



## OCCMA Board of Directors Meeting and Retreat

November 17, 2022 10:00 am – 5:00 pm | November 18, 2022 8:30 am – 12:00 pm

Oregon Garden Resort | Orchard Ballroom

895 W. Main Street, Silverton, OR 97381

### AGENDA

#### **REGULAR AGENDA – 10:00 AM** *(Susie Marston)*

<b>A. Welcome &amp; Roll Call</b> .....	-
<b>B. Consent Calendar*</b> .....	-
1. Minutes of the October 4, 2022 OCCMA Board Meeting .....	02
2. Current Financial Report .....	07
3. Summary of All Transactions by Vendor .....	10
4. Summary of All Contracts Executed on Behalf of OCCMA .....	12
<b>C. Approve Contract with the Oregon Latinos in Local Government*</b> <i>(Maricela Guerrero, OLLG Chair and Danny Morato, OLLG Board Member)</i> .....	13
<b>D. Letter of Support for Tanya Ange to Serve as President of ICMA*</b> .....	19
<b>E. Membership Drive*</b> .....	21
<b>F. Venue Options for Future Conferences and Retreats</b> .....	30
<b>G. Filling Senior Advisor Vacancy*</b> .....	40
<b>H. Senior Advisor Reports</b> <i>(Senior Advisors)</i> .....	-

#### **RETREAT AGENDA** *(Scott Derickson)*

<b>A. Recognition of Outgoing Director Heidi Bell</b> .....	-
<b>B. 2023 OCCMA Board Calendar</b> .....	42
<b>C. New Retired Manager Position</b> .....	-
<b>D. Committees</b> .....	43
1. Review of 2023 Committees .....	49
2. 2023 Committee Appointments .....	-
<b>E. 2023 Work Plan</b> .....	53
<b>F. 2023 OCCMA Proposed Budget</b> .....	60
<b>G. Discuss the Proposal to add an Additional Director to the OCCMA Board</b> .....	-
<b>H. Other Business</b> .....	-
<b>I. Adjournment</b> .....	-

#### **NEW BOARD MEMBER ORIENTATION – Friday, November 18 at 11:15 AM**

New and returning board members are invited to participate

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



## OCCMA Board of Directors Meeting

October 4, 2022 | 3:30 pm – 5:30 pm

Virtual

### MINUTES

#### **Board Members:**

Susie Marston, President – Present  
Scott Derickson, President-Elect – Present  
Angela Speier, Secretary, LOC – Present  
Spencer Nebel, Past President – Present  
John Walsh, Director – Present  
Dan Huff, Director – Present  
Andy Varner, Director – Present

Rachael Fuller, Director – Present (*left at 5:15pm*)  
Adam Brown, Director – Present  
Aaron Palmquist, Director – Present  
Zoe Mombert, Director – Present  
Heidi Bell, Director – Excused

**Others:** Dave Waffle, Senior Advisor; Roger Jordan, Senior Advisor Emeritus; Peter Troedsson, Albany City Manager; Dan Bartlett, Senior Advisor; and Sheila Ritz, Senior Advisor

#### **A. Welcome**

**3:36 pm**

President Marston welcomed members and called the meeting order at 3:36 pm. President Marston added an OLLG update after item H on the agenda and provided an update on the ICMA conference. Past President Nebel said Jeff Towery was sworn in as Oregon's first ICMA President at the conference.

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

**3:40 pm**

*It was moved by Past President Nebel and seconded by Director Mombert to approve the consent calendar. The board discussed the budget vs actual and noted the remaining balances shouldn't be reflected as a negative amount. The motion passed unanimously (10-0). [10-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Palmquist, Fuller, Brown, and Mombert); 0-No; 0-Abstain; 1-Absent (Bell)].*

#### **C. Senior Advisor Program**

**3:42 pm**

Director Fuller provided an update from the board appointed subcommittee consisting of herself, Past President Nebel and Senior Advisor Dave Waffle. The subcommittee was tasked with looking at the possibility of adding an OCCMA Ambassador position. She said the committee felt there would be great value in having retired managers who are interested in continuing to support the profession work on specific projects that are of interest to the board, such as the Coaching Program and/or the ICMA Credentialing Program. She said if this is something the board is interested in it can be discussed further at the retreat. The board decided to add this to the retreat agenda. The committee will meet again to discuss developing a program for the board to consider in November.

#### **D. Adopt Update to OCCMA Policy Annex**

**3:48 pm**

Past President Nebel provided an overview of the changes to the Policy Annex.

It was moved by Director Palmquist and seconded by Director Brown to adopt the proposed changes to the policy annex as presented in attachment 1. There was no discussion and the motion passed unanimously (10-0). [10-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Palmquist, Fuller, Brown, and Mombert); 0-No; 0-Abstain; 1-Absent (Bell)].

#### **E. Possible Changes to 2023 Dues Formula**

**3:55 pm**

Director Palmquist noted the board requested the committee to look at rounding the dues formula to the nearest 100. Staff found that rounding to the nearest 100 proved too expensive for the largest paying members. Staff is proposing a 15 percent increase to the dues formula, this would result in using the same formula that was used for the ICMA Conference. The extra revenue collected will be placed in the two scholarship funds. Discussion ensued on the appropriate formula amount and the estimated cost. President-Elect Derickson requested any increase be explained to the membership about why the increase is needed and how it will be spent.

It was moved by Director Fuller and seconded by Director Mombert to change the formula for active membership in the OCCMA to be .00191705 for the 2023 membership application. There was no discussion and the motion passed unanimously (10-0). [10-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Palmquist, Fuller, Brown, and Mombert); 0-No; 0-Abstain; 1-Absent (Bell)].

#### **F. 2023 Committee Solicitations**

**4:20 pm**

Ms. Speier reviewed suggested changes to the 2023 committee solicitations. Director Fuller suggested adding a note about the NWWLA Steering Committee and Leadership Team to the form explaining they are a committee, but have a different appointment process.

It was moved by Past President Nebel and seconded by Director Palmquist to approve the 2023 OCCMA committee solicitation as proposed in attachment 2 and add a footnote for NWWLA. There was no discussion and the motion passed unanimously (10-0). [10-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Palmquist, Fuller, Brown, and Mombert); 0-No; 0-Abstain; 1-Absent (Bell)].

#### **G. Overview of Summer Conference**

**4:24 pm**

President-Elect Derickson provided an overview of the OCCMA Summer Conference and reviewed the evaluations. He said the OCCMA made \$24,000 on the event and noted the only negative feedback he received was regarding the facility. Director Brown volunteered to help with the golf tournament next year. The board suggested reaching out to sponsors in November and December.

#### **H. Future Conference Locations**

**4:33 pm**

Ms. Speier said the only booked conference location is for 2023. Staff is seeking board direction on potential locations for the OCCMA Board of Directors retreat, the NW Regional Managers Conference, and the OCCMA Summer Conference.

The board suggested the following locations for the retreat:

- Boulder Creek Falls Inn in Lebanon;

- Independence Hotel and Conference Center; and
- The Oregon Garden

The board suggested the following locations for the NW Regional Managers Conference:

- Hood River; and
- Seaside

The board agreed to hold the 2024 OCCMA Summer Conference during the week of June 24 to avoid staffing conflicts with the Oregon Mayors Association's Annual Conference. Moving forward staff will try and book the conferences the first or second week of July. The board asked staff to continue with holding the conference on two half days and two full days. The preference is to hold the conference in central Oregon in 2024. They also asked staff to explore options in Seaside, Newport, Hood River, and Ashland. The board asked staff to develop a plan for the conference schedule over the next five years and to make sure to communicate the dates to the membership.

#### **OLLG Update**

**5:04 pm**

Director Fuller provided an update on the OLLG board retreat and said they are trying to figure out how better utilize their relationship with LGHN. She also said Washington County is supporting one of their employees who is also an OLLG board member to attend the LGHN Annual Membership meeting to learn more about ways OLLG can partner with LGHN.

#### **I. Committee Updates**

**5:06 pm**

##### **❖ Reports and Action Items**

##### **1. Audit**

President-Elect Derickson provided an update on the Audit Committee meeting with the LOC Finance Director. There were a few questions raised regarding ending fund balances and how those are being displayed through the financial software. He said overall the financials are in good shape. He would like to see the committee develop a financial plan that addresses ratios of cash reserves to expenses.

##### **2. Bylaws**

Past President Nebel provided an update on the recommended bylaws changes that will go before the membership.

##### **3. Communications**

Ms. Speier provided an update on the Communications Committee and the 4th Quarter Newsletter.

##### **4. DEI**

Director Brown said the DEI Committee met yesterday and will meet again before the retreat to provide some recommendations to the board. The committee would like to develop relationships with affinity programs such as the National Forum of Black Administrators and the Civic Pride Group. They would like to work on creating greater diversity on the OCCMA board and within the association.

##### **5. Ethics**

Director Mombert said the committee has met once this year.

## **6. ICMA Liaison**

Director Brown provided an overview of city managers who are currently serving on ICMA boards and participating in ICMA programs. Peter Troedsson suggested inviting Jesse Bon to the OCCMA conferences. Jesse is serving as the ICMA Vice President and is the city manager for Mercer Island.

## **7. Nominating**

Past President Nebel said the Nominating Committee has completed their work and the membership will vote on the slate of candidates tomorrow. He said there were 11 applicants for two positions and recommended the board discuss adding an additional board member to the OCCMA Board of Directors which would result in three people getting elected to the board every year.

## **8. Professional Development**

President-Elect Derickson provided an update on the Manager's Fall Workshop tomorrow.

## **9. Support for Managers**

Director Brown said it has been a pleasure to facilitate these monthly meetings.

## **10. Northwest Women's Leadership Academy**

Director Fuller said there is an overwhelming interest in the Academy and noted there were 57 people nominated statewide with a lot of them representing new cities. The nominating committee has selected 20 people to participate in 2022-23 cohort.

## **11. Dues Committee**

This committee's work was discussed earlier on the agenda.

## **12. Veterans Committee**

Director Palmquist said the committee is getting ready to send out a survey in order to gauge interest in creating an affiliate organization to assist veterans in local government.

## **13. Civic Education Committee**

Director Mombert said the committee was very fortunate to have a PSU student work with the committee to complete their capstone project by creating a Local Government Took-kit. She said the committee would like to continue their work by reaching out to the membership for suggestions on how it can be improved and built upon to make it an effective tool moving forward. The committee would like to discuss how the material can be presented more effectively to other managers and potentially build a presentation guide for the membership. The goal is to get the information to schools. Peter Troedsson suggested the committee look at hiring a PR/communications specialist to help develop a presentation strategy.

## **14. Scholarship Committee**

Director Brown provided an update on the funds awarded for students and members to attend the OCCMA Summer Conference. He would like to see the money be more flexible to allow for members to use it for additional educational opportunities. Past President Nebel requested staff show the balances for the scholarship funds.

**J. Senior Advisor Updates****5:34 pm**

Dan Bartlett provided an update on city managers in his territory and Sheila Ritz said the Cascade Locks City Council has made a job offer to replace Gordan Zimmerman as their city administrator.

**K. Other Business****5:39 pm**

President Marston reminded the board about the joint board dinner, the managers workshop, and the OCCMA Business meeting. The board discussed the process for handling floor nominations during the business meeting.

**N. Adjournment****5:43 pm**

President Marston adjourned the meeting at 5:43 pm.

**APPROVED** by the OCCMA Board of Directors on November 17, 2022.

Respectfully submitted by:

/s/Angela Speier, Project & Affiliates Manager



# Oregon City/County Management Association

Budget vs. Actuals: OCCMA CY2022

January - October, 2022

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
3-4000 Conference Income			
3-4300 Fall Conference			
3-4303 Registration Fall Conference		7,500.00	7,500.00
<b>Total 3-4300 Fall Conference</b>		<b>7,500.00</b>	<b>7,500.00</b>
3-4400 Summer Conference			
3-4404 Registration Summer Conference	33,560.00	40,000.00	6,440.00
3-4407 Sponsorships	27,700.00	25,000.00	-2,700.00
3-4411 Summer Wells/Jordan Scholarship	5,100.00		-5,100.00
<b>Total 3-4400 Summer Conference</b>	<b>66,360.00</b>	<b>65,000.00</b>	<b>-1,360.00</b>
3-4600 NW Women's Academy			
3-4606 NW Women's Leader Summit	13,900.00	13,900.00	0.00
3-4607 NW Women's Academy Donation	1,000.00		-1,000.00
<b>Total 3-4600 NW Women's Academy</b>	<b>14,900.00</b>	<b>13,900.00</b>	<b>-1,000.00</b>
<b>Total 3-4000 Conference Income</b>	<b>81,260.00</b>	<b>86,400.00</b>	<b>5,140.00</b>
3-4700 General Operations			
3-4701 Dues	50,182.92	45,000.00	-5,182.92
3-4770 CIS Senior Advisor	2,500.00	2,500.00	0.00
3-4780 ICMA Senior Advisor	509.15	7,000.00	6,490.85
3-4785 Charlie Henry Scholarship	1,953.54	5,000.00	3,046.46
<b>Total 3-4700 General Operations</b>	<b>55,145.61</b>	<b>59,500.00</b>	<b>4,354.39</b>
Oregon Latinos in Local Government			
3-4611 OLLG Dues	15,950.00	21,650.00	5,700.00
<b>Total Oregon Latinos in Local Government</b>	<b>15,950.00</b>	<b>21,650.00</b>	<b>5,700.00</b>
<b>Total Income</b>	<b>\$152,355.61</b>	<b>\$167,550.00</b>	<b>\$15,194.39</b>
<b>GROSS PROFIT</b>	<b>\$152,355.61</b>	<b>\$167,550.00</b>	<b>\$15,194.39</b>
Expenses			
3-5100 Conferences			
3-5330 Fall Conference			
3-5334 Food & Beverage Fall		6,000.00	6,000.00
3-5335 Room Rental Fall		600.00	600.00
3-5339 Speakers Fall	500.00	5,000.00	4,500.00
<b>Total 3-5330 Fall Conference</b>	<b>500.00</b>	<b>11,600.00</b>	<b>11,100.00</b>
3-5440 Summer Conference			
3-5441 Activities Summer	480.00	3,000.00	2,520.00
3-5442 Administration Summer		500.00	500.00
3-5443 Audio/Trade Show Summer	3,285.00	500.00	-2,785.00
3-5444 Food & Beverage Summer	26,077.20	35,000.00	8,922.80
3-5445 Lodging Summer	804.48	1,000.00	195.52



# Oregon City/County Management Association

Budget vs. Actuals: OCCMA CY2022

January - October, 2022

	TOTAL		
	ACTUAL	BUDGET	REMAINING
3-5446 Postage/Printing Summer	243.00	500.00	257.00
3-5447 Travel Summer	158.75	300.00	141.25
3-5448 LOC Summer Wells/Jordan Sch	2,835.75	1,000.00	-1,835.75
3-5450 Speaker Summer	2,978.14	7,500.00	4,521.86
<b>Total 3-5440 Summer Conference</b>	<b>36,862.32</b>	<b>49,300.00</b>	<b>12,437.68</b>
3-5550 NW Regional			
3-5557 NW Travel	798.86		-798.86
<b>Total 3-5550 NW Regional</b>	<b>798.86</b>		<b>-798.86</b>
3-5600 NW Women Academy			
3-5601 LOC Admin Svcs NWWLA	643.75	2,500.00	1,856.25
3-5602 Other Administration	7,758.56	10,566.00	2,807.44
<b>Total 3-5600 NW Women Academy</b>	<b>8,402.31</b>	<b>13,066.00</b>	<b>4,663.69</b>
<b>Total 3-5100 Conferences</b>	<b>46,563.49</b>	<b>73,966.00</b>	<b>27,402.51</b>
3-5700 Oregon Latino's in Local Government			
3-5701 LGHN Dues	13,300.00	18,000.00	4,700.00
3-5702 Meetings & Events	495.00	2,500.00	2,005.00
<b>Total 3-5700 Oregon Latino's in Local Government</b>	<b>13,795.00</b>	<b>20,500.00</b>	<b>6,705.00</b>
3-6000 Operations Expense			
3-6001 LOC Services	7,218.74	31,965.00	24,746.26
3-6016 Board Functions	500.00	6,000.00	5,500.00
3-6018 ICMA Membership- Executive		2,000.00	2,000.00
3-6020 Coaching Program		1,000.00	1,000.00
3-6021 Conference Calls		100.00	100.00
3-6027 Marketing/Supplies	496.33	1,000.00	503.67
3-6033 Miscellaneous	565.88	1,500.00	934.12
3-6034 Miscellaneous Credit Card Exp	2,182.10	3,000.00	817.90
3-6036 National/Committee Travel	2,682.40	8,000.00	5,317.60
3-6039 Newsletter		2,500.00	2,500.00
3-6042 Postage		400.00	400.00
3-6045 Printing, Fax		300.00	300.00
3-6051 Scholarships Charlie Henry	2,345.52	3,000.00	654.48
3-6054 Senior Advisor	6,200.01	14,000.00	7,799.99
3-6057 Web Support	1,787.40	1,500.00	-287.40
3-6058 Audit		8,000.00	8,000.00
3-6059 Sponsorship of Other Organizations	250.00	2,000.00	1,750.00
3-6060 Managers In Transition	1,200.00	2,500.00	1,300.00
<b>Total 3-6000 Operations Expense</b>	<b>25,428.38</b>	<b>88,765.00</b>	<b>63,336.62</b>
<b>Total Expenses</b>	<b>\$85,786.87</b>	<b>\$183,231.00</b>	<b>\$97,444.13</b>
<b>NET OPERATING INCOME</b>	<b>\$66,568.74</b>	<b>\$ -15,681.00</b>	<b>\$ -82,249.74</b>





# Oregon City/County Management Association

Budget vs. Actuals: OCCMA CY2022

January - October, 2022

	TOTAL		
	ACTUAL	BUDGET	REMAINING
NET INCOME	\$66,568.74	\$ -15,681.00	\$ -82,249.74

**Oregon City/County Management Association**  
**Transaction List by Vendor**  
September - October, 2022

Date	Transaction Type	Num	Posting	Memo/Description	Amount
<b>Canopy</b>					
09/02/2022	Bill	115516	Yes		150.00
09/29/2022	Bill Payment (Check)	4893498	Yes	Administrative Fee for Counseling Services MITS	-150.00
10/14/2022	Bill Payment (Check)	5026828	Yes	Administrative Fee for Counseling Services MITS	-150.00
10/14/2022	Bill Payment (Check)	5027149	Yes	Administrative Fee for Counseling Services MITS	-150.00
<b>Dave Kanner</b>					
10/16/2022	Bill		Yes		286.50
10/17/2022	Bill Payment (Check)	5039386	Yes	Senior Advisors	-286.50
<b>David Clyne</b>					
09/03/2022	Bill		Yes		172.50
09/29/2022	Bill Payment (Check)	4893722	Yes	ICMA Senior Advisor REIM	-172.50
<b>Eagle Crest Resort</b>					
09/29/2022	Bill Payment (Check)	4893699	Yes	Food and Beverage	-39,063.44
<b>Ferraris Investigations &amp; Consulting LLC</b>					
10/05/2022	Bill		Yes		500.00
10/26/2022	Bill Payment (Check)	5115475	Yes	OCCMA Fall Conference	-500.00
<b>Gary Milliman</b>					
10/16/2022	Bill		Yes		377.50
10/17/2022	Bill Payment (Check)	5038966	Yes	Senior Advisors	-377.50
<b>Gervais, City</b>					
09/06/2022	Bill Payment (Check)	4659484	Yes	Air Travel OCCMA President	-1,044.20
<b>Hillsboro, City of</b>					
09/29/2022	Bill Payment (Check)	4893765	Yes	Speaker for OCCMA Summer Conference	-557.74
<b>Lisa Trevino</b>					
10/14/2022	Bill Payment (Check)	5027010	Yes	EXP07182022	-158.75
<b>Maxwell School of Citizenship and Public Affairs</b>					
09/29/2022	Bill Payment (Check)	4893773	Yes	Co Sponsorship of Reception at ICMA Annual Conference	-250.00
<b>Nolan Young</b>					
10/16/2022	Bill		Yes		555.39
10/17/2022	Bill Payment (Check)	5039228	Yes	Senior Advisors	-555.39
<b>Salem Blue</b>					
09/06/2022	Bill Payment (Check)	4658326	Yes	Sponsor signs at OCCMA Summer Conference	-243.00
<b>Sarah Cook</b>					
09/06/2022	Bill Payment (Check)	4659465	Yes	mileage reimbursement Summer Conference	-143.75
<b>Sheila Ritz</b>					

**Oregon City/County Management Association**  
**Transaction List by Vendor**  
September - October, 2022

Date	Transaction Type	Num	Posting	Memo/Description	Amount
10/16/2022	Bill		Yes		250.39
10/17/2022	Bill Payment (Check)	5039362	Yes	Senior Advisors	-250.39
<b>Yoko Kinoshita</b>					
09/22/2022	Bill		Yes		247.83
09/29/2022	Bill Payment (Check)	4915221	Yes	Travel REIM for OCCMA Conference	-247.83

Monday, Nov 14, 2022 08:43:46 AM GMT-8



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, Project & Affiliates Manager  
**Date:** November 8, 2022  
**Subject:** Summary of Contracts Executed on Behalf of OCCMA

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There have not been any contracts executed on behalf of OCCMA since the last board meeting.



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, Project & Affiliates Manager  
**Date:** November 10, 2022  
**Subject:** Approve Contract with the Oregon Latinos in Local Government (OLLG)

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On July 9, 2021 the OCCMA Board of Directors approved entering into a contract with the Oregon Latinos in Local Government (OLLG). This contract expires on December 31, 2022. Attached to this staff report is an updated contract with the organization. Currently the OCCMA is covering the cost to LOC for the administration of this organization. Staff is recommending this continue as OLLG has not built up enough money to fully cover the cost of the contract. The organization collected \$15,950 in 2022, but \$13,300 was remitted to the Local Government Hispanic Network (LGHN) since OLLG is a chapter of this organization. This left the OLLG with \$2,650 to use to help fund their in-person events and communication efforts.

OLLG would like the OCCMA Board of Directors to consider covering the cost of the chair, or their designee to attend the LGHN Annual Conference and Annual Membership meeting. This additional section is located on page 3, Section 2.3. The OLLG Board of Directors would like to become more engaged with the national organization to have a better understanding of the services they can provide to the local chapter and the membership.

Staff is recommending this contract expire on June 30, 2024 to align with OCCMA's contract with the LOC. Maricela Guerrero, Chair of the OLLG Board of Directors and Danny Morato, OLLG Board Member will be in attendance to provide an overview of OLLG activities in 2022 and to answer any questions the board may have.

### **Attachment**

1. Updated contract between OLLG and OCCMA

### **Suggested Motion**

I move to approve the contract between the OCCMA and OLLG for a term expiring on June 30, 2024.

# Attachment 1

## CONTRACT FOR SERVICES

### PREAMBLE

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

### RECITALS

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

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

WHEREAS, on November 17, 2022, the OCCMA Board approved entering into a contract with the OLLG whereby the OCCMA shall provide services as described herein to OLLG;

WHEREAS, on December 12, 2022, the OLLG Board approved entering into a contract with the OCCMA whereby the OCCMA shall provide services as described herein to OLLG.

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

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

#### Section 1.1. Financial Services.

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

### Section 1.2. OLLG Board & Membership Meetings.

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

### Section 1.3. Annual Membership Drive.

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

### Section 1.4. Events.

The OCCMA will provide registration support for no more than four (4) OLLG annual in-person or virtual events per calendar year; no other support will be provided. OLLG is responsible for any costs associated with such events, including credit card fees incurred by the OCCMA in handling the registrations for the events.

### Section 1.5. Administrative Agent.

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

### Section 1.6. Marketing.

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

### Section 1.7. Services Specifically Excluded.

Both parties acknowledge that the OCCMA will not provide the OLLG with any of the following services: newsletter production and/or distribution; membership directory compilation and/or distribution; website registration, maintenance and/or postings; listserv development and/or maintenance; support for committees and/or subcommittees; legal assistance; and any

other service or product not specifically and affirmatively acknowledged in Section 1.1 through Section 1.6.

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

Section 2.1. Payment for Services Described in Section 1. The OCCMA agrees to pay the LOC a fee of Four Thousand Six Hundred and Eighty-Nine Dollars (\$4,689.00) for the term of this Contract. The fee shall be paid in equal quarterly installments of Seven Hundred and Eighty-One Dollars and Fifty Cents (\$781.50).

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

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

Section 2.3. Chair Travel Expenses. Within thirty (30) days of travel, the Chair may request reimbursement for travel expenses to attend the Local Government Hispanic Network (LGHN) Biennial Conference and the LGHN Annual Membership Meeting. The Chair may designate a board member to attend the meeting(s) on the Chair's behalf and receive reimbursement from the OCCMA pursuant to this Contract.

- 2.3.1. Travel expenses include the costs of a rental car, or mileage for private automobile travel at current IRS-approved rates, whichever is less; airfare; airport parking; hotel or motel accommodations at an amount that does not exceed the federally established per-diem rate; meal expenses that do not exceed the federally established per-diem rate; and registration fees.

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

Section 3.1. Obligations. Neither party is, by virtue of this Contract, a partner or joint venture in connection with activities carried out under this Contract and shall have no obligation with respect to the other party's debts or any other liability or obligation of the



other party of whatever kind or nature except as set forth in Paragraphs 3.2 and 3.3 of this Contract.

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

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

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

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

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

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

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**Section 4. Effective Date and Term.** This Contract shall be effective as of January 1, 2023, and shall be in effect until June 30, 2024, unless sooner terminated by the parties as provided for in this Contract.

The Oregon City/County Management Association

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Susie Marston  
OCCMA President

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Date of Signature

The Oregon Latinos in Local Government

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Maricela Guerrero  
Chair, OLLG Board of Directors

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Date of Signature



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, Project & Affiliates Manager  
**Date:** November 14, 2022  
**Subject:** Letter of Support for Tanya Ange to Serve as President of ICMA

---

The city managers in Washington County have requested the OCCMA Board of Director's support Tanya Ange's application to serve as ICMA President. Tanya is the County Administrator for Washington County and is seeking to assume the office of president-elect during the ICMA Conference in 2023. If she is successful, her term as president would begin in 2024. She has previously served as a West Coast Regional Vice President.

#### **Attachment**

1. Draft Letter to ICMA Executive Board

#### **Suggested Motion**

I move to support Tanya Ange as IMCA President and authorize President Marston to sign the draft letter included in the meeting packet.

## Attachment 1

November 5, 2022

ICMA Executive Board  
VIA Email 11/1/2022

President Jeff Towery and Members of the Executive Board,

On behalf of the Oregon, Colorado, and Minnesota City/County Management Associations, please accept our collective support for Tanya Ange's application to serve as ICMA President. Tanya has worked in three states – Minnesota, Colorado and Oregon – and, in each, has demonstrated the capacity and ability to lead and serve the organization that employs her and the broader city/county profession in her state, nationally and internationally. Tanya is visionary and strategic; she is collaborative and a problem-solver; she is passionate about this profession; and she wraps all of that in a kind, caring, ethical and generous approach.

Tanya will bring valuable perspectives to the role of President. She has served in a variety of local government positions including, but not limited to, the role of Chief Administrative Officer. She has served in different states in different regions of the country. She has served both cities and a county - a perspective that we see as especially relevant given the complexity of problems facing our communities. Finally, as a mid-career professional, Tanya brings perspective and experience that could bridge generations within ICMA.

Tanya's background and skill set, in totality, will bring a depth of experience and perspective that we see as valuable to the role of President of ICMA and that will enhance ICMA's credibility and relevance with members.

Sincerely,

Susie Marston, President  
Oregon City/County Manager's Association

Heather Geyer, President  
Colorado City/County Manager's Association

John Mulder, President  
Minnesota City/County Management Association



# OCCMA

**Oregon City/County  
Management Association**

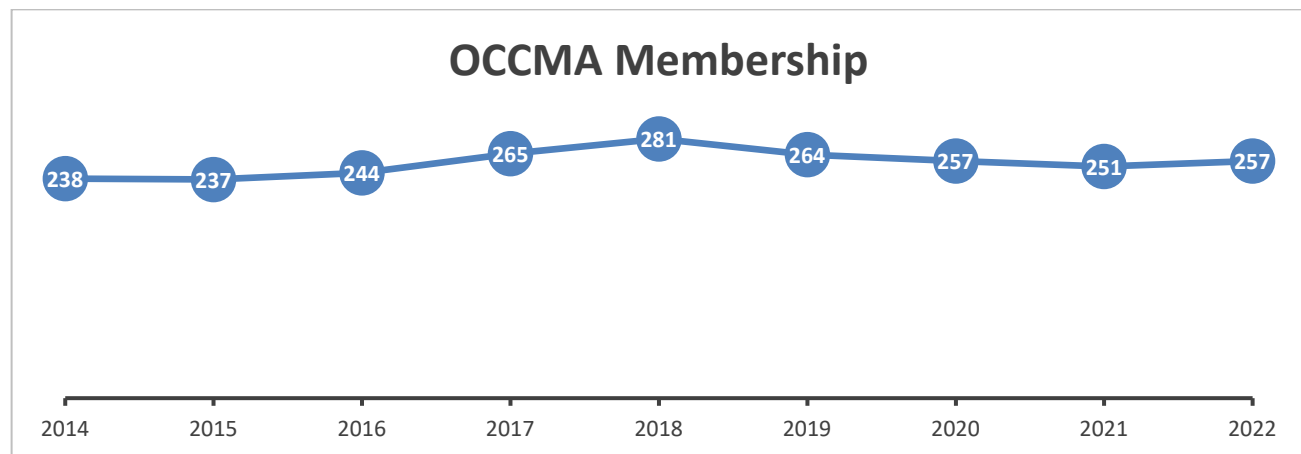
A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, LOC Project & Affiliates Manager  
**Date:** November 14, 2022  
**Subject:** 2023 Membership Drive

As of November 14, 2022, OCCMA has received 295 applications for membership. The specific breakdown between membership classifications is included on the right:

Most are active members in the association. In addition, most come from cities with only ten active and affiliate members from counties. The figure below tracks the membership since 2014. It does not include lifetime and honorary members in the association.

<b>Active</b>	198
<b>Affiliate</b>	21
<b>Cooperating</b>	7
<b>Honorary</b>	2
<b>Lifetime</b>	36
<b>Retired</b>	16
<b>ICMA Complimentary</b>	5
<b>Student</b>	9
<b>Managers in Transition</b>	1
<b>TOTAL</b>	295



Staff is beginning to prepare for the 2023 Membership Drive and is seeking clarification from the board on the surcharge amount for the scholarship program. There is conflict in the record. During the July board meeting the board approved a five percent surcharge on dues with the request that the additional revenue be used for scholarship funding. At that time the board requested staff look at rounding the dues formula. When staff looked at rounding the formula the rate that was used was the rate that included the 15 percent surcharge previously enacted to increase revenue to help fund the 2021 ICMA Annual Conference in Portland. At the October meeting the board approved using the ICMA formula rate of 0.00191705. Staff is seeking clarification on whether the board would prefer to use the rate above or stick with the current formula rate of 0.001667 and add a five percent surcharge to the member's total dues rate. Staff ran the numbers, and the additional revenue breakdown is below.

Dues Formula	Surcharge Rate	Approximate Revenue	Example Dues Form
0.00191705	-	\$5,500	Option 1
0.001667	0.05	\$2,300	Option 2

Below is a timeline for the drive.

#### **December**

- Finalize all membership drive materials including the 2023 OCCMA dues form, thank you for joining letter, and thank you for renewing letter from the OCCMA President.
- Update the OCCMA website with the new membership forms.
- Announce the membership information on the listserv and send emails to the chief administrative officer of each city with instructions on how to sign-up.
- Members will have the option to renew through the paper form or electronically. Advertise the membership drive in the LOC Bulletin.

#### **January**

- Monthly reminder emails will be sent to those who have not yet renewed or paid their membership.
- Staff will continue to advertise the membership drive in the LOC Bulletin.

#### **February**

- All previous year's memberships expire on February 1, 2023 and all members who have not paid will be removed from the OCCMA listserv.
- Monthly reminder emails will be sent to those who have not yet renewed or paid.
- Staff to confirm all board and committee members have renewed.

#### **March**

- Monthly reminder emails will be sent to those who have not yet renewed or paid.
- Final invoices will be issued to those who applied but have yet to pay.

#### **Attachments:**

1. Updated membership letter
2. 2023 dues form – option 1
3. 2023 dues form – option 2
4. Updated thank you for joining letter
5. Updated thank you for renewing letter

#### **Suggested Motion**

I move to approve the membership drive materials and direct staff to use option \_\_\_\_ for the 2023 dues form.



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** City/County Managers, Administrators, Assistants, Records, and COG Directors  
**From:** Scott Derickson, 2023 OCCMA President  
**Date:** December 10, 2022  
**Subject:** 2023 OCCMA Membership

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Dear Colleagues:

The Oregon City/County Management Association (OCCMA) is an organization of managers, administrators, and assistants from throughout the State of Oregon. Our mission is to support and energize our members, and the profession in order to foster responsible, local government with the objective of improving the sustainability and livability of Oregon communities.

As incoming President of OCCMA, I invite you to either renew your membership or become a member of the association for the 2023 calendar year. OCCMA exists to support professional local government management by increasing the knowledge and ability of administrators and managers, promoting the exchange of information between the members, and sustaining the functions, principles, and goals of the International City/County Management Association (ICMA).

Membership in OCCMA provides the following benefits to help meet these obligations:

- Access to the OCCMA list serve (for active and affiliate members)
- Access to the members only portion of the website at [www.occma.org](http://www.occma.org)
- Support service from the OCCMA Senior Advisor Program
- Networking opportunities
- Professional development opportunities:
  - NW Regional Manager's Conference, March 28-31, Fairbanks, Alaska
  - OCCMA Summer Conference, July 19-22, Pendleton Convention Center
  - Fall Manager's Workshop, October 12, The Graduate, Eugene, Oregon

Be sure to review the categories of membership and the ICMA Code of Ethics, which has been adopted by OCCMA before signing the membership form. You may also renew your membership online by visiting [www.occma.org](http://www.occma.org) and clicking the Join Us tab. If you have any questions about membership, please contact Angela Speier at [aspeier@orcities.org](mailto:aspeier@orcities.org) or by phone at 503-540-6599. Also consider joining the ICMA to become part of the international network for local government management professionals.

I look forward to working with you to continue bringing excellent, professional development and support services to the local government managers in the State of Oregon in 2023!

Sincerely,

Scott Derickson, Woodburn City Administrator  
 2023 OCCMA President


**OCCMA**
**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

# 2023 Membership Application

Please print legibly

NAME ▲

JOB/TITLE ▲

CITY/AGENCY ▲

EMAIL ADDRESS ▲

MAILING ADDRESS (INCLUDE CITY AND ZIP) ▲

STREET ADDRESS (INCLUDE CITY AND ZIP) ▲

## REGISTER HERE FOR 2023 LISTSERV

LISTSERV &amp; 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 LISTSERV EMAIL ADDRESS IS: \_\_\_\_\_

▶ Renewal forms must be received prior to February 1, 2023 or  
you will lose your listserv membership on February 1, 2023

### DIRECTORY

Which contact number(s) would you like  
published in the 2023 OCCMA directory?  
(If not specified, office phone and fax  
only.)

☐ OFFICE  
PHONE

☐ HOME  
PHONE

☐ FAX  
NUMBER

☐ CELL  
PHONE

OFFICE

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## MEMBERSHIP CLASSIFICATION & RENEWAL FEES

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  
\$95 flat fee

☐ COOPERATING MEMBER  
\$95 flat fee

☐ STUDENT MEMBER  
\$30 flat fee

☐ MANAGER IN TRANSITION  
(complimentary for up to  
three years in transition)

### ACTIVE MEMBERSHIP DUES CALCULATION

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)
Line 5. Effective salary, line 3-4	\$	
Line 6. Line 5 x 0.00191705	\$	
Line 7. Add base dues	\$	44.50
Line 8. Total, line 6 + 7	<b>TOTAL TO BE PAID</b>	<b>\$</b>

I have read and I endorse and agree to abide by the International City/County Management Association's  
Code of Ethics 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 [aspeier@orcities.org](mailto:aspeier@orcities.org). Credit card payments accepted, please call (503) 540-6599.



# MEMBERSHIP CLASSIFICATIONS

## ACTIVE

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 council appointed city recorder provided the city does not have a city manager or city administrator, 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 three years, or for a longer period if authorized by a majority vote of the Board. Annual membership dues will be waived for up to three years while the member remains in transition and actively pursuing other eligible employment in Oregon. 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 may be terminated immediately by the Board. The Board may consider requests for refunding dues. The decision of the Board shall be final.

## AFFILIATE

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.

## COOPERATING

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.

## STUDENT

Any person registered as a student in a college or university public administration program or is currently working in a career in public management.

## RETIRED

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.

## HONORARY

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.

## LIFETIME

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.

Revised 11/14/2022


**OCCMA**
**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

# 2023 Membership Application

Please print legibly

NAME ▲

JOB/TITLE ▲

CITY/AGENCY ▲

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- Renewal forms must be received prior to February 1, 2023 or you will lose your listserv membership on February 1, 2023

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(If not specified, office phone and fax only.)

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PHONE

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PHONE

☐ FAX  
NUMBER

☐ CELL  
PHONE

OFFICE

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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HOME

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## MEMBERSHIP CLASSIFICATION & RENEWAL FEES

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(see calculation, right)

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(complimentary)

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(complimentary)

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(complimentary)

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\$95 flat fee

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\$95 flat fee

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\$30 flat fee

☐ MANAGER IN TRANSITION  
(complimentary for up to three years in transition)

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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	\$	
Line 9. Line 8 x .05 (scholarship surcharge)	\$	
<b>TOTAL TO BE PAID</b>	<b>\$</b>	

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

MEMBER SIGNATURE

DATE

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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.

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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.

Revised 11/14/2022



# OCCMA

## Oregon City/County Management Association

A State Affiliate of ICMA

Date

Dear :

Thank you for joining OCCMA for 2023. We have an exciting year ahead, as OCCMA is sponsoring two major activities to bring managers together to focus on professional topics and training.

- **OCCMA Summer Conference, July 19-22** at the Pendleton Convention Center. This conference is an opportunity for developing professional and personal skills as well as relationships with colleagues.
- **Fall Workshop, October 12** at The Graduate in Eugene. OCCMA holds its annual business meeting and half-day training session during the League's Annual Conference in October.
- Although not sponsored by OCCMA in 2023, the **Northwest Regional Managers Conference, March 28-31** will be held in Fairbanks Alaska.

In addition to these activities, OCCMA sometimes sponsors or co-sponsors more specialized seminars, coaching opportunities and training programs at a variety of locations in Oregon and the Northwest. We publicize the availability of these programs on our website – [www.occma.org](http://www.occma.org) – and through our quarterly newsletter sent to all members. Our website also includes an online membership directory that is continuously updated. To access the 'members only' area of our website, your user id is: \_\_\_\_\_ and your password is: \_\_\_\_\_.

You are now signed up for the OCCMA listserv. During the year, managers can stay connected with and ask questions of fellow managers on the OCCMA listserv. Many members have found this service of value when they need to do a quick survey of what other cities are doing with a particular issue. To post an email on the listserv, please send your email to [occma@list.orcities.org](mailto:occma@list.orcities.org).

OCCMA has seven retired city managers who serve as Oregon's Senior Advisors. These individuals are assigned to different regions throughout the state, please visit [occma.org/senior-advisor-program](http://occma.org/senior-advisor-program) to see who your senior advisor is. Senior Advisors will visit managers throughout the year, keep you abreast of ICMA services and programs, and serve as a "sounding board" for new and seasoned managers alike. I hope you will reach out to your Senior Advisor for any advice or assistance you need.

The Board and I thank you for joining OCCMA, and hope that you will become an active member and participate fully in the organization. If you are in the Woodburn area, please stop by my office for a visit. If you have any membership questions, please feel free to contact Angela Speier at [aspeier@orcities.org](mailto:aspeier@orcities.org) or 503-540-6599.

Sincerely,

Scott Derickson, Woodburn City Administrator  
2023 OCCMA President



# OCCMA

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

Date \_\_\_\_\_

Dear First Name: \_\_\_\_\_

Thank you for renewing your OCCMA membership for 2023. We have an exciting year ahead, as OCCMA is sponsoring two major activities to bring managers together to focus on professional topics and training.

- **OCCMA Summer Conference, July 19-22** at the Pendleton Convention Center. This conference is an opportunity for developing professional and personal skills as well as relationships with colleagues.
- **Fall Workshop, October 12** at The Graduate in Eugene. OCCMA holds its annual business meeting and half-day training session during the League's Annual Conference in October.
- Although not sponsored by OCCMA in 2023, the **Northwest Regional Managers Conference, March 28-31** will be held in Fairbanks Alaska.

In addition to these activities, OCCMA sometimes sponsors or co-sponsors more specialized seminars, coaching opportunities, and training programs at a variety of locations in Oregon and the Northwest. We publicize the availability of these programs on our website – [www.occma.org](http://www.occma.org) – and through our quarterly newsletter sent to all members. Our website also includes an online membership directory that is continuously updated. To access the 'members only' area of our website, your user id is: \_\_\_\_\_ and your password is: \_\_\_\_\_.

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The Board and I thank you for renewing your OCCMA membership, and hope that you will become an active member and participate fully in the organization. If you are in the Woodburn area, please stop by my office for a visit. If you have any membership questions, please feel free to contact Angela Speier at [aspeier@orcities.org](mailto:aspeier@orcities.org) or 503-540-6599.

Sincerely,

Scott Derickson, Woodburn City Administrator  
2023 OCCMA President



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Melissa Dablow, Events and Operations Coordinator  
**Date:** November 9, 2022  
**Subject:** Venue options for OCCMA Summer Conference for 2024-2026, NWRM Conference for 2024, OCCMA Board Retreat for 2023-2025

Staff is actively seeking venues for several upcoming conferences. Full conference scopes were developed for each of OCCMA's upcoming conferences and were sent to a variety of venues throughout the state.

#### OCCMA Summer Conference- Seeking venues for 2024 -2026

Fortunately, the hotel industry in Oregon is experiencing a boom since COVID restrictions were lifted. Most venues we contacted are confident that their properties will be fully booked up through the summer season and are reluctant to submit proposals for larger conferences during the summer months (mid-June through mid-August.) Venues prefer to host larger conferences Monday thru Wednesday to avoid creating what they call a "wall" which essentially reduces their sales for the following weekend when a conference terminates on a Thursday evening or Friday morning.

OCCMA Summer Conference Scope was sent to nine total locations in Central Oregon/Bend, Ashland, Seaside, and Newport. Four have expressed interest and are working on detailed proposals that may be outside of the traditional dates of the conference or at a significantly increased price.

In summary, staff is advising that the board be open to adjusting the days of week the conference or consider seeking proposals for dates outside the traditional weeks of the conference. Staff will continue to seek proposals for the NWRM Conference and will report back to the board at the January meeting.

#### OCCMA Board Retreat

OCCMA Board Retreat Scope was sent to five locations throughout Willamette Valley. Three responded with similar rates and are all available for 11/16-17/2023, 11/14-15/2024, 11/13-14/2025. Please identify the locations for each of the three years with which you would like to initiate a contract.

Venue	Room Rental	Food & Beverage Minimum	Hotel Rates
Oregon Garden Resort Silverton <b>Attachment A</b>	\$500 per day	\$1,500	Government Per Diem (currently \$98/night)
Valley River Inn Eugene <b>Attachment B</b>	\$500 per day	\$1000	\$129
Independence Event Center Independence <b>Attachment C</b>	\$140 per day \$100 half day	n/a	Government Per Diem (currently \$98/night)

#### NWRM Conference 2024

Staff is working with Best Western-Hood River and Seaside Convention Center on proposals for late March early April 2024 dates. The scope was also sent to several other venues. Best Western Hood River Inn has submitted a proposal for the week of March 18, 2024 and has agreed to hold the dates tentatively. The OMA is having their Annual Conference at this location August 2023 (see Attachment D).

Staff will continue to seek proposals for the NWRM Conference and will report back to the Board at the January meeting.



# OREGON GARDEN RESORT

## MEETINGS & EVENTS



With a diverse selection of unique meeting spaces, the Oregon Garden Resort provides a refreshing space, perfect for hosting your event.

Our staff will handle all of the details to make planning any type of event as easy as possible. Our gorgeous natural setting, overlooking the 80-acre Oregon Garden and the Willamette Valley, provides a perfect backdrop for your event.



- 
- Three indoor venues and one outdoor venue
  - Pre-event coordinator
  - Full on-site catering services & banquet staff
  - Complimentary Wi-Fi
  - Audiovisual equipment, sound system, and built-in projection system
  - 103 Guest rooms - Discounted hotel rooms for your guests
  - Complimentary breakfast
  - On-site dining and nightly live music
  - Full-service day spa
  - Seasonal outdoor pool & year-round hot tub

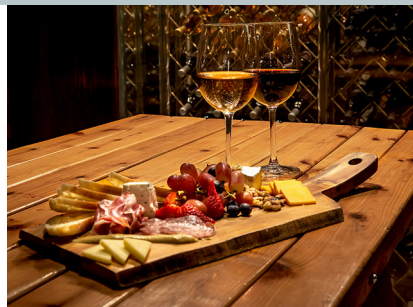
	SQ. FT.	DIMENSIONS	THEATRE	CLASSROOM	ROUNDS	U-SHAPE	HOLL. SQ.
Orchid Ballroom	3,240	79' x 41'	125	125	125	65	90
Lotus Room	800	20'6" x 39'	50	36	40	30	35
Trillium Room	653	33'6" x 19'6"	40	21	32	20	25
Wedding Garden	Intimate garden setting suitable for up to 125 guests						





## WELCOME TO VALLEY RIVER INN

Valley River Inn brings the best of Eugene, Oregon to your doorstep. A perfect destination for your unforgettable experiences in Eugene, including meetings, weddings, and social events. Offering ample parking, easy access to the highway, the University of Oregon, and Downtown Eugene.



### GUEST ROOM HIGHLIGHTS

- 257 guest rooms and suites with private patios
- New Serta Perfect Sleeper mattresses
- In-room workstation, sitting area, flat screen TV
- ADA accessible options
- Ideal for families, corporate groups, social events

### DINING

- SweetWaters on the River: serving breakfast, lunch, dinner
- Outdoor patio with spectacular river views
- Exclusive LaVelle wine room and daily happy hour

### ACTIVITIES

- Heated outdoor pool & 24/7 fitness center
- 12 miles of riverfront hiking/biking paths
- Wine tasting on-site; local breweries nearby
- Complimentary bicycles for business travelers/rentals available

### LOCATION

- Overlooking the Willamette River
- Steps from Valley River Center mall
- 3 Miles to University of Oregon & Downtown Eugene
- 15 minutes from Eugene Airport
- Complimentary shuttle to airport and within a 5-mile radius

**VALLEY RIVER INN**

est. 1973 • eugene, oregon

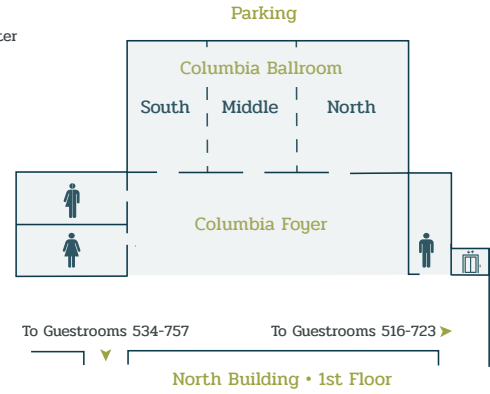
OCCMA Board of Directors Meeting and Retreat-November 17-18, 2022

VALLEYRIVERINN.COM • (541) 743-1000

1000 valley river way • eugene, oregon 97401

33 of 64

## Conference Venues- Attachment B



## MEETINGS & EVENTS

Over 15,000 sq. ft. of meeting and event space  
 Some spaces with natural lighting and river views  
 Custom on-site catering and A/V packages  
 8 distinctive venues  
 500 person banquet hall capacity  
 800 person reception capacity

MEETING ROOMS	Total Sq Ft	Room Size	Rounds	Banquet	Classroom	Theatre	Reception	U-Shape	Hollow Square	Ceiling Height
<b>WILLAMETTE (ALL)</b>	6,113	113' x 54' 10"	570(10)	550	300(4), 225(3)	780	N/A	N/A	N/A	15' 10"
East	1,569	29'x54' 10"	150(10)	150	60(4), 45(3)	150	40	40	44	
Middle	1,569	29'x54' 10"	150(10)	150	60(4), 45(3)	150	40	40	44	
West	2,975	54' x 54' 10"	270(10)	240	180(4), 135(3)	450	56	48	64	
<b>COLUMBIA (ALL)</b>	3,276	84' x 39'	240(10)	250	180(4), 135(3)	300	N/A	N/A	N/A	9' 9"
North	1,287	33' x 39'	90(10)	80	72(4), 54(3)	112	40	30	48	
Middle	848	22' x 39'	70(10)	60	48(4), 36(3)	80	30	22	40	
South	1,131	29' x 39'	80(10)	80	60(4), 45(3)	80	30	25	40	
<b>MCKENZIE (ALL)</b>	3,475	58' 9" x 59'	270(10)	250, 200	208(4), 156(3)	400	N/A	N/A	N/A	14'
North	2,118	35' 9" x 59'	160(10)	150, 120	120(4), 90(3)	260	44	48	45	
South	1,357	23' x 59'	90(10)	90, 72	80(4), 60(3)	140	34	34	30	
<b>ROGUE</b>	900	30' x 30'	70(10)	50	48(4), 36(3)	90	30	30	40	
<b>UMPQUA</b>	660	30' x 22'	20(10)	40	36(4), 27(3)	60	24	22	30	
<b>ALSEA</b>	330	22" x 15'	20(10)	18	16(4), 12(3)	22	12	20	16	
<b>SIUSLAW</b>	330	22' x 15'	20(10)	10	16(3), 12(3)	22	12	20	16	
<b>SANTIAM</b>	330	22' x 15"	2(10)	10	16(3), 12(3)	22	12	20	16	



# Independence Event Center

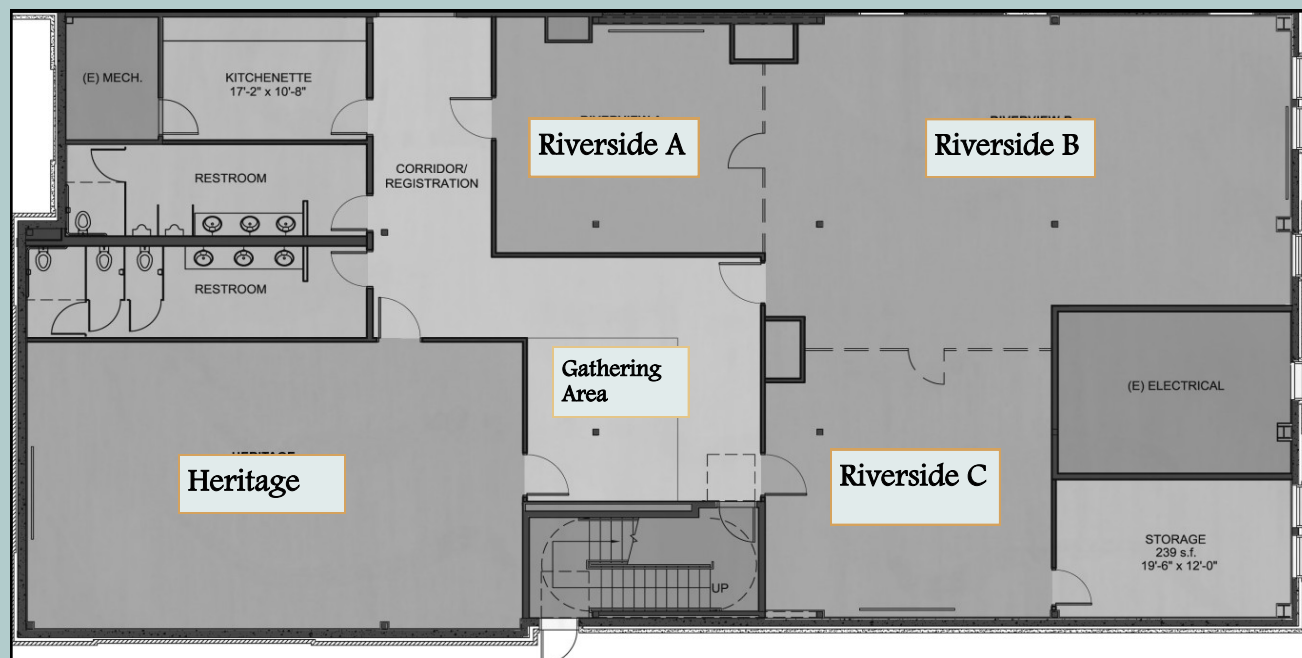
## Located in Beautiful Historic Independence

### Amenities:

- Located in Historic Independence in the heart of the Willamette Valley.
- Three break-out rooms ideal for small conferences.
- Exclusive caterers to meet your food service needs.
- Tables & Chairs available for up to 200 guests.
- Easy access from I-5, Hwy 99 & Salem.
- State of the art presentation equipment available.
- Wireless Internet
- ADA Accessible



<i>ROOM</i>	<i>SQUARE FOOTAGE</i>	<i>CLASSROOM</i>	<i>RECEPTION</i>	<i>THEATRE</i>
Riverview Ballroom	2,110 sq. ft.	84	112	141
Riverview A	427 sq. ft.	24	32	36
Riverview B	1,142 sq. ft.	42	56	76
Riverview C	541 sq. ft.	24	32	36
Heritage Room	972 sq. ft.	60	64	76



## Meetings & Events

Located in the newly constructed Independence Civic Center, this beautiful Northwest event facility is the perfect location for your next...

- Conference
- Fund Raiser
- Business Meeting
- Special Occasion
- Classroom Presentation
- Special Event
- Auction
- Wedding
- Reunion



## Directions

### From Highway 99W

Turn East at Main Street & Hwy99W intersection (toward Independence City Center)

Main Street becomes Monmouth Street .

Continue East to Downtown Independence

At three-way Stop, turn South (right) on Main Street and proceed 1 1/2 blocks to the civic center building on the left.

Event center entrance is inside the main entrance on the river side (east side) of the building.

### From Salem

Travel West on Hwy 22

Turn South onto Hwy 51, following signs for Independence.

Continue for approximately 5 miles to downtown Independence

Go straight through the Monmouth/Main street Intersection (three way stop-sign) and proceed to the Civic Center building.

Proceed 1 1/2 blocks to Civic Center building.

Event center entrance is inside the main entrance

### **Physical Address**

555 Main Street  
Independence, OR 97351

### **Mailing Address**

Post Office Box 7  
Independence, OR 97351

### **Reservations & Info:**

503-837-0783

### **Web Site:**

[www.ci.independence.or.us](http://www.ci.independence.or.us)

### **Email:**

Indepevents  
@gmail.com



## Independence Event Center

Independence Oregon

Our modern facility was designed to bring the people of our community and region together to meet, collaborate and celebrate.

Consider Independence for your next meeting or event.

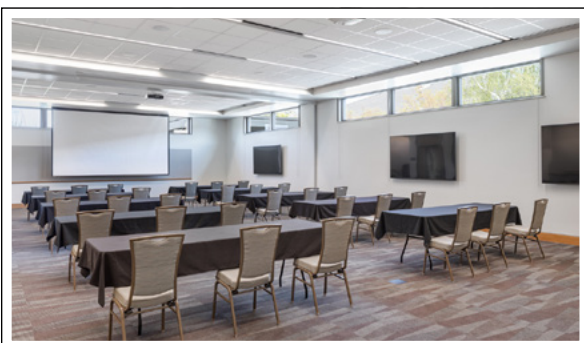
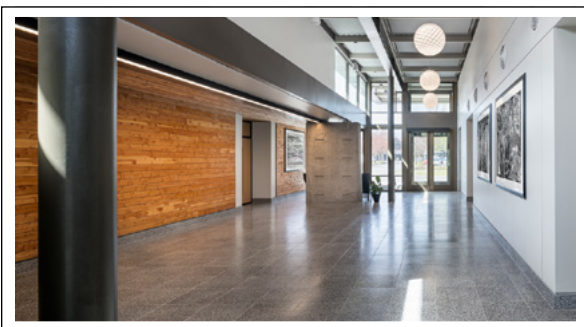




## THE COLUMBIA GORGE CONFERENCE CENTER



With our addition to the Gorge Room we now offer up to 15,000 feet of meeting space. Soaring ceilings, nice light and room for vendors are just a few of the features you will enjoy. The Atrium allows for registration, exhibit tables and reception space. The 1890 square foot Trillium Room addition breaks down into two spaces perfect for one large meeting or break-out sessions. And don't forget your attendees get to enjoy entrees from Riverside's delicious catering menu. While this space is new, our commitment to friendly service and great food remains the same. **Call us today. 541-386-8901**



Room	Theater Receptions	Conf. Style	Class Room	U-Shape	Meal	Square Feet	Dimensions
Gorge Room	325	44*	180	60	275	4400	67'x 66'
Trillium Room	179	48*	100	57*	128	1890	62'x31'
Trillium East	112	28	60	35	80	1260	41'x31'
Trillium West	61	24	32	23	40	630	21'x31'
The Atrium	N/A	N/A	N/A	N/A	N/A	1220	45'x21'

\* Indicates Not Recommended—Due to the layout of the rooms, these sets are rather large and are not suitable for meetings.

BEST WESTERN PLUS Hood River Inn  
 1108 E Marina Way  
 Hood River OR 97031  
[www.hoodriverinn.com](http://www.hoodriverinn.com)



## MW Region Managers Conference

Dear Melissa:

Thanks so much for your interest in the Best Western Hood River Inn. We'd love to have you all back with us in the beautiful Columbia River Gorge and look forward to your favorable response to this information. At this time, we can accommodate the conference for the week of March 18<sup>th</sup>, 2024. Other dates may also be available if you have a different preference. As a reminder, the last week of the month is spring break for Oregon, and the first week of April is spring break for Washington.

In the last two years our new conference center was completed. Based on the agenda you provided the NW Region conference would work well there. We have made a significant investment in audio visual and can even do hybrid meetings on the large screen with the installed cameras. Vendor tables can now be placed outside the Gorge Room in our new Atrium Lobby for close proximity to attendees. You can be sure you will be pleased.

### Banquet and Meeting Space For The Annual Conference

We would plan for your general sessions and meals to take place in our newly remodeled Gorge Room at round tables. Based on your agenda, meeting rental would be reduced to a one-time set-up fee of \$1500.00 for the Gorge Room.

Up to 12 vendor tables can be placed in the Atrium Lobby while still using part of it for registration. Vendor tables are \$60 each for the run of the conference.

The conference would require the meals listed on your agenda, (three breakfasts, three lunches and two dinners) resulting in a food and beverage requirement of \$24,000 not including service charge. Please be advised that all AV is provided by us in the Conference Center. See attached pricing.

### Overnight Guest Rooms

Guest room rates can be confirmed one year in advance. To give you an idea were the conference happening in March of 2023 rates would be:

\$119.00 single or double for a limited number of economy rooms (up to 20)  
 \$139.00 single or double for standard non-view rooms.  
 \$169.00 single or double for river view rooms.

Area tax is 9.5%. Please note rooms with two beds are \$10 more in each price category. These special group rates do not include breakfast and weekend rates will be higher.

We can offer a complimentary suite for the president for three nights. And a complimentary room for the event lead.

#### Riverside Restaurant and Lounge

Riverside, is the only Hood River restaurant situated on the edge of the Columbia River, And offers panoramic views of the Gorge. Chef Mark DeResta and his staff prepare meals using fresh, all natural often locally sourced ingredients. We are the place to be in the Gorge for sampling the wines and beers our area is known for. This is not your typical hotel restaurant.

The same wonderful staff also prepares our banquet meals in the brand new full-service kitchen in the conference center.

#### Extras

Wireless internet access is available free-of-charge throughout the hotel, guest rooms and meeting space. Our pool facility with hot tub, sauna and fitness center is situated on the banks of the river and heated year around! And our business center is available without charge for computer and printing use.

Melissa, do let me know if you have additional questions or concerns or would like me to hold space on a tentative basis. And if you'd like to see it in person prior to this August, let me know if you have a convenient time to visit.

Sincerely

Susan Lutton  
Business Development Director  
Best Western Plus Hood River Inn  
503-282-2997



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, LOC Project & Affiliates Manager  
**Date:** November 13, 2022  
**Subject:** Declare Senior Advisor Vacancy

---

On Wednesday, November 10 Nolan Young let LOC staff know that he would like to resign from his senior advisor role. Nolan currently serves as the senior advisor for region 8 which encompasses the counties of Baker, Grant (except for John Day), Harney, Malheur, Morrow, Umatilla, Union, and Wallowa.

The appointment process for a Senior Advisor can be found in Article 8 of the OCCMA Bylaws Policy Annex.

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.

There are certain qualifications that must be met for the role:

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.

Staff is seeking board direction on how they would like to fill the region 8 vacancy.

**Attachment:**

1. Nolan Young Resignation

**Suggested Motion:**

I move to declare Senior Advisor Region 8 vacant and direct staff to begin the recruitment process.



## Attachment 1

**From:** [Geo and Nolan Young](#)  
**To:** [Susie Marston](#)  
**Cc:** [Angela Speier](#)  
**Subject:** Senior Advisor Position  
**Date:** Monday, November 14, 2022 9:38:28 AM

---

Unfortunately it is necessary, because of a change in my family circumstances, that I submit my resignation as a Senior Advisor for OCCMA/ICMA.

I will miss the opportunity I have had to interface with the OCCMA Board, the other Senior Advisors, and the Chief Appointed Officers in many of Oregon's cities. After 40 years in the profession I have grown to respect the great individuals that tirelessly serve their communities. I will miss the opportunity to try to serve them as they in turn serve thier communities.

Thank you again for the opportunity these last few months to continue to be involved with this great profession.

Nolan Young  
541-300-0551

Sent from [Mail](#) for Windows



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, Project & Program Coordinator  
**Date:** November 9, 2022  
**Subject:** 2023 OCCMA Board Calendar

---

This is a list of tentative/proposed dates some of which are set by the bylaws and policies.

**January 27**

OCCMA Board of Directors Meeting  
Location: Virtual

**April 25**

OCCMA Board of Directors Meeting  
Location: Seaside, LOC Spring Conference

**July 22**

OCCMA Board of Directors Meeting  
Location: Pendleton Convention Center, OCCMA Annual Conference

**August 31**

OCCMA Board of Directors Meeting to determine slate of candidate for the board  
Location: Virtual

**October 11**

OCCMA Board of Directors Meeting  
Location: The Graduate, Eugene, LOC Annual Conference

**October 12**

OCCMA Annual Membership Meeting  
Location: The Graduate, Eugene, LOC Annual Conference

**November 16-17**

OCCMA Board of Directors Retreat  
Location: TBD



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, LOC Project & Affiliates Manager  
**Date:** November 14, 2022  
**Subject:** 2023 OCCMA Committees

---

On October 11 staff began soliciting for OCCMA committee membership. Attached to this memo is a list of OCCMA members who have volunteered to serve on a committee in 2023. Article 10, Section 4 of the OCCMA Bylaws state the Audit Committee shall consist of the president-elect and two other directors appointed by the president. Article 7, Section 2 states that the Nominating Committee is to be made up of not less than three members, including the immediate past president.

Article 9 of the OCCMA Bylaws gives the president authority to make appointments to standing and ad/hoc committees. In addition, the president shall also assign board members as liaisons to the standing committees to monitor committee activities and provide reports to the board and at the annual meeting. Each committee shall be chaired by an OCCMA member appointed by the president. The OCCMA president should also appoint volunteers to the NWWLA Steering Committee and Leadership Team which have been included in the summary list of volunteers.

In addition to their requested committees (see attachment 2), the following individuals have indicated their willingness to serve on one or more committees if needed:

Robb Corbett	City Manager	Pendleton	1
Rodger Craddick	City Manager	Coos Bay	2
Sabrina Cotta	Deputy City Manager	Ashland	2
Scott Dadson	Executive Director	MWVCOG	
Cole Haselip	Management Analyst	Veneta	1
Doug Wiggins	City Administrator	Union	1
Jenny Haruyama	City Manager	Beaverton	1-2 ( <i>Ethics, Pro-D, Communications, or Civic Education</i> )
Chris Workman	City Manager	Philomath	1 ( <i>Ethics, Scholarship, or Civic Education</i> )

Staff would like the OCCMA Board to discuss the committee assignments and provide the following recommendations to the president:

- 1) Assign additional members to committees in need;
- 2) Assign board liaisons; and
- 3) Recommend the chairs of each committee.

**Attachments:**

1. 2022 Committee Rosters
2. 2023 Committee Requests



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

## 2022 OCCMA Committee

### *Standing Committees*

#### Audit

<b>Scott Derickson, Chair &amp; Board Liaison</b>	City Administrator	Woodburn
<b>Dan Huff</b>	City Manager	Molalla
<b>John Walsh</b>	City Administrator	St. Helens

#### Bylaws & Policy

<b>Heidi Bell, Chair &amp; Board Liaison</b>	City Manager	Sheridan
<b>Spencer Nebel</b>	City Manager	Newport
<b>Robb Corbett</b>	City Manager	Pendleton
<b>Ray Towry</b>	City Manager	Sweet Home
<b>Brian Latta</b>	City Manager	Dallas
<b>Justin Hogue</b>	Deputy County Administrator/Business Services Director	Yamhill County
<b>Aaron Palmquist</b>	City Manager	Irrigon

#### Ethics

<b>Zoe Mombert, Chair &amp; Board Liaison</b>	Asst. to the City Manager	Wilsonville
<b>Spencer Nebel</b>	City Manager	Newport
<b>David Clyne</b>	Senior Advisor	
<b>Keith Campbell</b>	City Manager	Sherwood
<b>Ray Towry</b>	City Manager	Sweet Home
<b>Bryan Cutchen</b>	Manager-in-Transition	
<b>Brian Latta</b>	City Manager	Dallas
<b>David Milliron</b>	City Administrator	North Bend
<b>Gary Milliman</b>	Senior Advisor	
<b>Marty Wine</b>	City Manager	Monmouth
<b>Martha Bennett</b>	City Manager	Lake Oswego
<b>Jordan Wheeler</b>	City Manager	Sandy

## Nominating

<b>Spencer Nebel, Chair &amp; Board Liaison</b>	City Manager	Newport
<b>Justin Hogue</b>	Deputy County Administrator/Business Services Director	Yamhill County
<b>Rachael Fuller</b>	Interim Assistant County Administrator	Washington County
<b>Zoe Mombert</b>	Asst. to the City Manager	Wilsonville
<b>Eileen Stein</b>	Interim Deputy Director, Business and Community Services	Clackamas County

## Professional Development

<b>Scott Derickson, Chair &amp; Board Liaison</b>	City Administrator	Woodburn
<b>Masami Nishishiba</b>	Professor	PSU
<b>Greg Dirks</b>	City Manager	Wood Village
<b>Ray Towry</b>	City Manager	Sweet Home
<b>Dan Weinheimer</b>	Manager-in-Transition	
<b>Nina Vetter</b>	City Manager	Gresham
<b>Phillip Cooper</b>	Professor	PSU
<b>Eileen Stein</b>	Interim Deputy Director, Business and Community Services	Clackamas County
<b>Aaron Palmquist</b>	City Manager	Irrigon
<b>Stephanie Betteridge</b>	Chief Innovation Officer/Asst. City Manager	Bend
<b>Rachael Fuller</b>	Interim Assistant County Administrator	Washington County
<b>Dan Huff</b>	City Manager	Molalla
<b>Robb Corbett</b>	City Manager	Pendleton
<b>Brian Latta</b>	City Manager	Dallas
<b>Marty Wine</b>	City Manager	Monmouth
<b>Jordan Wheeler</b>	City Manager	Sandy

## Support for Managers

<b>Adam Brown, Chair &amp; Board Liaison</b>	City Manager	Ontario
<b>Eileen Stein</b>	Interim Deputy Director, Business and Community Services	Clackamas County
<b>Ray Towry</b>	City Manager	Sweet Home
<b>Aaron Palmquist</b>	City Manager	Irrigon
<b>Jordan Wheeler</b>	City Manager	Sandy
<b>Dan Bartlett</b>	Senior Advisor	
<b>David Clyne</b>	Senior Advisor	
<b>Dave Kanner</b>	Senior Advisor	
<b>Gary Milliman</b>	Senior Advisor	
<b>Sheila Ritz</b>	Senior Advisor	
<b>Dave Waffle</b>	Senior Advisor	
<b>Vacant</b>	Senior Advisor	
<b>Vacant</b>	Senior Advisor	
<b>Greg Bielawski</b>	ICMA Senior Advisor	
<b>Patricia Martel</b>	West Coast Regional Director	

## *Ad Hoc Committees*

### Diversity, Equity, and Inclusion

<b>Sarah Medary, Chair</b>	City Manager	Eugene
<b>Adam Brown, Board Liaison</b>	City Manager	Ontario
<b>John Walsh</b>	City Administrator	St. Helens
<b>David Clyne</b>	Senior Advisor	
<b>Martha Bennett</b>	City Manager	Lake Oswego
<b>Masami Nishishiba</b>	Professor	PSU
<b>Joe Samaniego</b>	City Manager	Tangent
<b>Bryan Cutchen</b>	Manager-in-Transition	
<b>Megan George</b>	Deputy City Manager	Tualatin
<b>Eileen Stein</b>	Interim Deputy Director, Business and Community Services	Clackamas County
<b>Marty Wine</b>	City Manager	Monmouth
<b>Stephanie Betteridge</b>	Chief Innovation Officer/Asst. City Manager	Bend

### Communications

<b>Heidi Bell, Chair &amp; Board Liaison</b>	City Manager	Sheridan
<b>Marty Wine</b>	City Manager	Monmouth
<b>Ray Towry</b>	City Manager	Sweet Home
<b>Nina Vetter</b>	City Manager	Gresham
<b>David Milliron</b>	City Administrator	North Bend
<b>Jordan Wheeler</b>	City Manager	Sandy

## 2023 Dues Committee

<b>Aaron Palmquist, Chair &amp; Board Liaison</b>	City Manager	Irrigon
<b>Brian Sjothun</b>	City Manager	Medford
<b>Heidi Bell</b>	City Manager	Sheridan
<b>Andy Varner</b>	City Manager	North Plains
<b>Adam Brown</b>	City Manager	Ontario

## ICMA Liaison

<b>Adam Brown, Chair &amp; Board Liaison</b>	City Manager	Ontario
<b>Ray Towry</b>	City Manager	Sweet Home
<b>Brian Latta</b>	City Manager	Dallas
<b>Justin Hogue</b>	Deputy County Administrator/Business Services Director	Yamhill County
<b>Travis Kennison</b>	ICMA Fellow	Salem
<b>Eileen Stein</b>	Interim Deputy Director, Business and Community Services	Clackamas County

## NWWLA Steering Committee

<b>Alissa Angelo</b>	Interim City Manager	Stayton
<b>Martha Bennett</b>	City Manager	Lake Oswego
<b>Melissa Hodnett</b>	Senior Budget Analyst	Bend
<b>Sherilyn Lombos</b>	City Manager	Tualatin
<b>Andi Howell</b>	Transit Director	Sandy
<b>Liz Newton</b>	Councilor	Tigard
<b>Jessica Harper</b>	Livability Manager	Gresham
<b>Aquilla Hurd-Ravich</b>		

## NWWLA Leadership Team

<b>Megan Phelan, Chair</b>	Assistant City Manager	Lake Oswego
<b>Rachael Fuller, Board Liaison</b>	Interim Assistant County Administrator	Washington County
<b>Megan George</b>	Deputy City Manager	Tualatin
<b>Chris Bailey</b>	Public Works Director	Albany
<b>Kari Duncan</b>		Rockwood Water People's Utility District
<b>Emily Robertson</b>	Policy and Administration Manager	MCDD
<b>Sara Singer Wilson</b>	Consultant	SSW Consulting

## Veterans Committee

<b>Aaron Palmquist, Chair &amp; Board Liaison</b>	City Manager	Irrigon
<b>Michael Thomas</b>	City Administrator	Amity
<b>Peter Troedsson</b>	City Manager	Albany
<b>Jerry Gillham</b>	City Manager	Sutherlin

## Civic Education Committee

<b>Zoe Mombert, Chair &amp; Board Liaison</b>	Asst. to the City Manager	Wilsonville
<b>Scott Derickson</b>	City Administrator	Woodburn
<b>Heidi Bell</b>	City Manager	Sheridan
<b>Andy Varner</b>	City Manager	North Plains
<b>Dan Huff</b>	City Manager	Molalla
<b>Rachael Fuller</b>	Interim Assistant County Administrator	Washington County

## Scholarship Committee

<b>Adam Brown, Chair &amp; Board Liaison</b>	City Manager	Ontario
<b>Rachael Fuller</b>	Interim Assistant County Administrator	Washington County
<b>Zoe Mombert</b>	Assistant to the City Manager	Wilsonville
<b>Brian Latta</b>	City Manager	Dallas
<b>Marty Wine</b>	City Manager	Monmouth





# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

## 2023 OCCMA Committee Requests

### *Standing Committees*

#### Audit

<b>Dan Huff, Chair</b>	City Manager	Molalla
<b>Vacant</b>		
<b>Vacant</b>		

#### Bylaws & Policy

<b>Spencer Nebel</b>	City Manager	Newport
<b>Robb Corbett</b>	City Manager	Pendleton
<b>Rodger Craddick</b>	City Manager	Coos Bay
<b>Lonnie Rainville</b>	City Administrator	Myrtle Creek
<b>Justin Hogue</b>	Deputy County Administrator/Business Services Director	Yamhill County
<b>Aaron Palmquist</b>	City Manager	Irrigon
<b>Jesse VanderZanden</b>	City Manager	Forest Grove
<b>Cole Haselip</b>	Management Analyst	Veneta
<b>Kenna West</b>	City Manager	Independence

#### Ethics

<b>Spencer Nebel</b>	City Manager	Newport
<b>David Clyne</b>	Senior Advisor	
<b>Keith Campbell</b>	City Manager	Sherwood
<b>Rodger Craddick</b>	City Manager	Coos Bay
<b>Cole Haselip</b>	Management Analyst	Veneta
<b>David Milliron</b>	City Administrator	North Bend
<b>Gary Milliman</b>	Senior Advisor	
<b>Martha Bennett</b>	City Manager	Lake Oswego

## Nominating

<b>Susie Marston</b>	City Manager	Gervais
<b>Justin Hogue</b>	Deputy County Administrator/Business Services Director	Yamhill County
<b>Cole Haselip</b>	Management Analyst	Veneta
<b>Eileen Stein</b>	Interim Business and Econ Dev Coordinator	Clackamas County
<b>Kelsey Lewis</b>	Grants and Program Manager	Wilsonville (SMART)
<b>Sherilyn Lombos</b>	City Manager	Tualatin
<b>Kenna West</b>	City Manager	Independence
<b>Jerry Gillham</b>	City Manager	Sutherlin
<b>Spencer Nebel</b>	City Manager	Newport

## Professional Development

<b>Dan Huff, Chair</b>	City Manager	Molalla
<b>Masami Nishishiba</b>	Department Chair	PSU
<b>Eileen Stein</b>	Interim Deputy Director, Business and Community Services	Clackamas County
<b>Aaron Palmquist</b>	City Manager	Irrigon
<b>Stephanie Betteridge</b>	Chief Innovation Officer/Assistant City Manager	Bend
<b>Jesse VanderZanden</b>	City Manager	Forest Grove
<b>Nina Vetter</b>	City Manager	Gresham
<b>Phillip Cooper</b>	Professor	PSU
<b>Anthony Pagano</b>	Associate Planner	Gold Beach
<b>Sherilyn Lombos</b>	City Manager	Tualatin
<b>Nick Lelack</b>	County Administrator	Deschutes County
<b>David Milliron</b>	City Administrator	North Bend
<b>Ann Ober</b>	City Manager	Milwaukie
<b>Jerry Gillham</b>	City Manager	Sutherlin
<b>Sara Singer Wilson</b>	Principal/Owner	SSW Consulting
<b>Ashley Sonoff</b>	Associate	SSW Consulting

## Support for Managers

<b>Michael Thomas</b>	City Administrator	Amity
<b>Scott Dadson</b>	Executive Director	MWVCOG
<b>Sherilyn Lombos</b>	City Manager	Tualatin
<b>Jerry Gillham</b>	City Manager	Sutherlin
<b>Nina Vetter</b>	City Manager	Gresham
<b>Dan Bartlett</b>	Senior Advisor	
<b>David Clyne</b>	Senior Advisor	
<b>Dave Kanner</b>	Senior Advisor	
<b>Gary Milliman</b>	Senior Advisor	
<b>Sheila Ritz</b>	Senior Advisor	
<b>Dave Waffle</b>	Senior Advisor	

<b>Ric Ingham</b>	Senior Advisor
<b>Vacant</b>	Senior Advisor
<b>Pam Brangaccio</b>	ICMA Senior Advisor Program Coordinator
<b>Patricia Martel</b>	West Coast Regional Director

## Scholarship

<b>Lonnie Rainville</b>	City Administrator	Myrtle Creek
<b>Sabrina Cotta</b>	Deputy City Manager	Ashland
<b>Kelsey Lewis</b>	Grants and Program Manager	Wilsonville (SMART)
<b>Robin Fournier</b>	City Manager	Scotts Mills
<b>Roger Jordan</b>	Senior Advisor Emeritus	OCCMA

## *Ad Hoc Committees*

### Diversity, Equity, and Inclusion

<b>Sabrina Cotta</b>	Deputy City Manager	Ashland
<b>David Clyne</b>	Senior Advisor	
<b>Martha Bennett</b>	City Manager	Lake Oswego
<b>Masami Nishishiba</b>	Professor	PSU
<b>Jesse VanderZanden</b>	City Manager	Forest Grove
<b>Cole Haselip</b>	Management Analyst	Veneta
<b>Megan George</b>	Deputy City Manager	Tualatin
<b>Eileen Stein</b>	Interim Deputy Director, Business and Community Services	Clackamas County
<b>Kelsey Lewis</b>	Grants and Program Manager	Wilsonville (SMART)
<b>Stephanie Betteridge</b>	Chief Innovation Officer/Assistant City Manager	Bend
<b>Corey Falls</b>	Deputy City Manager	Gresham
<b>Robin Fournier</b>	City Manager	Scotts Mills

## Communications

<b>Jesse VanderZanden</b>	City Manager	Forest Grove
<b>Whitney Hale</b>	Deputy County Administrator	Deschutes County
<b>Gary Milliman</b>	Senior Advisor	
<b>David Milliron</b>	City Administrator	North Bend

## Civic Education

<b>Scott Dadson</b>	Executive Director	MWVCOG
<b>Eileen Stein</b>	Interim Business and Econ Dev Coordinator	Clackamas County
<b>Erik Kropp</b>	Deputy County Administrator	Deschutes County

## Veterans

<b>Sabrina Cotta</b>	Deputy City Manager	Ashland
<b>Michael Thomas</b>	City Administrator	Amity
<b>Eric Underwood</b>	City Manager	Donald
<b>Jerry Gillham</b>	City Manager	Sutherlin
<b>Aaron Palmquist</b>	City Manager	Irrigon

## NWWLA Steering Committee

<b>Alissa Angelo</b>	Interim City Manager	Stayton
<b>Martha Bennett</b>	City Manager	Lake Oswego
<b>Nina Vetter</b>	City Manager	Gresham
<b>Sherilyn Lombos</b>	City Manager	Tualatin
<b>Andi Howell</b>	Transit Director	Sandy
<b>Liz Newton</b>	Councilor	Tigard
<b>Jessica Harper</b>	Livability Manager	Gresham
<b>Sarah Medary</b>	City Manager	Eugene
<b>Aquilla Hurd-Ravich</b>	Community Development Director	Oregon City
<b>Jenny Haruyama</b>	City Manager	Beaverton
<b>Simone Brooks</b>	Assistant City Manager	Hillsboro
<b>Stephanie Betteridge</b>	Chief Innovation Officer	Bend

## NWWLA Leadership Team

<b>Megan Phelan, Chair</b>	Assistant City Manager	Lake Oswego
<b>Rachael Fuller</b>	Assistant County Administrator	Washington County
<b>Megan George</b>	Deputy City Manager	Tualatin
<b>Chris Bailey</b>	Public Works Director	Albany
<b>Kari Duncan</b>		Rockwood Water People's Utility District
<b>Emily Robertson</b>	Policy and Administration Manager	MCDD
<b>Sara Singer Wilson</b>	Consultant	SSW Consulting



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, LOC Project & Affiliates Manager  
**Date:** November 14, 2022  
**Subject:** 2023 Work Plan

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During the 2021 OCCMA Board Retreat members discussed the work plan for the upcoming year. On January 28, 2022 the OCCMA Board of Directors adopted the attached 2022 Work Plan. During the retreat members will be asked to review and update this plan for 2023.

**Attachments:**

1. 2022 Work Plan
2. Letter from the DEI Committee



## 2022 WORK PLAN

### OUR MISSION

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

### OUR STRATEGIC GOALS

Our Strategic Plan has four goals which reflect our Mission:

- A. Provide professional development opportunities to our members.
- B. Support our members in the profession.
- C. Foster diversity and inclusiveness of our membership.
- D. Promote and expand membership.

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

### CORE BELIEFS

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

## **WORK PLAN**

OCCMA carries out its Mission through programs, support services, and special activities conducted by the Board and a number of standing and ad hoc committees, with administrative support from the League of Oregon Cities. On January 28, 2022 the Board of Directors adopted a work plan for 2022. The letters in parentheses reference the goals(s) related to that work item. The 2022 OCCMA Work Plan is as follows:

### **A. OCCMA Board**

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

A.2 Review membership categories used by OCCMA to develop future local government managers and assistants. (D).

A.3 Review the OCCMA dues structure to provide opportunities to broaden membership in OCCMA, including consideration of agency dues and use of a progressive dues structure to encourage participation from smaller communities. (D).

A.4 Conduct an inventory of existing regional manager meetings and explore establishing regional meetings in parts of the state that are currently not served by regional manager groups and look at possibly utilizing the small cities network to assist with this effort (B).

A.5 Develop and provide OCCMA branded items for use in promoting the benefits and membership in OCCMA. (B).

A.6 Create a work group to develop structure and guidance for the Roger Jordan and Charlie Henry Scholarship Funds. Develop a funding plan and create an avenue for donations for these funds as well as for the NWWLA scholarship program. Determine how the remaining Host Committee funds will be spent. (B).

A.7 Explore interest in the creation of a Veteran's in Local Government group through a survey. (B,C).

A.8 Develop a relationship with the Oregon Association of Chiefs of Police (OACP). (B).

### **B. Nominating Committee**

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

### **C. Ethics Committee**

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

### **D. Support for Managers Committee**

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

D.2 Welcome newly appointed managers to the Association with a welcome package. (B,C).

**E. Bylaws Committee**

E.1 Develop written guidelines for scheduling billing and collection of dues by OCCMA. (B).

E.2 Review past OCCMA Board of Directors actions and ensure they are included in the Bylaws Policy Annex.

**F. Audit Committee**

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

**G. Professional Development Committee**

G.1 Utilize the draft PDC guidelines as a basis for conference planning in 2022, and review and revise the draft policy guidelines to reflect operational best practices for future conference planning. (A).

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

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

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

G.5 Work with the ICMA Student Chapter at PSU to bolster student membership in OCCMA. (D).

G.6 Explore ways to continue to utilize technology to provide virtual training options. Will need to work with the LOC to make this happen. (A).

**H. Diversity, Equity, and Inclusion Committee (ad hoc)**

H.1 Encourage strong partnerships with affiliate groups and encourage a formal path for partnership with OCCMA. (C, D).

H.2 Development of Training & Inclusion Opportunities. (D).

**I. Communications (ad hoc)**

I.1 Produce a quarterly newsletter with articles on ethics, promotion of professional development opportunities, and diversity, equity and inclusion initiation opportunities for the profession, including a list of regional managers' meetings and contacts for those groups. Use the newsletter and other media to promote positive images of city events and other creative ways to bring communities together (B).

I.2 Review the list-serve policy as it relates to ethics.



I.3 Review the content and design of the OCCMA website. (D).

**J. Northwest Women's Leadership Academy (ad hoc)**

J.1 Continue to support and grow the relationship with NWWLA. (C, D).

**K. Oregon Latinos in Local Government (OLLG)**

K.1 Build the relationship with OLLG and evaluate other opportunities to engage with OCCMA. (C, D).

**L. Create a Dues Restructuring Ad/Hoc Committee**

L.1 Review ICMA's dues restructuring plans and evaluate pro-rating of dues and consider a flat fee structure for cities under a certain population. (D).

**M. Create a Civic Education Ad/Hoc Committee**

M.1 Provide tools, resources, and information to OCCMA members for when they are educating newly elected officials, the community (i.e. chamber of commerce and civic classes), and future local government employees about local government and what city managers do. (B).

## Attachment 2

### OCCMA Diversity, Equity and Inclusion Committee

#### Annual Report and Draft Work Plan for 2023

November 2, 2022

**Comments from the Chair re: 2022** – As someone who has taken a tremendous amount of pride in being a high performer throughout my career, 2022 was a humble reminder that our health and wellbeing needs to be our individual and collective highest priority. My year started with some health challenges that led to a very slow start of this work in 2022. I’m accountable to that and the best lesson learned could be that having co-chairs could provide more structural integrity to this volunteer work.

**Visible work in 2022** – Building off of the recently adopted Statement of Belonging, the DEI committee worked to operationalize the “learning” portion of the statement. For the summer conference, we introduced a training titled, “Oregon’s Equity Journey, Key Equity Terms and Concepts.” This topic was chosen because one of the first steps in solving any issue is raising awareness and developing a shared vocabulary. The trainers from the cities of Bend and Hillsboro were able to bring their shared expertise to the membership to help build our base of awareness.

Less visible, but important work of 2022 – The committee members have continued discussions about how to elevate DEI in the profession, membership and our communities. While less visible, we quickly realized that there are not many spaces for open and frank conversations about DEI. We have a wide variety of demographics in Oregon and finding ways to support all OCCMA members on their DEI journey is not a fast or simple endeavor. Much of our conversations has centered around how to move this work forward, especially with shifting politics, and a potential focus for 2023.

#### **Draft plan for 2023**

In 2023, we are looking at strategies and actions to accomplish the following goals:

1. Strengthen OCCMA members’ capacity to lead DEI efforts in their organizations and communities; and
2. Cultivate inclusion and a sense of belonging within OCCMA.

A few actions associated with those goals:

Clarify and re-commit to including DEI topics at every conference and newsletter and working to spotlight the equity lens in every topic.

Data collection - We need current demographic information about our membership and beyond. What are the demographics of Oregon City Managers, Assistants and potentially City Records and where are they and their organizations in leading DEI. This could be a combined

research and survey project that looks at basic demographics and asks a few simple questions about leadership in this work. An example could be from Santa Clara County and a project that was presented at ICMA as part of the Equity cohort's final presentation. There could also be an opportunity to collaborate or utilize ELGL diversity dashboard.

Listening session follow up – Based on what we learn from the survey, offer a couple of listening session drop ins to better understand and support our membership.

Highlight and build on work of other state associations – Recognize that many local government staff are participating in associations that are doing excellent work on diversity, equity and inclusion. Our committee would like to engage with a few of those to see where we can support and not re-create existing resources. A good example is the Oregon Recreation and Parks Association.

Cultivate a welcoming and sense of belonging in profession and at our events – Consider looking at the COG's around the state and how they are the front door for OCCMA and new and emerging leaders. Continue more structured dinners and social activities at OCCMA events.

Encourage recruitment of more diverse senior advisors. Go beyond call for applications to direct calls and asks.



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, LOC Project & Affiliates Manager  
**Date:** November 14, 2022  
**Subject:** 2023 OCCMA Proposed Budget

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Staff met with President Marston and President-Elect Derickson to review the 2023 proposed budget. The following adjustments have been made for 2023:

- Spring Conference Registrations have been added under conference income and expenses.
- \$5,000 has been budgeted for the scholarship surcharge. Staff is seeking board direction on how this money should be allocated for scholarships.
- Increased the A/V Trade Show line item for the summer conference by \$3,000.
- Budgeted money for travel to the NW Regional Managers Conference to cover the travel expenses for the president and one staff member.
- Broke out the OLLG expenses from the LOC services line item (3-6001) and created a new line item under the OLLG expenses.
- Added a travel budget for the OLLG chair or their designee to travel to the Annual LGHN Conference and Membership meeting.

The total revenue proposed shows an increase of \$3,250 over the prior year. In addition, the proposed budget includes using \$22,474 in unrestricted funds in 2023 to cover expenses.

The OCCMA proposed ending fund balances:

- NW Woman's Leadership Academy \$6,395
- Oregon Latino in Local Government \$2,155
- Roger Jordan Scholarship Fund \$7,827
- OCCMA General Operating Fund \$180,302

The OCCMA board will be asked to formally adopt the 2023 Annual Budget at the January 27, 2023 meeting.

**Attachments:**

1. 2023 Proposed Budget

# Attachment 1



## OREGON CITY / COUNTY MANAGEMENT ASSOCIATION 2023 Budget - Proposed

		2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 Year End	2023 PROPOSED BUDGET	ADJ 2023 PROPOSED BUDGET	2023 Approved BUDGET
<b>Conference Income</b>								
<i><b>Fall Conference Registrations</b></i>								
3-4303	· Registration	1,475		7,500	7,500	7,500		
<b>Total Fall Conference</b>		1,475	0	7,500	7,500	7,500	0	0
<i><b>Spring Conference Registrations</b></i>								
*	· Registration	0		0	0	2,800		
<b>Total Spring Conference</b>		0	0	0	0	2,800	0	0
<i><b>Summer Conference</b></i>								
3-4404	· Registration	4,875	31,915	40,000	33,560	35,000		
3-4407	· Sponsorships	8,400	21,400	25,000	27,700	25,000		
3-4411	· Roger Jordan Scholarship	0	1,500	0	5,100	2,000		
3-4420	· Activity Fee	0		0	0	1,000		
<b>Total Summer Conference</b>		13,275	54,815	65,000	66,360	63,000	0	0
<i><b>NW Regional Conference</b></i>								
3-4501	· Registration	0	0	0	0	0		
3-4505	· Sponsorships	0	0	0	0	0		
<b>Total NW Regional Conference</b>		0	0	0	0	0	0	0
<b>Total · Conferences</b>		13,275	54,815	72,500	73,860	73,300	0	0
<i><b>NW Women's Leadership Academy</b></i>								
3-4606	· Registration	0	6,850	13,900	13,900	16,000		
3-4607	· Sponsorship	0	650	0	0			
3-460*	· Scholarship	0	0	0	1,000	0		
<b>Total NW Women's Leadership Academy</b>		0	7,500	13,900	14,900	16,000	0	0
<i><b>Oregon Latino's in Local Government</b></i>								
3-4608	· Dues	0	0	21,650	15,950	16,000		
<b>Total Oregon Latino's in Local Govt</b>		0	0	21,650	15,950	16,000	0	0
<b>General Operations Income</b>								
3-4701	· Dues	40,978	47,074	45,000	48,736	50,000		
*	· Dues Surcharge Scholarships					5,000		
3-4703	· Dues Surcharge 2021	6,094	0	0	0	0		
3-4760	· Board Retreat Meetings	928	3,030	0	0	0		
3-4770	· CIS Senior Advisor	0	2,500	2,500	2,500	2,500		
3-4780	· ICMA Senior Advisor	629	2,409	7,000	3,794	5,000		
3-4785	· Charlie Henry Scholarship			5,000	1,954	3,000		
<b>Total General Operations Income</b>		48,630	55,013	59,500	56,984	65,500	0	0
<b>Total Income</b>		61,905	117,328	167,550	161,694	170,800	0	0

**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION**

**2023 Budget - Proposed**

		2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 Year End	2023 PROPOSED BUDGET	ADJ 2023 PROPOSED BUDGET	2023 Approved BUDGET
<b>EXPENSE</b>								
<b>Conference Expense</b>								
<i><b>Fall Workshop</b></i>								
3-5334	· Food & Beverage Fall	0	0	6,000	6,000	6,000		
3-5335	· Room Rental Fall	500	0	600	600	600		
3-5338	· Administration Fall	0	0	0	0	0		
3-5339	· Speakers Fall	0	0	5,000	500	2,500		
<b>Total · Fall Conference</b>		500	0	11,600	7,100	9,100	0	0
<i><b>Spring Workshop</b></i>								
*	· Food & Beverage Spring	0	0	0	0	2,000		
*	· Room Rental Spring	0	0	0	0	600		
*	· Administration Spring	0	0	0	0	0		
*	· Speakers Spring	0	0	0	0	1,000		
<b>Total · Spring Conference</b>		0	0	0	0	3,600	0	0
<i><b>Summer Conference</b></i>								
3-5441	· Activities Summer	0	0	3,000	480	3,000		
3-5442	· Administration Summer	8,272	0	500	0	500		
3-5443	· A/V & Trade Show Summer	0	0	500	3,285	3,500		
3-5444	· Food & Beverage Summer	0	19,317	35,000	26,058	35,000		
3-5445	· Lodging Summer	0	0	1,000	1,786	2,000		
3-5446	· Postage/Printing Summer	324	510	500	243	500		
3-5447	· Travel Summer	0	164	300	159	500		
3-5448	· Roger Jordan Scholarship	0	906	1,000	2,836	2,000		
3-5450	· Speaker Summer	0	850	7,500	2,978	7,500		
<b>Total · Summer Conference</b>		8,596	21,747	49,300	37,825	54,500	0	0
<i><b>NW Regional</b></i>								
3-5552	· Administration	0	0	0	0	0		
3-5554	· Food & Beverage	0	0	0	0	0		
3-5556	· Postage/Printing	0	0	0	0	0		
3-5557	· Travel	0	0	0	799	2,500		
3-5559	· Speaker	0	0	0	0	0		
<b>Total · NW Regional</b>		0	0	0	799	2,500	0	0
<i><b>NW Women's Leadership Academy</b></i>								
3-5601	· LOC Administration- OCCMA contribution	0	2,500	2,500	2,500	2,575		
3-5602	· Other Administration	0	8,892	10,566	10,566	9,600		
3-5603	· A/V & Room	0	0	0	0	0		
3-5604	· Speaker	0	0	0	0	1,000		
3-5605	· Food & Beverage	0	0	0	0	6,000		
3-5606	· Miscellaneous	0	0	0	0	0		
<b>Total · NW Women's Leadership Academy</b>		0	11,392	13,066	13,066	19,175	0	0
<i><b>Oregon Latino's in Local Government</b></i>								
*	· LOC Administration- OCCMA contribution	0	0	0	3,125	3,126		
3-5701	· LGHN Dues	0	0	18,000	13,300	13,300		
3-5702	· Meetings & Events	0	0	2,500	495	2,650		
*	· Travel	0	0	0	0	2,000		
<b>Total Oregon Latino's in Local Government</b>		0	0	20,500	16,920	21,076	0	0

**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION**  
**2023 Budget - Proposed**

	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 Year End	2023 PROPOSED BUDGET	ADJ 2023 PROPOSED BUDGET	2023 Approved BUDGET
<b>General Operations Expenses</b>							
3-6001 · LOC Services	25,750	25,781	31,965	25,750	26,523		
3-6016 · Board Functions	0	3,232	6,000	3,500	6,000		
3-6019 · ICMA Executive Officers Membership	0	0	2,000	800	2,000		
3-6020 · ICMA Coaching Program	0	2,850	1,000	0	1,000		
3-6021 · Conference Calls	0	0	100	0	100		
3-6027 · Marketing/Supplies	0	572	1,000	496	1,000		
3-6033 · Miscellaneous	250	1,082	1,500	566	1,500		
3-6034 · Miscellaneous - Credit Card Exp	825	2,893	3,000	3,000	3,000		
3-6036 · National/Committee Travel	0	2,500	8,000	2,682	8,000		
3-6039 · Newsletter	1,401	0	2,500	0	2,500		
3-6042 · Postage	152	0	400	400	400		
3-6045 · Printing, Fax	0	0	300	0	300		
3-6051 · Scholarships Charlie Henry	0	0	3,000	2,346	3,000		
3-6054 · Senior Advisor	2,451	4,974	14,000	8,700	14,000		
3-6057 · Web Support	0	972	1,500	1,787	1,500		
3-6058 · Audit	0	0	8,000	0	8,000		
3-6059 · Sponsorship of Other Organizations	0	0	2,000	250	2,000		
3-6060 · Managers In Transition	0	0	2,500	1,650	2,500		
* · Host Committee Account Transfer	0	81,901	0	0	0		
* · Contingency	0	0	0	0	0		
<b>Total General Operations Expenses</b>	<b>30,829</b>	<b>126,758</b>	<b>88,765</b>	<b>51,928</b>	<b>83,323</b>	<b>0</b>	<b>0</b>
<b>Total Expenses</b>	<b>39,425</b>	<b>159,896</b>	<b>183,231</b>	<b>127,637</b>	<b>193,274</b>	<b>0</b>	<b>0</b>
<b>Net Income (Loss)</b>	<b>22,479</b>	<b>(42,568)</b>	<b>(15,681)</b>	<b>34,057</b>	<b>(22,474)</b>	<b>-</b>	<b>-</b>
<b>Fund Balance, beginning year</b>	<b>205,185</b>	<b>227,664</b>	<b>185,096</b>	<b>185,096</b>	<b>219,153</b>		
<b>Net Income (Loss)</b>	<b>22,479</b>	<b>(42,568)</b>	<b>(15,681)</b>	<b>34,057</b>	<b>(22,474)</b>	<b>0</b>	<b>0</b>
<b>Fund Balance, end of year</b>	<b>227,664</b>	<b>185,096</b>	<b>169,415</b>	<b>219,153</b>	<b>196,679</b>	<b>0</b>	<b>0</b>

**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION**

**2023 Budget - Proposed**

	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 Year End	2023 PROPOSED BUDGET	ADJ 2023 PROPOSED BUDGET	2023 Approved BUDGET
<b>Beginning Cash</b>							
Beginning Cash - Operations	110,256	180,728	178,906	178,906	200,826		
Beginning Cash - NWWLA	0	0	6,190	6,190	8,345		
Beginning Cash - 2021 ICMA Conference	89,307	81,901	0	0	0		
Beginning Cash - OLLG	0	0	0	0	2,155		
Beginning Cash - RJ Scholarship	5,622	4,968	5,562	5,562	7,827		
Beginning Cash - Charlie Henry Scholarship	0	0	0	0	0		
<b>Total Beginning Cash</b>	<b>205,185</b>	<b>267,597</b>	<b>190,658</b>	<b>190,658</b>	<b>219,153</b>	<b>0</b>	<b>0</b>
<b>Transfers</b>							
· Operating to NWWLA	0	6,190	3,334	4,334	6,400		
· Operating to ICMA 2021	7,406	81,901	0	0	0		
· Operating to OLLG	0	0	1,150	2,155	(1,950)		
· Operating to RJ Scholarship	0	594	(1,000)	2,264	0		
· Operating to Charlie Henry Scholarship	0	0	0	0	0		
<b>Total Transfers</b>	<b>7,406</b>	<b>88,685</b>	<b>3,484</b>	<b>8,753</b>	<b>4,450</b>	<b>0</b>	<b>0</b>
<b>Ending Cash</b>							
· Ending Cash Balance - Operations /Unrestricted	180,728	178,906	158,741	200,826	180,302		
· Ending Cash Balance - NWWLA		6,190	9,524	8,345	6,395		
· Ending Cash Balance - ICMA 2021	81,901	0	0	0	0		
· Ending Cash Balance - OLLG		0	1,150	2,155	2,155		
· Ending Cash Balance - RJ Scholarship	4,968	5,562	0	7,827	7,827		
· Ending Cash Balance - Charlie Henry	0	0	0	0	0		
<b>Total Ending Cash OCCMA</b>	<b>185,696</b>	<b>185,096</b>	<b>169,415</b>	<b>219,153</b>	<b>196,679</b>	<b>0</b>	<b>0</b>