toronto 2020 Booth Sub-Committee

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

Dan Bartlett, Senior Advisor, OCCMA (Chair)

Spencer Nebel, City Manager, Newport (Liaison)

Andy Anderson, Senior Advisor, OCCMA

Martha Bennett, Chief Operating Officer, Metro

Brian Latta, City Administrator, Harrisburg

Madison Thesing, Management & Program Analyst, Lake Oswego

Jeanna Troha, Assistant City Manager, Wilsonville

drbartlet@charter.net

s.nebel@newportoregon.gov

andya21944@gmail.com

martha.bennett@oregonmetro.gov

blatta@ci.harrisburg.or.us

mthesing@lakeoswego.city

troha@ci.wilsonville.or.us

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 Diversity, Equity, Inclusion Subcommittee Strategy #2

Meeting Minutes

February 18, 2021 1pm

Purpose of the Meeting

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

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

Participants

Rachael Fuller – City of Hood River (NWWLA Representative)

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

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

Joseph Gall – City of Sherwood

I. Draft Statement of Support

The Board of the Oregon City/County Managers Association encourages Oregon Chapters of ICMA affiliate organizations to become affiliates of the Oregon City/County Managers Association. The Board of the Oregon City/County Managers Association will consider formal agreements with affiliate groups that outline and formalize the partnership and to demonstrate how the efforts of both organizations complement one another.

II. Affiliate Agreement Framework

The subcommittee recommends drafting a template agreement (need to determine who drafts this agreement). Upon request for recognition and approval of the OCCMA board, an agreement would be finalized and approved by the OCCMA Board.

In broad terms, the agreement would establish:

- Responsibilities of OCCMA
- Responsibilities of Affiliate Group
- Financial Considerations

Agreements could include stipulations for the following, as applicable to the affiliate organization:

- Promotion and support of OCCMA to the membership of an affiliate group
- Promotion and support of affiliate group membership to OCCMA
- Fiscal agent responsibilities provided by OCCMA through its relationship with LOC (a separate agreement may be required with LOC).
- Clarification of the role of the fiscal agent. For example: OCCMA will create a separate fund for the tracking of revenues and expenditures dedicated to the affiliate group. OCCMA would maintain the financial records, provide quarterly financial statements and manage accounts payable receivable.
 - Affiliate groups would be expected to approve invoices and to submit an annual budget to OCCMA.
- Financial support for administrative charges from the League of Oregon Cities, where applicable.
- Recruitment support, including receiving and tracking event applications.
- Advertisement of events on the OCCMA website and the OCCMA listserv.
- Website hosting services.
- Requirements of affiliate groups to provide a session at the spring/summer conference at conference events.
- Other administrative support as outlined in the agreement including coordinating meetings, planning calls, meeting agendas and events, as applicable.
- Financial considerations, including reimbursement for costs.
- Indemnification
- Establishment of a board liaison position to the steering committee or board of the affiliation group.
- Collaboration and expectations to promote the highest ethical standards of professional behavior
- Other stipulations or provisions as determined by the board.