



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

OCCMA Board of Directors Meeting

January 26, 2024 | 10:30 – 11:30 am

Join Zoom Meeting

<https://us02web.zoom.us/j/82612227237?pwd=NUdJMmZNRitPTmdZZGwNWlveUVGdz09>

Meeting ID: 826 1222 7237 | Passcode: 789318 | Dial-in: +1 253 215 8782

AGENDA

| | |
|---|----|
| A. Welcome (<i>President Huff</i>) | - |
| 1. Agenda (Additions) | - |
| 2. President's Report (<i>President Huff</i>) | - |
| B. Consent Calendar* (<i>President Huff</i>) | - |
| 1. Minutes of November 16-17, 2023 Board Meeting and Retreat | 03 |
| 2. Budget vs Actuals | 12 |
| 3. Transactions by Vendor..... | 15 |
| 4. Summary of all Contracts Executed on Behalf of OCCMA | 18 |
| C. LOC Board of Directors Report (<i>Aaron Cubic</i>) | - |
| D. Discussion and Adoption of 2024 Work Plan* (<i>President Huff</i>) | 19 |
| E. Adopt 2024 Budget* (<i>Angela Speier</i>) | 30 |
| F. Senior Advisor Vacancy* (<i>President Huff</i>) | 35 |
| G. Appointment to LOC Policy Committees* (<i>Patty Mulvihill</i>) | 38 |
| H. Review Proposed Changes to the LOC Contract for Services (<i>Angela Speier</i>) | 40 |
| I. Membership Report (<i>Angela Speier</i>) | 72 |
| J. 2024 Committee Rosters (<i>President Huff</i>) | 74 |
| K. Oregon Latinos in Local Government Update (<i>Abigail Elder</i>) | 79 |
| L. Committees | |
| ❖ Reports and Action Items | |
| 1. Bylaws (<i>Aaron Palmquist</i>) | - |
| 2. Communications (<i>Andy Varner</i>) | - |
| 4. DEI (<i>Mark Shepard</i>) | - |
| 5. Ethics (<i>Zoe Mombert</i>) | - |



OCCMA

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| | |
|--|---|
| 6. ICMA Liaison (<i>Scott Derickson</i>) | - |
| 7. Nominating (<i>Scott Derickson</i>) | - |
| 8. Professional Development (<i>Martha Bennett</i>) | - |
| 9. Support for Managers (<i>John Walsh</i>) | - |
| 10. Northwest Women's Leadership Academy (<i>Nina Vetter</i>) | - |
| 11. Civic Education Committee (<i>Zoe Mombert</i>) | - |
| 12. Scholarship Committee (<i>Sabrina Cotta</i>)..... | - |
| M. Senior Advisor Update | - |
| N. Other (<i>Dan Huff</i>) | - |
| O. Adjournment (<i>Dan Huff</i>) | - |

* 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 and Retreat

November 16-17, 2023

Independence Event Center | River A & B

555 South Main Street, Independence, OR 97351

MINUTES

Board Members:

Scott Derickson, President – Excused

Dan Huff, President-Elect – Excused

Susie Marston, Past President – Present

Angela Speier, Secretary, LOC – Present

John Walsh, Director – Present

Andy Varner, Director – Present

Rachael Fuller, Director – Present

Adam Brown, Director – Present

Aaron Palmquist, Director – Present

Zoe Mombert, Director – Present

Mark Shepard, Director – Present

Jerry Gillham, Director – Present

Others: Martha Bennett, 2024 President-Elect; Nina Vetter, Director-Elect; Abigail Elder, Director-Elect; Dave Waffle, Senior Advisor; Sheila Ritz, Senior Advisor; David Clyne, Senior Advisor; Rob Drake, Senior Advisor; and Richard Meyers, Senior Advisor

REGULAR BOARD AGENDA

A. Welcome

Past President Marston called the meeting to order at 10:09 am and introductions were made.

B. Consent Calendar

It was moved by Director Palmquist and seconded by Director Shepard to approve the consent calendar. The motion passed unanimously. (9-0) [9-Yes (Marston, Fuller, Palmquist, Walsh, Varner, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 2-Absent (Derickson and Huff)].

C. Appoint Additional Director to the OCCMA Board

Past President Marston explained as part of the bylaw changes the OCCMA membership approved the addition of a director position on the OCCMA Board of Directors. The Nominating Committee is recommending Sabrina Cotta, Acting Ashland City Manager to fill that position.

It was moved by Director Gillham and seconded by Director Brown to appoint Sabrina Cotta to fill the newly created director position on the OCCMA Board of Directors for a term expiring on December 31, 2025. The motion passed unanimously. (9-0) [9-Yes (Marston, Fuller, Palmquist, Walsh, Varner, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 2-Absent (Derickson and Huff)].

D. Membership Drive

The board discussed the membership drive materials and the demographic questions proposed by the DEI Committee. The board would like to see a question added about how long the individual has been a member of the OCCMA.

It was moved by Director Palmquist and seconded by Director Gillham to approve the 2024 membership drive materials. The board agreed to add a question related to how long the individual has been a member of the OCCMA. There was no further discussion and the motion passed unanimously. (9-0) [9-Yes (Marston, Fuller, Palmquist, Walsh, Varner, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 2-Absent (Derickson and Huff)].

E. 2024 OCCMA Board Calendar

Staff reviewed the 2024 board calendar, and the board was agreeable to the dates listed.

F. Approve Registration Fee for the NW Regional Managers Conference

Staff explained to cover the cost of food and beverage at the NW Regional Managers Conference staff is recommending the member registration rate be \$500, the non-member rate \$600, the guest registration rate at \$325, and the guest dinner only rate be \$60. Director Gillham volunteered to help coordinate a tour of Camp Rilea if the conference planning committee is interested. The board discussed the need to ensure the registration cost covers the cost of meals and tours. The board stressed the need to secure sponsorships to also help offset conference costs.

It was moved by Director Mombert and seconded by Director Varner to set the conference registration for members at \$495 and non-members at \$595. The quest registration rate at \$325 and the quest dinner only rate at \$60. There was no further discussion and the motion passed unanimously. (9-0) [9-Yes (Marston, Fuller, Palmquist, Walsh, Varner, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 2-Absent (Derickson and Huff)].

G. Senior Advisor Reports

Richard Meyers said he emailed the city managers in his territory introducing himself as their new senior advisor.

David Clyne said he was torn by the role between senior advisor and interim city manager. He said serving as an interim makes him feel more current and relevant in his role as a senior advisor. He said the recruitment process in Cottage Grove is going well and is being handled by GMP. Canby is in the final stage for their recruitment. He said Christy Wurster has been appointed to serve as the interim city manager in Monmouth. He stressed the need to review the OCCMA process for handling ethics complaints against OCCMA members who are not members of the ICMA. He thanked Director Shepard for chairing the DEI Committee in 2023.

Sheila Ritz said three finalists were interviewed last night for the city administrator position in Canby. Allison Williams has been appointed as the Hood River County Administrator and Philip Morley has recently been terminated in Fairview.

Dave Waffle said there is a new manager in Durham and vacancies in Maupin and Mitchell. He also provided updates on Cornelius and Washington County. He has been working with the PSU student chapter. He said Yachats hired Bobbi Price as their city manager.

Rob Drake provided an update on Baker City. The board discussed the need to provide education to the new city council and whether that should be a LOC function or a function of the OCCMA.

Director Varner stressed the need for help with contract negotiation, especially for new Oregon managers.

Past President Marston adjourned the OCCMA Board of Directors meeting at 11:06 am.

RETEAT AGENDA

A. Recognition of Outgoing Director Rachael Fuller

11:06 am

Past President Marston recognized Rachael Fuller for her work on board.

Took a break at 11:09 am and reconvened at 12:27 pm.

It was suggested that we should feature an article about economic development in Independence in the OCCMA Newsletter.

B. 2024 Work Plan

12:27 pm

President-Elect Bennett would like the board to have a check in on what the association should be doing to support the membership. When reviewing the work plan from last year she felt the board has taken on too much. She would like the board to honestly discuss what they are excited about and what should be prioritized in 2024. In return the board should also think about what items in the work plan should be stopped. The board responded to the following questions.

What are the top three to five things that are having an impact on the profession of local government management right now?

- Trouble with elected officials and polarization in councils.
- Public engagement – public expectations to engage over social media.
- Lack of respect for local government professionalism. There seems to be a decline of expertise, and everyone brings their own facts/information to challenge things that seem to be straightforward. There is a lack of respect for local government and facts don't seem to matter.
- Managing misinformation – staff is on the defense all the time. What is the city's role in combating misinformation. Managing the speed of information and disruptions from the community.
- Not enough money and not enough time.
- Lack of mentoring the next generation of local government managers. Lack of interest from the next generation. Lack of knowledge and competence.
- Recruitment and retention of high-quality staff. The need to teach basics to new employees.
- Community values and increasing expectations. Different demands for different parts of the community. New service mandates and challenges of diversity.
- Dealing with state and/or internal mandates. There is a lack of understanding of local government. Increasing demands for local government to increase services due to the lack of state resources (M110 and homelessness).

- Civility.
- Aging population.
- Rural and urban divide.
- Insufficient sanctions for people who demonstrate unethical behavior.
- The pace of technology changes and associated risk management.

What are the challenges and opportunities for the OCCMA?

- Cost and time of professional development.
- Support for managers of the future (our replacements) – how do we have them be successful and how to get them more engaged in the association.
- Strengthen reputation for profession. How do we make the OCCMA more relevant and be more of a partner. How do we reach high schools, colleges, and other professionals. Need to be respected as experts and have brand recognition.
- Members need resources to train and support elected officials.
- Diversifying the membership (more reflective of communities). Diversifying the pipeline and looking at people who might see local government management as a second career choice.
- Diverse members need custom services.
- Job is getting harder, who would want to do it. Create a sense of belonging for all members. Need for inspiration. Identify who the members are first then provide the support. Expand the membership. Networking. Are we doing enough to help newer managers deal with the political divisiveness. Long term infrastructure to make the profession more inviting.
- Who are our members? If we are expanding, we need to include them.
- Professional development. Teach managers how to think critically (leadership and skill development) not just dealing with issues.
- Passionate leadership in OCCMA.
- Are we a club of people with certain titles or are we an association that supports the profession and people at every stage?
- Is there a place for policy advocacy. LOC and elected officials.
- Volunteer board.
- Investment of time. Three years vs. episodic.
- Code of ethics.
- Does the MPA program really develop the proper skills for the profession.
- Transition services.

Three most valuable things the OCCMA provides to its members?

- Networking – intimacy and trust in other members. Shared experience between members.
- Strength in numbers.
- Code of Ethics – being part of a community that values ethics.
- Helpful resources – stealing best practices.
- It's the only state association.
- Summer Conference and NW Regional Managers Conference
 - Professional development opportunities for members at varying levels in their career.
- Peer mentorship.

- Inspiration – learning about what other communities around the state are doing.
- Listserv
- Dilemma
 - Intimacy, trust, and the ability to be vulnerable with shared experiences vs. growing membership with upcoming people. Welcoming people who are assistants/department heads/management analysts, etc. Inclusive and welcoming.

The board took a break at 2:30 pm and reconvened at 2:40 pm.

Least valuable services to the membership

- The formal structure of the senior advisor program.
- Newsletter
- Other conferences, such as the fall workshop.
- Content management of listserv – listserv directory.
- Too many committees, specifically the Audit Committee and the ICMA Liaison Committee.
- 20th century communications.

Parking lot

- Small cities network
- ICMA credentialing program

President-Elect Bennett asked the members to review the 2023 Work Plan and star items to keep or remove the ones they don't think the OCCMA should be working on.

What are the things we are doing well and what should we be doing more of?

- Networking opportunities
 - Informal and lower cost
- Provide more intellectual/academic training in core competencies in local government management.
 - Get more content as part of PSU, University of Oregon, and Willamette MPA programs.
- How to attract new people into the profession.
 - Support the NWWLA
 - Support the OLLG
- Ethics training for both members and elected officials.
- Offer more scholarship opportunities to attend conferences.
- Amplify voice with the LOC and the state.
- Brand awareness/promote the OCCMA.
- Welcome and include newcomers in both networking and content.

What should we start doing to increase value to members?

- More interactive training.
- Provide content for managers new to Oregon.
- Look at the listserv - synchronize/streamline communication.
 - Archive content – both listserv questions and conference content.

- Non conferencing networking opportunities.

What should we stop doing?

- Newsletter - what do we replace it with?
 - Podcast?
 - Website?
 - Blog?
 - social media?
- Anything that has not been started.
- Audit Committee.

The board took a break for the evening at 3:49 pm.

The board returned to the retreat on Friday, November 17, 2023 at 8:38 am.

Discussion wrap-up

- Update member communications
 - Newsletter
 - Listserv
- Revamp professional development
 - Lots of details in list of how/what we do
- OCCMA brand and reputation – Communications Committee
- Increase and diversify the membership. Welcome and include new members without losing collegiality of OCCMA – Board function.
- Examine the Support for Managers Program.
- Ethics
- Maybe – expand networking opportunities outside of conferences.
- Strength relationship with the LOC
 - Trainings
 - Legislative issues

Work Plan Review

OCCMA Board

President-Elect Bennett lead the board through a review of the 2023 Work Plan.

The board modified item A.1 to work with the League of Oregon Cities to train elected officials.

The board removed items A.2, A.3, and A.4 from the work plan.

Work plan items A.5 and A.6 were moved to the Civic Education Committee. The board would also like to see the Civic Education Committee present the Civic Education Toolkit to the OMA Board of Directors.

The following work plan items were added:

A.2 Strengthen the relationship between the League of Oregon Cities.

A.3 Increase and expand the membership by 10 percent.

A.4 Speak and/or be available at events and at other professional conferences to increase awareness about the OCCMA.

The board discussed various ways to try and bring new members into the association. Such as hosting a preconference networking event and then allowing people to attend the keynote session.

Nominating Committee

The board kept work plan item B.1 and removed item B.2 because it has been completed.

Ethics Committee

The board kept work plan item C.1 but broke it out into two work plan items and added C.3 to review Article 11 of the OCCMA Policy Annex and recommend changes to the Bylaws Committee.

Support for Managers

The board added a work plan item to: review the existing support for managers program and make recommendations to improve how the OCCMA is supporting new and current members.

Director Brown suggested instituting a program that would allow peer-to-peer contact with new managers.

Bylaws Committee

The Bylaws Committee completed the tasks from 2023 and the board decided to add the following work plan item.

E.1 Review the OCCMA Bylaws and Policy Annex as needed.

Audit Committee

The board recommended removing this committee from the work plan.

Professional Development Committee

G.1. The board decided to keep this item but amend it to read: Utilize the PDC guidelines as a basis for conference planning in 2024.

G.2 Keep as is.

G.3 The board removed this work plan item.

G.4 (now G.3) Keep as is.

G.5 The board decided to move this item to the Scholarship Committee.

G.6 (now G.4) Keep as is.

G.7 The board removed this work plan item.

G.8 (now G.5) Keep as is.

G.9 The board removed this work plan item.

The board discussed holding a basic local government workshop for new members and affiliates and have a networking event that includes these groups and city managers.

DEI Committee

Director Shepard reviewed the four goals proposed by the DEI Committee and the board decided to replace the current list with the new committee recommendations. The second item was changed from providing the Communications Committee with content instead of a newsletter article.

Communications Committee

The board would like to see the first item focused on overhauling the OCCMA communications program and make a recommendation on how to improve communication with the membership.

The board discussed asking the members about what they like about the current communication and what they would like to see potentially instead of the newsletter. Director Elder volunteered to serve on the committee. The key question is how the membership wants to receive information and how they can contribute to promoting content.

Expanding networking opportunities outside of conferences was also added to the work plan.

NWWLA

The board decided to change J.2 to match with the DEI Committee work plan item 1.

The board discussed the level of support it offers to the NWWLA and suggested scheduling a joint meeting between the board and the NWWLA Leadership Team or the Steering Committee.

OLLG

The board decided to match the language with the DEI Committee work plan item 1.

Civic Education Committee

The board decided to keep the first work plan item as is, but removed L.2, L.3, L.4, and L.5. The work plan items from the board section were added.

The board asked to add an item related to rolling out the presentation template.

Scholarship Committee

The board added the work plan item from the Professional Development Committee related to the ICMA Chapter to bolster student membership in OCCMA. They also added a work plan item to promote, fund, and award scholarships.

Veteran's Committee

The board replaced the 2023 work plan item with promoting the ICMA Veteran's fellowship program.

C. Committees

The board reviewed the proposed committee assignments and made recommendations to President Huff for a few additional appointments. Staff will follow up with OLLG and NWWLA to see if anyone would want to participate in the Summer Conference Planning Committee and Director Shepard will inquire with the DEI Committee.

The board discussed who should lead the board's effort to build the relationship between the LOC and the OCCMA. Director Vetter, Director Shepard, President-Elect Martha Bennett, Director Walsh, and Past President Derickson were selected to lead those efforts.

D. 2024 OCCMA Proposed Budget

The board reviewed the proposed budget and made the following changes.

- Increase the Charlie Henry Scholarship (3-6051) to \$7,600.
- Change Committee Account to Ethics Committee Account (3-3062).
- Increase the Sponsorship of other Organizations (3-6059) to \$5,000.
- Increase the speaker fees for the Summer Conference (3-5450) to \$15,000.
- Increase the speaker fees for the NW Regional Managers Conference (3-5559) to \$15,000.

E. Other Business

David Clyne discussed a recent effort of some cities to hire their own lobbyist and how they recently presented their proposal at a small cities meeting. The board discussed this movement and how the OCCMA can help keep cities involved in the LOC.

F. Adjournment

The board ended with a discussion on how the retreat went. Overall members liked the facility and the facilitated conversation. In the future staff will make sure we have a sound system.

President-Elect Bennett adjourned the retreat at 10:50 am.

APPROVED by the OCCMA Board of Directors on January 26, 2024.

Respectfully submitted by:

/s/Angela Speier, Project & Affiliates Manager

Oregon City/County Management Association

Budget vs. Actuals: OCCMA CY 2023 (Copy) - FY23 P&L

January - December 2023

| | TOTAL | | | |
|---|---------------------|---------------------|-----------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| 3-4000 Conference Income | | | | |
| 3-4300 Fall Conference | | | | |
| 3-4303 Registration Fall Conference | | 7,500.00 | -7,500.00 | |
| Total 3-4300 Fall Conference | | 7,500.00 | -7,500.00 | |
| 3-4350 Spring Conference | 2,543.00 | | 2,543.00 | |
| 3-4351 Spring Conference Registration | | 2,800.00 | -2,800.00 | |
| Total 3-4350 Spring Conference | 2,543.00 | 2,800.00 | -257.00 | 90.82 % |
| 3-4400 Summer Conference | | | | |
| 3-4404 Registration Summer Conference | 32,350.00 | 35,000.00 | -2,650.00 | 92.43 % |
| 3-4407 Sponsorships | 42,500.00 | 30,000.00 | 12,500.00 | 141.67 % |
| 3-4420 Activity Fee | 700.00 | 1,000.00 | -300.00 | 70.00 % |
| Total 3-4400 Summer Conference | 75,550.00 | 66,000.00 | 9,550.00 | 114.47 % |
| 3-4600 NW Women's Academy | | | | |
| 3-4606 NW Women's Leader Summit | 15,850.00 | 16,000.00 | -150.00 | 99.06 % |
| Total 3-4600 NW Women's Academy | 15,850.00 | 16,000.00 | -150.00 | 99.06 % |
| Total 3-4000 Conference Income | 93,943.00 | 92,300.00 | 1,643.00 | 101.78 % |
| 3-4700 General Operations | | | | |
| 3-4001 Dues | 45,301.68 | 50,000.00 | -4,698.32 | 90.60 % |
| 3-4702 Dues Surcharge Scholarship(s) | 7,783.28 | 5,000.00 | 2,783.28 | 155.67 % |
| 3-4770 CIS Senior Advisor | 2,500.00 | 2,500.00 | 0.00 | 100.00 % |
| 3-4780 ICMA Senior Advisor | 6,327.59 | 5,000.00 | 1,327.59 | 126.55 % |
| 3-4785 Charlie Henry Scholarship | | 0.00 | 0.00 | |
| Total 3-4700 General Operations | 61,912.55 | 62,500.00 | -587.45 | 99.06 % |
| 3-9998 Uncategorized Income | -9,800.00 | 224,271.00 | -234,071.00 | -4.37 % |
| Beginning Cash | 13,800.00 | | 13,800.00 | |
| Oregon Latinos in Local Government | | | | |
| 3-4608 OLLG Dues | 1,000.00 | 16,000.00 | -15,000.00 | 6.25 % |
| Total Oregon Latinos in Local Government | 1,000.00 | 16,000.00 | -15,000.00 | 6.25 % |
| Total Income | \$160,855.55 | \$395,071.00 | \$ -234,215.45 | 40.72 % |
| GROSS PROFIT | \$160,855.55 | \$395,071.00 | \$ -234,215.45 | 40.72 % |
| 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 | 1,546.43 | 2,500.00 | -953.57 | 61.86 % |
| Total 3-5330 Fall Conference | 1,546.43 | 9,100.00 | -7,553.57 | 16.99 % |
| 3-5360 Spring Workshop | 0.00 | | 0.00 | |
| 3-5361 Food & Beverage -Spring | | 2,000.00 | -2,000.00 | |
| 3-5362 Room Rental - Spring | | 600.00 | -600.00 | |

Oregon City/County Management Association

Budget vs. Actuals: OCCMA CY 2023 (Copy) - FY23 P&L

January - December 2023

| | TOTAL | | | |
|---|------------------|------------------|-------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 3-5364 Speaker(s) - Spring | 1,112.78 | 1,000.00 | 112.78 | 111.28 % |
| Total 3-5360 Spring Workshop | 1,112.78 | 3,600.00 | -2,487.22 | 30.91 % |
| 3-5440 Summer Conference | | | | |
| 3-5441 Activities Summer | 1,195.37 | 3,000.00 | -1,804.63 | 39.85 % |
| 3-5442 Administration Summer | | 500.00 | -500.00 | |
| 3-5443 Audio/Trade Show Summer | 4,500.00 | 3,500.00 | 1,000.00 | 128.57 % |
| 3-5444 Food & Beverage Summer | 19,756.43 | 35,000.00 | -15,243.57 | 56.45 % |
| 3-5445 Lodging Summer | 1,106.20 | 2,000.00 | -893.80 | 55.31 % |
| 3-5446 Postage/Printing Summer | 360.00 | 500.00 | -140.00 | 72.00 % |
| 3-5447 Travel Summer | | 500.00 | -500.00 | |
| 3-5448 LOC Summer Wells/Jordan Sch | 2,137.32 | 2,500.00 | -362.68 | 85.49 % |
| 3-5450 Speaker Summer | 8,379.47 | 7,500.00 | 879.47 | 111.73 % |
| Total 3-5440 Summer Conference | 37,434.79 | 55,000.00 | -17,565.21 | 68.06 % |
| 3-5550 NW Regional | | | | |
| 3-5557 NW Travel | | 4,000.00 | -4,000.00 | |
| Total 3-5550 NW Regional | | 4,000.00 | -4,000.00 | |
| 3-5600 NW Women Academy | | | | |
| 3-5601 LOC Admin Svcs NWWLA | 2,729.50 | 2,575.00 | 154.50 | 106.00 % |
| 3-5602 Other Administration | 5,050.82 | 9,600.00 | -4,549.18 | 52.61 % |
| 3-5604 Speaker Fees | 2,000.00 | | 2,000.00 | |
| 3-5605 NW Women Food & Beverage | 1,423.79 | 6,000.00 | -4,576.21 | 23.73 % |
| 3-5606 Miscellaneous | | 1,000.00 | -1,000.00 | |
| Total 3-5600 NW Women Academy | 11,204.11 | 19,175.00 | -7,970.89 | 58.43 % |
| Total 3-5100 Conferences | 51,298.11 | 90,875.00 | -39,576.89 | 56.45 % |
| 3-5700 Oregon Latino's in Local Government | | | | |
| 3-5701 LGHN Dues | | 13,300.00 | -13,300.00 | |
| 3-5702 Meetings & Events | 529.00 | 2,650.00 | -2,121.00 | 19.96 % |
| 3-5703 LOC Admin Services | 3,172.88 | 3,126.00 | 46.88 | 101.50 % |
| 3-5704 Travel | | 2,000.00 | -2,000.00 | |
| Total 3-5700 Oregon Latino's in Local Government | 3,701.88 | 21,076.00 | -17,374.12 | 17.56 % |
| 3-6000 Operations Expense | | | | |
| 3 6056 Listerv | | 750.00 | -750.00 | |
| 3-6001 LOC Services | 26,136.20 | 26,523.00 | -386.80 | 98.54 % |
| 3-6016 Board Functions | 1,484.16 | 6,000.00 | -4,515.84 | 24.74 % |
| 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 | | 3,000.00 | -3,000.00 | |
| 3-6030 Membership | 183.78 | | 183.78 | |
| 3-6033 Miscellaneous | | 1,500.00 | -1,500.00 | |
| 3-6034 Miscellaneous Credit Card Exp | 0.00 | 3,000.00 | -3,000.00 | 0.00 % |
| 3-6035 Insurance | 750.00 | 750.00 | 0.00 | 100.00 % |

Oregon City/County Management Association

Budget vs. Actuals: OCCMA CY 2023 (Copy) - FY23 P&L

January - December 2023

| | TOTAL | | | |
|---|--------------------|---------------------|-----------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 3-6036 National/Committee Travel | 0.00 | 8,000.00 | -8,000.00 | 0.00 % |
| 3-6039 Newsletter | | 2,500.00 | -2,500.00 | |
| 3-6042 Postage | 0.00 | 400.00 | -400.00 | 0.00 % |
| 3-6045 Printing, Fax | | 300.00 | -300.00 | |
| 3-6051 Scholarships Charlie Henry | 2,341.78 | 2,500.00 | -158.22 | 93.67 % |
| 3-6054 Senior Advisor | 10,077.57 | 14,000.00 | -3,922.43 | 71.98 % |
| 3-6057 Web Support | 1,188.00 | 1,500.00 | -312.00 | 79.20 % |
| 3-6058 Audit | | 8,000.00 | -8,000.00 | |
| 3-6059 Sponsorship of Other Organizations | | 2,000.00 | -2,000.00 | |
| 3-6060 Managers In Transition | 1,800.00 | 2,500.00 | -700.00 | 72.00 % |
| Total 3-6000 Operations Expense | 43,961.49 | 86,323.00 | -42,361.51 | 50.93 % |
| Melio Credit card fee | 97.50 | | 97.50 | |
| Total Expenses | \$99,058.98 | \$198,274.00 | \$ -99,215.02 | 49.96 % |
| NET OPERATING INCOME | \$61,796.57 | \$196,797.00 | \$ -135,000.43 | 31.40 % |
| NET INCOME | \$61,796.57 | \$196,797.00 | \$ -135,000.43 | 31.40 % |

Oregon City/County Management Association

Transaction List by Vendor

October - December, 2023

| DATE | TRANSACTION TYPE | NUM | POSTING | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|--------------------------------------|----------------------|--------|---------|---|-------------------------|-----------|
| Canopy | | | | | | |
| 10/02/2023 | Bill Payment (Check) | | Yes | Admin Fee for Counseling | 3-1001 Checking | -150.00 |
| 10/09/2023 | Bill | 124117 | Yes | Services for MITs | 3-2099 Accounts Payable | 150.00 |
| 10/13/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -150.00 |
| 11/01/2023 | Bill | | Yes | | 3-2099 Accounts Payable | 150.00 |
| 12/01/2023 | Bill | | Yes | | 3-2099 Accounts Payable | 150.00 |
| 12/29/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -150.00 |
| Dave Kanner | | | | | | |
| 10/09/2023 | Bill | | Yes | Senior Advisor Reimbursement | 3-2099 Accounts Payable | 47.96 |
| 10/10/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -47.96 |
| Dave Waffle | | | | | | |
| 10/09/2023 | Bill | | Yes | Senior Advisor Reimbursement | 3-2099 Accounts Payable | 317.17 |
| 10/10/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -317.17 |
| 12/29/2023 | Bill | | Yes | | 3-2099 Accounts Payable | 244.97 |
| David Clyne | | | | | | |
| 10/09/2023 | Bill | | Yes | Senior Advisor Reimbursement | 3-2099 Accounts Payable | 406.54 |
| 10/09/2023 | Bill | | Yes | Reimbursement Ethics Comm. fact finding | 3-2099 Accounts Payable | 45.00 |
| 10/10/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -45.00 |
| 10/10/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -406.54 |
| Forest Grove | | | | | | |
| 10/09/2023 | Bill | | Yes | Golf Tournament Reimbursement | 3-2099 Accounts Payable | 70.00 |
| 10/10/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -70.00 |
| Foster Garvey | | | | | | |
| 11/21/2023 | Bill | | Yes | Fall Workshop Speaker | 3-2099 Accounts Payable | 1,546.43 |
| Gary Milliman | | | | | | |
| 10/09/2023 | Bill | | Yes | Senior Advisor Reimbursement | 3-2099 Accounts Payable | 1,902.88 |
| 10/30/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -1,902.88 |
| Independence Hotel | | | | | | |
| 11/17/2023 | Bill | | Yes | Board Retreat: Food & Beverage | 3-2099 Accounts Payable | 997.47 |
| 12/01/2023 | Bill Payment (Check) | | Yes | Senior Advisor Hotel Rooms | 3-1001 Checking | -997.47 |
| Just Right Awards and Engraving Inc. | | | | | | |
| 10/10/2023 | Bill Payment (Check) | | Yes | Board plaques | 3-1001 Checking | -419.08 |
| LOC | | | | | | |
| 10/02/2023 | Bill Payment (Check) | | Yes | Rob Drake LOC Annual Conference | 3-1001 Checking | -520.00 |

Oregon City/County Management Association

Transaction List by Vendor

October - December, 2023

| DATE | TRANSACTION TYPE | NUM | POSTING | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|------------|----------------------|---------|---------|--|-------------------------|------------|
| 10/02/2023 | Bill Payment (Check) | | Yes | Q3&4 LOC Staffing Services | 3-1001 Checking | -16,313.10 |
| 10/02/2023 | Bill Payment (Check) | | Yes | Staff Credit Card: Summer Conference | 3-1001 Checking | -8,575.50 |
| 10/19/2023 | Bill | | Yes | Legal Services-Ethics | 3-2099 Accounts Payable | 137.50 |
| 10/25/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -137.50 |
| Check Fees | | | | | | |
| Melio | | | | | | |
| 10/01/2023 | Bill Payment (Check) | 143339 | Yes | | 3-1001 Checking | -1.50 |
| 10/03/2023 | Bill | 2968885 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/03/2023 | Bill | 2969420 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/03/2023 | Bill | 2970468 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/03/2023 | Bill | 2970912 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/09/2023 | Bill Payment (Check) | 143333 | Yes | | 3-1001 Checking | -1.50 |
| 10/11/2023 | Bill | 3030530 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/11/2023 | Bill | 3031118 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/11/2023 | Bill | 3031419 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/11/2023 | Bill | 3032439 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/11/2023 | Bill | 3036085 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/16/2023 | Bill | 3067547 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/20/2023 | Bill | 3107380 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/25/2023 | Bill | 3139214 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/26/2023 | Bill | 3149450 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/26/2023 | Bill | 3150194 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/30/2023 | Bill | 3169315 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/31/2023 | Bill | 3181639 | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/31/2023 | Bill Payment (Check) | 143340 | Yes | | 3-1001 Checking | -1.50 |
| 10/31/2023 | Bill Payment (Check) | 143341 | Yes | | 3-1001 Checking | -1.50 |
| 10/31/2023 | Bill Payment (Check) | 143342 | Yes | | 3-1001 Checking | -1.50 |
| 10/31/2023 | Bill Payment (Check) | 143343 | Yes | | 3-1001 Checking | -1.50 |
| 10/31/2023 | Bill Payment (Check) | 143344 | Yes | | 3-1001 Checking | -1.50 |
| 10/31/2023 | Bill Payment (Check) | 143345 | Yes | | 3-1001 Checking | -1.50 |
| 10/31/2023 | Bill Payment (Check) | 143346 | Yes | | 3-1001 Checking | -1.50 |
| 10/31/2023 | Bill Payment (Check) | 143347 | Yes | | 3-1001 Checking | -1.50 |
| 10/31/2023 | Bill Payment (Check) | 143348 | Yes | | 3-1001 Checking | -1.50 |
| 10/31/2023 | Bill Payment (Check) | 143349 | Yes | | 3-1001 Checking | -1.50 |
| 10/31/2023 | Bill Payment (Check) | 143350 | Yes | | 3-1001 Checking | -1.50 |
| 10/31/2023 | Bill Payment (Check) | 143351 | Yes | | 3-1001 Checking | -1.50 |
| 10/31/2023 | Bill Payment (Check) | 143352 | Yes | | 3-1001 Checking | -1.50 |
| 10/31/2023 | Bill | | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/31/2023 | Bill Payment (Check) | 143353 | Yes | | 3-1001 Checking | -1.50 |
| 10/31/2023 | Bill | | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/31/2023 | Bill | | Yes | Bill synced from Melio. View it here - | 3-2099 Accounts Payable | 1.50 |
| 10/31/2023 | Bill Payment (Check) | 143354 | Yes | | 3-1001 Checking | -1.50 |
| 10/31/2023 | Bill | | Yes | | 3-2099 Accounts Payable | 1.50 |
| 10/31/2023 | Bill Payment (Check) | 143355 | Yes | | 3-1001 Checking | -1.50 |

Oregon City/County Management Association

Transaction List by Vendor

October - December, 2023

| DATE | TRANSACTION TYPE | NUM | POSTING | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|-----------------------------|----------------------|---------|---------|---|-------------------------|------------|
| 12/01/2023 | Bill | 3408355 | Yes | | 3-2099 Accounts Payable | 1.50 |
| 12/01/2023 | Bill | 3408859 | Yes | | 3-2099 Accounts Payable | 1.50 |
| 12/01/2023 | Bill Payment (Check) | 143356 | Yes | | 3-1001 Checking | -1.50 |
| 12/01/2023 | Bill Payment (Check) | 143357 | Yes | | 3-1001 Checking | -1.50 |
| 12/01/2023 | Bill Payment (Check) | 143358 | Yes | | 3-1001 Checking | -1.50 |
| 12/04/2023 | Bill | 3426428 | Yes | | 3-2099 Accounts Payable | 1.50 |
| | | | | Summer Conference: Food & Beverage Venue Rental | | |
| Pendleton Convention Center | | | | | | |
| 10/02/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -23,987.74 |
| | | | | NWWLA T-shirts | | |
| Penhollow Promotions LLC | | | | | | |
| 10/19/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -452.55 |
| | | | | NWWLA Reimbursement | | |
| Randi Heuberger | | | | | | |
| 12/01/2023 | Bill | | Yes | | 3-2099 Accounts Payable | 223.59 |
| 12/29/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -223.59 |
| | | | | Senior Advisor Reimbursement | | |
| Richard Meyers | | | | | | |
| 12/29/2023 | Bill | | Yes | | 3-2099 Accounts Payable | 107.42 |
| | | | | Senior Advisor Reimbursement | | |
| Rob Drake | | | | | | |
| 10/09/2023 | Bill | | Yes | | 3-2099 Accounts Payable | 396.78 |
| 10/30/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -396.78 |
| | | | | NWWLA Reimbursement | | |
| Sambo Kirkman | | | | | | |
| 11/03/2023 | Bill | | Yes | | 3-2099 Accounts Payable | 711.50 |
| 11/29/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -711.50 |
| | | | | Senior Advisor Reimbursement | | |
| Sheila Ritz | | | | | | |
| 10/19/2023 | Bill | | Yes | | 3-2099 Accounts Payable | 218.01 |
| 10/25/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -218.01 |
| 12/29/2023 | Bill | | Yes | | 3-2099 Accounts Payable | 202.25 |
| | | | | Facilitation services NWWLA Retreat | | |
| SSW Consulting LLC | | | | | | |
| 10/31/2023 | Bill | | Yes | | 3-2099 Accounts Payable | 3,815.72 |
| 11/29/2023 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -3,815.72 |
| | | | | OLLG Speaker Honorarium | | |
| Taylor Phoumivong | | | | | | |
| 10/19/2023 | Bill | | Yes | | 3-2099 Accounts Payable | 150.00 |
| 10/25/2023 | Bill Payment (Check) | | Yes | Oct. Cafe con Leche | 3-1001 Checking | -150.00 |



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: January 19, 2024
Subject: Summary of Contracts Executed on Behalf of OCCMA

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: January 19, 2024
Subject: Discussion and adoption of 2024 Work Plan

On November 16-17 the OCCMA Board of Directors met for their Annual Retreat. During the retreat the board reviewed the 2023 Work Plan and updated it accordingly. The following is an overview of the changes made by the board.

OCCMA Board

- Modified action item A.1 to work with the LOC to train elected officials.
- The board removed items A.2, A.3, and A.4.
- Work plan items A.5 and A.6 were moved to the Civic Education Committee.
- The following work plan items were added:
 - A.2 Strengthen the relationship between the OCCMA and the LOC.
 - A.3 Increase and expand the membership by 10 percent.
 - A.4 Speak and/or be available at events or other professional associations to talk about the value of local government leadership.

Nominating Committee

- The board kept work plan item B.1 and removed item B.2 because it has been completed.

Ethics Committee

- The board kept work plan item C.1 but broke it out into two work plan items and added C.3 to review Article 11 of the OCCMA Policy Annex and recommend changes to the Bylaws Committee.

Support for Managers

- Added D.3 Review the existing support for managers program and make a recommendation to the OCCMA Board of Directors to improve how the OCCMA is supporting new and current members.

Bylaws Committee

- This committee completed its work plan items from 2023. The board added E.1 to Review the OCCMA Bylaws and Policy Annex as needed.

Audit Committee

- This committee has been removed from the Work Plan and the OCCMA Board of Directors will assume its responsibilities.

Professional Development Committee

- G.1. (now F.1) The board decided to keep this item but amended it to read: Utilize the PDC guidelines as a basis for conference planning in 2024.
- G.2 (now F.2) Kept as is.

- G.3 The board removed this work plan item.
- G.4 (now F.3) Kept as is.
- G.5 The board decided to move this item to the Scholarship Committee.
- G.6 (now F.4) Kept as is.
- G.7 The board removed this work plan item.
- G.8 (now F.5) Kept as is.
- G.9 The board removed this work plan item.

Communications Committee

The board would like this committee to focus on overhauling OCCMA's communication efforts and look at expanding networking opportunities outside of conferences.

DEI Committee

The following work plan items replaced the items from 2023.

- H.1 Provide the Professional Development Committee with one or more options for DEI topics/sessions/presenters for each OCCMA conference in 2024.
- H.2 Provide the OCCMA Communications Committee with content that spotlights DEI issues.
- H.3 Develop a process and begin tracking demographic data collected from OCCMA membership registration and renewal.
- H.4 Provide the Professional Development Committee with a minimum of three suggestions to cultivate a welcoming and sense of belonging for all participants at OCCMA Workshops and Conferences.

NWWLA and OLLG

The board recommended adding the following work plan item to both affiliate groups.

- Provide the Professional Development Committee with one or more options for DEI topics/sessions/presenters for each OCCMA conference in 2024.

Civic Education

- The board decided to keep the first work plan item as is, but removed L.2, L.3, L.4, and L.5. The work plan items from the board section were added.
- The board asked to add an item related to rolling out the presentation template.

Scholarship Committee

- The board work plan item to bolster student membership was added as well as an item to promote, fund, and award scholarships.

Oregon Veterans Leading Government

- This committee will be focused on promoting the ICMA Veteran's Fellowship Program.

Attachments:

1. 2023 Work Plan
2. 2024 Work Plan

Recommended Motion

I move to adopt the 2024 OCCMA Board of Directors Work Plan.



2023 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 five goals which reflect our Mission:

- A. Cultivate diversity inclusion and a sense of belonging within OCCMA's membership and governance structure.
- B. Provide professional development opportunities to our members.
- C. Support our members in the profession.
- D. Promote and expand membership.
- E. Promote civic education and effective local government.

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 27, 2023 the Board of Directors adopted a work plan for 2023. The letters in parentheses reference the goals(s) related to that work item. The 2023 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. (C).

A.2 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 (C).

A.3 Develop and provide OCCMA branded items for use in promoting the benefits and membership in OCCMA. (D).

A.4 Develop a relationship with the Oregon Association of Chiefs of Police (OACP). (C).

A.5 Develop a relationship with the Coalition of School Administrators to help with the implementation of SB 513. SB 513 was approved during the 2021 legislative session requires a half-credit course on civics to get a diploma. (E).

A.6 Present the OCCMA Toolkit to the LOC Board of Directors. (E).

B. Nominating Committee

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

B.2 Develop a bylaws amendment to ensure the Nominating Committee considers the following factors when they are recruiting and considering appointments to the board:

- Race;
- Gender;
- Tenure;
- Size of communities served; and
- Geographic areas served throughout their career. (A).

C. Ethics Committee

C.1 Educate members about the ethics policy and review complaints in accordance with the policy. (C).

D. Support for Managers Committee

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

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

E. Bylaws Committee

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

E.2 Review the potential amendment from the Nominating Committee to amend the selection criteria to the board. (A).

E.3 Review the listserv policy as it relates to ethics and make recommended amendments. (C).

E.4 Amend the bylaws to include an additional director to the OCCMA Board of Directors. (A).

F. Audit Committee

F.1 Review the policy annex to ensure policies are matching practices. (D).

G. Professional Development Committee

G.1 Utilize the PDC guidelines as a basis for conference planning in 2023, and review and revise the policy guidelines to reflect operational best practices for future conference planning. (B).

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. (B).

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

G.4 Collaborate with the DEI Committee to develop sessions and focus on the utilization of diverse and inclusive professionals to present at our conferences and engage with OCCMA. (A,B).

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

G.6 Collaborate with OLLG and NWWLA to develop sessions for the OCCMA Summer Conference. (A,B).

G.7 Begin planning the 2024 NW Regional Managers Conference. (B).

G.8 Solicit ideas for workshop and conference session topics from the OCCMA membership. (B).

G.9 Add professional reading recommendations to the website. (B,C).

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

H.1 Clarify and re-commit to including DEI topics at every conference and newsletter and work to spotlight the equity lens in every topic. (A, B).

H.2 Data collection – collect current demographic information about OCCMA membership and beyond. What are the demographics of Oregon city managers, assistants and potentially city recorders 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. (A).

H.3 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. (A).

H.4 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. The committee would like to engage with a few of those to see where it can support and not re-create existing resources. A good example is the Oregon Recreation and Parks Association. (A).

H.5 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. (A).

H.6 Encourage recruitment of more diverse senior advisors. Go beyond call for applications to direct calls and asks. (A).

H.7 To explore and help facilitate land acknowledgement statements for conferences and board meeting if meaningful to the tribe. (A).

I. Communications Committee (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,C).

I.2 Review the content and design of the OCCMA website. (C).

I.3 Consider making the Communications Committee a formal standing committee. (B).

I.4 Promote the Civic Education Toolkit and the ICMA Dues Structure. (E).

I.5 Define the purpose of the Communications Committee and whether it should be focusing on inward or outward communication. (E).

J. Northwest Women’s Leadership Academy (ad hoc)

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

J.2 Work with the Professional Development Committee to design a session at the summer conference. (B).

K. Oregon Latinos in Local Government (OLLG)

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

K.2 Work with the Professional Development Committee to design a session at the summer conference. (B).

L. Civic Education Committee (ad/hoc)

L.1 Update tools, resources, and information in the Civic Education Toolkit for OCCMA members 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. (C,E).

L.2 Develop a presentation guide to promote the Civic Education Toolkit to OCCMA members. (C,E).

L.3 Develop a presentation template for OCCMA members to share the Civic Education Toolkit with local schools, civic groups, and future local government leaders. (C,E).

L.4 Develop and promote civics with local schools. (C,E).

L.5 Survey members to see how the committee can improve the Civic Education Toolkit. (C,E).

M. Scholarship Committee

M.1 Create a defined scholarship program with eligible uses, percentage matches, and rules for selection. (A,B).

M.2 Explore the expansion of the scholarship program to allow funds to be used for ICMA training programs. (A,B).

M.3 Promote the scholarships for NWWLA and OLLG members to attend OCCMA conferences. (A,B).

N. Develop a Retired Senior Manager Corp.

N.1 To promote the ICMA Coaching and Credentialing Programs. (C).

O. Veteran’s Committee (ad/hoc)

O.1 To evaluate the interest in creating a Veteran’s in Local Government Affiliate Group. (C).



2024 WORK PLAN

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- D. Promote and expand membership.
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CORE BELIEFS

1. PUBLIC SERVICE: including the stewardship of democratic principles and the efficient and transparent use of public resources;
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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 26, 2024 the Board of Directors adopted a work plan for 2024. The letters in parentheses reference the goals(s) related to that work item. The 2024 OCCMA Work Plan is as follows:

A. OCCMA Board

- A.1 Work with the League of Oregon Cities (LOC) to train elected officials. (E)
- A.2 Strengthen the relationship between the OCCMA and the LOC. (E)
- A.3 Increase and expand the membership by 10 percent. (D)
- A.4 Welcome and increase new members without losing the congeniality. (C, D)
- A.5 Speak and/or be available at events of other professional associations to talk about the value of local government leadership. (D)

B. Nominating Committee

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

C. Ethics Committee

- C.1 Educate members about the ethics policy. (C)
- C.2 Review complaints in accordance with Article 11 of the OCCMA Policy Annex. (C).
- C.3 Review Article 11 of the OCCMA Policy Annex and recommend changes to the Bylaws Committee. (C)

D. Support for Managers Committee

- D.1 Regularly promote senior advisor services and encourage members and non-members to avail themselves of these services. (C).
- D.2 Welcome newly appointed managers to the Association with a welcome package. (C, D).
- D.3 Review the existing support for managers program and make a recommendation to the OCCMA Board of Directors to improve how the OCCMA is supporting new and current members. (C)

E. Bylaws Committee

- E.1 Review the OCCMA Bylaws and Policy Annex as needed. (C).

F. Professional Development Committee

F.1 Utilize the PDC guidelines as a basis for conference planning in 2024. (B).

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

F.3 Collaborate with the DEI Committee to develop sessions and focus on the utilization of diverse and inclusive professionals to present at our conferences and engage with OCCMA. (A,B).

F.4 Collaborate with OLLG and NWWLA to develop sessions for the OCCMA Summer Conference. (A,B).

F.5 Solicit ideas for workshop and conference session topics from the OCCMA membership. (B).

G. Communications Committee

G.1 Overhaul the OCCMA communications program and make a recommendation on how to improve communication with the membership. (A, B, C)

G.2 Expand networking opportunities outside of conferences. (A, C)

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

H.1 Provide the Professional Development Committee with one or more options for DEI topics/sessions/presenters for each OCCMA conference in 2024. (A, B).

H.2 Provide the OCCMA Communications Committee with content that spotlights DEI issues. (A, B).

H.3 Develop a process and begin tracking demographic data collected from OCCMA membership registration and renewal. (A).

H.4 Provide the Professional Development Committee with a minimum of three suggestions to cultivate a welcoming and sense of belonging for all participants at OCCMA Workshops and Conferences. (A).

I. Northwest Women's Leadership Academy (ad hoc)

I.1 Continue to support and grow the relationship with NWWLA. (A, B, D).

I.2 Provide the Professional Development Committee with one or more options for DEI topics/sessions/presenters for each OCCMA conference in 2024. (A, B).

J. Oregon Latinos in Local Government (OLLG)

J.1 Build the relationship with OLLG and evaluate other opportunities to engage with OCCMA. (A, B, D).

J.2 Provide the Professional Development Committee with one or more options for DEI topics/sessions/presenters for each OCCMA conference in 2024. (A, B).

K. Civic Education Committee (ad/hoc)

K.1 Update tools, resources, and information in the Civic Education Toolkit for OCCMA members 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. (C, E).

K.2 Develop a relationship with the Coalition of School Administrators to help with the implementation of SB 513. SB 513 was approved during the 2021 legislative session requires a half-credit course on civics to get a diploma. (E).

K.3 Present the OCCMA Toolkit to the LOC Board of Directors and the OMA Board of Directors. (E).

K.4 Rollout the presentation materials for the Civic Education Toolkit to the membership, graduate programs, and affiliate organizations. (E)

L. Scholarship Committee

L.1 Work with the ICMA Student Chapter at PSU to bolster student membership in OCCMA. (B).

L.2 Promote, fund and award scholarships. (B, C)

M. Oregon Veterans Leading Government (ad/hoc)

M.1 Promote the ICMA Veteran's Fellowship Program. (C).



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: January 19, 2024
Subject: Adopt 2024 Budget

On November 17, 2023 the OCCMA Board of Directors discussed the proposed 2024 budget. The board asked staff to make the following adjustments:

- Increase the Summer Conference speaker expenditure (3-5450) to \$15,000
- Increase the NW Regional Conference speaker expenditure (3-5559) to \$15,000
- Increase the Charlie Henry Scholarships (3-6051) to \$7,600
- Increase Sponsorships of Other Organizations (3-6059) to \$5,000
- Change line item 3-3062 to Ethics Committee Account instead of just Committee Account

In addition, after conferring with the LOC Conference Coordinator staff suggests increasing the transportation costs for the NW Regional Managers Conference (3-5560) to \$3,500.

Attachment:

1. 2024 OCCMA Approved Budget

Recommended Motion

I move to adopt the 2024 OCCMA Annual Budget.



OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2024 Budget - Proposed

| | | 2020 ACTUAL | 2021 ACTUAL | 2022 BUDGET | 2022 Year End | 2023 BUDGET | 2023 ACTUAL | 2024 PROPOSED BUDGET | 2024 Approved BUDGET |
|---|--|----------------|----------------|----------------|------------------|----------------|----------------|----------------------------|----------------------------|
| Conference Income | | | | | | | | | |
| <i>Fall Conference Registrations</i> | | | | | | | | | |
| 3-4303 | · Registration | 1,475 | | 7,500 | 7,500 | 7,500 | | 6,000 | 6,000 |
| | Total Fall Conference | 1,475 | 0 | 7,500 | 7,500 | 7,500 | 0 | 6,000 | 6,000 |
| <i>Spring Conference Registrations</i> | | | | | | | | | |
| 3-4351 | · Registration | 0 | | 0 | 0 | 2,800 | 2,543 | 3,000 | 3,000 |
| | Total Spring Conference | 0 | 0 | 0 | 0 | 2,800 | 2,543 | 3,000 | 3,000 |
| <i>Summer Conference</i> | | | | | | | | | |
| 3-4404 | · Registration | 4,875 | 31,915 | 40,000 | 33,560 | 35,000 | 32,350 | 35,000 | 35,000 |
| 3-4407 | · Sponsorships | 8,400 | 21,400 | 25,000 | 27,700 | 30,000 | 42,500 | 30,000 | 30,000 |
| 3-4411 | · Roger Jordan Scholarship | 0 | 1,500 | 0 | 5,100 | | | | |
| 3-4420 | · Activity Fee | 0 | | 0 | 0 | 1,000 | 700 | 1,000 | 1,000 |
| | Total Summer Conference | 13,275 | 54,815 | 65,000 | 66,360 | 66,000 | 75,550 | 66,000 | 66,000 |
| <i>NW Regional Conference</i> | | | | | | | | | |
| 3-4501 | · Registration | 0 | 0 | 0 | 0 | 0 | | 50,000 | 50,000 |
| 3-4505 | · Sponsorships | 0 | 0 | 0 | 0 | 0 | | 10,000 | 10,000 |
| | Total NW Regional Conference | 0 | 0 | 0 | 0 | 0 | 0 | 60,000 | 60,000 |
| | Total s | 13,275 | 54,815 | 72,500 | 73,860 | 76,300 | 78,093 | 135,000 | 135,000 |
| <i>NW Women's Leadership Academy</i> | | | | | | | | | |
| 3-4600 | | | | | | | | | |
| 3-4606 | · Registration | 0 | 6,850 | 13,900 | 13,900 | 16,000 | 15,050 | 14,600 | 14,600 |
| 3-4607 | · Sponsorship | 0 | 650 | 0 | 0 | | | | |
| 3-4610 | · Scholarship | 0 | 0 | 0 | 1,000 | 0 | | 0 | 0 |
| | Total NW Women's Leadership Academy | 0 | 7,500 | 13,900 | 14,900 | 16,000 | 15,050 | 14,600 | 14,600 |
| <i>Oregon Latino's in Local Government</i> | | | | | | | | | |
| 3-4608 | · Dues | 0 | 0 | 21,650 | 15,950 | 16,000 | 1,000 | 7,000 | 7,000 |
| 3-4612 | OLLG Event Registration | | | | | | | 5,000 | 5,000 |
| 3-4613 | OLLG Event Sponsorships | | | | | | | 1,000 | 1,000 |
| | Total Oregon Latino's in Local Govt | 0 | 0 | 21,650 | 15,950 | 16,000 | 1,000 | 13,000 | 13,000 |
| General Operations Income | | | | | | | | | |
| 3-4701 | · Dues | 40,978 | 47,074 | 45,000 | 48,736 | 50,000 | 45,102 | 43,400 | 43,400 |
| 3-4702 | · Dues Surcharge Scholarships | | | | | 5,000 | 7,783 | 7,600 | 7,600 |
| 3-4703 | · Dues Surcharge 2021 | 6,094 | 0 | 0 | 0 | 0 | | 0 | 0 |
| 3-4760 | · Board Retreat Meetings | 928 | 3,030 | 0 | 0 | 0 | | 0 | 0 |
| 3-4770 | · CIS Senior Advisor | 0 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| 3-4780 | · ICMA Senior Advisor | 629 | 2,409 | 7,000 | 3,794 | 5,000 | 3,753 | 5,000 | 5,000 |
| 3-4785 | · Charlie Henry Scholarship | | | 5,000 | 1,954 | | | | |
| | Total General Operations Income | 48,630 | 55,013 | 59,500 | 56,984 | 62,500 | 59,138 | 58,500 | 58,500 |
| 3-9998 | Uncategorized Income | | | | | | -9800 | 200,000 | 200,000 |
| | Beginning Cash | | | | | | 13,800 | | |
| | Total Income | 61,905 | 117,328 | 167,550 | 161,694 | 170,800 | 157,281 | 421,100 | 421,100 |

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2024 Budget - Proposed

| | | 2020 | 2021 | 2022 | 2022 | 2023 | 2023 | 2024 | 2024 |
|---|--|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | ACTUAL | ACTUAL | BUDGET | Year End | BUDGET | ACTUAL | PROPOSED | Approved |
| | | | | | | | | BUDGET | BUDGET |
| EXPENSE | | | | | | | | | |
| Conference Expense | | | | | | | | | |
| <i>Fall Workshop</i> | | | | | | | | | |
| 3-5334 | · Food & Beverage Fall | 0 | 0 | 6,000 | 6,000 | 6,000 | | 6,000 | 6,000 |
| 3-5335 | · Room Rental Fall | 500 | 0 | 600 | 600 | 600 | | 500 | 500 |
| 3-5338 | · Administration Fall | 0 | 0 | 0 | 0 | 0 | | 0 | 0 |
| 3-5339 | · Speakers Fall | 0 | 0 | 5,000 | 500 | 2,500 | | 2,500 | 2,500 |
| Total · Fall Conference | | 500 | 0 | 11,600 | 7,100 | 9,100 | 0 | 9,000 | 9,000 |
| <i>Spring Workshop</i> | | | | | | | | | |
| 3-5361 | · Food & Beverage Spring | 0 | 0 | 0 | 0 | 2,000 | | 1,500 | 1,500 |
| 3-5362 | · Room Rental Spring | 0 | 0 | 0 | 0 | 600 | | 200 | 200 |
| 3-5363 | · Administration Spring | 0 | 0 | 0 | 0 | 0 | | 0 | 0 |
| 3-5364 | · Speakers Spring | 0 | 0 | 0 | 0 | 1,000 | 1,113 | 1,500 | 1,500 |
| Total · Spring Conference | | 0 | 0 | 0 | 0 | 3,600 | 1,113 | 3,200 | 3,200 |
| <i>Summer Conference</i> | | | | | | | | | |
| 3-5441 | · Activities Summer | 0 | 0 | 3,000 | 480 | 3,000 | 1,195 | 5,000 | 5,000 |
| 3-5442 | · Administration Summer | 8,272 | 0 | 500 | 0 | 500 | | 500 | 500 |
| 3-5443 | · A/V & Trade Show Summer | 0 | 0 | 500 | 3,285 | 3,500 | 4,500 | 6,000 | 6,000 |
| 3-5444 | · Food & Beverage Summer | 0 | 19,317 | 35,000 | 26,058 | 35,000 | 19,756 | 50,000 | 50,000 |
| 3-5445 | · Lodging Summer | 0 | 0 | 1,000 | 1,786 | 2,000 | 1,106 | 1,500 | 1,500 |
| 3-5446 | · Postage/Printing Summer | 324 | 510 | 500 | 243 | 500 | 360 | 600 | 600 |
| 3-5447 | · Travel Summer | 0 | 164 | 300 | 159 | 500 | | 600 | 600 |
| 3-5448 | · Roger Jordan Scholarship | 0 | 906 | 1,000 | 2,836 | 2,500 | 2,137 | 3,800 | 3,800 |
| 3-5450 | · Speaker Summer | 0 | 850 | 7,500 | 2,978 | 7,500 | 8,379 | 10,000 | 15,000 |
| Total · Summer Conference | | 8,596 | 21,747 | 49,300 | 37,825 | 55,000 | 37,435 | 78,000 | 83,000 |
| <i>NW Regional</i> | | | | | | | | | |
| 3-5552 | · NW Administration | 0 | 0 | 0 | 0 | 0 | | 5,000 | 5,000 |
| 3-5553 | · NW Venue Rental /AV | | | | | | | 3,000 | 3,000 |
| 3-5554 | · NW Food & Beverage | 0 | 0 | 0 | 0 | 0 | | 58,000 | 58,000 |
| 3-5556 | · NW Postage/Printing | 0 | 0 | 0 | 0 | 0 | | 500 | 500 |
| 3-5557 | · NW Travel | 0 | 0 | 0 | 799 | 4,000 | | 2,000 | 2,000 |
| 3-5559 | · NW Speaker | 0 | 0 | 0 | 0 | 0 | | 10,000 | 15,000 |
| 3-5560 | · Transportation | | | | | | | 2,250 | 3,500 |
| Total · NW Regional | | 0 | 0 | 0 | 799 | 4,000 | 0 | 80,750 | 87,000 |
| <i>NW Women's Leadership Academy</i> | | | | | | | | | |
| 3-5601 | · LOC Administration- OCCMA contribution | 0 | 2,500 | 2,500 | 2,500 | 2,575 | 2,730 | 1,442 | 1,442 |
| 3-5602 | · Other Administration | 0 | 8,892 | 10,566 | 10,566 | 9,600 | 4,881 | 5,550 | 5,550 |
| 3-5603 | · A/V & Room | 0 | 0 | 0 | 0 | 0 | | 1,000 | 1,000 |
| 3-5604 | · Speaker | 0 | 0 | 0 | 0 | 1,000 | 2,000 | 1,000 | 1,000 |
| 3-5605 | · Food & Beverage | 0 | 0 | 0 | 0 | 6,000 | 1,600 | 6,000 | 6,000 |
| 3-5606 | · Miscellaneous | 0 | 0 | 0 | 0 | 0 | | 1,000 | 1,000 |
| Total · NW Women's Leadership Academy | | 0 | 11,392 | 13,066 | 13,066 | 19,175 | 11,210 | 15,992 | 15,992 |
| <i>Oregon Latino's in Local Government</i> | | | | | | | | | |
| 3-5703 | · LOC Administration- OCCMA contribution | 0 | 0 | 0 | 3,125 | 3,126 | 3,173 | 1,610 | 1,610 |
| 3-5701 | · LGHN Dues | 0 | 0 | 18,000 | 13,300 | 13,300 | | | |
| 3-5702 | · Meetings & Events | 0 | 0 | 2,500 | 495 | 2,650 | 529 | 5,000 | 5,000 |
| 3-5704 | · Travel | 0 | 0 | 0 | 0 | 2,000 | | 2,000 | 2,000 |
| Total Oregon Latino's in Local Government | | 0 | 0 | 20,500 | 16,920 | 21,076 | 3,702 | 8,610 | 8,610 |

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2024 Budget - Proposed

| | | | | | | | 2024 | 2024 |
|--|--------------------------------------|----------------|-----------------|-----------------|----------------|----------------|---------------|----------------|
| | | | | | | | PROPOSED | Approved |
| | | | | | | | BUDGET | BUDGET |
| 2020 | 2021 | 2022 | 2022 | 2023 | 2023 | | | |
| ACTUAL | ACTUAL | BUDGET | Year End | BUDGET | ACTUAL | | | |
| General Operations Expenses | | | | | | | | |
| 3-6056 | · Listerv | | | 750 | | | 500 | 500 |
| 3-6001 | · LOC Services | 25,750 | 25,781 | 31,965 | 25,750 | 26,523 | 26,136 | 36,000 |
| 3-6016 | · Board Functions | 0 | 3,232 | 6,000 | 3,500 | 6,000 | 812 | 6,000 |
| 3-6019 | · ICMA Executive Officers Membership | 0 | 0 | 2,000 | 800 | 2,000 | | 2,000 |
| 3-6020 | · ICMA Coaching Program | 0 | 2,850 | 1,000 | 0 | 1,000 | | 2,850 |
| 3-6021 | · Conference Calls | 0 | 0 | 100 | 0 | 100 | 0 | 0 |
| 3-6027 | · Marketing/Supplies | 0 | 572 | 1,000 | 496 | 3,000 | | 6,000 |
| 3-6030 | · Membership | | | | | | 184 | 500 |
| 3-6033 | · Miscellaneous | 250 | 1,082 | 1,500 | 566 | 1,500 | | 500 |
| 3-6034 | · Miscellaneous - Credit Card Exp | 825 | 2,893 | 3,000 | 3,000 | 3,000 | | 4,000 |
| 3-6035 | · Insurance | | 0 | 0 | 0 | 750 | 750 | 500 |
| 3-6036 | · National/Committee Travel | 0 | 2,500 | 8,000 | 2,682 | 8,000 | | 8,000 |
| 3-6039 | · Newsletter | 1,401 | 0 | 2,500 | 0 | 2,500 | | 1,000 |
| 3-6042 | · Postage | 152 | 0 | 400 | 400 | 400 | | 400 |
| 3-6045 | · Printing, Fax | 0 | 0 | 300 | 0 | 300 | | 300 |
| 3-6051 | · Scholarships Charlie Henry | 0 | 0 | 3,000 | 2,346 | 2,500 | 2,342 | 3,800 |
| 3-6054 | · Senior Advisor | 2,451 | 4,974 | 14,000 | 8,700 | 14,000 | 8,813 | 12,000 |
| 3-6055 | · OCCMA Senior Advisor | | | | | | | 2,000 |
| 3-6057 | · Web Support | 0 | 972 | 1,500 | 1,787 | 1,500 | 1,188 | 2,000 |
| 3-6058 | · Audit | 0 | 0 | 8,000 | 0 | 8,000 | 0 | 0 |
| 3-6059 | · Sponsorship of Other Organizations | 0 | 0 | 2,000 | 250 | 2,000 | 0 | 2,000 |
| 3-6060 | · Managers In Transition | 0 | 0 | 2,500 | 1,650 | 2,500 | 1,500 | 2,500 |
| 3-3061 | LOC Association Membership | | | | | | 0 | 650 |
| 3-3062 | · Ethics Committee Account | 0 | 81,901 | 0 | 0 | 0 | 0 | 1,000 |
| Total General Operations Expenses | | 30,829 | 126,758 | 88,765 | 51,928 | 86,323 | 41,725 | 94,500 |
| Melio Credit Card Fee | | | | | | | 87 | |
| Total Expenses | | 39,425 | 159,896 | 183,231 | 127,637 | 198,274 | 95,271 | 290,052 |
| Net Income (Loss) | | 22,479 | (42,568) | (15,681) | 34,057 | 196,797 | 62,010 | 131,048 |
| Fund Balance, beginning year | | 205,185 | 227,664 | 185,096 | | 196,797 | 62,010 | 200,000 |
| Net Income (Loss) | | 22,479 | (42,568) | (15,681) | 34,057 | | | 131,048 |
| Fund Balance, end of year | | 227,664 | 185,096 | 169,415 | 34,057 | 196,797 | 62,010 | 331,048 |

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2024 Budget - Proposed

| | 2020 ACTUAL | 2021 ACTUAL | 2022 BUDGET | 2022 Year End | 2023 BUDGET | 2023 ACTUAL | 2024 PROPOSED BUDGET | 2024 Approved BUDGET |
|--|----------------|----------------|----------------|------------------|----------------|----------------|----------------------------|----------------------------|
| Beginning Cash | | | | | | | | |
| Beginning Cash - Operations | 110,256 | 180,728 | 178,906 | 178,906 | 62,500 | 59,138 | 331,048 | 312,998 |
| Beginning Cash - NWWLA | 0 | 0 | 6,190 | 6,190 | 19,175 | 28,850 | 12,850 | 12,850 |
| Beginning Cash - 2021 ICMA Conference | 89,307 | 81,901 | 0 | 0 | 0 | | 0 | 0 |
| Beginning Cash - OLLG | 0 | 0 | 0 | 0 | 16,000 | 3,702 | 1,800 | 1,800 |
| Beginning Cash - RJ Scholarship | 5,622 | 4,968 | 5,562 | 5,562 | | 7,827 | 8,553 | 8,553 |
| Beginning Cash - Charlie Henry Scholarship | 0 | 0 | 0 | 0 | 0 | 158 | | |
| Total Beginning Cash | 205,185 | 267,597 | 190,658 | 190,658 | 97,675 | 99,675 | 354,251 | 336,201 |
| Transfers | | | | | | | | |
| · Operating to NWWLA | 0 | 6,190 | 3,334 | 4,334 | 6,400 | 13,800 | 13,800 | 13,800 |
| · Operating to ICMA 2021 | 7,406 | 81,901 | 0 | 0 | 0 | 0 | 0 | 0 |
| · Operating to OLLG | 0 | 0 | 1,150 | 2,155 | (1,950) | 0 | 0 | 0 |
| · Operating to RJ Scholarship | 0 | 594 | (1,000) | 2,264 | (2,500) | (8,553) | (8,553) | (8,553) |
| · Operating to Charlie Henry Scholarship | 0 | 0 | 0 | 0 | (2,500) | -158 | -158 | -158 |
| Total Transfers | 7,406 | 88,685 | 3,484 | 8,753 | (550) | 5,089 | 5,089 | 5,089 |
| Ending Cash | | | | | | | | |
| · Ending Cash Balance - Operations /Unrestricted | 180,728 | 178,906 | 158,741 | 15,730 | 198,274 | 0 | 200,000 | 200,000 |
| · Ending Cash Balance - NWWLA | | 6,190 | 9,524 | 8,345 | 17,225 | 15,050 | 15,050 | 15,050 |
| · Ending Cash Balance - ICMA 2021 | 81,901 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| · Ending Cash Balance - OLLG | | 0 | 1,150 | 2,155 | 13,500 | 1,800 | 1,800 | 1,800 |
| · Ending Cash Balance - RJ Scholarship | 4,968 | 5,562 | 0 | 7,827 | -2,500 | 8,553 | 8,553 | 8,553 |
| · Ending Cash Balance - Charlie Henry | 0 | 0 | 0 | 0 | -2,500 | 158 | 158 | 158 |
| Total Ending Cash OCCMA | 185,696 | 185,096 | 169,415 | 34,057 | 223,999 | 25,561 | 225,561 | 225,561 |



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: January 19, 2024
Subject: Senior Advisor Vacancy

Gary Milliman resigned as a senior advisor effective December 31, 2023. As a senior advisor Gary was responsible for serving Coos, Curry, and Douglas Counties as well as the city of Cave Junction.

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.

The board needs to accept Gary's resignation and declare his position vacant. Staff is also seeking input from the board on how you would like to handle the recruitment process.

Attachment:

1. Gary Milliman's resignation letter

Recommended Motion

I move to accept Gary Milliman's resignation as a senior advisor and declare his position vacant.

From: [Gary Milliman](#)
To: [Angela Speier](#)
Subject: Resignation/New Role
Date: Monday, December 11, 2023 9:38:03 AM

CAUTION: This email originated from Outside Your Organization. Exercise caution when opening attachments or on clicking links from unknown senders. Please contact Information Technology for assistance.

Hi Angela...

Please share this with the MIT Committee.

I have accepted the position of City Manager with the City of Talent effective January 2, 2024.

I am resigning from my role as Senior Advisor effective December 31, 2023.

I have enjoyed working with everyone as Senior Advisor over the last several years. It is a great group of knowledgeable, dedicated and very personable professionals. I'll be submitting my OCCMA membership application soon.

Gary Milliman, *ICMA Credentialed City Manager/Life Member*
Senior Advisor

Oregon City/County Management Association
541-813-9267

judgetmilliman@brookings.or.us





OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

TO: OCCMA Board of Directors

FROM: Patty Mulvihill, LOC Executive Director

SUBJECT: OCCMA Appointments to LOC Legislative Committees

DATE: November 29, 2023

The LOC has seven policy committees it convenes in each even-numbered year; the purpose of the committees is to develop recommendations for the LOC Board of Directors regarding specific legislative initiatives that serve as the basis for establishing LOC legislative priorities for a two-year period of time. For the first time, in an attempt to represent the diversity of opinions more fully within the LOC membership, the Oregon Mayors Association (OMA) and the Oregon City County Management Association (OCCMA) are being asked to appoint one of their members to serve on each of the policy committees.

LOC's seven policy committees include:

- *The Broadband, Cybersecurity & Telecommunications Policy Committee* reviews policy decisions and recommends legislative positions and strategies related to: broadband, cybersecurity, telecom franchising; management of right-of-way; advances in telecom technology; efficient provision of telecom; and artificial intelligence.
- *The Community & Economic Development Policy Committee* reviews policy decisions and recommends legislative positions and strategies related to: land use; parks and recreation; housing; homelessness; and economic development.
- *The Energy & Environment Policy Committee* reviews policy decisions and recommends legislative positions and strategies related to: energy conservation and efficiency; renewable energy generation; clean energy economic development programs; right-of-way and franchise management; natural gas utilities; solid and hazardous waste; air quality; and restructuring the electric industry.
- *The Finance & Taxation Policy Committee* reviews policy decisions and recommends legislative positions and strategies related to: property and income taxation; local government debt instruments; infrastructure funding; public budgeting; state revenue sharing; and financing economic development.
- *The General Government Committee* reviews policy decisions and recommends legislative positions and strategies related to: public health and safety; fire; courts; elections; ethics; ADA; libraries; public contracting; collective bargaining; employee benefits; recruiting; hiring and training; and public meetings and records.
- *The Transportation Policy Committee* reviews policy decisions and recommends legislative positions and strategies related to: streets and roads; traffic safety; public transit; and rail.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

- *The Water & Wastewater Policy Committee* reviews policy decisions and recommends legislative positions and strategies related to: water supply and water quality issues; water.

While the OCCMA is entitled to appoint whomever it wishes to the seven policy committees, the LOC did receive more applications than available positions and is recommending the OCCMA strongly consider the following appointed officials for appointments to identified committees (these are city staff who applied for positions and were not appointed by the LOC President).

- Broadband, Cybersecurity & Telecommunications – Alex McHaddad, City Recorder for Sodaville
- Community & Economic Development – Martha Bennett, City Manager for Lake Oswego
- Energy & Environment – Nichole Rutherford, City Manager for Coos Bay
- Finance & Taxation – No Recommendation
- General Government – Lea Moyer, City Recorder for Fossil (no city manager/administrator at this city – Ms. Moyer is appointed by the council)
- Transportation – Matt Michel, City Administrator for Veneta
- Water & Wastewater – Adam Hanks, City Administrator for Coburg

The OCCMA is respectfully asked to make their appointments no later than January 31, 2024.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: January 19, 2024
Subject: Review Proposed Changes to the LOC Contract for Services

The OCCMA currently contracts with the League of Oregon Cities (LOC) to provide a variety of services for the association. The current contract for services expires on June 30, 2024. Staff wanted to give the board ample time to review the proposed changes prior to the board's adoption at the March or June meeting. Below is an overview of the proposed changes:

- Adds specificity to the number of meetings LOC staff is expected to attend.
- Specifies the OCCMA committees LOC staff is expected to support.
- Includes the management of OLLG.
- Includes the language from the first Addendum regarding legal services for the Ethic Committee.
- Increases the fee for staffing the NW Regional Managers Conference from \$5,000 to \$12,000.
- Spells out the annual contract costs for staffing the OCCMA, including NWWLA and OLLG. It also clarifies payments will be made annually no later than March 1.
- Clarifies which LOC staff members are covered by the OCCMA when attending conferences.

Attachments:

1. Contract for Services with the LOC (expiring June 30, 2024), including first Addendum
2. Contract for Services with OLLG
3. Redline changes to current contract with the LOC

Recommended Motion

There is no motion needed at this time.

CONTRACT FOR SERVICES

PREAMBLE

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

RECITALS

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

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

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

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

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

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

Section 1.1. Financial Services.

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

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

Section 1.2. OCCMA Board and Membership Meetings.

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

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

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

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

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

1.4. Newsletter.

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

1.5. Database, Listserv, and Website.

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

1.6. Membership Support.

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

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

- 1.7.1 Maintain the financial records, provide quarterly financial statements, and manage accounts payable/receivable related to the NWWLA.
- 1.7.2 Provide recruitment support, as agreed to after collaborating with the NWWLA Chair, for the NWWLA. This may include, but not inherently be limited to: collecting applications; providing application materials to selection sub-committee for review; and, communicating with applicants on selection decisions.
- 1.7.3 Provide marketing support, as agreed to after collaborating with the NWWLA Marketing/Communications Sub-Committee, for the NWWLA. This may include, but not inherently be limited to: updating website content and managing the NWWLA contact database.
- 1.7.4 Provide administrative support, in consultation and collaboration with the NWWLA Chair, and/or Sub-Committee Chairs, to coordinate planning calls for steering committee and session planning committee meetings. This may include, but not inherently be limited to: creating meeting agendas; recording and distributing meeting minutes; and, filing appropriately.

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

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

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

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

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

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

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

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

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

- 2.2.3 If a LOC staff person is required to spend more than 15 hours working on an in-person NWWLA event, and for any hour a LOC staff person is required to attend a NWWLA event, the OCCMA, on behalf of the NWWLA, will reimburse the LOC at a rate of thirty dollars (\$30.00) per hour for each hour worked.

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

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

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

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

2.4.6.2 Hotel expenditure; and

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

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

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

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

2.4.7.2 Hotel expenditure; and

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

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

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

Section 4. General Terms and Conditions.

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

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

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

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

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

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

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

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

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

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

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

The Oregon City/County Management Association



Steve Powers
OCCMA President

April 21, 2021

Date of OCCMA Signature

The League of Oregon Cities



Mike Cully
LOC Executive Director

May 11, 2021

Date of LOC Signature

**First Addendum to Contract for Services
Between
Oregon City/County Management Association
and
League of Oregon Cities**

This First Addendum is between the Oregon City/County Management Association, hereafter “OCCMA” and the League of Oregon Cities, hereafter “LOC” (and collectively the “Parties”).

1. Whereas the Parties entered into a Contract for Services, hereafter the “Contract” effective on July 1, 2021, for various staffing support and related services.
2. Whereas the Parties wish to amend the Contract on the terms and conditions set for in this First Addendum Agreement. Pursuant to Section 4.6 of the Contract, the Contract can only be modified if in writing and signed by both parties.
3. References in this First Addendum to the Contract are to the Contract as previously amended or varied.
4. IN CONSIDERATION OF the Parties agreeing to amend their obligations in the existing Contract, and other valuable consideration, the receipt and sufficiency thereof, the Parties agree LOC will provide the OCCMA legal services under the following parameters:
 - a. The legal services provided will be related solely to assisting the OCCMA interpret, administer, and enforce Article 11, Code of Ethics of the OCCMA Bylaws.
 - b. Prior to the provision of any legal services, OCCMA, or any of its committees assigned to interpret, administer, and enforce Article 11, Code of Ethics shall identify one point of contact to work directly with the LOC assigned attorney.
 - c. LOC’s General Counsel will assign an LOC attorney based solely on the General Counsel’s discretion to provide legal services.
 - d. Legal services provided under this addendum will be billed at a rate of \$50.00 per hour and in 15-minute increments.
 - e. OCCMA will be billed monthly for all charges incurred with payment due within 30 days of the invoice being issued.
 - f. No work related to Article 11, Code of Ethics and the scope of services under this addendum shall be done by any other LOC staff member other than the assigned attorney(s). Prohibited work from other LOC staff includes but is not limited to gathering facts, securing documents, or attending meetings of any fact-finding committee.

5. This First Addendum expires on June 30, 2024 and is not eligible for automatic renewal.
6. Except as otherwise expressly provided in this First Addendum, all of the terms and conditions of the Contract remain unchanged and in full force and effect.

I have read this First Addendum. I certify I have the authority to sign and enter into this First Addendum. I understand this First Addendum and agree to be bound by its terms.

THIS AGREEMENT IS NOT VALID UNTIL ALL SIGNATORY APPROVALS ARE COMPLETED.

OREGON CITY/COUNTY MANAGEMENT
ASSOCIATION



Title: 2023 OCCMA President

8/17/2023

Date

LEAGUE OF OREGON CITIES



Title: LOC Executive Director

8/17/2023

Date

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



Susie Marston
OCCMA President

11/22/22

Date of Signature

The Oregon Latinos in Local Government



Maricela Guerrero
Chair, OLLG Board of Directors

12/12/22

Date of Signature

CONTRACT FOR SERVICES

PREAMBLE

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

RECITALS

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

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

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

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

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

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

Section 1.1. Financial Services.

- 1.1.1 Maintain the OCCMA's financial records in accordance with the practices and procedures set out by the OCCMA and its audit committee, provided the accounting software used by the OCCMA shall be the same software the LOC uses to main its own financial records.
- 1.1.2 Assist as necessary the OCCMA's audit committee in the preparation of the annual financial statements.

- 1.1.3 Provide financial statements and ~~provide~~ a report to the OCCMA at Board meetings and at other reasonable times as requested.
- 1.1.4 Manage the OCCMA's accounts payable in a system and through a process that works within the LOC's own financial accounting software and processes.
- 1.1.5 Manager the OCCMA's accounts receivable in a system and through a process that works within the LOC's own financial accounting software and processes.
- 1.1.6 Assist the OCCMA Secretary-Treasurer in preparing and filing required tax forms.
- 1.1.7 Develop a proposed annual budget in consultation with the OCCMA President-Elect for approval and adoption by the OCCMA Board of Directors.
- ~~1.1.8 Attend OCCMA Board meetings to assist the OCCMA Secretary-Treasurer in presenting financial information to the rest of the OCCMA Board of Directors.~~

Section 1.2. OCCMA Board and Membership Meetings. The parties agree that the LOC will provide staff support, with the type of support being provided specifically described below, to no more than seven meetings of the OCCMA Board of Directors per calendar year of this contract, and no more than one membership meeting per calendar year of this contract.

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

Section 1.3. Conferences and Workshops. The parties agree that both will play a role in the creation and production of no more than one OCCMA-sponsored conference (which will not exceed three days in duration), and no more than two OCCMA-sponsored workshops (both of which will not exceed four hours in duration) per calendar year during the duration of this contract. The OCCMA will be responsible for all costs associated with the below services. LOC shall not enter into or sign any contractual agreement for conference facility rental, catering, AV/WIFI rental, or hotel room rate guarantees until the same has been approved by the OCCMA Board of Directors; however, if an OCCMA-sponsored workshop is held in conjunction with an LOC event,

the LOC retains the exclusive right to sign any contractual agreement for the facility hosting the LOC conference and associated OCCMA workshop, including costs such as facility rental, catering, AV/WIFI rental, and hotel room guarantees. The LOC will be responsible for providing the following work.

- 1.3.1 Manage the conference and workshop budgets as developed by the OCCMA and reconcile the conference budget after all invoices and expenses have been recorded and completed within 180 days of the end of each conference.
- 1.3.2 Handle all funds and management expenses related to the conferences and workshops.
- 1.3.3 Set up conference and workshop registration by using an existing LOC system.
- 1.3.4 Submit invitations to conferences and workshops to OCCMA members.
- 1.3.5 Track conference and workshop registrations.
- 1.3.6 Securely process registration funds for conferences and workshops, including accounting for merchant and interchange fees (credit card, etc.).
- 1.3.7 Send registration confirmations, email follow-ups, etc.
- 1.3.8 Source appropriate meeting and function space including venue negotiations and contract execution.
- 1.3.9 Hotel room negotiations and contract execution (if different from venue).
- 1.3.10 Catering contract execution (if different from venue).
- 1.3.11 Provide logistical support to the OCCMA professional development committee.
- 1.3.12 Process speaker registrations and ensure all speakers are registered.
- 1.3.13 Greet and manage speakers at conferences and workshops.
- 1.3.14 Coordinate, record, and provide archiving service for speaker presentations.
- 1.3.15 Coordinate conference and workshop publications (print or electronic).
- 1.3.16 Manage on-site setup of conferences and workshops.

- 1.3.17 Negotiate contracts for AV and WIFI.
- 1.3.18 Serve as on-side liaison with AV and technical suppliers.
- 1.3.19 Negotiate and obtain liability insurance.
- 1.3.20 Track and coordinate conference and workshop sponsorships.
- 1.3.21 Track and coordinate conference and workshop scholarships.
- ~~1.3.22 Generate certificates of attendance for LGMC purposes.~~
- 1.3.223 Administer and collect results from satisfaction surveys.

1.4. Newsletter.

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

1.5. Database, Listserv, and Website.

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

1.6. Membership Support.

- 1.6.1 Coordinate annual membership drive.

~~1.6.2 Coordinate and assist with OCCMA committees.~~

~~1.6.3 Coordinate the Senior Advisor Program.~~

- 1.6.4 Coordinate with the International City/County Management Association.

1.7. OCCMA Committees and Affiliates. The parties agree that the LOC will provide staff support, with the type of support being provided specifically described below, to the following OCCMA Committees and Affiliates. Both parties acknowledge that the LOC will not provide support to any Committee or Affiliate not specifically identified in this Section 1.7, nor will it provide support to any subcommittee of an identified Committee within this Section 1.7.

1.7.1 Committees and Affiliates Covered by This Contract.

1.7.1.1. Bylaws Committee (note, it is the intent of both parties that the Bylaws Committee will be convened no more than once every three years – if the committee is convened more than once every three years, the LOC reserves the right to decline providing service, of any kind, to this committee. The committee was last convened in calendar year 2023, it is the parties agreed upon understanding that the committee is not expected to be convened again until 2026).

1.7.1.2. Communications Committee.

1.7.1.3. DEI Committee.

1.7.1.4. Ethics Committee.

1.7.1.5. Nominating Committee.

1.7.1.6. Professional Development Committee.

1.7.1.7. Support for Managers Committee.

1.7.1.8. Northwest Women’s Leadership Academy.

1.7.1.9. Veterans Committee.

1.7.1.10. Civic Education Committee.

1.7.1.11. Scholarship Committee.

1.7.1.12. Oregon Latinos in Local Government.

1.7.2. Services Provided to Northwest Women’s Leadership Academy. ~~1.7. Northwest Women’s Leadership Academy.~~ LOC agrees to provide the following services specifically related to supporting the Northwest Women’s Leadership Academy (NWWLA).

1.7.2.1.4 Maintain the financial records, provide quarterly financial statements, and manage accounts payable/receivable related to the NWWLA, provided that the financial records, statements, and accounts payable/receivable will be done in a system and through a process that works within the LOC’s own financial accounting software and processes.

~~1.7.2.2.~~ Provide recruitment support, as agreed to after collaborating with the NWWLA Chair, for the NWWLA. This may include, but not inherently be limited to: collecting applications; providing

~~application materials to selection sub-committee for review; and, communicating with applicants on selection decisions.~~

1.7.2.23. Provide marketing support, as agreed to after collaborating with the NWWLA Marketing/Communications Sub-Committee, for the NWWLA. This may include, but not inherently be limited to: updating website content and managing the NWWLA contact database.

1.7.2.34. Provide administrative support, in consultation and collaboration with the NWWLA Chair, and/or Sub-Committee Chairs, to coordinate planning calls for steering committee and session planning committee meetings. ~~This may include, but not inherently be limited to: creating meeting agendas; recording and distributing meeting minutes; and, filing appropriately. To not exceed 12 leadership team meetings per year and three steering committee meetings per year.~~

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

1.7.3. Services Provided to the Oregon Latinos in Local Government. LOC agrees to provide the following services specifically related to supporting the Oregon Latinos in Local Government (OLLG).

1.7.3.1. Maintain the financial records, provide quarterly financial statements, and manage accounts payable/receivable related to the OLLG provided that the financial records, statements, and accounts payable/receivable will be done in a system and through a process that works within the LOC's own financial accounting software and processes.

1.7.3.2. Assist the OLLG in the development of an annual budget.

1.7.3.3. Prepare agenda, notices, and minutes for no more than one virtual OLLG Board of Directors per month.

1.7.3.4. Prepare agenda, notice, and minutes for no more than one OLLG annual membership meeting per calendar year.

1.7.3.5 Assist the OLLG with newsletter articles, website management, new member notifications, and other publications.

1.7.3.65. 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 LOC is

responsible for distributing the forms and processing the membership applications.

1.7.3.76. Provide registration support for no more than two OLLG annual in-person or virtual events per calendar year; LOC retains the sole discretion as to whether it can or will provide additional support (including assisting with securing venues, speakers, food, etc.). OLLG is responsible for any costs associated with such events, including credit card fees incurred by the LOC in handling the registrations for the events.

1.7.3.87. Provide assistance with no more than six Café Con Leche events per calendar year. Assistance is limited to advertising the events and accepting registrations for the events; the LOC retains the sole discretion as to whether it can or will provide additional support (including assisting with securing speakers).

1.7.4. Services Provided to Ethics Committee. LOC agrees to provide the Ethics Committee the same services it provides to other committees, as described in Section 1.7.5, and the following legal services.

1.7.4.1. The legal services provided will be related solely to assisting the Ethics Committee, and the OCCMA Board of Directors, interpret, administer, and enforce Article 11, Code of Ethics of the OCCMA Bylaws.

1.7.4.2. Prior to the provision of any legal services, OCCMA, or its Ethics Committee shall identify one point of contact to work directly with the LOC assigned attorney.

1.7.4.3. LOC's General Counsel will assign an LOC attorney based solely on the General Counsel's discretion to provide legal services.

1.7.4.4. Legal services provided under this addendum will be billed at a rate of \$50.00 per hour and in 15-minute increments. This fee is in addition to any other fees described in this Contract and agreed to by the Parties.

1.7.4.5. OCCMA will be billed monthly for all charges incurred with payment due within 30 days of the invoice being issued.

1.7.4.6. No work related to Article 11, Code of Ethics and the scope of services under this addendum shall be done by any other LOC staff member other than the assigned attorney(s). Prohibited work from other LOC staff includes but is not limited to gathering facts, securing documents, or attending meetings of any fact-finding committee.

1.7.5. Services Provided to All Other Committees. LOC agrees to provide the following services to all other committees of the OCCMA, those not specifically identified in Section 1.7.2 (NWWLA), 1.7.3 (OLLG), and/or 1.7.4 (Ethics Committee).

1.7.4.1. Provide logistical and staff support for no more than one virtual meeting per month, for each committee.

1.7.4.2. Prepare agenda, notices, and written materials, and minutes for each virtual meeting staffed by the LOC.

1.8. ~~1.8.~~ Northwest Regional Managers Conferences. The parties agree that when it is Oregon's year to host a Northwest Regional Managers Conference (provided Oregon hosts no more than ~~once every two year as the terms described below only bind LOC for one conference every two years~~one Northwest Regional Managers Conference every two calendar years), both the OCCMA and the LOC will play a role in the creation and production of said conference.

1.8.1. OCCMA will be responsible for all costs associated with the below services. LOC shall not enter into or sign any contractual agreement for conference facility rental, catering, AV/WIFI rental, hotel room rate guarantees, or liability insurance until the same has been approved by the OCCMA Board of Directors. LOC will be responsible for providing the following work.

1.8.1.1. Manage the conference budgets as developed by the OCCMA and reconcile the conference budget after all invoices and expenses have been recorded and completed within 180 days of the end of the conference.

1.8.1.2. Handle all funds and management expenses related to the conference.

1.8.1.3. Set up conference registration by using an existing LOC system.

1.8.1.4. Submit invitations to the conference to the OCCMA membership via the website and/or listserv and/or quarterly newsletter and

work with the Washington City/County Management Association staff to distribute invitations to their members.

- _____ 1.8.1.5. Track conference registrations.
- _____ 1.8.1.6. Securely process registration funds for the conference, including accounting for merchant and interchange fees (credit card, etc.).
- _____ 1.8.1.7. Send registration confirmations, email follow-ups, etc.
- _____ 1.8.1.8. Source appropriate meeting and function space including venue negotiations and contract execution.
- _____ 1.8.1.9. Hotel room negotiations and contract execution (if different from venue).
- _____ 1.8.1.10. Catering negotiations and contract execution (if different from venue).
- _____ 1.8.1.11. Provide logistical support to the OCCMA professional development committee.
- _____ 1.8.1.12. Process speaker registrations and ensure all speakers are registered.
- _____ 1.8.1.13. Greet and manage speakers at the conference.
- _____ 1.8.1.14. Coordinate, record, and provide archiving service for speaker presentations.
- _____ 1.8.1.15. Coordinate conference publications (print or electronic).
- _____ 1.8.1.16. Manage on-site setup of the conference.
- _____ 1.8.1.17. AV and WIFI negotiations and contract execution.
- _____ 1.8.1.18. Serve as on-site liaison with AV and technical suppliers.
- _____ 1.8.1.19. Negotiate and obtain liability insurance.
- _____ 1.8.1.20. Track and coordinate conference sponsorships.
- _____ 1.8.1.21. Track and coordinate conference scholarships.
- _____ 1.8.1.22. Generate certificates of attendance for LGMC purposes.

1.8.1.23. Administer and collect results from satisfaction surveys.

1.8.2. For each Northwest Regional Managers Conference the LOC assists the OCCMA in hosting, in addition to the costs the OCCMA has agreed to pay in Section 1.8.1., the OCCMA also agrees to compensate the LOC an additional \$12,000 flat fee, the purpose of which is to cover the additional time expended on behalf of the OCCMA by LOC personnel. The additional \$12,000 flat fee will be billed to the OCCMA within 30 days of the relevant conference having concluded.

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

Section 2.1. Services Described in Sections 1.1 – 1.6. The OCCMA agrees to pay the LOC ~~a flat fee of Twenty Five Thousand Dollars (\$25,000.00) for each year of the Contract with a 3% adjustment each year for the services described in Sections 1.1 – 1.6 of this Contract.~~ the following flat fees for the services described herein (Note: the fees described in this section are in addition the special fees specifically described in Sections 1.7.4 and 1.8).

2.1.1. For the contract period beginning on July 1, 2024 and ending on December 31, 2024, the OCCMA shall pay the LOC a flat fee of \$21,750.

2.1.2. For the contract period beginning on January 1, 2025 and ending on December 31, 2025, the OCCMA shall pay the LOC a flat fee of \$44,805.

2.1.3. For the contract period beginning on January 1, 2026 and ending on December 31, 2026, the OCCMA shall pay the LOC a flat fee of \$46,149.

2.1.4. For the contract period beginning on January 1, 2027 and ending on December 31, 2027, the OCCMA shall pay the LOC a flat fee of \$47,533.

2.1.54 The fee shall be paid annually to cover the cost of personnel expenses incurred by the LOC in providing services to the OCCMA.

2.1.62 Payment shall be made ~~monthly, with 1/12 of the total annual amount due paid by the 15th of each month subject to this Contract.~~ annually, will the amount due no later than March 1.

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

2.2.1 The fee shall be paid annually to cover the cost of personnel expenses incurred by the LOC in providing services to the NWWLA.

~~2.2.2 Payment shall be made monthly, with 1/12 of the total amount due paid by the 15th of each month subject to this Contract.~~

~~2.2.3 If a LOC staff person is required to spend more than 15 hours working on an in-person NWWLA event, and for any hour a LOC staff person is required to attend a NWWLA event, the OCCMA, on behalf of the NWWLA, will reimburse the LOC at a rate of thirty dollars (\$30.00) per hour for each hour worked.~~

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

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

2.4.1 Hard costs associated with conferences and workshops including but not limited to: facility rental, catering, equipment rental, and liability insurance.

~~2.4.2 Any paper copies made by the LOC shall be billed to the OCCMA at a rate of 10 cents per page.~~

2.4.~~23~~ Any postage paid by LOC on behalf of the OCCMA shall be billed to the OCCMA at the actual cost incurred.

2.4.~~34~~ Any printing costs paid by the LOC on behalf of the OCCMA shall be billed to the OCCMA at the actual cost incurred.

2.4.~~45~~ Any travel expenses incurred by the LOC ~~administrative support person who is requested to attend an OCCMA conference~~ Projects and Affiliates Manager and Conference Coordinator when attending any in person OCCMA conferences and workshops, including events associated with the NWWLA, OLLG, and Northwest Regional Managers Conference, shall be billed to the OCCMA for the following:

2.4.~~45~~.1 Reimbursement for mileage at the current federal Internal Revenue Service rate;

2.4.~~45~~.2 Hotel expenditure; and

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

~~2.4.6 Any travel expenses incurred by an LOC administrative support person who is requested to attend an NWWLA conference in person shall be billed to the OCCMA for the following:~~

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

~~2.4.6.2 Hotel expenditure; and~~

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

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

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

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

~~2.4.7.2 Hotel expenditure; and~~

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

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

Section 3. Signature Authority. The OCCMA grants the LOC's Executive Director, the Project and Affiliates Manager, and the Member Engagement Director ~~or the Executive Director's designee~~, signature authority for purposes of signing any contracts or documents necessary to facilitate the LOC's responsibilities under this Contract. The appointment of the Executive Director's designee shall be subject to the OCCMA Board's approval. The Executive

Director, the Executive Director's designee, shall provide a written report to the OCCMA Board at each OCCMA Board meeting for all contracts and documents executed on behalf of the OCCMA during the prior reporting period.

Section 4. General Terms and Conditions.

Section 4.1. Obligations. Neither party is, by virtue of this Contract, a partner or joint venture in connection with activities carried out under this Contract and shall have no obligation with respect to the other party's debts or any other liability or obligation of the other party of whatever kind or nature except as set forth in Paragraphs 4.2 and 4.3 of this Contract.

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

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

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

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

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

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

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

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

Section 5. Effective Date and Term. This Contract shall be effective as of July 1, ~~2021~~2024, and shall be in effect until ~~June 30, 2024~~December 31, 2027, unless sooner terminated by the parties as provided for in this Contract.

The Oregon City/County Management Association

The League of Oregon Cities

~~Steve Powers~~Dan Huff
OCCMA President

~~Mike Cully~~Patricia M. Mulvihill
LOC Executive Director

Date of OCCMA Signature

Date of LOC Signature



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: January 19, 2024
Subject: Membership Report

Membership in OCCMA runs on a calendar year (January through December), with a pro-rated membership being allowed for new members and members returned after three years or longer. Membership applications were made available on December 6, 2023 and were emailed to all chief administrative officers (CAOs) and current OCCMA members. The notice of the opening of registration was also posted on the OCCMA listserv.

Staff plans to send a follow up email to members who have not renewed, as well as to CAO's who have not signed up, and post an additional reminder on the OCCMA listserv. A registration reminder has also been published in the weekly LOC Bulletin. Staff will continue to push reminder emails encouraging members to renew.

As of Thursday, January 18 OCCMA has received 163 applications for membership. The specific breakdown between membership classifications and how it is comparing to 2023 membership totals is below.

| | 2023 | 2024 | Difference |
|------------------------|------------|------------|-------------|
| Active | 202 | 109 | -93 |
| Affiliate | 15 | 3 | -12 |
| Cooperating | 8 | 4 | -4 |
| Honorary | 2 | 2 | - |
| Lifetime | 39 | 39 | - |
| Retired | 11 | 5 | -6 |
| Student | 8 | 2 | -6 |
| Managers in Transition | 2 | 0 | -2 |
| Total | 287 | 164 | -123 |

In addition, the OCCMA Board of Directors approved the DEI Committee's request to start collecting demographic information as part of the membership drive. We have had 53 members complete the survey, see below for a snapshot of the results.

Question 1: What decade were you born?

| | |
|----------------------|----|
| Before 1940 | 0 |
| 1940 – 1949 | 0 |
| 1950 – 1959 | 5 |
| 1960 – 1969 | 18 |
| 1970 – 1976 | 16 |
| 1980 – 1989 | 12 |
| 1990 – 1999 | 1 |
| 2000 – 2009 | 0 |
| Prefer not to answer | 1 |

Question 2: Which race or ethnicity best describes you?

| | |
|---|----|
| Black or African American | 1 |
| Asian or Pacific Islander | 0 |
| White or Caucasian | 46 |
| Hispanic or Latino/a | 1 |
| Native American/American Indian/Alaska Native | 2 |
| Multiple ethnicities | 1* |
| Prefer not to answer | 2 |

* White or Caucasian and Native American

Question 3: To which gender identity do you most identify?

| | |
|-------------------------|----|
| Woman | 22 |
| Man | 29 |
| Non-binary | 0 |
| Prefer to self-identify | 0 |
| Prefer not to answer | 2 |

Question 4: How many years have you been a member of the OCCMA?

| | |
|-----------------------|----|
| 0 years | 1 |
| 1 year | 3 |
| 2 years | 6 |
| 3 years | 3 |
| 4 years | 4 |
| 5 years | 2 |
| 6 years | 1 |
| 8 years | 2 |
| 9 years | 1 |
| 10 years | 3 |
| 12 years | 2 |
| 13 years | 2 |
| 14 years | 2 |
| 15 years | 2 |
| 16 years | 1 |
| 18 years | 1 |
| 25 years | 1 |
| 29 years | 1 |
| 30 years | 1 |
| Did not answer/unsure | 14 |

Out of the 39 individuals who responded:

- 17 (44%) have been members 4 years or less.
- 9 (23%) have been members for 5-10 years.
- 8 (20%) have been members 11-15 years.
- 5 (13%) have been members 16 plus years.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: January 19, 2024
Subject: 2024 Committee Rosters

In October, staff began soliciting for volunteers to serve on OCCMA committees in 2024. On November 17, 2024 the board reviewed the list of members who volunteered. As part of the review process, board members volunteered to serve as chairs and liaisons to the committees.

President Huff made committee appointments on November 20, 2023, in accordance with Article 9, Sections 1 and 2 of the OCCMA Bylaws which gives the President the authority to make appointments to all standing and ad/hoc committees. The committee chairs have been sent the rosters of their committees and meetings are beginning to be scheduled.

Attachment:

1. 2024 OCCMA Committee Rosters

Recommended Motion

There is no motion needed.



OCCMA

Oregon City/County
Management Association

A State Affiliate of ICMA

Attachment 1

2024 OCCMA Committees

Standing Committees

Bylaws & Policy

| | | |
|-------------------------------|--------------|-----------|
| Aaron Palmquist, Chair | City Manager | Irrigon |
| Spencer Nebel | City Manager | Newport |
| Robb Corbett | City Manager | Pendleton |
| Brian Latta | City Manager | Dallas |

Ethics

| | | |
|---------------------------|-------------------------------|--------------|
| Zoe Mombert, Chair | Assistant to the City Manager | Wilsonville |
| Spencer Nebel | City Manager | Newport |
| Keith Campbell | Manager in Transition | OCCMA |
| Martha Bennett | City Manager | Lake Oswego |
| Greg Dirks | City Manager | Wood Village |
| Bryon Smith | City Manager | Hermiston |
| Kenna West | City Manager | Independence |
| Scott McClure | City Manager | Turner |
| Mark Shepard | City Manager | Corvallis |
| Rachael Fuller | Manager in Transition | OCCMA |
| Jeanna Troha | Assistant City Manager | Wilsonville |

Nominating

| | | |
|-------------------------------|--------------------|--------------|
| Scott Derickson, Chair | City Administrator | Woodburn |
| Spencer Nebel | City Manager | Newport |
| Kenna West | City Manager | Independence |
| John Walsh | City Administrator | St. Helens |
| Sherilyn Lombos | City Manager | Tualatin |

NW Regional Managers Conference Subcommittee

| | | |
|------------------------------|-----------------------|----------------|
| Martha Bennett, Chair | City Manager | Lake Oswego |
| Nina Vetter | Manager in Transition | OCCMA |
| Robb Corbett | City Manager | Pendleton |
| Ashley Sonoff | Associate | SSW Consulting |
| Daphnee Legarza | City Manager | Lincoln City |
| Spencer Kyle | City Manager | Seaside |
| Anthony Pagano | City Administrator | Gold Beach |

| | | |
|---------------------|------------------------|------------------------------|
| Rich Huebner | Assistant City Manager | Moses Lake, WA |
| Jim Williams | Chief of Staff | Fairbanks North Star Borough |

Spring Workshop Subcommittee

| | | |
|------------------------------|------------------------|---------------|
| Martha Bennett, Chair | City Manager | Lake Oswego |
| Jerry Gillham | City Manager | Sutherlin |
| Kelly Madding | Assistant City Manager | Medford |
| Jonathan Teichert | City Manager | Klamath Falls |
| Shawn Waite | City Administrator | Hubbard |

Summer Conference Subcommittee

| | | |
|------------------------------|--|----------------|
| Martha Bennett, Chair | City Manager | Lake Oswego |
| Sherilyn Lombos | City Manager | Tualatin |
| Jordon Bennett | City Administrator | Cascade Locks |
| Rachael Fuller | Manager In Transition | OCCMA |
| Phillip Cooper | Douglas and Candace Morgan Professor of Local Government | PSU |
| Abigail Elder | City Manager | Hood River |
| Guilian del Rio | Equity and Program Manager | Lake Oswego |
| Pau Khan Thang | Student | PSU |
| Matthew Klebes | City Manager | The Dalles |
| Sara Singer Wilson | President | SSW Consulting |

Fall Workshop Subcommittee

| | | |
|------------------------------|------------------------|-------------|
| Martha Bennett, Chair | City Manager | Lake Oswego |
| Stephanie Betteridge | Assistant City Manager | Bend |
| Eileen Stein | City Administrator | Canby |
| John Walsh | City Administrator | St. Helens |
| Frankline Muthomi | Assistant Professor | PSU |

Support for Managers

| | | |
|--------------------------|---|--------------|
| John Walsh, Chair | City Administrator | St. Helens |
| Dan Huff | City Manager | Molalla |
| Kenna West | City Manager | Independence |
| Scott McClure | City Manager | Turner |
| Nina Vetter | Manager in Transition | OCCMA |
| Sherilyn Lombos | City Manager | Tualatin |
| Joe Samaniego | City Manager | Tangent |
| Richard Meyers | Senior Advisor | OCCMA |
| David Clyne | Senior Advisor | OCCMA |
| Dave Kanner | Senior Advisor | OCCMA |
| Sheila Ritz | Senior Advisor | OCCMA |
| Dave Waffle | Senior Advisor | OCCMA |
| Rob Drake | Senior Advisor | OCCMA |
| Dale Shafer | Senior Advisor | OCCMA |
| Pam Brangaccio | ICMA Senior Advisor Program Coordinator | ICMA |
| Patricia Martel | West Coast Regional Director | ICMA |

Scholarship

| | | |
|-----------------------------|---------------------------|------------|
| Sabrina Cotta, Chair | Acting City Manager | Ashland |
| Adam Brown | City Manager | Keizer |
| Renata Wakeley | Special Projects Director | Woodburn |
| John Walsh | City Administrator | St. Helens |
| Donna McCormack | City Recorder/Manager | Culver |
| Roger Jordan | Senior Advisor Emeritus | OCCMA |

Communications

| | | |
|---------------------------|--------------------------------|--------------|
| Andy Varner, Chair | City Manager | North Plains |
| Mark Morgan | Assistant City Manager | Hermiston |
| Kelsey Lewis | Grants and Programs Manager | Wilsonville |
| David Milliron | City Administrator | North Bend |
| Sarah Merten | City Administrator | St. Paul |
| Kelly Hart | Community Development Director | Lebanon |
| Abigail Elder | City Manager | Hood River |
| Madison Thesing | Assistant to the City Manager | Lake Oswego |

Ad Hoc Committees

Diversity, Equity, and Inclusion

| | | |
|-----------------------------|--------------------------------|--------------|
| Mark Shepard, Chair | City Manager | Corvallis |
| Sabrina Cotta | Acting City Manager | Ashland |
| Stephanie Betteridge | Assistant City Manager | Bend |
| Alexandra Rains | Assistant City Manager | Oregon City |
| John Walsh | City Administrator | St. Helens |
| Eileen Stein | City Administrator | Canby |
| Pau Khan Thang | Student | PSU |
| Daphnee Legarza | City Manager | Lincoln City |
| Kelly Hart | Community Development Director | Lebanon |

Civic Education

| | | |
|---------------------------|--|--------------|
| Zoe Mombert, Chair | Assistant to the City Manager | Wilsonville |
| Branden Dross | City Administrator | Lafayette |
| Pau Khan Thang | Student | PSU |
| Eileen Stein | City Administrator | Canby |
| Daphnee Legarza | City Manager | Lincoln City |
| Mark Morgan | Assistant City Manager | Hermiston |
| Sarah Merten | City Administrator | St. Paul |
| Dan Huff | City Manager | Molalla |
| Phillip Cooper | Douglas and Candace Morgan Professor of Local Government | PSU |

Oregon Veterans Leading Government

| | | |
|-------------------------------|---------------------|-----------|
| Aaron Palmquist, Chair | City Manager | Irrigon |
| Sabrina Cotta | Acting City Manager | Ashland |
| Eric Underwood | City Manager | Donald |
| Jerry Gillham | City Manager | Sutherlin |
| Peter Troedsson | City Manager | Albany |

NWWLA Steering Committee

| | | |
|-----------------------------------|--------------------------------|-------------|
| Nina Vetter, OCCMA Liaison | Manager in Transition | OCCMA |
| Alissa Angelo | Assistant City Manager | Stayton |
| Martha Bennett | City Manager | Lake Oswego |
| Sherilyn Lombos | City Manager | Tualatin |
| Andi Howell | Transit Director | Sandy |
| Liz Newton | Councilor | Tigard |
| Jessica Harper | Livability Manager | Gresham |
| Sarah Medary | City Manager | Eugene |
| Aquilla Hurd-Ravich | Community Development Director | Oregon City |
| Jenny Haruyama | City Manager | Beaverton |
| Simone Brooks | Assistant City Manager | Hillsboro |
| Stephanie Betteridge | Chief Innovation Officer | Bend |
| Rachael Fuller | Manager In Transition | OCCMA |

NWWLA Leadership Team

| | | |
|---------------------------------|-----------------------------------|----------------|
| Megan George, Chair | Deputy City Manager | Tualatin |
| Megan Phelan, Past Chair | Assistant City Manager | Lake Oswego |
| Cate Schneider | Senior Management Analyst | Bend |
| Sambo Kirkman | Engineering Services Manager | Beaverton |
| Nicole Hendrix | Senior Management Analyst | Tigard |
| Emily Robertson | Policy and Administration Manager | MCDD |
| Sara Singer Wilson | Consultant | SSW Consulting |

Oregon Latinos in Local Government (OLLG) Board of Directors

| | | |
|----------------------------------|--------------------------------------|-------------------------|
| Maricela Guerrero, Chair | Economic Development Project Manager | Woodburn |
| Joe Samaniego, Vice Chair | City Manager | Tangent |
| Guilian del Rio | Equity Program Manager | Lake Oswego |
| Ambar Espinoza | Public Affairs Specialist | Metro |
| Danny Morato | Supplier Diversity Administrator | Hillsboro |
| Abigail Elder | Board Liaison | OCCMA Board of Director |

ICMA Liaison

| | | |
|------------------------|--------------------|----------|
| Scott Derickson | City Administrator | Woodburn |
|------------------------|--------------------|----------|



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, LOC Project & Affiliates Manager
Date: January 19, 2024
Subject: Oregon Latinos in Local Government (OLLG) Update

OLLG opened their membership drive in December. We have had six government agencies sign up for full membership, one non-profit sign up for full membership, and one associate membership. The total revenue billed is \$2,175.

On January 10 the registration opened for OLLG's first [Winter Conference](#). We have seven people registered to attend the one-day conference. This conference will be held on Friday, February 23 at the Lake Oswego City Hall from 9:00 am to 3:00 pm. I encourage the board to review the conference program and send employees you think might benefit. The cost for registration is \$50 for members and \$100 for non-members.